



 BAWBURGH

*Glen
Lodge*
Wedding & Event Venue
BAWBURGH, NORFOLK



PERFECT POSE
PHOTOGRAPHY

perfectposephotography@gmail.com

Venue Information

Our venue boasts a natural and stunning appearance with a beautiful oak effect structure and stone feature wall. Filled with natural light, it fits perfectly with any theme, decoration or colour scheme.

Our outside decking area is one of the venue's true focal points, overlooking the Bawburgh Golf Course and Yare Valley, it's perfect for drink receptions and photographs.

All of our catering is provided by our in-house catering team, who aim to offer vast options of high quality food. Our front of house team are also very passionate about the unique high quality of service they deliver on the day.

Our woodlands accommodation is the perfect place to head to at the end of your event. The Woodlands Suite has a romantic setting with countryside views, a four poster bed, free-standing bath and private outdoor hot tub. The perfect place to relax with a glass of champagne.

Our dedicated event team will work closely with you to ensure that your event is just as you imagined. Please contact them for more information or to book a viewing.

01603 740404 | events@bawburgh.com

Venue Hire

With stunning wooden beams, a stone feature wall and rustic wooden floors, our vast room is a visual blank canvas for your event with endless possibilities to dress in your desired colours and decorations. Our room also has it's own bar stocking a wide variety of drinks.

For hot summer months the room provides air conditioning, complimenting to the light, natural atmosphere. For cooler months, our heating and warm lighting will give your celebration a cosy, comfortable ambiance.

The room itself has an optional partitioning wall to allow you to separate your space if required. Leading off from our main room is our conservatory area, adjoining the main clubhouse. This is the perfect space for guests to take a quiet moment, or ideal to display sweet tables, photo booths, present tables and more.

Guest capacity: 120 people seated | 180 people standing

Capacity numbers are approximate and dependent on table layouts.

With a wide variety of table sizes, your celebration can be made close and intimate or vastly spread to fill the room.

Included in our venue hire:

Exclusive use of the main room and veranda
Use of our main clubhouse and facilities
Our standard chairs and tables
White linen table cloths
Fully staffed bar and waiting team

Glassware, cutlery and crockery
Digital table plan
Name places with menu choices
PA system
Disabled access

Please be aware that our main clubhouse, golf courses, car park and toilet facilities are open to the public until 7:00pm.



Planning your Event

INITIAL MEETING

Set within the picturesque scenery of Bawburgh Golf Club, Glen Lodge and our experienced staff are here to help. From planning through to completion, we always recommend meeting with one of our event team who will give a full venue viewing and run through the vast possibilities, options and ideas available at Glen Lodge.

CREATING A QUOTE

Once we have the relevant information and requirements for your booking, we can generate a quote which suits you and your budget. This quote will be based on the numbers you give us at the time and can change as your numbers and ideas develop.

PICKING A DATE

Our event team can give you our availability to help you find the perfect date. We will hold a date for you for up to 14 days with no deposit. After these 14 days, we ask for a £100 non-refundable deposit booking fee to secure the date for you.

PICKING YOUR MENU

We advise you do this between 3-6 months prior to your event. Depending on the menu option you choose, we may require pre-orders and any dietary requirements or allergies in advance.

Planning your Event

UPDATES

We like to keep updated with your plans. As we are open 7 days a week, we try to encourage holding meetings with you at various stages so we can update your event file. We are also available via email and phone to answer any questions you may have.

FINAL DETAILS

Our event team require final numbers, details and balance payments one month in advance of your celebration. We will accept slight changes up to 2 weeks in advance, however any last minute changes will be dealt with as helpfully as possible, but may not always be achievable.

PREPARATIONS

Depending on bookings, you may be able to decorate our venue the day before - however if we do have another booking, we will ask you to come in earlier that week to show us exactly how you would like the venue set up. We can also mock up tables and decorations so we know exactly what you have in mind.

ON THE DAY

Our event team will be in early to look after any supplier deliveries and set the venue up exactly how you would like this. Our team will be on hand throughout the day, making sure all details discussed are according to plan.

Catering

Our Glen Lodge catering team are passionate about food. Using seasonal, local produce, our menus are carefully designed by our chefs to provide a wide selection of delicious dishes.

SELECTIONS

Within our standard prices, we allow you the flexibility of having the choice of up to three dishes for each course.

We request your menu includes a vegetarian option within these three choices.

All dishes require pre-ordering.

DIETARY REQUIREMENTS

Any dietary requirements given in advance will be catered for with care, and adjustments will be made when preparing your menu. Please simply ask if you would like any dishes to be provided vegan, gluten free, dairy free or for any other intolerances you may be concerned about.





LOVEstory



Formal Dining

We offer a variety of formal catering options, including:

Starters - A good mixture of traditional and exciting starter ideas to select for your menu. All accompanied with a warm bread roll.

Main courses - A selection of meat, fish & vegetarian dishes available to choose from.

BBQ - As your main course, our BBQ is cooked and served outside for authentic, smoky flavours, accompanied with a variety of salads.

Carvery - Give your guests the freedom of filling their own plates from our carvery.

Desserts - A selection of delicious desserts to choose 3 options from, or opt for one of our five-ways desserts.

Afternoon tea - Create your own menu of sandwiches, scones, savouries, macarons and cakes. Served traditionally on tiers.

Relaxed Dining

We offer a variety of relaxed catering options, including:

Canapés

Traditional buffet

Evening BBQ

Hot rolls with chips

Pizza buffet

Street food

Grazing tables

*We recommend catering for 100% of your evening guests.
Our minimum catering number is 90% to avoid insufficiency..*

Please request a copy of our catering brochure or download a copy from our website,

Evening catering can be served anytime up until 9:00pm.

If you wish to have your evening food served later than 9:00pm, a supplement fee will be applied.



Drinks

ARRIVAL DRINKS

Treat your guests to a refreshing drink upon arrival and let them appreciate the beautiful views from our patio and lawn area. The perfect way to start your event and welcome your guests.

Some available options include

Prosecco | Bucks fizz | Fruit bellini | Pimms and lemonade | Gin and tonic | Bottled beers
Orange juice | Apple juice | Pineapple juice | Sparkling elderflower

COCKTAIL UPGRADE

Upgrade your arrival drinks to one of our cocktail options for a small supplement per person!

DRINKS PACKAGE

Includes: an arrival drink, half a bottle of house wine with meal, sparkling toast drink per person

Soft drink / Children's drinks packages also available.



Children and Young Adults

CATERING

Under 16s - smaller portion of adult's meal

Under 10s - set children's menu

DRINKS

We can provide child-friendly soft drinks and plastic cups on request.

We allow children's games and entertainment to be provided on our lower lawn area (weather permitting), however Glen Lodge accepts no responsibility for the supervision of children. It is the parent or guardians responsibility to supervise their children at all times. Children must not play outside of the designated lower lawn and terrace areas.

Baby changing facilities and up to 6 high-chairs are available

Decorations and Finishing Touches

Our event team at Glen Lodge are available to assist in the small detail planning of your celebration, offering advice on name places, décor and colour schemes. We are able to help you book or coordinate with our recommended suppliers and entertainers.



Glen Lodge allows you to provide your own decorations as long as they pose no health and safety issues or damages to our property. Candles are permitted on the basis that the candle holder is taller than the exposed flame.

Unfortunately, candelabra and tapered candles are not allowed unless they are battery operated candles.

Please note, if any of your decorations require batteries these must be provided by the customer.

Any decorations requiring a ladder or fixings must only be assembled by fully insured companies, customers are not permitted to attach decorations to our walls or furniture.



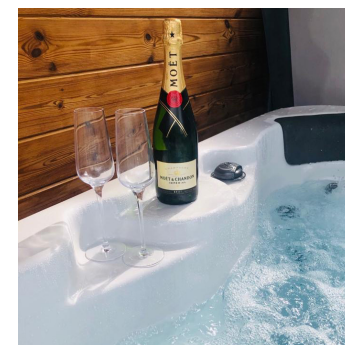
Accommodation

Relax in luxury in our beautiful woodlands accommodation.

Our woodlands suite was purposefully built to mirror our Barnard Suite - with high ceilings, oak frames, large glass windows and a private decking area with its own hot tub and countryside views, it's the perfect place to unwind with a glass of champagne under the stars after your celebration. Inside also has a romantic feel with a four poster bed, double shower and free-standing bath.

Alongside the bridal suite we have four double rooms for your guests to stay in.
These can be made into twin rooms or have an additional child bed or cot added for families.

All our accommodation comes with king-sized beds, en-suite bathrooms, air conditioning, mini fridges, wi-fi, smart tv, wheelchair access, tea & coffee making facilities and free on-site parking.



Private wedding and event bookings have six months prior booking grace before our rooms become available to the general public. Multiple room booking discounts apply.

Frequently Asked Questions

How much is the deposit and when does it need to be paid? The booking fee deposit is £100.00. This is a non-refundable booking fee deposit and will be deducted from the final bill. Provisional bookings will be held for a period of 14 days. If another enquiry offers a deposit on the same booking date you will be offered first refusal and asked to pay a deposit within 24 hours. After 14 days, if no deposit of £100.00 is paid then the provisional booking will be cancelled.

When do you need the final payment? Confirmation of numbers, menu pre-orders and full payment is required one month before the event date. Any additional or small changes may be made up to two weeks in advance of the date. Any outstanding balance is to be made within 14 days.

Can I provide my own food and drink? Your catering must be provided by Glen Lodge. We do allow you to provide cakes and sweets tables, plus items such as chocolate fountains, doughnut vans etc. may be provided by a certified supplier in addition to catering provided by ourselves and not instead of. Corkage is available at the cost of £10.00 per 750ml bottle of wine and £15.00 per 750ml bottle of champagne or sparkling wine.

Can we provide our own DJ/Band? Yes, we simply need to see a copy of their Public Liability Insurance before allowing any equipment to be set up or played and all of their equipment must be PAT tested. Glen Lodge cannot take any responsibility for the timing, performance or payment of your own DJ or band booking.

What is our finish time? Our bar and premises license allows the serving of alcohol until 12:00am. All guests are expected to have departed the premises by 12:30am.

Can we leave cars overnight? Cars are parked and left overnight at their owners risk. Glen Lodge does not take responsibility for any items left on the premises. Any cars must be collected by 10am the following morning.

Can we have fireworks? Unfortunately, fireworks are no longer permitted at our venue, however sparklers are an effective alternative and can be used on our lower lawn area under staff supervision.



Contact Us

01603 740404

events@bawburgh.com

bawburgh.com

[@glenlodge_bawburgh](#)

Glen Lodge, Marlingford Road, Bawburgh, Norwich, NR9 3LU