

Hopefully this will answer any questions you have but please contact us if you have any further questions.

opening times:

What time can we have access to decorate the venue on our wedding day?

The Mill is yours exclusively from 11.00 am onwards. However you can access the building from 9 am onwards to start doing your decorations although cleaners and ground staff will still be preparing for your wedding and we may have couples looking at the Mill. If you let us know in advance which rooms you would like to decorate we will have the cleaners start there first.

What are the Mill's closing times

Midweek weddings, Mondays to Thursdays, have a closing time of 11.00pm. You can have the music and bar open until 11.00pm. For Fridays, Saturdays, Sundays and Bank Holiday Mondays our closing time is 12.00pm. We suggest the bar closes at 11.30pm and the music stops at 11.45pm. Our licence for live music (a band) is until 11.00pm.

Do we have access to the venue the day before our event?

If we do not have a function booked the day before your wedding then we may be able to let you access the Mill earlier but please be aware that cleaning etc may not yet be finished.

What do we need to clear away after our wedding

Normally your catering company will clear away anything food related and pack away any items that have been hired ready for collection. If you are doing the catering yourselves then the same would apply. Anything needing collection can be left in the ground floor kitchen. Our cleaners will then arrive early on the morning after your wedding and pack away any of your decorations ready for you to collect them. We would ask that you take with you any valuable decorations etc and anything breakable – just to be on the safe side. If you provide your own drinks you will need to remove all glasses and bottles (if you are using Barouche for the evening pay bar they have a small charge to collect any of your glasses and bottles for you). Most caterers do remove they own rubbish but we would ask you let your caterer know this.

suppliers

Do we have to use your recommended suppliers?

No you don't, but these are suppliers that we have seen at work before and know the venue. The only suppliers we do insist you use are Barouche, the pay bar (if you want one), and We Perform, the DJ company, as these activities fall under our Premise License and we are responsible for them. You can have a band instead of the DJ if you prefer (subject to restrictions).

Please note that for 2016 bookings we won't be accepting caterers, who are not on our list, to cater at the Mill. Please ask for more details.

local hotels

Are there any local hotels?

there are plenty of hotels in the locality, including the cheap and cheerful Premier Inn which is 5 minutes drive away. Please refer to our recommended suppliers sheet

wheelchair access

Is the venue accessible for wheelchairs?

Yes it is fully accessible, we have a lift to the top two floors (not the Avon Suite/Bridal suite) and a disabled toilet. Please note that whilst we have tried our best to make the Mill disabled friendly we are limited by what we can do in a listed building of the Mill's age. We highly recommend that you see the Mill and confirm it is going to work for you or your disabled guests before you book.

music & PA system

Do you have a pa system in the wedding breakfast room?

After testing out a PA system at a number of weddings we found couples were preferring not to use one as the acoustics are very good. As a result we don't have one available at the Mill. However We Perform do have an outside music and PA system for the Mill which is available to hire should you feel you need one or would like speeches outside. We have a music system in the River View suite and the Granary which you can use for background music during wedding ceremonies and the wedding breakfast. The systems will take ipods, MP3s and cd's. The ceremony room system is also Bluetooth so that one of your guests can operate the music from your (or their) own phone or Ipad.

Can we use our own DJ

To ensure we comply with council regulations we have to monitor sound levels carefully. To do this we work with just one DJ company – We Perform. They are very competitively priced and passionate about what they do. Please contact them to discuss your needs.

Can we have live music instead of a DJ

We want to be as flexible as possible but we also need to be aware of our neighbours. We would prefer you to have a DJ as it is easier to keep within our sound levels. However we understand that some couples would really like a band. If this is the case then we need to speak to them **before you book them** to go through the restrictions and how the band are going to ensure they remain within the sound limits (100 decibels for internal music – please ask us for external levels). This can be done by having no sub-woofers, limiting the base sound and adjusting the low-end levels on both instruments and on the desk, and then bringing more high-end in to the mix accordingly. Drums will need to use rods rather than sticks and muffle their kick drum. The dance floor isn't huge so these restrictions don't negatively impact on your enjoyment of live music. The band must be professionals as they will understand the ins and outs of sound monitoring and noise pollution regulations. We regret that we can't have bands or live music if they aren't able to meet with us onsite in advance. As part of our council regulations we will monitor all music during the night to ensure these levels are maintained and we reserve the right to ask bands to finish early if they aren't able to stay within our limits. We apologise about this but hope that you will understand that we have a duty to all our couples to make sure we aren't shut down by the council before their wedding.

Live music will need to finish by 11 pm. Bands will need to send us a copy of their Public Liability Insurance in advance.

Can we have a Barn dance, line dancing, Scottish Reels, ceilidh

There is plenty of room for these styles of dancing but you will need to hire a dance floor to cover the area you want to dance on. We regret that after past experience we have learnt that dancing off the installed dance floor does damage the wooden floor in the ceremony/dance room.

the garden

Can we have a marquee?

The garden will fit a marquee if you need one. Marquees would need to go up on the day of your wedding and be down by 10.30 the next day. Simple 'shade marquees' with just a top are easier to get up and down in that time scale. Please ask Steve at Castle Marquees for options as they understand the limitations of the Mill, lawn size etc. www.castle-marquees.com

venue

Is it free to park in the Sopley Mill car park/can guests leave their cars overnight?

Yes it is free parking and guests are welcome to leave their cars overnight. We would advise that any valuables or personal belongings are removed from vehicles as we cannot take any responsibility for any missing articles. Vehicles are left at the owner's risk. We can park up to 80 cars.

Is confetti permitted?

We do apologise but we don't permit confetti at Sopley Mill as we are by the river and in an environmentally sensitive area. We get shot by Natural England if any blows into the river – sorry.

Is there a cash point on site?

At present there is no cash point located on site, and we do not offer cash-back facilities.

How many guests can we have

The ceremony room (The Granary) takes 100 people seated.

Riverview room takes 100 seated or 120 for a standing buffet. The Mill will fit a further 40 people in the evening who aren't part of a sit down Wedding Breakfast (140 in total)

For a more informal reception using the grounds you can fit more. Please ask for details

Can we use any of the flowers and furniture which is in the Mill

We try to make the Mill look nice, for showing couples the venue, so have a number of silk flowers around the Mill, stone tables, mirrors etc. You are more than welcome to use them, all that we ask is that any which disappear as 'souvenirs' or are damaged are replaced. We have a full list and costs for them available for you to view. If you think that some items might be a bit too easy to damage we can happily remove them for you.

Is the Mill child friendly

We have fenced the garden off from the river however it is still very much parents responsibility to watch their children. To make your guests (who have children there) more relaxed we would recommend getting a babysitter to keep an eye on them in the evening. Setting up a playroom with things to keep them entertained is a very good idea especially when the adults are dancing upstairs

wedding breakfast

Do you supply highchairs?

We have 3 highchairs that can be used.

Can we have banquet style for the tables?

We supply, free of charge, 10 round tables for your use. If you would like to hire long tables they would need to be delivery to the wedding breakfast room on the morning of your wedding and remove early the next morning. There will be a small charge for moving the round tables out and back again.

We do have 5 long tables to use as a head table or for buffet tables.

Can we bring our own caterers or do our own catering?

Yes - at Sopley Mill we try to be as flexible as possible. We have a number of extremely good caterers on our suppliers list and would urge you to use one of them. They know the building, how it works and the logistical issues that it produces and can therefore advise you how best to fulfil your wishes. However if you have a caterer you would prefer to use then you are more than welcome to **(this excludes bookings for 2016 onwards)**. If you would like to use an outside caterer we do have a small charge for the use of either kitchen to cover cleaning, electricity etc. They are more than welcome to use the appliances in the top floor kitchen free of charge but may prefer to use their own equipment as we don't accept responsibility for any equipment faults. Any outside caterers will need to provide Sopley Mill with details of their Public Liability insurance and food hygiene certificate (which for your safety should be a rating of 4 or 5). They may well say that food cooked at the Mill needs to be thrown away at the end of the event. This is for your safety, and their insurance, in case you get food poisoning from something that you have reheated. Weddings cakes etc don't have these restrictions. If you are doing your own catering then you don't need to show us insurance or a hygiene certificate. All caterers need to take clear away any food/plates etc that they have used and take their own rubbish with them. **Sopley Mill** require that your caterer remains onsite until all food and catering related equipment is cleared away. This includes the tidying away of any evening buffet, tea and coffee and the packing up of remaining wedding cake. We also require the top floor kitchen to be completely clean out and return to the state in which it was found. If you are intending to do your own cold evening buffet there is a £50 cleaning charge to use the kitchens. **For insurance purposes the use of the oven on the top floor is strictly for professional caterers only.**

Caterers will need to remove all of their own rubbish and take this with them.

Please note: Our insurance prevents the use of deep fat fryers in the Mill

How many guests can we have for a sit down wedding breakfast

The Riverview can seat 100 people on 10 round tables

How many guests can we fit around the tables?

Our 5ft 6" round tables can seat 11 as a maximum (10 is more comfortable)

Can we have a hog roast or BBQ

Yes but if you would like people to sit down you may want to consider setting up the Riverview room for eating just in case the weather turns at the last minute.

Do you supply tables and chairs, crockery and glasses?

We provide 10 round 5ft 6" round tables for use in the Riverview. We supply 100 chairs for the Riverview and 100 chairs for the Granary. We also have 5 trestle tables for use around the building or outside. Items that aren't at the Mill and would need to be hired in include table cloths, napkins, cutlery, cake stands, cake knife, table number holders, an easel for seating plan, water jugs (juice jugs) - our suggested caterers would normally supply these. Barouche can hire out glasses.

What equipment is in the kitchens?

The ground floor kitchen is the most accessible for caterers own equipment so it only contains an oven extractor system, stainless steel work tops and two sinks and a double fridge. The top floor kitchen contains a 6 burner LPG Falcon gas oven, extractor system, stainless steel work top and, two sinks. Caterers are welcome to use any of our equipment and whilst the equipment is maintained we take no responsibility for its operation or reliability. We would ask outside caterers to look after any equipment they use and to pay for any damages caused.

Can we eat outside

Yes you can - but you will need to organise outside furniture for this. We have 5 trestle tables you can use outside if you need them. There are companies such as Party Hire who will organise outside furniture for you. We recommend you have a Plan B just in case it rains. We can put out tables and chairs for you in the Riverview room to help with this.

wifi

We regret that the Mill does not have wifi

Can we supply our own alcohol?

You are more than welcome to supply your own alcohol and we don't charge corkage. There are two fridges (one on the ground floor and one in the Riverview) for your bottles. You can bring any wine in at the beginning of the day to let the bottles chill. You will need to take empty bottles away with you (please talk to Barouche if you would like them to tidy bottles away and collect any glasses you have brought in). We would recommend you talk to your caterers regarding staff to serve any drinks you may have. Our recommended caterers can supply a couple of staff for 2 hours or so before the wedding breakfast at a nominal charge. Barouche can otherwise supply staff for serving drinks at your reception. If you do want to supply your own draught beer or cider you would need to hire in the equipment needed and they could only be fitted on the Holt Bar (ground floor) or outside. Any draught drinks served inside would need to be served by a trained member of the Barouche team. We have learnt from experience that otherwise pints get over filled, taps leak and floors, shoes, carpets etc quickly get ruined.

Please note:

At the Mill we try to be as flexible as possible however we do have a premises license which means we are responsible for all alcohol consumed at the Mill, whether this is sold by Barouche or bought in by you. To ensure there is no under aged drinking (when parents aren't watching) and more importantly to make sure your wedding runs as smoothly as possible any of your drinks served after 7 pm (Friday, Saturday & Sunday) and 6 pm on weekdays must be from behind one of the bars and by a member of the Barouche staff (minimum 5 hours). Please ask Barouche for staff costs. This basic option only includes the staff but none of the Barouche facilities. Barouche can also provide dry bar facilities which includes the use of their fridges, glasses, ice machines and glass cleaner. Please ask them for more details. The alternative is to have a paybar

Is there a pay bar available

Barouche runs the pay-bar at the mill, should you need it. There is no charge to have the bar there but they do have a minimum spend deposit of £300. Once you guests spend over that (which never seems to be a problem) you would get your deposit refunded. They can also rent out to you all the glasses you may need and have very good wine list if you would like help with drinks during the wedding breakfast. They are extremely flexible and are there to help you. In order to prevent confusion if you are having a pay-bar at any time it is a good idea to get all your glasses from Barouche, please talk to them about this. If you don't want a pay-bar but do need glasses then they are happy to help you with this.

Can the caterers supply alcohol?

No, Sopley Mill is a licensed venue and all alcohol sold at the Mill comes under our license. Therefore we need to monitor what alcohol is supplied for sale on the premises. If you prefer not to have to organize your own drinks please talk to the pay-bar team who can help with all your drinks needs.

What is the drinking age limit at Sopley Mill

As a licensed venue, even if you supply your own alcohol, the age limit is the same as a pub. No under 18s will be served any alcohol or allowed to consume alcohol on the premises. To help caterers and bar-staff monitor we operate a Challenge 21 policy. Anyone buying or being served drinks, who looks 21 or under, will be asked to show suitable ID. **Please ensure all your guests are aware of this and bring their ID with them.**

How many bar staff will you have during the evening?

Please talk to the pay-bar team regarding how many staff you would like. Sopley Mill has a ground floor bar and a fully stocked bar in The Granary. Normally The Granary bar is the staffed bar unless your reception is focused on being outside in which case you may prefer to have the ground floor bar staffed. Barouche have a small surcharge if you would like two bars staffed.

Drinks Options – summary

Drinks supplied by you: Staff to serve these at the wedding reception and breakfast can be hired from caterers or Barouche. You will need glasses for these and to remove all bottles and hired glasses at the end of the evening. All evening drinks will need to be served by hired Barouche staff from behind a bar (this does not include Barouche bar equipment, glasses etc which can be supplied as part of a 'Dry Bar')

Paybar or any drinks packages by Barouche: Barouche will provide staff, glasses, bar equipment, ice machine for any drinks sold through Barouche.

We recommend that if you would prefer to supply the majority of drinks for your guests it is a good idea to instead put some money behind the pay bar for this in the evening. It does save you needing to buy vast quantities of different drinks to stock your own bar and not risk running out. Barouche has a well stocked bar and do all the hard work for you.

wedding ceremony

Does the hire of the ceremony room include the registrar's fee?

No, this is extra. To check availability or book a registrar please contact Ringwood Registrars office:

Ringwood Gateway

The Furlong

Ringwood BH24 1AT

Email: fareham.registrars@hants.gov.uk

Tel: 0845 603 5637

Phone lines open Monday to Friday 8am - 8pm, Saturday 9.30am - 4pm

Can we have our religious leader conduct a ceremony?

No. Unfortunately our marriage license means that no ceremony of a religious nature or with any religious content can be carried out. This includes blessings and christenings. However other ceremonies can be conducted in a secular manner by registrars, including baby naming and renewal of vows.

In which rooms can we get married

The Riverview (top floor), The Granary (2nd floor) and Boat room are all licensed for civil weddings and it is up to you where you would like your ceremony conducted. The Riverview room can seat 120 people and the Granary can seat 100 people. The smaller Boat Room, on the ground floor can seat 20 people.

Do you provide chairs for the wedding ceremony?

Yes we have 110 limewashed chairs available for your to use for your wedding ceremony

Can we get married outside?

British law does not currently allow outside weddings unless the couple are standing under a permanent structure. We don't currently have the facilities for this.

PLEASE NOTE

We have created the Mill to suit weddings and to look as stunning as possible on your wedding day. We have used simple neutral colours which will hopefully fit in with any decorations you may want to introduce. In order to make it look as beautiful as possible we have kept away from using 'industrial' wipe clean furniture, carpets and decorations (you don't want your wedding venue looking like a school). We have costed into the rental price the cleaning of the venue including normal wear and tear. We regret that serious stains, damage and excessive wear will be chargeable to you. If you are concerned that any of the furniture, carpets etc might not cope with your guests please let us know and we can put protection over them. We would also ask that no food or drink (except champagne, obviously!) is consumed in the Avon/Bridal suite. For treatable drink spillages etc on the stair carpets the cleaning fee for the commercial cleaners is £50 for one level or £100 for stains on more than one level. Many thanks for your understanding.

Contact

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