



SPACES TO SAY
“I do”



ALEXANDRA HOUSE
THE VENUES COLLECTION



WELCOME TO ALEXANDRA HOUSE

*Let us plan your
special day...*

Congratulations on your engagement; you've found the perfect partner, now let us help you discover the perfect venue.

The VENUE

Make your wedding day truly memorable and fall in love with Alexandra House – a modern, stylish wedding venue, set in 20 acres of grounds on the edge of the Cotswolds, providing a beautiful countryside backdrop.

The modern stylish décor of our Wroughton Suite is the ideal romantic setting for your ceremony, allowing flexibility to create your perfect space for up to 150 guests.

Photo courtesy of Lewis Bishopp





Civil CEREMONIES

Take the first steps towards married life together...

Book your Civil Ceremony / Partnership in four easy steps:

- Step 1** Contact the Wedding Coordinator here at Alexandra House to check availability and view the Wroughton Suite – our licensed room.
- Step 2** Select your date and make a provisional booking with the venue.
- Step 3** Contact the Registrar to ensure that they are available to marry you on the date and time you require.
- Step 4** Confirm the booking with the venue by paying your deposit and returning a signed copy of your contract.

Additional information about your ceremony:

Only the Superintendent Registrar can permit a civil, non-religious ceremony.

The content of the ceremony must be agreed in advance by the Superintendent Registrar – who will be attending the ceremony.

Any music, reading, words or performance, which forms any part of the ceremony, must be secular.

Alexandra House is registered to the Swindon Registry Office and they are contactable via 0179 352 2738.

No food or drinks are to be permitted in the ceremony room during the ceremony.

SPACES *to say 'I do'*



THE WROUGHTON SUITE

The modern stylish décor is a romantic setting for your ceremony.

Our space offers flexibility to create the perfect room size
for 50 to 150 guests

Civil Ceremony	Up to 150 guests
Seated Wedding Breakfast	Up to 150 guests
Evening Reception	Up to 150 guests

The INCLUSIONS

- > A dedicated Wedding Coordinator
- > Three-course complimentary menu tasting for the happy couple
- > Preferential bedroom rates for your wedding guests
- > An easel displaying your table plan
- > White table linen and napkins
- > A Master of Ceremonies to host your special day
- > Use of silver cake stand and knife
- > A dance floor to party the night away



Don't just take OUR WORD FOR IT

“ALEXANDRA HOUSE DID A WONDERFUL JOB FOR US AND I AM VERY GRATEFUL FOR THE EXPERT INPUT THEY PROVIDED IN ADVANCE OF THE BIG DAY. WE HAD A WONDERFUL DAY AND THAT IS IN NO SMALL PART TO THEIR WORK. ALEXANDRA HOUSE IS A TERRIFIC VENUE AND HAD A REAL 'WOW' FACTOR FOR OUR GUESTS. IN ADDITION TO THAT, THE SERVICE, FOOD, LIGHTING AND TEAM WERE FANTASTIC AND MADE OUR BIG DAY EVEN MORE SPECIAL!”

RACHEL, THE BRIDE

”



Photo courtesy of A.N Photography

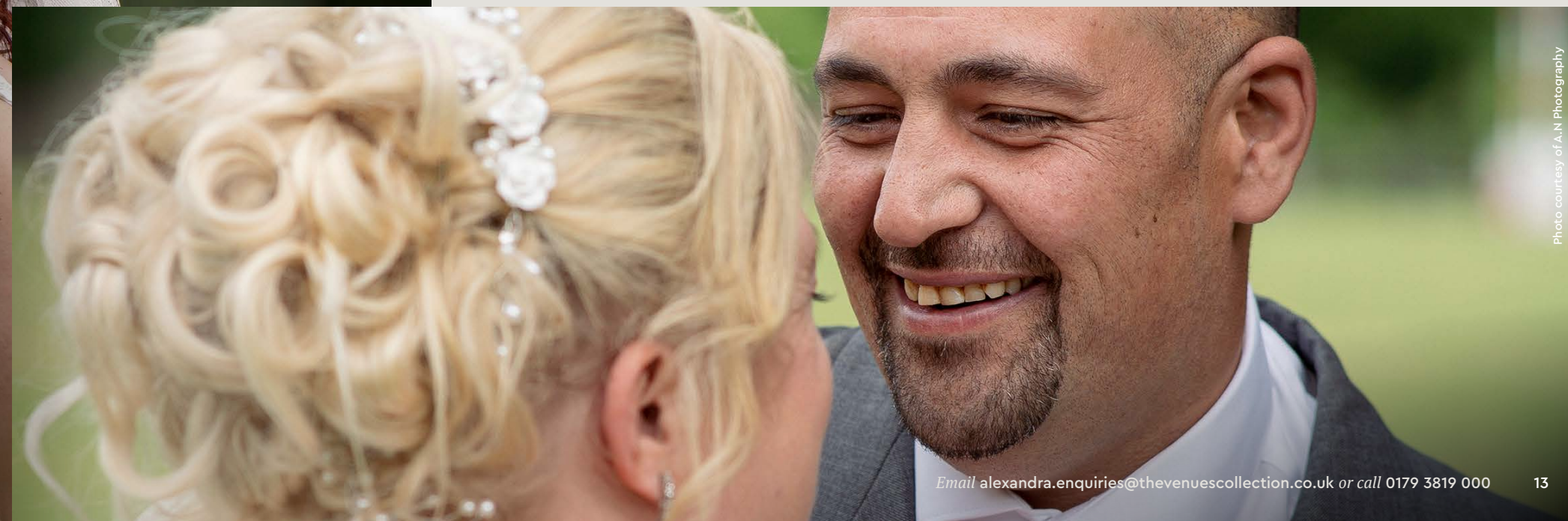


Photo courtesy of A.N Photography

Our FOOD PHILOSOPHY

Our in-house chefs freshly prepare each dish using the finest seasonal products: 80% of ingredients are British grown, with a focus on only seasonal fruit and vegetables. We also work with Fairtrade suppliers to ensure we use ethically sourced ingredients wherever possible.

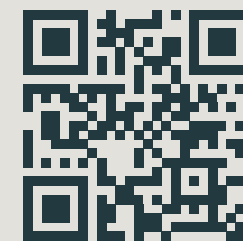
We offer an array of delicious Wedding Breakfast menus, with a wide variety of options for your evening reception. Many of our menus include plant-forward dishes and choices suitable for all dietary requirements.

In the fight to help reverse climate change, our chefs look to minimise waste, wherever they can. Whatever we're cooking, we believe in more taste and less waste!





Our SUPPLIERS

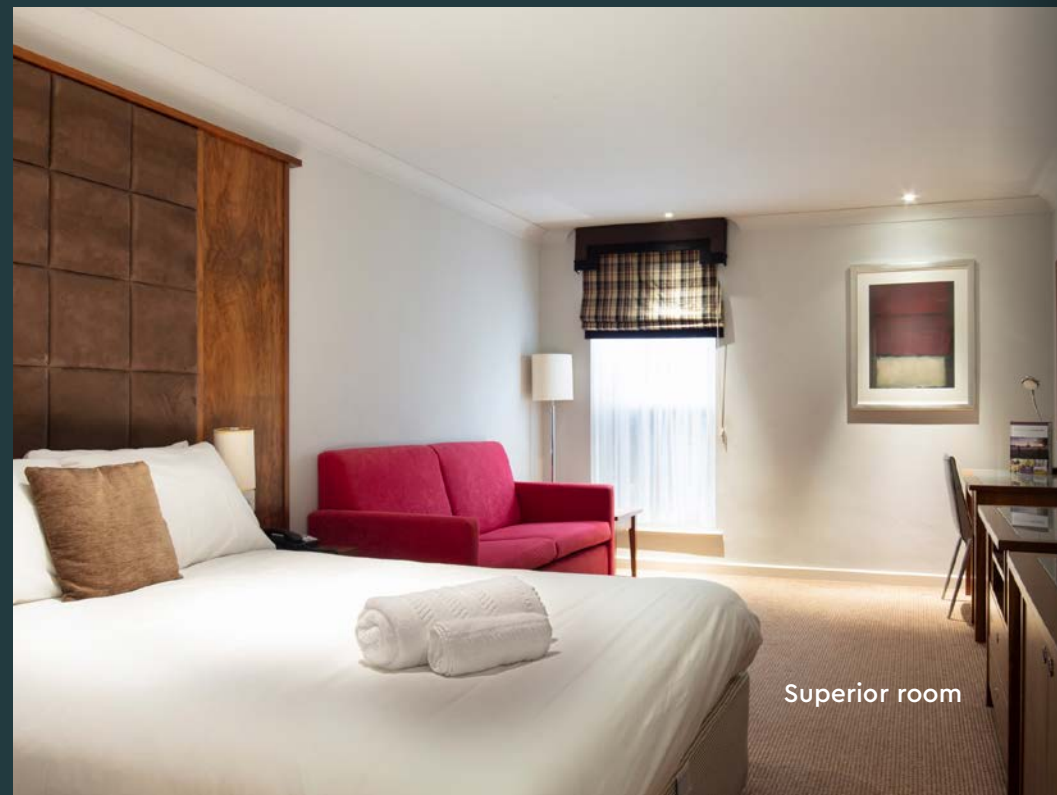


Scan the QR code below to browse our suppliers which includes professional venue dressers, photographers, hairstylists, and makeup artists – all who will help make your wedding the happiest day of your lives.

Stay WITH US

We have over 150 bedrooms for your guests including standard doubles and superior rooms for them to kick back and relax after the wedding.

Our rooms are spacious, comfortable and provide an abundance of natural daylight. All our rooms come fully equipped with free Wi-Fi, en-suite bathroom with amenities, and tea and coffee making facilities.



Superior room

Bridal suite



Email alexandra.enquiries@thevenuescollection.co.uk or call 0179 3819 000



Photo courtesy of A.N Photography

Your STEP-BY-STEP guide

Book a wedding showround

Start your wedding journey by arranging a viewing with our fantastic Wedding Coordinator to discuss all aspects of your day. We will run through the day from start to finish and discuss the variety of event spaces available for you.

Create your own package

From food and drink, menu options and timings to entertainment and decorations – we have priced each element for your wedding day; giving you the freedom to have your day the way you want it.

Provisionally hold your selected date

You've selected Alexandra House and created your perfect package; we can now provisionally hold your date for up to two weeks. During this time, we advise you to contact the Registrar and church to discuss your ceremony requirements.

Secure the date

Once the Registrar is booked, you are welcome to confirm your date with us by signing a contract and paying the initial deposit – this guarantees your booking and date with us.

Following this, our Coordinator will be available to assist with any planning questions you may have. From four months before your big day – they will be on hand to assist with the finer details and menu choices.



THE **A-Z** OF YOUR WEDDING

ACCOMMODATION

Preferential rates are offered for your wedding party, please ask your dedicated Wedding Coordinator for more details. Check in from 14:00. Check out by 11:00.

ALLERGIES

Our kitchen regularly handles an array of ingredients, so it is important to capture information about your guests and their allergies. We will require all allergy information within your final details. Once we have this information, our team will be able to help with what dishes to serve to your guests with special dietary needs.

BAR

Our bar is stocked with a selection of beer, cider, wine, spirits and soft drinks. Last orders are called at 23:45 and the bar will close at midnight. Please note we are a cashless venue.

CAKE

Your wedding cake can be delivered by your supplier on the morning of your wedding. To comply with our food regulations, we ask that a full list of ingredients is provided two weeks prior along with a signed food indemnity form. The cake must be collected the following morning after your wedding. We cannot keep products for more than 24 hours.

CANDLES

Are not permitted at the venue.

CONFETTI

Must be biodegradable and only used in designated areas.

CAR PARK

We have over 250 car parking spaces onsite for those drivers in the party. Car parking is complimentary.

DELIVERY

We will arrange a time with you in the days leading up to your wedding day for your suppliers to deliver their items. Perishable items such as cake, balloons, flowers etc. should be provided on the day of your wedding.

EARLY ACCESS

Can be arranged for your ceremony or Wedding Breakfast room with prior arrangements, if the rooms are available. A supplement may be applicable and is subject to availability.

FAVOURS

These are special to all guests and a traditional part of the Wedding Breakfast table setting. We ask that no alcohol is given.

GIFTS AND CARDS

We recommend that you volunteer a guest or family member to take responsibility of the presents and cards given on the day.

INSURANCE

Any external companies coming onsite will need to provide public liability insurance and PAT certificates

MASTER OF CEREMONIES

You are welcome to nominate a Master of Ceremonies for your wedding day. Our Event Manager will support them when they need to make any announcements on the day. Alternatively our Events Manager can also act as your Master of Ceremonies on the day for announcements.

MENU

All menus in the brochure are sample menus, menus will be finalised 4 months prior to your big day. We do not allow external caterers onsite. All menu choices and dietary requirements need to be provided to the venue at least 14 days prior to your wedding.

MUSIC

If you are playing music from a device for your ceremony and/or Wedding Breakfast, we recommend creating a specific playlist and using our Master of Ceremonies to control this on your behalf.

We recommend the following:

- > Background music for your guest's arrival – **30 minutes**
- > Bridal entrance – **1 song**
- > Signing the register and photos – **3 songs**
- > Couples exit down the aisle – **1 song**
- > Background music during the drinks reception – **2 hours**
- > Wedding Breakfast – **2 hours**

PET-FRIENDLY

We are a pet-friendly venue. Pets are welcome in our public areas, our spacious grounds and bedrooms.

PAYMENTS

We are a cashless venue at Alexandra House. We do accept all major debit and credit cards onsite.

REGISTRAR

If you are having your civil ceremony with us, you will need to book the Registrar directly.

SMOKING

Smoking is permitted outside. Smoking or vaping is not permitted inside the venue.

SUPPLIERS

We have many recommended suppliers that can help with various elements of your wedding day.

TABLE PLAN

We ask you to provide two copies of your table plan, one will be displayed to your guests so they can seat themselves at the correct table, the second will be used by our team on the day annotating it with any special dietary needs.

WEDDING BREAKFAST

The Wedding Breakfast is the first meal you enjoy as a married couple.



ALEXANDRA HOUSE

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Call 0179 3819 000
Email alexandra.enquiries@thevenuescollection.co.uk
Visit swindonalexandrahouse.co.uk



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