

bristol  
museum &  
art gallery



Wedding  
handbook



# Congratulat



# itions

Congratulations on your engagement and thank you for considering Bristol Museum & Art Gallery as the perfect venue to host your wedding celebrations.

The grand staircases, romantic balconies, vintage chandeliers and glass vaulted ceilings create a real 'wow' factor, all surrounded by millions of years of world history. For couples seeking something a little different for their big day, the museum delivers the artful charm that only one of Bristol's best loved landmarks can offer.

With capacity to host wedding ceremonies for up to 200 guests, wedding breakfasts for up to 240 guests and informal parties for up to 400 guests, we offer couples an exclusive setting in which to celebrate with their friends and families.

Our team of experienced and passionate event professionals, award winning chefs and trusted suppliers are all thrilled to share their skills with couples looking to create a night to remember.

Couples who wish to say 'I do' can choose from the Edwardian Baroque grandeur of our Winterstoke or Wills Halls or experience the more intimate settings of one of our art galleries with a 6pm ceremony.

Guests are then encouraged to explore the museum after hours before celebrating with a night of dining and dancing.

In this handbook we have compiled some essential information that will assist you with the planning of your special day. We specialise in creating bespoke celebrations that are designed specifically for you. We pride ourselves on being flexible and are always happy to discuss options with you to fit your taste, theme, budget and wishes. We are always here to help and guide you in any way we can.

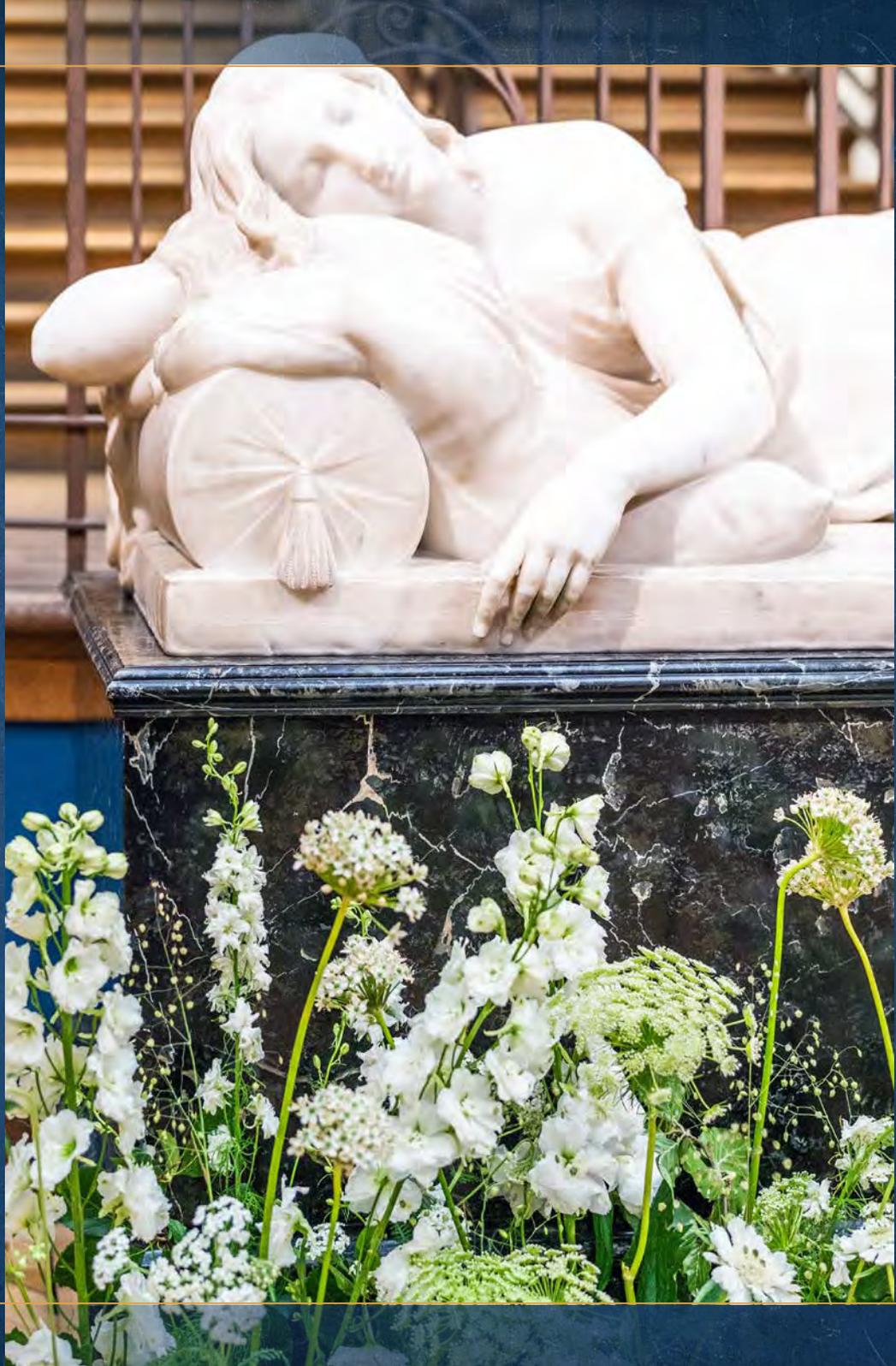
We hope that you enjoy planning your wedding day. We look forward to welcoming you, your family and friends to Bristol Museum & Art Gallery and being a part of your memorable day.

## Exclusive evening hire

- Exclusive use of Bristol Museum & Art Gallery's Winterstoke and Wills Halls, 7pm - 1am
- Photoshoot access to a gallery of your choice
- Furniture and service ware to match your catering requirements
- White table linen and napkins
- A staffed bar facility
- Feature venue up-lighting in your choice of colours
- In house table centres
- During preparations: a dedicated event co-ordinator to take care of all the little details
- On the day: an experienced event manager and event team to take care of you and your guests

Monday - Friday from £2,700.  
Saturday - Sunday from £3,000.

Discount for dates in January and during Bristol school holidays, subject to availability.



# Venue hire and packages

Create your own package to fit in with your unique requirements and tastes. We are very happy to tailor a package especially for you to include any selection of food, drink and finishing touches. Alternatively, the packages on the right provide you with an illustration of costs.

## Wedding breakfast package

The perfect choice for couples looking for a wedding reception with a real wow factor. An elegant evening of fine dining and celebrations.

- Choice of seasonal cocktail or sparkling wine on arrival (1 x p/p)
- Three course seasonal wedding breakfast with coffee and petit fours
- House wine with the wedding breakfast (3 x bottles per table)
- Prosecco toast (1 x p/p)

2020: £70 per adult / £45 per child  
2021: £73.50 per adult / £47 per child

## Celebration package

Ideal if you have already tied the knot and are looking to gather all your friends and family together for a party to remember.

- Choice of seasonal cocktail or sparkling wine on arrival (1 x p/p)
- Seasonal canapés on arrival (3 x p/p)
- Seasonal fork buffet (one course)

2020: £45 per person

2021: £47 per person



The Bristol School of Artists  
Silver

Through to:  
Bristol Exhibition Gallery 2  
European Art  
European Ceramics



# Say “I do”

From summer 2019, couples have had the chance to be amongst the first ever to say 'I do' at Bristol Museum & Art Gallery. This gives our couples a truly unique opportunity to make their mark and do something unique. Ceremonies may take place at 6pm in one of the following spaces:

- Winterstoke Hall  
capacity 200
- French Art Gallery  
capacity 60
- British and European Art Gallery (The Age of Enlightenment and the Birth of Romanticism)  
capacity 100
- Victorian Art Gallery (Places of Desire)  
capacity 60

These stunning spaces offer exquisite settings to create once in a lifetime memories with your loved ones. Subject to availability. From **£500**



# Finishing touches



## Tipplés,

### Reception upgrades

**Nibbles** (selection of 4 items) from £3.50 p/p

**Canapés** (choice of 3 p/p) from £7.50 p/p

### Second arrival drink

Why not keep your guests topped up for longer? Upgrade your arrival drink to your favourite tittle or create bespoke drinks from £4.80 p/p

### Breakfast upgrades

**Sorbet course** Perfect for refreshing the palate between courses from £4 p/p

**Additional / alternative table wine** from £26.40

**Head Chef** to create your own bespoke breakfast menu £POA

**Toast drink upgrade** to Champagne £6.50 p/p

# treats and extras

## Late night feasts and bar

### Late night snacks

from £4.95 p/p

### Luxury local cheese board

artisan breads, homemade chutneys and accompaniments from £480

### Dessert station

from £5 p/p

### Chocolate fountain

from £420

### Sweet table

from £3.60 p/p

### Marshfield ice cream tubs

£3 p/p

### Drinks tokens

(perfect as favours) from £4.95 each

### Feature 6 o'clock gin bar

(serving perfect G&Ts and cocktails) from £150

You are welcome to arrange your own entertainment and decorations (check our venue guidelines), but if you would like some inspiration, we can offer:

## Decor

### Coloured table linen

£POA Table linen, napkins, runners, overlays, etc. Various colours available, per table

\***Chair covers** from £3.75 each. White or black with sashes and additional décor if desired

### \*Extra chiavari chairs

£5 each, plus £55 delivery \*Wedding packages already include an allocation of chiavari chairs

### Table centres

from £30 each

## Venue styling

£POA Want to get the look from our most recent photo shoot? From styled cutlery and glassware, stunning floral displays, bespoke table literature, decor, personalised touches and so much more, we can help you create the look you want for your special day.

For full support with your venue styling, you could also contact our recommended stylist The Little Wedding Helper (contact details on page 23) who can guide you through everything

## Entertainment

### DJ and disco

£399  
**Additional speaker set up** £90 For music in both halls when booked with the above

### PA system with microphone

from £150

### Fun photo booth

from £450 The set-up includes: a variety of props, social media upload, unlimited prints and a full copy of your photos on a USB thumb drive, 2 hours

### Fun casino tables

from £750 which includes 1 x blackjack, 1 x roulette with fun money and croupiers, 3 hours

### Silent disco

£POA

### Live music and acts

£POA Vocalists, party bands, tribute acts, string quartet, harpist, ceilidh band, magician, caricaturists, singing waiters and more

Bespoke decoration, theming and AV/ PA equipment available on request



## Private gallery viewings

Offer your guests a private viewing of one of the museum galleries upon arrival. This is a perfect way to give your guests the real 'after dark' experience and explore the museum in a way rarely available.

**Egypt and Assyria\*** £210.00

**Upper galleries first floor\***

(Dinosaurs, British Wildlife, Geology Minerals, Historic maps and prints of Bristol, Mezzanine and Sea Dragons) £240

Bolt on World Wildlife to the upper galleries package

\* £60 \*Clear drinks only.

**Exhibition Gallery**

See what exhibitions are on at [bristolmuseums.org.uk](http://bristolmuseums.org.uk)

**Gallery Introduction and**

**Q&A** with curators / exhibition programmer from £120

Other galleries available by request. During arrival reception / before dinner only.

“It all went swimmingly, and everyone there had a great deal of fun! All the team were great in making it such a stress free event. Everyone commented on how beautiful the museum looked as well. All just perfect.”





“The staff were just awesome – so helpful, they couldn't have done anymore for us. But it was the venue, the pure look of it, it just felt so special. We put our spin on it with decorations, it looked amazing!”





# Wedding plan timeline

## 3 months to go

Once our seasonal menus have been crafted by our chef, a menu tasting date will be arranged for you at the museum.

## 4 weeks to go

With just a month to go, it's time to refine the details of your big day. We will arrange a date for a final detail meeting with you and our event team. Afterwards we will send you the event sheet detailing all the wedding information we discussed. Accompanying this will be your final invoice.

## 2 weeks to go

We require a signed copy of the finalised event sheet as confirmation that all the details are correct, the final balance of your invoice and your finalised menu pre-order form/table plan with a list of your wedding cake ingredients (provided by your cake supplier). We will also need PAT and PLI information for your band / DJ / entertainment supplier.

## 1 week to go

We will arrange a time for you to deliver all your wedding items (excluding cake and flowers). You will also meet the Event Manager who will be looking after you on your big day.

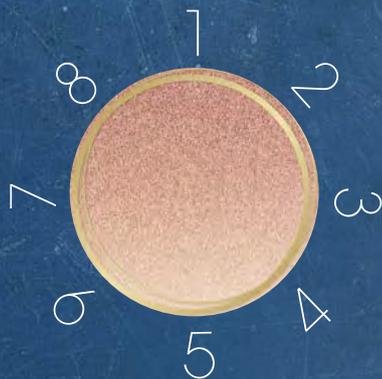
## Anytime

Contact us with any queries or questions you may have at any time in the lead up to your wedding. Our events team will speak to you directly to arrange and discuss each of the key wedding planning stages.



# Room layouts

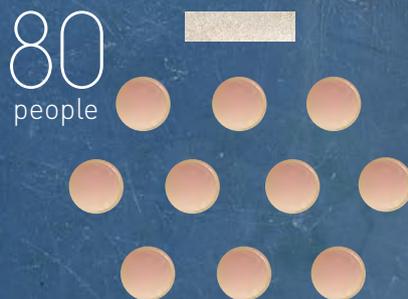
## Placement of guests



We will set place cards out in a clockwise direction with 12 o'clock being the top table, as shown above. When placing your guests around the table please be mindful that some guests may have their back to you.

For a wedding breakfast we advise eight guests per table, but ten is possible depending on table dressing.

## Set up of tables



Example room set ups. Long top tables or round top tables are available.





# Wedding do timings





## Civil ceremony

If you choose to have your ceremony at Bristol Museum & Art Gallery it will begin at 6pm. Your guests will begin arriving from 5.40pm. A civil ceremony will take approximately 25 – 30 minutes depending on how many readings you have and the style of service planned.

You will both need to meet with the registrar prior to the ceremony. Traditionally this is 30 minutes before the ceremony for the groom and 15 minutes before the ceremony for the bride.

## Drinks reception

If you are having your ceremony with us then your drinks will be served from 6.30pm after your ceremony, meanwhile you have the opportunity to have a photoshoot within the museum's galleries.

If you are not having your ceremony with us, guests

are welcome to arrive at the museum from 7pm. The immediate wedding party will be welcome to have a photoshoot within the museum's galleries from 6pm.

During this time, you have the opportunity to book galleries for your guests to enjoy. When the time comes, the events team will call your guests through to the Wills Hall for your wedding breakfast.

Whilst your guests are taking their seats the wedding couple will be escorted through the first floor galleries ready to be announced into the room from the grand staircase, welcomed by celebratory cheers from your guests.

## Wedding breakfast

We recommend being seated for your wedding breakfast no later than 7.30 - 8pm, as a three-course wedding breakfast including service will

take between two and two and a half hours in addition to speeches.

For more informal dining options the length of time required for service would be less. If you are having the celebration package with a buffet, timings can be more flexible.

## After the breakfast

Traditionally the evening celebrations are initiated with the cutting of the wedding cake and the first dance, followed by music, dancing and entertainment.

The bar will close at 12.30am and the reception will come to a close at 1am. If you would like to have additional guests arrive later in the evening, please speak to us about timings and capacities.

These timings are a guide and are flexible depending on your requirements and package.

# The A to Z of y

**Allergies:** Our kitchen handles an array of ingredients, so it is important to capture information about your guests and their allergies. Within your menu pre-order form, we will ask you to provide the names of guests with allergies, as well as identifying them on the table plan. Once we have this, we can provide you with full allergen information for the dishes you have chosen so that your guests can make an informed decision based on their requirements.

**Access:** The museum is a fully accessible building with facilities suitable for those with limited mobility. Please speak to us about your requirements.

**Bar:** Our bar is stocked with a selection of bottled beer, cider, wine, spirits and soft drinks. The bar can be open on an account (set up with an agreed limit by the bride and groom) as well as cash/card payments. We can also supply drinks tokens for your guests to spend at the bar which often makes for a much-appreciated favour for guests. The bar will close at 12.30am.

**Cake:** Wedding cakes can be delivered by your supplier on the day of your wedding. To comply with our food regulations and to assist guests with allergies, we ask that the cake supplier send through a full list of ingredients approximately two weeks prior to your wedding day along with

a signed waiver form. As every cake is different, we do not have cake stands at the venue and recommend you hire a stand/knife.

**Candles** are not permitted within the building however LED candles are a great alternative.

**Coats:** A coat rack is provided for all guests. All coats and belongings are left at owner's risk.

**Car park:** Parking is available locally at multi-story car parks or on street. For further details please visit: [bristolmuseums.org.uk](http://bristolmuseums.org.uk)

**Christmas:** If you are getting married in the winter season, please be aware there may be Christmas decorations

up during your wedding. Enquire with our team for more information.

**Confetti:** You are welcome to use confetti, it is a wedding after all! Please speak to the events team about the use of confetti within the museum.

**Delivery:** We will arrange a time with you to deliver items for the day. We ask that all suppliers of fresh or perishable items including the cake and flowers deliver on the day of the wedding (between 10am – 4pm). Non-perishable items can be stored with us for several days before the wedding, subject to storage.

Similarly, perishable items will need to be taken from the venue at

# Your wedding

the end of your wedding day (who doesn't like wedding cake for breakfast!). All other items such as decorations can be stored with us and collected within 1-2 days after your wedding, subject to storage.

## Decorations:

As each wedding couple, day and theme is different, we can recommend suitable decoration suppliers for you. As we are entrusted to care for the venue, we do have guidelines to adhere to. To name a few, helium balloons, soil (potted plants), metallic table confetti, open flames and pyrotechnics are not permitted. Please contact us to discuss any ideas you may have before you book any suppliers or purchase any decorations.

**Favours:** Our gift shop has some inspiring ideas for memorable favours for your wedding. Why not take a peek next time you are visiting? To comply with our licence, we do ask that no alcohol is given. If you would like to provide your guests with a tippie, then drinks tokens to use at the bar are a great idea. Please discuss this with our event team.

**Flowers:** You are welcome to have floral arrangements within the museum however please note that these need to be in oasis, not water. Arrangements need to exclude flowers that have staining pollen, or they will need to have their stamens removed. Floral displays must be kept away from walls,

floors and collections and they will need to be fully prepared before arriving at the museum. Gel balls are not permitted within the museum. Please discuss your floral plans with us.

**Galleries:** Offering your guests a private gallery viewing during your wedding reception is the perfect way to make the most of our beautiful venue. Gallery viewings are available during the early evening. No food is permitted within any galleries however clear drinks are permitted within some galleries.

**Gifts and cards:** We will set up a present and card table which is usually best located in the Winterstoke Hall. Please ensure you take all cards and gifts with you at the end of the night.

**Location:** Bristol Museum & Art Gallery, Queens Road, Bristol, BS8 1RL. For more information on directions and parking please visit: [bristolmuseums.org.uk](http://bristolmuseums.org.uk)

## Master of Ceremonies:

You are welcome to nominate an MC for your wedding and our Event Manager will support them with when to make announcements on the day. Alternatively, our Event Manager can also act as your MC for announcements.

**Menu:** If you are looking for something different from our seasonal menus, our chefs are more than happy to discuss a bespoke wedding menu with you. Prices will be

dependent on the options chosen. Please ask us for further information.

**Music for the ceremony:** You are more than welcome to play music during the ceremony. The registrar will give you a guide of what is legally allowed to be played and when. We can arrange for a PA system (with MP3 dock) to be placed in the room, we just ask you to select a member of your wedding party to play the music. Live music is also permitted, a string arrangement is highly recommended.

**Music for the evening:** You are welcome to organise a band or disco to play during your evening reception, we can give recommendations if needed. All we ask for is a copy of their current public liability insurance and PAT certificate before the wedding date and that they comply with the museum restrictions.

A copy of guidance notes will be given to your suppliers. Please note we do not allow smoke machines or bass bins (sub-woofers).

**Photos:** Your photographers are welcome to take photos of your reception throughout the museum. However, please note that some galleries contain collections with restricted permissions. Please ask your photographers to contact us to discuss the details. Access to the galleries will be restricted to pre-arranged times. A member of the museum team can assist if your photographer would like to access the upper floors to take photos from above.

**Registrar:** If you are having your ceremony with us at Bristol Museum & Art Gallery, you will need to book and pay for the registrar directly with Bristol Register Office on

0117 922 2800. There are allocated times for ceremonies which are released two years in advance.

**Smoking:** Guests who wish to smoke can do so outside of the front entrance, as guided by our staff.

**Table plan:** We have an A1 easel available if you would like to create your own table plan to display on the evening. Alternatively, you are welcome to design your own digital table plan to be displayed on our screens. If you would like name cards on dining tables, we are more than happy to place them on the tables for you.

**Everything else...** If there is anything we have missed, just ask!

If you are thinking of something not covered in this handbook, our team will be happy to provide any guidance you need.





# Suppliers

We have been lucky to work with some fantastic wedding suppliers and we would love to share their passion and inspiration with you. Here are some of our recommendations:

## Bridal wear

**The Mews Bridal**  
themewsclifton.co.uk

 @themewsbridal  
 themewsbridal

## Cake

**ANNA cake couture**  
thisisanna.co.uk

 @annacakecouture  
 annacakecouture

## DJ / finishing touches

**Cadence Entertainment**  
cadence-weddings.com

\*Book direct for preferential prices.

 CadenceEntertainment

## Equipment and Serviceware

**Jongor Hire** jongor.co.uk

**Prestige Event Equipment Hire**  
prestigehire.biz

## Flowers

**Emma Norton Flowers**  
emmanortonflowers.co.uk

 NortonWeddingFlowers  
 nortonflowers

## Hair and make up

**Jessica Rose**  
morejessicarosemakeup.com

 @morejessicarosemakeup  
 HairAndMakeupByJessicaRose

## Photography

**Evoke Wedding Photography**  
evokepictures.com

 evokepictures  
 evokepictures

## Stylist

**The Little Wedding Helper**  
littleweddinghelper.co.uk

 @weddinghelperuk  
 thelittleweddinghelper

“The museum just took our breath away.  
It was more than we could have ever expected!”

Please contact us on: **01179 222 127**  
**[events.bmag@compass-group.co.uk](mailto:events.bmag@compass-group.co.uk)**

The information in this handbook is correct at the time of printing however content including prices are subject to change without notice. All prices include VAT at 20%. Prices valid until end of 2020. A 5% price increase per year is applied to weddings booked in subsequent years.