



# THE PRINCESS PAVILION FALMOUTH

*Wedding Brochure*

PRINCESSPAVILION.CO.UK

# Venue Information

Thank you for considering the Princess Pavilion for your wedding. Please find to follow information about the venue, capacities and hire fees.

The bandstand, Garden Room and theatre are all licensed to carry out weddings. Please note, you should check the availability of a registrar before confirming your booking at The Princess Pavilion.



Photo Credit: Codie Hobbs, Liliac Skies

## Exclusive Whole Venue Hire

If you choose to book exclusive venue hire the building will be closed to the public. You will have access from 10am - 11pm with exclusive use of the theatre and all back of house areas including three green rooms, Garden Room, bar, gardens and bandstand.

Venue spaces are also available to book separately.

## The Garden Room

The perfect choice for a wedding party with beautiful views of the gardens in a light, airy space. You are welcome to bring in your own band or DJ.

### Capacities

200 standing

104 seated at round tables, 8 people per table

80 seated at long tables

### Get-in time

Available from 5pm - 11pm.



Photo Credit: Brian Robinson

## The Garden Room & Bar

### Capacities

300 standing

Seated capacities as above.

### Get-in time

Available from 5pm - 11pm.

## The Theatre

### Capacities

600 standing

360 seated - 180 on the rake and 180 on the flat floor

176 seated at round tables, 8 people per table

### Get-in time

Available from 10am - 2pm or from 2pm - 11pm.

### Dressing rooms

There are three dressing rooms adjacent to the stage. They can be used to get ready or to meet with your registrar before your service.

Dressing Room 1 - 7m x 4m

Dressing Room 2 - 6m x 4m.

Dressing Room 3 - 6m x 4m.

(Dressing rooms 2 & 3 have a private bathroom with shower).

There is a refrigerator in each dressing room and tea/coffee making facilities.



Photo Credit: Laura Buffery

# Rate Card

Please note, there are a limited number of full venue hires available per year.  
Please speak to the events team for availability.



Photo Credit: Laura Buffery

## Exclusive Whole Venue Hire

**Full day hire £3950 +VAT per day**

This includes the Garden Room, bar, theatre, green rooms, gardens and bandstand with access from 10am - 11pm. You have exclusive use of the whole venue and it is closed to the public.

## The Garden Room

**Hire fee £400**

This includes exclusive use of the Garden Room and possible shared use of the bar area. There is also access to the gardens and bandstand but this is not exclusive to your party.

Please note, there may be an event taking place in the theatre at the same time as your wedding party, but your use of the Garden Room remains exclusive.

A pop-up bar will be placed in the Garden Room in the event of the theatre being in use.

Access is from 5pm - 11pm with the exception of Thursday, where access will be from 6pm. Time is required at 5pm to re-set the room so parties should not start before 6pm.

# Rate Card cont.

## The Theatre

### 9AM - 2PM

Room only hire fee £350

Full use hire fee £400

### 2PM - 11PM

Room hire only fee £600

Full use hire fee £800

Room only hire fees include the floorspace only. There is no access to the stage and back of house areas.

Full use hire fees include the stage, back of house areas and greenrooms. Any use of PA or lighting requires a technician, see below.

## Technicians

For use in the theatre, if required.

Sound technician £180 per day | Lighting technician £180 per day

An hourly rate may be available, based on your requirements. A sound technician is included with all whole venue hire.

## Kitchen Rental

If you would like to bring in any external catering, including pre-prepared buffet food, a kitchen hire fee will be applicable.

Our kitchen is available for hire at £500 per day if you would like to bring in your own catering team.

If you are bringing in your own pre-prepared buffet, a food corkage fee of £5 per head will apply.

Please note, in both instances, you must also provide your own serving and kitchen porter staff. The Princess Pavilion team will service the bar.

## Security

Security is required for any event of over 100 people, and/or where live music (including acoustic musicians, and DJs) is performed. Our licence requires us to have 1 x SIA officer on shift for every 100 guests.

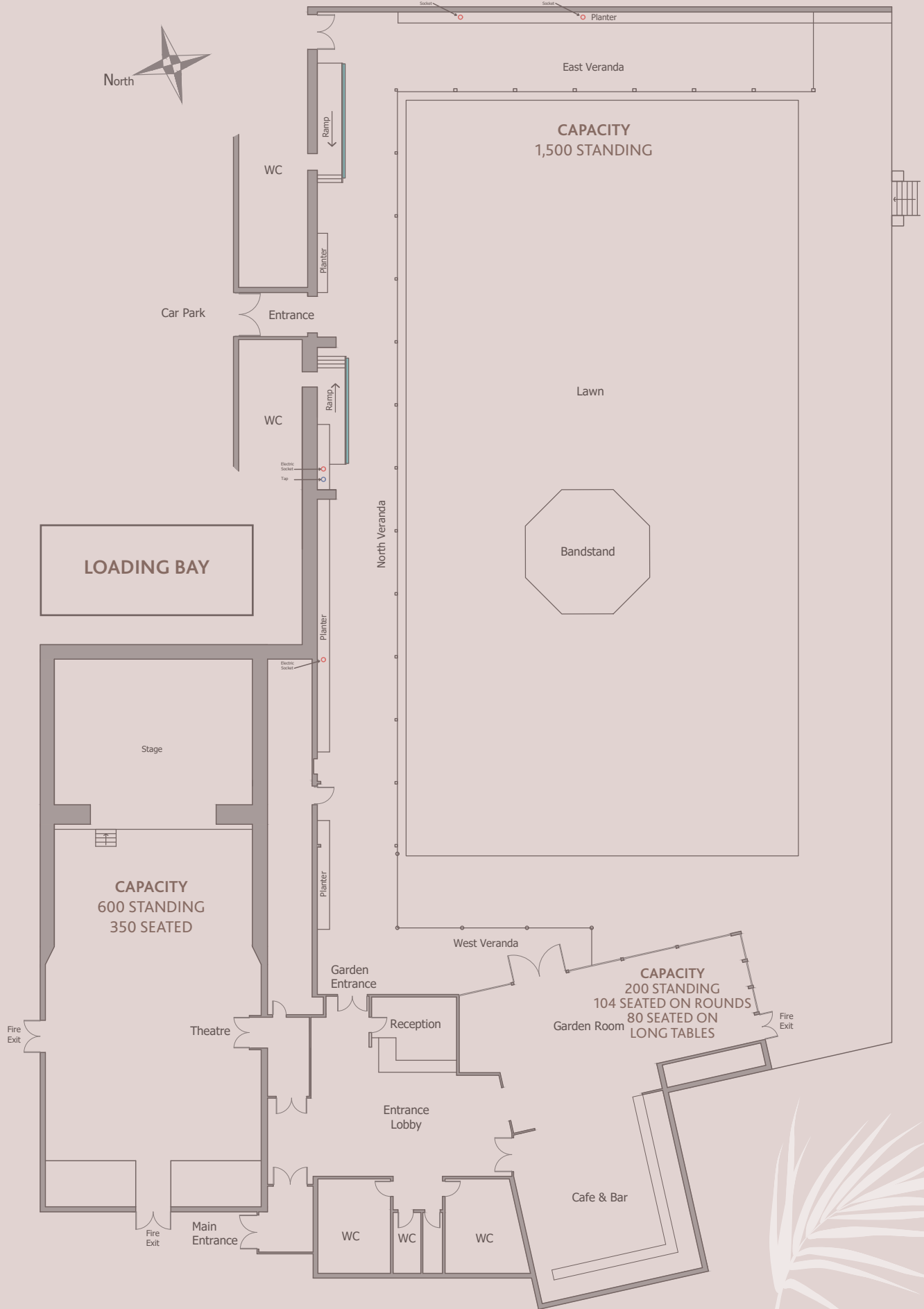
Security is charged at £18.50+VAT per SIA officer, per hour, with a 4.5 hour minimum per SIA officer.

**ALL RATES ARE SUBJECT TO VAT AT THE CURRENT RATE.**



Photo Credit: Codie Hobbs, Liliac Skies

# Floor Plan



Princess Pavillion  
Scale 1:200



# ..... Wedding Checklist .....

We've put together a useful checklist to help with your wedding planning!

*10 - 18 Months Prior*

Select a date & venue

Book a registrar or celebrant

*9 - 10 Months Prior*

Find a wedding dress/suit

Send save the dates

Choose your best man, matron of honour & bridesmaids

Select & book all vendors e.g. photographer, band, DJ, hairdresser, make-up artist etc.

*6 - 9 Months Prior*

Choose your wedding party attire

Buy your rings!

Order your wedding cake

Have a meeting with your venue manager

*4 - 6 Months Prior*

Send out formal wedding invitations

Book your florist

Choose your decor plan & favours

*3 - 4 Months Prior*

Final meeting with your venue manager

Finalise menus, drinks & dietary requirements

Compile RSVPs & arrange seating plan

*2 - 3 Months Prior*

Confirm final details with vendors

*2 Weeks - 1 Month Prior*

Submit final numbers and dietary requirements to your venue manager

*1 Week Prior - The Big Day!*

Travel and relaxation time!

Final venue preparations

Say 'I do'

# Contact Details

Please contact the events team for wedding enquiries and bookings

## Address & Telephone

Princess Pavilion, 41 Melvill Road, Falmouth TR11 4AR

Tel: 01326 211222

## Email

[Pavilionevents@falmouthtowncouncil.com](mailto:Pavilionevents@falmouthtowncouncil.com)

## Website

[Princesspavilion.co.uk](http://Princesspavilion.co.uk)

## Facebook

[Facebook.com/PrincessPavilion](https://www.facebook.com/PrincessPavilion)

## Instagram

[Instagram.com/Princesspavilionofficial](https://www.instagram.com/Princesspavilionofficial)

