



Jennifer Davy-Day Photography



# Weddings

at The Storey





# Full Wedding Package

The Storey is a historical venue in the heart of Lancaster. Our elegant first floor rooms are suitable for both large and small occasions and are flooded with natural light from the Georgian windows and atrium ceilings, making it the perfect place to hold your celebrations.



## Wedding Ceremony, Breakfast & Reception

April '23 - March '24 | £5,700.00  
April '24 - March '25 | £5,982.00  
April '25 - March '26 | £6,282.00

**Please note:**

Room capacities listed are subject to change depending on chosen room layout and event decorations/infrastructure.  
Pricing includes access to the room prior to your wedding day for 4 hours of set up time.  
Any items of decoration that are brought in to the building need to be discussed and verified as safe by The Storey team.

**Out-of-hours bookings:**

Please note that in addition to the above prices if you would like to book your wedding to include out-of-hours opening of The Storey (e.g. Bank Holidays and Sundays) an additional cost will be added to your booking. This is to cover the costs associated with staffing and managing the facility at these times.

**Not so hidden costs:**

We require all of our wedding hirers to have wedding insurance for the big day, providers can be found locally and online; all wedding ceremonies require a registrar, costs depend on day and time of booking. Contact [registrarslancasterelancashire.gov.uk](http://registrarslancasterelancashire.gov.uk) to confirm pricing.



## Ceremony Package

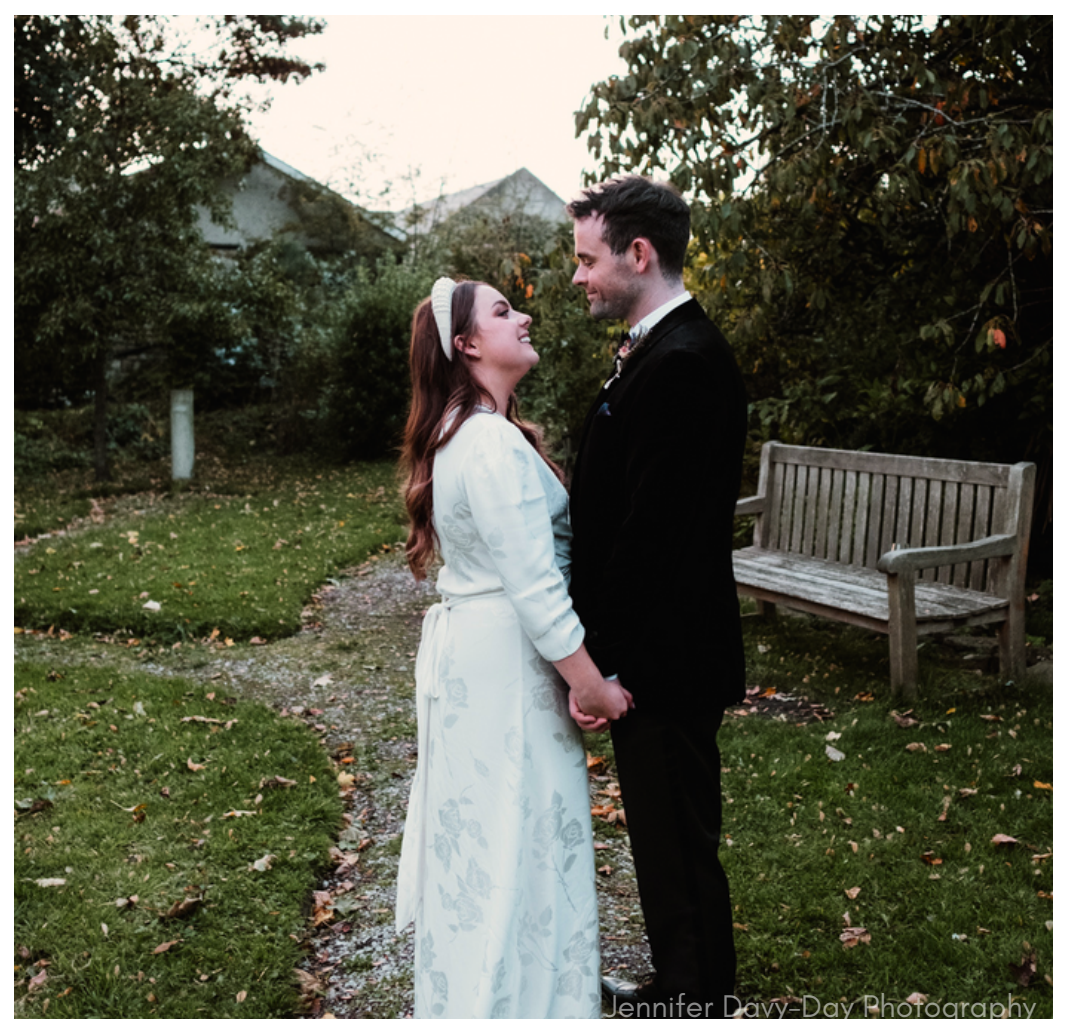
Our Music Room, Gallery and Copper Beech Garden are all sanctioned to host legal ceremonies and can be booked as part of the larger package or standalone.

### Ceremony

April '23- March '24 | £660.00

April '24 - March '25 | £690.00

April '25 - March '26 | £720.00



#### Please note:

Room capacities listed are subject to change depending on chosen room layout and event decorations/infrastructure.  
Pricing includes access to the room prior to your wedding day for 4 hours of set up time.  
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Food

## Wedding Breakfast

Artisanal Buffet | £30pp

Loaf Style Pork Pie / Sliced & Cured Meats /  
Moroccan Spiced Chicken / Grilled Halloumi Salad  
/ Falafel / Hummus & Seasonal Slaw / Fruits &  
Chutney / Sliced Gherkins & Olives / Artisan  
Breads / Herby Roast Potatoes

\*sample menu. Options can be suited to your tastes and  
discussed with our catering team

Hand-Stretched Pizza Buffet | £25 pp

A selection of pizzas served with salads, garlic  
breads & dipping sauces



## Evening Food

Bacon/Sausage Baps | £6.60 pp

*Vegetarian/Vegan options available*

Beef Stew with rice | £14 pp

Bean Chilli with rice | £14 pp  
*Vegan*

Chicken, Spinach & Vegetable  
Curry with rice | £14 pp



If you are interested in a more traditional three course  
wedding breakfast, we recommend the below caterers:

**Bespoke Catering Cumbria**

[info@bespokecateringcumbria.co.uk](mailto:info@bespokecateringcumbria.co.uk)

**Karen Rhodes**

[team@karenrhodes.co.uk](mailto:team@karenrhodes.co.uk)

**Newfields**

[info@newfield-catering.co.uk](mailto:info@newfield-catering.co.uk)

**Campbell & Rowley**

[info@campbellandrowley.co.uk](mailto:info@campbellandrowley.co.uk)





Drinks

# Full Day Drinks Package

£28 per person



## On Arrival

Prosecco and/or Lancaster Blonde & Estrella Damm Lager

Non-alcoholic Elderflower & Rose Presse

Served in front of first floor stained glass window or outside  
(weather permitting)

## Whilst You Dine

Based on 2 glasses per person

Choose from:

Merlot

*Casa Amada, Colchagua Valley, Chile*

Malbec

*La Nina, Mendza, Argentina*

Sauvignon Blanc

*Casa Amada, Colchagua Valley, Chile*

Pinot Grigio & Catarratto

*Dea Del Mare, Sicily*

## When You Toast

Prosecco

Non-alcoholic elderflower presse



Please note: Alternatively, our in-house bar will be stocked with local craft beers, an independent draft lager, as well as a selection of spirits, wines, and soft drinks. We accept both cash and card payments.

If you wish to provide your own wine and fizz for your reception, tables and toast the following corkage charges will apply:  
Wine £9 per bottle | Fizz £12 per bottle | Spirits £15 per bottle

Corkage pricing includes chilling of your drinks 24 hrs prior to serving, glassware, pouring of arrival drinks & opened bottles placed on tables. All open bottles will be charged for retrospectively



# LANCASTER CITY COUNCIL WEDDING CONDITIONS OF VENUE HIRE

The following Conditions of Venue Hire apply to the hiring of Lancaster City Council (the “City Council”) owned premises by the Hirer for an event (the “Event”) at Lancaster Town Hall, Morecambe Town Hall, CityLab or The Storey (the “Venue (s)”).

General:

## 1. Booking

All applications for the hire of the Venue should be made using the Provisional Booking Form, at least 1 calendar month before the Event, except on special occasions approved in writing in advance by the City Council.

## 2. Payment

2.1 A deposit of 25% of the booking cost or £60, whichever is greater, or the full cost of the booking must be received in order to confirm the booking. The deposit should be received within 2 weeks of making the booking, and a minimum of 1 calendar month prior to the date of the Event.

2.2 Failure to pay the deposit within 2 weeks of making the booking may mean that the booking cannot be confirmed and no guarantee can be given that the Venue will remain available to you.

2.3 The balance must be paid at least 7 working days prior to the event.

## 3. Cancellation – by the City Council

3.1 The City Council reserves the right, at their absolute discretion, to cancel in advance or refuse a booking if they consider:

3.1.1 That it should be cancelled due to unforeseen circumstance or in an emergency;

3.1.2 That it is a function likely to be of an objectionable, undesirable or of an inappropriate nature;

3.1.3 That the Hirer has failed to comply with these Conditions of Venue Hire; or

3.2.4 For any other reasonable cause.

3.2 Any hire charge or deposit, which has been paid by the Hirer, may be refunded in full where the booking has been cancelled in advance by the City Council. The Hirer may be required to pay in full for any reasonable costs which have been incurred by the City Council in preparation for the booking.

3.3 The City Council reserves the right, at their absolute discretion, to terminate a booking at any time during the course of the Event if they consider:

3.3.1 That the Hirer’s arrangements are unfit or unsafe.

3.3.2 That the Hirer has failed to comply with these Conditions of Venue Hire.

3.3.3 That (in the event that alcohol is to be sold/supplied) the Personal Licence Holder is not present throughout the Event.

3.4 Where the City Council have terminated a booking during the Event no refund will be made. The City Council will not be liable for any costs incurred by the Hirer.

3.5 In the event of an unavoidable failure or breakdown, through no fault of the City Council, of any plant, equipment, systems or fixtures and fittings at the Venue, the City Council reserve the right to cancel the Event without notice. The City Council will not reimburse the Hirer for any financial losses, howsoever arising, from such failures or breakdowns.

## 4. Cancellation/ Postponement – by the Hirer

4.1 Cancellation by the Hirer of any part of, or the whole booking must be notified to the City Council in writing and as soon as possible.

4.2 In the event of a cancellation the Hirer will be liable for the following charges:

• 28 days or more notice of cancellation – 10% of the event charge;

• More than 7 days but less than 28 days’ notice of cancellation – 50% of the event charge;

• 7 days or less notice of cancellation – the full event charge.

4.3 Where the cancellation relates to only part of the booking then the cancellation charge will be calculated on the costs of that part only.

4.4 Any date changes after initial point of booking will be accommodated where possible with an additional £50.00 admin fee

## 5. Change of Venue

Where it is necessary to change the Venue of the Event, for whatever reason by the City Council, from the Venue originally booked, such a change will be made at no additional cost to the Hirer.

## 6. Assigning

The Hirer shall not assign the hire and shall use the Venue only for the purpose indicated on the booking form. Failure to comply will result in termination of the booking and the provisions of Clause 3.4 shall apply.

## 7. Insurance

7.1 The Hirer must arrange protection in the form of Public Liability Insurance with a Limit of Indemnity of at least £5,000,000. A copy of the Insurance Certificate and schedule must be provided to the City Council at least 1 calendar month prior to the Event. For private events, Event Insurance or Wedding Insurance can be found through the usual brokers and on-line.

7.2 Where 3rd parties are engaged by the Hirer, such as musicians, caterers, florists etc, it is the Hirer’s responsibility to ensure that 3rd parties have suitable and sufficient insurance.

7.3 It is expected that the Hirer will have suitable and sufficient Employer’s Liability Insurance if necessary.

For further information contact the City Council’s Insurance Officer, telephone 01524 582140.

## 8. Fire Safety and Health & Safety

8.1 Hirers are required to comply with any reasonable request from the City Council staff to ensure fire safety within the Venue, including adhering to room capacity numbers as identified in the Booking Form.

8.2 Hirers are required not to do or allow anything that may cause injury or harm to themselves or others or the fabric of the Venue.

8.3 The use of candles or other naked flames is prohibited and can only be allowed with express permission from the Hospitality Team.

8.4 The use of smoke machines is prohibited.

8.5 The use of strobe lighting is prohibited.

## 9. Smoking

Smoking and use of e-cigarettes, or similar, is not permitted at any time within the Venue. Designated smoking areas shall be identified within the steward briefing.

Terms and Conditions

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## 10. Electrical Equipment

It is the Hirer's responsibility to ensure that any electrical equipment used at the Event, by the Hirer or by 3rd parties arranged by the Hirer, must be fit for purpose and have a current PAT certificate.

## 11. Decorations, scenery and drapes

11.1 No decorations, scenery and/or drapes are to be affixed to any part of the Venue without the written permission of the City Council.

11.2 If such permission is given, and in any event, it is the Hirer's responsibility to ensure that all decorations, scenery and drapes to be used at the Event are either inherently flame retardant material or are rendered so and maintained in that condition.

11.3 The use of helium balloons is strictly prohibited.

## 12. The Organisation and Running of the Event

12.1 The Hirer, or a nominated person appointed by the Hirer, shall remain at the Venue throughout the Event and comply with all the reasonable instructions of City Council member(s) of staff on duty.

12.2 The Hirer, or a nominated person appointed by the Hirer, shall ensure that good conduct and order is maintained during the Event and shall not permit anything to take place that is unlawful, offensive or indecent.

12.3 The Hirer shall ensure that room/venue capacity, as specified at time of booking, is not exceeded. The City Council and their delegates have the right to refuse entry once capacity has been reached.

## 13. Facilities Support

The City Council's Facilities Support Officers will be on duty to ensure that the Venue and facilities are available at the due time and secured after the Event. Their prime duties are to ensure the safety of visitors/guests and the security of the Venue. They have full and absolute authority to take any such action they consider appropriate to remove or reduce any risks.

It is not part of the Facilities Support Officer's duties to assist in the supervision or running of the Event

## 14. Stewards

(See also Event Form)

14.1 The Hirer shall be responsible for the provision of the appropriate number of stewards for the Event, when requested by the City Council. The details of all stewards must be entered on the Event Form and supplied to the City Council at least 1 calendar month prior to the Event. All stewards must wear distinguishing badges or clothing which clearly identify them as stewards, and shall attend the safety briefing given by City Council staff prior to the Event. All stewards must obtain an appropriate level of sobriety for the duration of the event, in order to fulfil the duties set out in the briefing.

14.2 In the event that the City Council deems that the function requires door staff, SIA registered door staff will be provided by the City Council and the cost incurred will be passed on to the Hirer. Please note that if alcohol is to be served then this is a non-negotiable condition.

## 15. Catering

The City Council provides catering for meetings and events. The City Council can only accept bookings for external catering firms if the Hirer's requirements cannot reasonably be met in-house. In these situations, full details of the caterers and the catering provision must be provided at least 1 calendar month prior to the Event. The provision of catering must comply with the relevant Food Safety Regulations. Where food is to be provided by the Hirer they must ensure that the food supplier has a food hygiene rating of 3 or above.

Caterers falling below this standard will not be permitted to supply food at the Venue.

## 16. Sale and Consumption of Alcohol

16.1 The City Council can provide a bar service in The Storey and in Lancaster Town Hall on request and with at least 1 calendar months' notice.

16.2 Hirers and 3rd parties cannot usually run a bar or serve alcohol in any of the Venues.

16.3 Occasionally, and with the written permission of the City Council, the City Council may deem it appropriate, for example in the case of beverage focused events such as a wine tasting or beer festival, that the Hirer will be responsible for the provision and sale of alcohol. In such cases, the Hirer would be responsible for arranging a Temporary Event Notice or obtaining a time limited Premises Licence under the Licensing Act 2003. The Hirer would be liable for ensuring that the terms of the TEN or Premises Licence are adhered to.

16.4 The City Council follows Challenge 25 and may request to see proof of age from any guests attempting to buy alcohol.

16.5 The City Council does not generally permit guests to supply their own alcohol. Where this has been agreed in advance there will be a corkage fee.

Please note the sale/supply of alcohol must cease at 12:00 Midnight or earlier depending on the agreed hire period.

## 17. Copyright

The Hirer is responsible for obtaining all licences and consents in relation to live music and film/video materials. In particular, if there is going to be live music at a public event the Hirer must provide evidence of the PPL/PRS licence for the event.

## 18. Entertainment

All entertainment must cease in sufficient time so as to allow the complete removal of all equipment, instruments, scenery, drapes, props, etc. prior to the end of the Event. In any case this will be no later than 12:00 midnight unless special arrangements have been agreed with the hospitality team and the correct licence obtained.

## 19. Noise and Nuisance

19.1 The Hirer shall ensure that no unreasonable noise or nuisance is created which adversely affects the other users of the building or people in neighbouring properties. For example, all sound amplification checks, etc. must be performed at an agreed time.

19.2 The Hirer shall ensure that any persons attending the Event and using the Memorial Garden or The Storey Gardens do not cause any damage to or cause any unreasonable noise or nuisance in the gardens.

19.3 The Hirer shall ensure that any door supervisors and stewards are required to ask people to leave the Venue quietly and have respect for any residential neighbours.

## 20. Animals

The Venues are not suitable for animal or pet shows. Dogs and other animals are not allowed into the Venue with the exception of Guide/Registered Assistance Dogs.



# Terms and Conditions

## 21. After the Event

21.1 The Hirer, at the time of booking, must ensure that the length of hire includes sufficient time to remove any equipment, etc. from the Venue. This will include caterers, artists, etc. An additional charge will be made where a booking exceeds the hire time. This charge will be at a minimum of two hours hire charge.

21.2 At the end of the Event the Hirer will ensure that the Venue is left in a clean and tidy condition. The Hirer will be recharged with the full costs of cleaning and repair of any damages caused during the event, where the City Council considers the condition of the Venue to be unacceptable. In such cases the City Council may take photographic evidence.

## 22. Parking

22.1 Hire of a Venue at Lancaster Town Hall does not imply any consent for the use of the car parking adjacent to the building.

22.2 Hire of a Venue at The Storey does not have any car parking facilities.

## 23. Loading/Unloading

23.1 Vehicular access to Lancaster Town Hall is restricted, particularly during normal working hours, and suitable arrangements must be made, in advance, with a member of the events team where the Hirer requires access to unload and load equipment, etc. The Hirer will be responsible for ensuring that all contractors connected with the Event are aware of this requirement.

23.2 Vehicular access to The Storey is restricted, and suitable arrangements must be made, in advance, with the Hospitality team where the Hirer requires access to unload and load equipment, etc. The Hirer will be responsible for ensuring that all contractors connected with the Event are aware of this requirement.

23.3 Any additional costs for parking dispensation shall be passed directly to the Hirer but arranged by the hospitality team.

23.4 The City Council takes no responsibility for any parking fines incurred whilst using the Venues.

## 24. Advertising / Posters

Any advertising the Hirer may wish to put up in public areas must be authorised by the local planning authority.

The use of 'A' boards on the public footpaths is strictly prohibited.

## 25. Force Majeure

Both parties shall be released from their respective obligations in the event of a national emergency, war, prohibitive governmental regulation or if any other cause beyond the (reasonable) control of the parties or either of them renders the performance of this agreement impossible.

## 26. Governing Law

This agreement shall be governed by English Law.