

Devonshire Place

for all your conference and banqueting requirements

Venue Questions

Is your required date available? ***If not are you flexible?***

Is your venue easy to find? - ***Yes main A6 into Leicester City Centre. Same side of the road as Leicester Train Station.***

Is your venue licensed to carry put civil weddings? ***Yes - 7 days a week.***

If you do hold a license for civil ceremonies, what authority do you come under and can you supply names and contact details for the registrar? ***Leicester City Council - Town Hall, Town Hall Square, Leicester LE1 9BG. Tel:0845 045 0901***

Will ours be the only wedding at your venue on our wedding day? ***Yes***

How many people can the venue accommodate? ***In our main dining room - 214 on Round Tables - 300 Theatre Style. However we do have additional dining rooms and lounges for extra dining.***

How many car parking spaces are available? ***72***

Do you allow confetti to be thrown at the venue? ***Yes - inside and outside on the main steps***

Do you allow candles to be lit in the reception room? ***Yes***

Room Questions

Are there separate rooms provided for the wedding, reception, meal, evening reception etc? ***Yes, we have the Holmes Lounge & Dining Room, The Morley Lounge and Dining Rooms and the Oliver Suite.***

Is there a room provided for the use of the 'bride & groom' for the day? ***Yes***

Is there a dressing room that the bride and bridesmaids can use prior to the ceremony? ***Yes***

When can we have access to begin setting up the room in terms of decorating it with balloons, flowers, banners etc? ***(Morning of the wedding, day etc?) If the room has not been booked the day before you are more than welcome to come and set up during office hours. For a room hire booking you are given an hours set up time. For wedding packages you can set up a few hours before.***

If the evening reception is being held in a room that is being used for something else earlier in the day, do you require the DJ/Band to set-up their equipment before hand? ***If the room is being used during the day the DJ/Band would need to set up when the room is being turned around. Devonshire Place can deal directly with the suppliers if you wish.***

Devonshire Place

Devonshire Place (Leicester) Limited

78 London Road, Leicester. LE2 0RA Telephone: 0116 2548361 Facsimile: 0116 2544948

Email: enquires@devonshire-place.co.uk www.devonshire-place.co.uk

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Is there an area that could be used as a crèche if needed? **Yes, a lounge. Parental supervision is required.**

Is there a quieter area for older guests to get away from the noise of a DJ/Band? **Yes, a lounge.**

Do you have a room where you are able to store wedding presents until you are able to collect them? **Yes, we have a lounge which is lockable.**

Catering Questions

Do you insist on doing all of the catering? **For English menus, please refer to our Traditional Weddings section of this website. For room hire bookings you are welcome to bring outside caterers.**

Can the venue supply examples of suggested menus along with prices? **Yes - We have Set Menus, A la Carte menus and Buffet Menus.**

Does the venue have a cake stand and knife if required? **No cake stand, as cakes come in all shapes and sizes we suggest you hire one to suit your plans.**

When and where do we cut the cake? **The cake can be presented on a round table and be located and cut to suit your plans.**

What time do you offer and alcohol license until? **Last orders at the bar are 23:30.**

What time do you insist the reception finishes by? **Carriages at Midnight.**

Do you insist on supplying the wine and champagne? **No, you can bring in your own and pay a corkage rate on the bottles opened. Please ask for price list.**

If you are able to supply the wine, what do you charge for corkage? **2014 prices - £8.00 + VAT per standard bottle of wine.**

Extra Questions

Do you have a (PA) system that can be used for speeches? **Yes, hand held and lapel microphones.**

What photographic locations are there? **The main entrance coming into the building, the reception area, several staircases and a room for a backdrop if you wish, plus we have New Walk nearby.**

Do you supply or can you recommend a DJ or a Band? **Do ask as we have several.**

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Do you have special arrangements with, or details of local hotels for guests to stay at? **Yes, A Best Western Hotel, The Belmont House Hotel on De Montfort Street, Leicester. Located across the road from Devonshire Place. Tel: 0116 254 47 73 .**

Do you have any arrangements with local taxi companies that offer a reasonable priced and reliable service? **Yes, Highfield Taxi's. Tel:0116 262 40 04. Ask reception and they will book the taxi for you.**

What decoration do you supply for the reception? **For wedding packages we offer personalised name cards, menus, seating plan, candelabra, tea lights, table petals/confetti and centre piece mirrors.**

If we begin to run late, how will your staff help us to ensure we are still able to make the most of our big day? **Our staff will keep you fully informed throughout the day. We ask for a point of contact on the day so as you can enjoy your day without the worry of the finer details.**

Is it ok for the photographer/videographer to visit the venue beforehand to get an idea of what they can expect on the day? **Yes**

Can you recommend suppliers? **Yes, however you are more than welcome to bring in any supplier that you are happy with.**

Cost Questions

What are the various options and costs for the use of your venue? **Please refer to the Wedding Packages from the menu**

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