

**Wedding & Event Venue**

*Glen Lodge*









# Welcome

Welcome to Glen Lodge - a beautiful venue situated in the Norfolk countryside, offering the perfect blend of both modern style & charming character.

Its spacious interiors & stunning suspended decking area, overlooking the Bawburgh Golf Course & Yare Valley, can accommodate large gatherings, ensuring every guest is enveloped in its charm.









# Venue Information

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

Our veranda decking area is one of the venue's true focal points, overlooking the Bawburgh Golf Course & Yare Valley, it's simply perfect for outdoor ceremonies & photographs.

All of our catering is provided by our talented in-house team, who aim to offer vast options of high-quality dishes. Our front-of-house team are also passionate about the unique high quality service they will be delivering for you on your special day.

Our woodlands accommodation is the ideal place to head to at the end of your big day. The Woodlands Suite has a romantic setting with countryside views, a four-poster bed, a free-standing bath & a private outdoor hot tub. It's the perfect place to relax with a glass of fizz under the stars.

Our dedicated wedding & events team will work closely with you during your planning journey to ensure that your wedding day is just as you imagined.

Please get in touch with us for more information or to book a viewing;

01603 740404 | [events@bawburgh.com](mailto:events@bawburgh.com)

# Planning Your Day

## **Initial Meeting**

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

## **Creating a Quote**

With the flexible option of a package or tailored quote, once we have your relevant information & requirements, we can generate a specific quote which suits you. This quote will be based on the numbers & ideas you give us at the time, & can change as your planning journey develops.

## **Picking a Date**

Our wedding team can give you our availability to help you find your perfect date. We will hold a date for you for up to 14 days with no commitment. After this time, we will ask for a non-refundable deposit booking fee to secure this date for you.

## **Picking Your Menu**

We advise you do this around 6 months prior to your wedding. Depending on your catering options chosen, we usually require pre-orders & any dietary requirements or allergies in advance, so we suggest sending out your chosen menu with your invitations. Depending on your bespoke quote & chosen catering options, a complimentary tasting for your wedding breakfast menu is included for 2 guests. You are welcome to bring additional guests to this for a supplement fee.











# Ceremonies

Our venue is fully licensed, & you can choose to say 'I do' either outside on our beautiful veranda, or inside our Barnard Suite, in front of our charming stone wall.

## **Guest capacity: 100 people**

Capacity numbers are approximate & dependent on individual requirements for layouts, space use & display.

## **Included in our ceremony hire:**

Use of our ceremonial licensed venue

Private space for pre-ceremony registrar meeting

Clothed ceremony table & chairs for the marrying couple & two registrars

PA & music system

Up to 100 chairs for guests

Ceremonies are available at Glen Lodge from 1 pm onwards. Availability & timings are subject to booking with registrars. Ceremony locations are weather-dependent, & although we will do our best to accommodate an outside ceremony if this is your preference, please note that this is not always possible.

Please be aware that registrar charges directly to the registration office are not included within our ceremony charges, & will be charged directly at point of booking via Norfolk County Council. To find out more about registrar fees, please visit [www.norfolk.gov.uk](http://www.norfolk.gov.uk).



# Venue Hire

With stunning wooden beams, a stone feature wall & rustic wooden floors, our vast venue is a visual blank canvas for your wedding, with endless possibilities to style based on your desired colour scheme & decorations. Our Barnard Suite has its own bar, stocking a wide variety of drinks.

The venue provides air conditioning for the hot summer months, complimenting the light, natural atmosphere. For the cooler, winter months our heating & warm lighting will give your wedding a cosy & comfortable ambience.

The venue itself has an optional partitioning wall to allow you to separate your space if required. Leading off from the 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, & more.

## **Guest Capacity : 120 guests seated, 180 guests standing/dancing**

Capacity numbers are approximate & dependant on table layouts.

With a variety of table sizes, your wedding breakfast set up can be made close & intimate, or vastly spread to fill the room. We recommend positioning your top table either in front of our stone feature wall, or large glass windows, to ensure beautiful backdrops for your photographs.

Please be aware that our Main Clubhouse, Golf Courses, Car Park & Toilet Facilities are open to the public until 7pm.









### Included in our venue hire :

- Exclusive use of our Barnard Suite
- Exclusive use of the adjoining veranda
- Your own private bar
- Access to our main clubhouse & facilities
- Our standard chairs & tables
- Fully staffed bar & waiting team
- PA system with wireless microphone
- White linen table cloths & napkins
- Standard cutlery, crockery & glassware
- Free wifi
- Digital table plan
- Printed name places with menu choices











Photo: Perfect Rose Photography



Photo: Kelly Trivedi Photography



# Catering

Our Glen Lodge catering team take pride in crafting delicious dishes, using locally sourced ingredients. From traditional wedding breakfasts to contemporary street food, our vast menu caters to every palate.

## **Selections**

Within our standard package prices, we allow you the flexibility of having the choice of up to three dishes for each course for your guests to choose from in advance. We request your menu includes a vegetarian-suitable option within these three choices. All dishes will require pre-ordering.

## **Dietary requirements**

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

## **Menu tasting**

Depending on your bespoke quote & chosen catering options, a complimentary tasting for your wedding breakfast menu is included for 2 guests. You are welcome to bring additional guests to this for a supplement fee. These must be pre-booked with our wedding team & held a minimum of 3 months prior to your booking.



# Wedding Breakfast

We offer a variety of catering options, including:

**Canapés** - We have a fantastic canapé menu which, depending on your chosen catering, you may select either 3 or 5 options from our menu.

**Starters** - A variety of traditional & exciting starter ideas to select for your menu. All are accompanied with a mini bread loaf.

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

**BBQ** - As your main course, our BBQ is cooked & served outside for authentic smokey flavours, accompanied with fries & a variety of salads.

**Carvery** - Give your guests the freedom to fill their own plates with our popular carvery option.

**Desserts** - A selection of delicious desserts to choose three options from, or opt for one of our premium dessert options for all of your guests to enjoy.

**Afternoon Tea** - Create your own menu of sandwiches, scones, savoury bites, macarons & cakes. Served traditionally on tiers.

# Evening Food

Your evening catering may be served anytime up until 9pm.

If you wish to have your evening catering served later than 9pm a small fee will be applied.

We offer a variety of evening catering options, including:

- Canapés
- Traditional hot buffet
- Evening BBQ
- Pizza buffet
- Street food
- Grazing tables

*To avoid insufficiency, we will advise on minimum catering numbers once your guest numbers are confirmed.*

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





# Drinks

## **Arrival Drinks**

Treat your guests to a refreshing drink after your ceremony, & let them appreciate the beautiful views from our patio & lawn areas. A perfect way to start your afternoon & to keep your guests occupied during your group photos.

## **Drinks Package**

Toast to love with our comprehensive drinks package. Our package includes a reception drink served after your ceremony, half a bottle of house wine served alongside your wedding breakfast, & a sparkling toast drink to enjoy during your speeches.

*Non-alcoholic & children's drink packages also available.*









## Children & Young Adults

### Catering

Under 16s - smaller portion of your wedding breakfast menu

Under 10s - set children's menu

Under 2s - no charge/catering required, unless specifically requested

### Drinks

We provide child-friendly soft drinks, plastic cups available on advanced request.

We allow children's games & 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 guardian's responsibility to supervise their children at all times. Children must not play outside of the designated lawn & terrace areas - this includes no access to the golf course itself.

Baby changing facilities & up to 6 highchairs are available.



# Decorations & Finishing Touches

Our wedding team at Glen Lodge are available to assist in the small detail planning of your special day, offering advice on stationary, decor & colour schemes, we are able to help you coordinate with our recommended suppliers & entertainers.



Glen Lodge allows you to provide your own decorations as long as they pose no health & safety issues, or damages to our property - this includes marks on any walls. Candles are permitted on the basis that the candle holder is taller than the exposed flame. Unfortunately, candelabra & tapered candles are not allowed unless they are battery operated. Please note, if any of your decorations require batteries, these must be provided by yourselves. Any decorations requiring a ladder or fixings must only be assembled by fully insured & recommended suppliers. Customers are not permitted to attach decorations to our walls or furniture, or use a ladder of any kind.











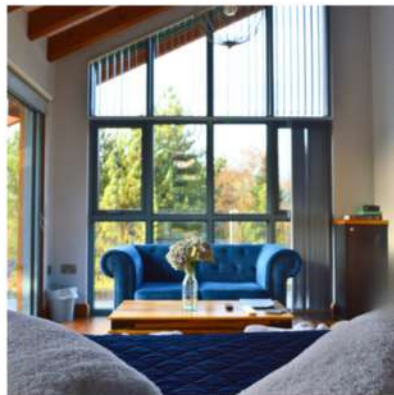
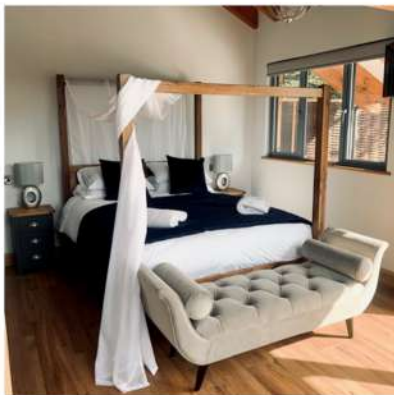
# Accommodation

Our Woodlands Suite was purposefully built to mirror our wedding venue for our newly-weds.

With high ceilings, oak frames, large glass windows & a private decking area with its own hot tub & countryside views, it's the perfect place to unwind with a glass of fizz under the stars after your special day. Inside also has a romantic feel with a four poster bed & free-standing bath.

Alongside our Woodlands suite, we have four double rooms for your guests to stay in. These can be made into twin rooms or have an additional single pull out bed or cot added for families.

All of our accommodation comes with king size beds, en-suite bathrooms, air conditioning, mini fridges, smart tv, wifi, wheelchair access, tea & coffee making facilities, & free on-site parking,



Wedding couples have six months prior booking grace before rooms become availability to the general public. Multiple room booking discounts apply.











# Testimonials



**Reggie & Robyn Bugg**

*26th February 2023*

"Glen Lodge was our dream venue. From our first meeting with the coordinators, every detail was meticulously handled. A special shoutout to Beckiee for her invaluable advice & suggestions. Our guests raved about the venue, the delectable food, & the relaxed ambiance. Our day was perfect in every way."



**Tom & Louise Clarke**

*28th October 2022*

"Both on the day & multiple times since, we have received so many comments complimenting the venue, the staff, the organisation & most commonly that "the food was the best wedding food I have ever eaten", especially from those with dietary requirements who were extremely impressed with the venues efforts to cater for them, not only with the wedding breakfast but the evening buffet too!"



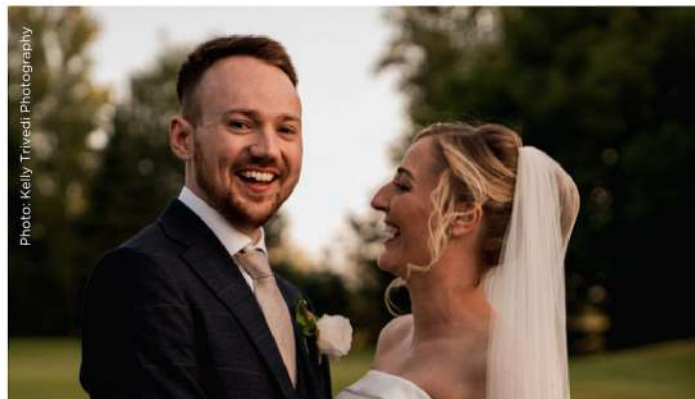
**Joseph & Tina Reed**

*21st April 2023*

"Glen Lodge has amazing accommodation, is such a peaceful & beautiful location, has delicious food, & all for a great price. A few of our guests even went back for a meal the next day before travelling back - what a compliment! We are so pleased we chose Glen Lodge as our venue & this review only scrapes the surface of how helpful they were. They made our day truly wonderful, we would recommend them to anyone"



# Testimonials



**Russel & Kitty Pizzey**

*3rd June 2023*

"Wow, what a venue for a perfect wedding day! It is a beautiful location, the photographs taken on the golf course in the sunset are stunning. When we first met Beckiee, the wedding & event manager, we felt in safe hands. She is always professional, polite, accommodating & really makes the effort to understand each couple."



**Martyn & Megan Crowe**

*10th June 2023*

"We would like to thank all the staff at Glen Lodge for making our special day so perfect. Beckiee especially has been flawless throughout the whole process. Both Beckiee & Keeleigh ensured everything ran perfectly on the day, which was a huge help. Glen Lodge was the first venue we saw & we knew when we drove up it was the one, it was perfect in every way."



**Jack & Hayley Engledew-Davis**

*7th July 2023*

"We genuinely believe that our day was as good as it was because of Glen Lodge & the incredible team that work there. Thank you from the absolute bottom of our hearts. The whole day ran as it should due to the great team work from all members of staff, but most importantly Beckiee & Keeleigh. The food was absolutely incredible, every single guest shared with me that it was the best wedding food they'd ever eaten."



# Frequently Asked Questions

## **How much is the deposit & when does it need to be paid?**

The booking fee deposit is a non-refundable fee of £500.00, which will be deducted from your 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 & asked to pay a deposit within 24 hours to secure the date. After 14 days, if no deposit of £500.00 is paid, then the provisional booking will be cancelled.

## **When do you need the final payment?**

Partial balance payments of £1,000.00 are due 6 & 3 months before your wedding date. Final details are required by our wedding team at least 1 month prior to your booked date. All food choices must be pre-ordered. Confirmation of guest numbers, menu pre-orders & full payment is required 1 month prior to your wedding date. Any additional or small changes may be made up to 2 weeks in advance of your date - any changes after this time may not be able to be accommodated. Any outstanding balance following your wedding date must be paid within 14 days.

## **Can I provide my own food & drink?**

Your wedding breakfast & evening catering must be provided by Glen Lodge. We do allow you to provide cakes & sweet tables, plus items such as chocolate fountains, doughnut vans etc may be provided by a certified supplier. Your wedding cake must either be provided by a certified supplier, or an individual with relevant food hygiene certification. Corkage is available at the cost of £10.00 per 750ml bottle of red, white or rose wine, & £15.00 per 750ml bottle of sparkling wine.

## **Is there anywhere for the bridal party to get ready onsite?**

Yes, we have a bridal prep area upstairs at Glen Lodge that can accommodate up to 6 guests, & can be hired out for a supplement fee.



# Frequently Asked Questions

## **Can we provide our own DJ or live band?**

Yes - we simply need to see a copy of their public liability insurance before allowing any equipment to be set up or played. Glen Lodge cannot take any responsibility for the timing, performance or payment of your own suppliers, including DJ or band booking.

## **What is our finish time?**

Our bar & premises license allows the serving of alcohol until 12:00am. All guests are expected to have departed the premises by 12:30am. Glen Lodge are not responsible for booking any taxis for guests - it is guests own responsibility to arrange safe travel & we strongly recommend pre-booking this.

## **Which florist do you use in your wedding packages?**

We use Fern Flowers of Norwich. Hannah at Fern Flowers will meet with you to discuss what can be provided within our package & any extras or additional items you may require. Visit their website at [fernflowers.co.uk](http://fernflowers.co.uk). It is each couple's personal responsibility to ensure their floral requirements are booked in with Fern Flowers.

## **Can we leave cars overnight?**

Cars are parked & left overnight at their owner's risk. Glen Lodge does not take any responsibility for any items left on the premises. Any cars must be collected by 10am the following morning.

## **Do you allow fireworks?**

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



