



Wedding Information



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An Introduction

As your chosen wedding venue, we will play a significant role in crafting the perfect atmosphere for your special day.

At Edenwood Place, we understand the importance of tailoring your wedding experience to reflect your unique story as a couple.

Our commitment to personalisation is evident in the array of optional features we offer throughout the planning process. From choosing how you hire our venue, to deciding on the ceremony location, customizing your wedding food, and determining the evening celebration, we provide you with the flexibility to curate a day that perfectly aligns with your visions.

Recognising the stress and overwhelming nature of wedding planning, we are dedicated to assisting you in navigating through the venue options to ensure your big day is truly exceptional. Our goal is to make your wedding experience as seamless and personalised as possible.

Over the years we have been asked many questions, so to hopefully help with your planning process we've compiled a comprehensive guide, following the natural day process, addressing frequently asked questions.

We encourage you to read these pages along with the terms and conditions, as they may address many queries that arise during the course of organising your wedding day.

However, should you have any additional questions, please don't hesitate to reach out – we're here to help.



To begin, let's outline the array of different Wedding Day options accessible to you at Edenwood Place.

Wedding Reception (Ceremony off-site)

Your Marriage journey continues as you arrive at our venue after your ceremony, whether on the same day or another, with a warmth and personalised elegance.

Your dedicated event manager awaits at the door to warmly greet all your guests, including you, with a thoughtful touch if you include pre-ordered drinks they will be waiting with both of your favorite drink, ensuring your Wedding Reception begins with a personal and unforgettable moment.

From here, you have the freedom to choose between a traditional sit-down meal or a more relaxed and informal dining experience, tailoring the celebration to your unique style.

As the evening progresses, your celebration embraces the joyous ambiance, transitioning into a lively festivity. From the magical cake cutting to the heartfelt speeches and cherished first dance, every moment is crafted to make your reception an unforgettable celebration of your love story.

Wedding Ceremony & Reception

Experience the ultimate celebration of love with a full-day wedding, where every cherished moment unfolds seamlessly within the embrace of our stunning venue. Begin your journey by exchanging vows on-site, whether through a legally binding ceremony or with the heartfelt touch of a celebrant.

Following the ceremony, choose between the elegance of a formal sit-down meal, or opt for a more relaxed style of dining, tailored to your preference and style.

As the sun sets and stars begin to twinkle, immerse yourselves in the evening festivities. The stage is set for heartfelt speeches, the captivating moment of cake cutting, and the magical first dances that etch memories forever. Then, let the night take its course—whether it's an energetic dance floor that keeps everyone moving or an activity that resonates with your unique love story. Every moment crafted to ensure your day culminates in an unforgettable celebration of your love.

Twilight Wedding

For those seeking a touch of uniqueness and an evening that shimmers with enchantment, our twilight weddings offer an exceptional alternative. Commencing in the late afternoon, your ceremony takes center stage bathed in the ethereal glow of twilight.

Following the ceremony, glide effortlessly into a dining experience tailored to your preference, whether it's an elegant formal affair or a more relaxed and intimate setting. As the evening unfolds, the stage is yours to create cherished moments as unique as your love story.

Whether it's an intimate gathering or a lively celebration, we tailor the twilight hours to meet your desires and create an evening that is truly yours.

Making up your mind

Before booking and in the run-up to your event, you'll have many questions for us as your chosen venue.

These essential questions can help you decide whether our venue aligns with your needs, starting from initial enquiry all the way to your big day.

Q. Can I hold a date?

A. Kindly be aware that within this 48 hour window, the reservation remains unsecured until the deposit is paid and the contract is signed.

Should another customer express interest and want to pay within this timeframe, we will reach out to you for the first opportunity to confirm your booking.

Failure to respond will result in the booking being transferred to the customer prepared to make the necessary booking arrangements.

Q. What are the steps to proceed with booking and making a deposit?

A. We'll forward a venue hire confirmation contract encompassing our terms and conditions, along with a deposit invoice. The deposit amount will vary based on the event type and advance booking period.

You can settle the deposit by BACS into our account details provided:

Account Name: Edenwood Events Ltd Account:
37895301 Sort code: 23-05-80

All payments must contain the Invoice reference number in the reference field.





The Planning Process

Q. What are the next steps after securing my booking?

A. Shortly after confirming your booking, your event manager will provide you with a comprehensive Wedding Pack. This pack will consist of your signed contract, invoices, our FAQs, and a list of recommended suppliers to aid in planning your wedding. Additionally, it will contain a helpful 'next steps' program, outlining crucial dates and essential information from the venue's perspective, ensuring a smooth and stress-free wedding planning process.

Following this, the responsibility of planning transitions to you.

It's important to note that your dedicated Events Manager at Edenwood Place represents the venue and is not your designated wedding planner. While she will offer support related to the venue, she won't be available to assist in booking or organising other aspects of your wedding. The Wedding Pack will include opportunities for meetings at the venue with your Event Manager to discuss and finalise your arrangements.

Please keep your event manager informed about any planned suppliers or activities scheduled at the venue, as she can assist in coordinating suppliers on the day of the event. Following your meeting six months prior to the wedding, you will receive an events order sheet. This sheet must be completed and signed with no changes at least three weeks before your wedding date, confirming your agreement with the event's proceedings.

Q. Is it possible to make changes to my Wedding after I've already signed the Event Sheet?

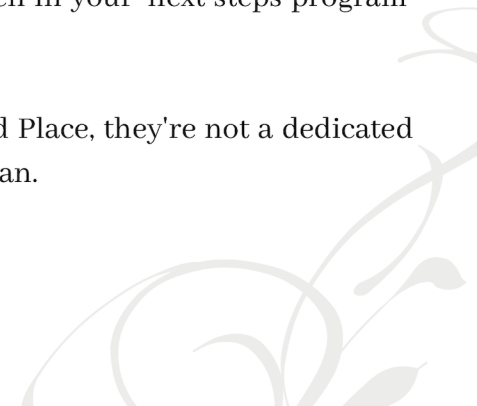
A. Absolutely, you can make changes to your Event Sheet even after it has been signed, provided that these alterations are made before the three-week mark preceding the Wedding date. Any modifications required within the three-week period must be communicated through your event manager and will be subject to the nature of the change.

Q. Is there a limit to the number of times I can return to view the venue?

A. As a wedding booking, you're encouraged to arrange viewings or meetings with your event manager as needed, within reason, of course! These viewings should align with times when the venue is unoccupied and not hosting events.

According to your event manager, meeting around the 6-month mark and again at 6 weeks before the event is most beneficial to finalise all the necessary details. The ideal dates will be given in your 'next steps program' provided by your event manager.

It's important to note that while your event manager is dedicated to Edenwood Place, they're not a dedicated wedding planner. However, they'll be happy to assist you with as much as they can.



Helping you plan the 'big day' -

The Ceremony

Q. How can we organize our on-site ceremony?

A. The choice is yours regarding the type of ceremony you prefer. You can opt for a celebrant to conduct the ceremony, or you can legally marry on-site through one of Kent County Council Registrars. If you choose a celebrant-led ceremony, you'll need to make these arrangements independently. Many individuals choose this option if they've already legally married on another day and desire a more personalized ceremony. If you prefer your legal marriage to occur on-site on the same day, we'll initiate the booking process with Kent County Council. They will subsequently reach out to handle their own booking payment and arrange further meetings accordingly.

We offer three different areas where you can hold your ceremony, you choose which area you desire.

Q. What happens if I choose an outdoor ceremony and it rains on our wedding day?

A. If inclement weather occurs on your wedding day, the ceremony will be moved indoors to either the event room or the marquee space. The venue will make this decision by 10:30 am on the morning of your wedding. It's important to note that changing the ceremony area at the last minute isn't as straightforward as you may think. Various suppliers are involved in decorating the venue and require early time slots to set up, and arranging furnishings correctly before guests arrive is a time-consuming process.

Q. Who handles the ceremony music?

A. If live music isn't selected, the responsibility for playing your ceremony music rests with the event manager on the day. Please provide Spotify Playlist links for the following:

- Pre-Wedding Playlist for the arrival of your guests
- Entrance song for those walking down the aisle
- 3-4 songs for the registrar's segment (approximately 15 minutes)
- Exit song for the couple to leave the aisle

Additionally, if live music isn't arranged for post-ceremony or during dining time, please provide playlists for these periods as well. We can seamlessly play these playlists at the designated times.

Q. How many guests can I have at my Ceremony?

A. The Lower Terrace, Event Space & Marquee area together can accommodate a maximum of 75 guests. The Top Terrace can accommodate a maximum of 60 guests.

Q. Can I go over on my Ceremony Numbers?

A. No, we are unable to facilitate any more than the maximum guest numbers mentioned above. This isn't just down to spacing, this is also with regards to our Licence with the Kent County Council and they will not allow a Wedding to take place.

Ceremony Areas

Select from one of our four stunning areas to create the perfect backdrop for your wedding ceremony.

The Viewpoint Terrace

Featuring a summer house, a tiki bar area, alongside stunning panoramic views from three interlinked terraces.

Maximum ceremony guest numbers: 60

Please note that The Viewpoint Terrace is not wheelchair accessible



The Lower Terrace

The North Downs Terrace's gorgeous view speaks for itself.

The outdoor patio boasts olive trees and plants; an idyllic location to exchange vows and to watch the sun go down.

Maximum ceremony guest numbers: 75



The Event Room

Our main space has an industrial theme, with statement walls showcasing a beautiful rusted effect.

Maximum ceremony guest numbers (Event Room only): 50

Maximum ceremony guest numbers (with adjoining marquee): 75

Numbers are subject to venue styling requirements



The Marquee

Our white, airy marquee, bathed in natural light, creates an elegant setting to offer a sense of spaciousness and serenity.

Maximum ceremony guest numbers (Marquee only): 25

Maximum ceremony guest numbers (with adjoining room): 75

Subject to venue styling requirements



Dining Options

We work with two exceptional catering companies, providing you with the flexibility to choose according to your preferences.

Our goal is to craft the ideal dining experience, whether it involves a traditional three-course sit-down wedding breakfast, canapés, street food, buffet, smokehouse BBQ, or any unique culinary concept.

Your Event Manager will guide and assist you in selecting the ideal catering partner to seamlessly integrate all elements of your special day.

You can find both Menu choices in your Wedding Pack your Events Manager would have sent to you.



Q. How can I arrange catering from the companies you collaborate with?

A. To secure The Smokehouse BBQ Grill or Barn Events Catering for your event, kindly reach out to your event manager via email or phone. Your event manager will facilitate the connection with them. It's crucial to keep your event manager informed to ensure seamless coordination from the venue's perspective, enhancing the event's smooth execution.

Please be aware that food options, invoices, and payments are handled directly through the catering company and not through Edenwood Place. It's essential to select a caterer at least 6 months before your event date (unless there's a shorter timeframe, in which case, efforts will be made to secure their services on short notice). Finalising food quantities and options must be done with the catering company no later than a month before your event, unless otherwise agreed upon directly with the chef.

Q. Are we allowed to bring our own catering?

A: All arrangements for guest catering must be arranged via our designated caterers.

Q. How many guests can I have at a formal sit-down wedding breakfast?

A. The Venue can accommodate up to 75 guests in the Event Room and Marquee for a Wedding Breakfast.

Q. How many guests can the venue accommodate if I am having a more casual style dining and am not wanting a sit down meal?

A. For a more casual dining approach without a table and chair arrangement, the venue can accommodate 250 guests.

Q. Who will handle cutting our cake after the 'cutting of the cake' photo?

A. We'll provide you with our cake knife to capture the classic 'cutting the cake' photo. However, for safety reasons, your events manager will promptly retrieve the knife and take the cake to the kitchen for cutting by the catering team. It's essential to pre-confirm with your events manager the portion of the cake you'd like to have cut and how much you wish to preserve for taking home.

Venue Logistics

Q. How many guests can I have?

A. For a ceremony and formal sit-down meal or wedding breakfast, the venue can accommodate up to 75 guests depending on the area chosen, please re-check the ceremony part of this booklet. However, for an evening party or a more casual dining setup without tables and chairs, the venue can accommodate up to 250 guests.

Q. Can we bring in our own Suppliers?

A. We provide a curated list of Recommended Suppliers for your convenience. Should you wish to bring in other external suppliers, please inform us in advance. We will then initiate the process of meeting with them, ensuring their values align with Edenwood Place, and obtaining approval for your wedding. Please note that a minimum of 3 months is required for this approval process.

Q. How long before can I arrive or my suppliers arrive to set up?

A. Depending on your booking type will determine your access time at the venue. For a Wedding Reception or a full-day wedding, including the Ceremony, your booking allows access starting from 10:30 am. Access for a Twilight Wedding is from 12pm. From this allocated time, you, along with your friends, family, or suppliers, are able to initiate the setup process.

Q. When do I need to take my items home? (What happens at the end of the evening?)

A: All items, including but not limited to, gifts, decorations, personal items, and items from suppliers, are to be removed at the end of each event. The venue is not liable for any items left behind. All external suppliers must pre-agree timings for both setup and close down for an event.

Q. Is it possible to deliver/bring items to you in advance?

A: Unfortunately we cannot accept items before your designated setup time.

Q. Is there a designated area for me to change during the event?

A. While we don't have dedicated changing facilities, we do have either the bathrooms available or an accessible toilet with ample space that can be used for changing, if necessary.

Q. Is overnight parking available for our guests in the car park?

A. Certainly, your guests are permitted to park overnight in the car park. However, it's essential that they collect their cars by 11 am the following day. In case of an early event the next day that requires the car park, we will inform you in advance if cars need to be removed earlier than 11 am.

Q. Who handles the furniture rearrangement between different parts of the wedding?

A. The Event manager and their team are responsible for room transitions between the Ceremony, Sit-down meal, and evening party if needed. For instance, if your event room hosts the ceremony, Wedding Breakfast, and evening DJ set-up, the team will close the bi-fold doors between each segment and adjust the furniture accordingly. If you plan to have styled decor for these events, the styling companies must coordinate their setup times with the changeover period. All these details can be organised during your pre-wedding meetings with your events manager.

Q. Can we have under 18s?

A: Although we don't host parties specifically for 16th, 18th, or 21st birthdays, guests under 18 are welcome to attend your event. Please be aware that we'll request identification from anyone who appears under the age of 25. If we find anyone under 18 consuming alcohol, we'll promptly confiscate the drink and inform them that a repeat offense will result in their removal from the premises, along with the responsible person, either of the individual or the person who bought the drink.

Children under the age of 18 must be supervised by a parent or guardian at all times.

Q: Can we bring our dog for the wedding day?

A: Whilst we adore animals and appreciate their significance within your family, our venue has restrictions prohibiting pets or animals at any time due to safety concerns. The busy environment and the need for the venue's front door to remain open pose potential risks to the safety of the animals. Nevertheless, we can facilitate a one-hour window for your cherished dogs to join you specifically for post-ceremony photos. You can arrange for someone else to bring and supervise them during this allocated time.

Q: Is there a microphone available for speeches?

A: We offer a handheld PA system equipped with a microphone attachment that you are welcome to use for your speeches. The timing for these speeches can be prearranged with your event manager during your scheduled meetings.

Q. Do you have any noise restrictions?

A: Music externally at the venue must stop by 8pm. Internally, we do have a noise level monitor which we will use throughout the evening and we do ask that the levels are turned down after 11pm to a reasonable level due to the nearby village.

Q. Are we allowed to have candles?

A: Unfortunately, we do not permit open flames inside the building. However, there are wonderful flameless candle options available that can provide a similar ambiance without the risk of an open flame.

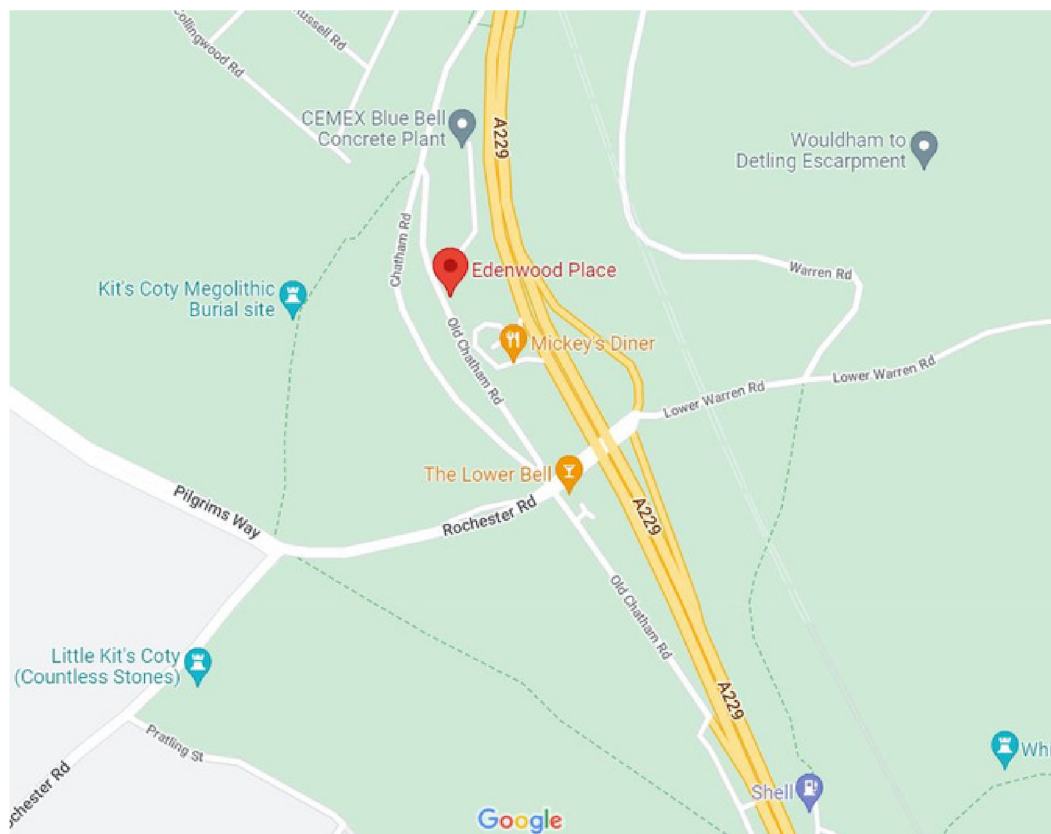
Q. Can we have fireworks, flares or sparklers?

A: We do not permit fireworks or flares on the premises. However, if it's for a staged photo, sparklers are allowed on the lower terrace. Please ensure all children are supervised during this activity.



DIRECTIONS FOR YOUR GUESTS:

Address for Sat Nav:
Edenwood Place, 15 Old Chatham Road, Aylesford Kent ME20 7EZ



What Three Words:

///photo.belong.promising

You can also search for Edenwood Place on TikTok for video directions to our premises

Directions from South (from Maidstone) of A229:

- Follow A229
- Take the exit toward Sandling/Eccles/Burham/Wouldham (341 ft)
- Go past the Lower Bell Inn across the crossroads
- Turn right onto Old Chatham Road (slightly hidden road)
- Destination will be on the right (0.4 miles)

Directions from North (from Medway) of A229:

- Follow A229
- Take the exit toward Eccles/Burham/Wouldham (0.2 miles)
- Continue onto Rochester Road (436 ft)
- Turn right onto Old Chatham Road (slightly hidden road)
- Destination will be on the right (0.2 miles)

Parking

Edenwood Place has 48 free car parking spaces available opposite the venue. There is parking along the road, however, this is through-access for the other vehicles, so we ask that people be aware of this.

Guests attending an event can leave their vehicles overnight should they wish, but these should be collected no later than 11am the following day to avoid a parking ticket.

Vehicles and belongings are left at the owners own risk.

For further insight, you can visit us at the following social media channels:

