



WEDDINGS



MESSAGE FROM THE HOTEL MANAGER

We are delighted to present our exquisite Event Venue and services that promise to transform your special day into an unforgettable celebration of love. Our unique hotel is set in tranquil landscape podium gardens, conveniently located near Bracknell, Wokingham and Reading.

We understand that each event is unique, and your event should reflect your individual style and preferences. Our dedicated team of event planners are committed to bringing your vision to life, from conceptualization to execution. We offer a range of customised packages, ensuring that every detail is meticulously planned and flawlessly executed.

For enquiries, bookings, or to schedule a private tour of our exquisite venue, please contact our dedicated event specialists at weddings@cpreading.co.uk.

Your dream event begins here.

Yours Sincerely,

Elmarie Visagie

Elmarie Visagie
Hotel Manager

WEDDING THEMES

BESPOKE

Craft your dream day with our Bespoke Wedding Package. Tailor every detail to your vision, from elegant decor to exquisite menus. A celebration as unique as your love story. Our dedicated wedding manager would be delighted to discuss all available possibilities with you and curate a tailor-made package that perfectly aligns with your vision for your special day.

SILVER PACKAGE

Elevate your Wedding with a three course Wedding Breakfast to finish, Tea, Coffee and Petit Fours enveloped in elegance. Dedicated event manager and event operations team as well as many additional items as inclusive.



GOLD PACKAGE

The perfect package for Wedding Receptions; includes a welcome drink on arrival; as well a three course menu from our extensive award winning Modern British Banqueting Menu

PLATINUM PACKAGE

The Platinum Package leaves no detail untouched, includes up to three canapes, two reception drinks on arrival everything in the Gold Package, as well as your first anniversary stay in the Hotel including dinner, breakfast & spa treatments.

THE BUCKINGHAM SUITE

THE BUCKINGHAM SUITE

VIRTUAL TOUR

Introducing our exquisite Buckingham Suite: an opulent setting filled with natural daylight, enveloped in a vibrant atmosphere, and enhanced with modern air-conditioning. It's the epitome of elegance for your tailor-made wedding celebrations. At our hotel, we go beyond providing a venue; we specialize in crafting unforgettable experiences for you and your cherished guests. We recognize the significance of perfection and personalization in every detail, and we're committed to ensuring your special day is flawlessly delivered.

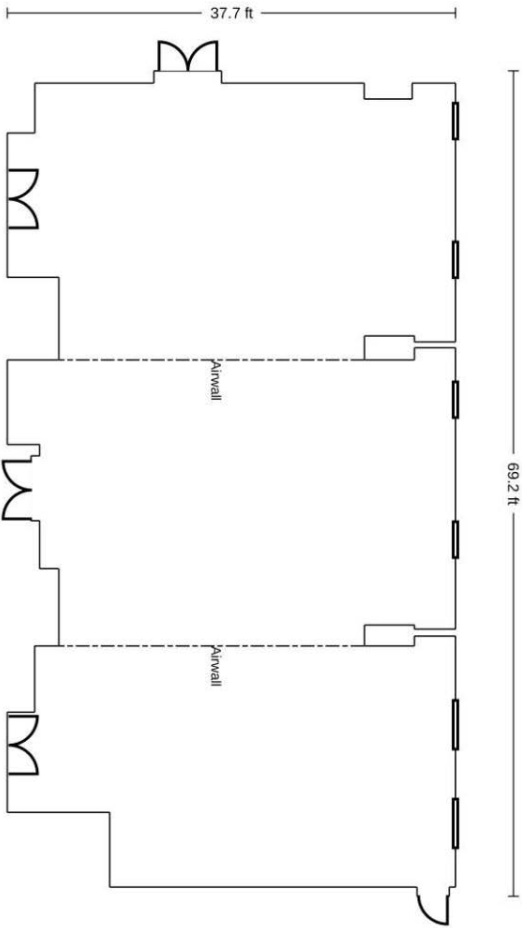
COMBINED

DIMENSIONS

LENGTH: 20.3M, WIDTH: 11.3M

CAPACITY

- 260 Standing Reception
- 220 Civil Ceremony
- 200 Wedding Breakfast



LENGTH: 37.7 Ft. WIDTH: 69.2 Ft. HEIGHT: 10.5 Ft. TOTAL SQUARE FEET: 2608.8 Sq Ft. MAXIMUM CAPACITY: 260
POWER OUTLETS: 42



CROWNE PLAZA® READING EAST

THE FROGMORE SUITE



THE FROGMORE SUITE

Discover the charm of the Frogmore or our Smaller Suites: Ideal spaces for more Intimate Weddings. The Frogmore suite provides an enchanting backdrop for your special day, perfect for hosting guests, accentuated by customizable lighting to set the desired ambiance. – a delightful space for creating cherished memories.

FROGMORE SUITE

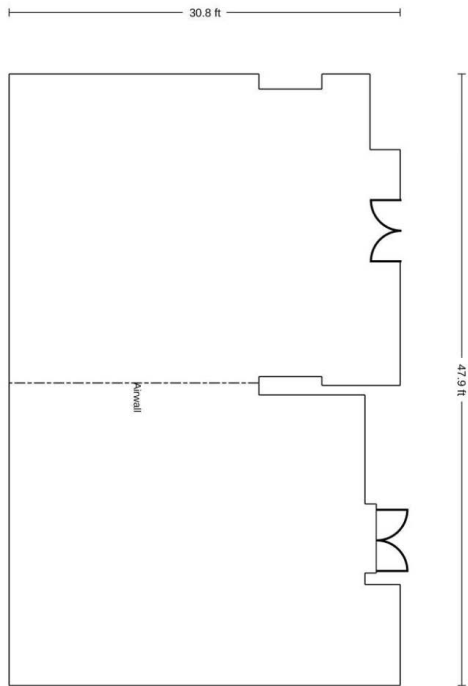
DIMENSIONS

LENGTH: 14.8M, WIDTH: 9.4M

VIRTUAL TOUR

CAPACITY

130 Standing Reception
90 Civil Ceremony
110 Wedding Breakfast



LENGTH: 30.8 Ft. WIDTH: 47.9 Ft. HEIGHT: 9.8 Ft. TOTAL SQUARE FEET: 1475.3 Sq Ft. MAXIMUM CAPACITY: 145 POWER OUTLETS: 30

MORE INTIMATE SUITES

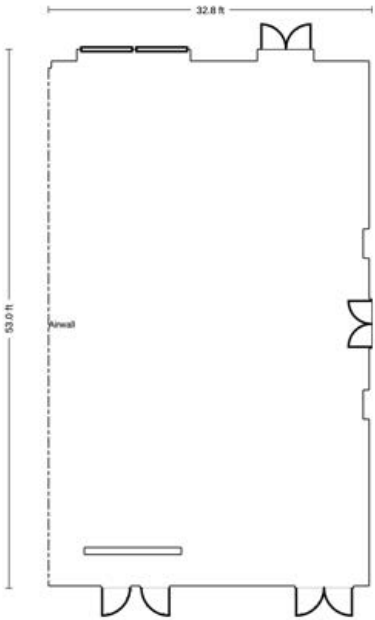
OTHER SUITES

SAMPLE DIMENSIONS

LENGTH: 34.5M, WIDTH: 8.21M

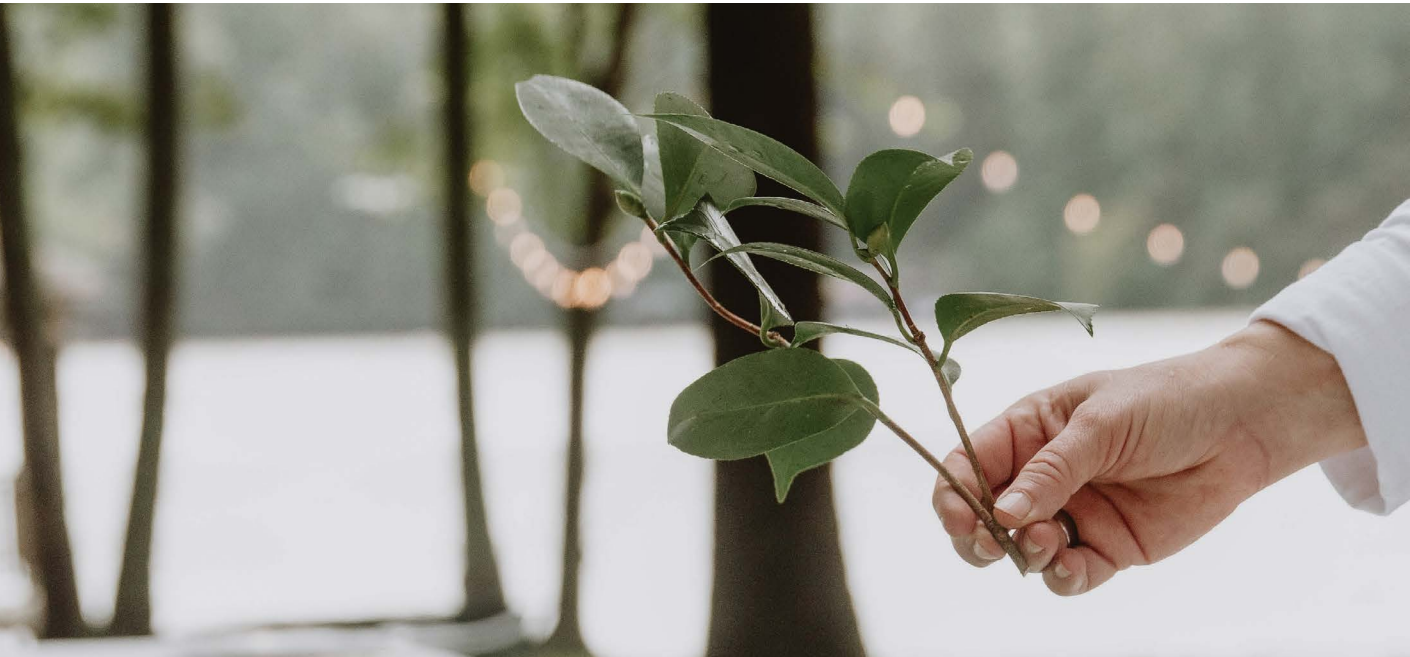
SAMPLE CAPACITY

75 Standing Reception
62 Civil Ceremony
50 Wedding Breakfast



LENGTH: 32.8 Ft. WIDTH: 53.0 Ft. HEIGHT: 12.8 Ft. TOTAL SQUARE FEET: 1743.8 Sq Ft. MAXIMUM CAPACITY: 220 POWER OUTLETS: 20

The above floorplan and dimensions are an example of one of our smaller suites; please contact our event specialists for more information.



SERVICE OPTIONS

SERVICE OPTIONS

At our Hotel, we offer a range of wedding services to suit your needs. Choose from dry hire or let us craft a tailored bespoke event to make your dream wedding a reality. We provide a team of highly talented Indian Tandoor and Curry Chefs.

- Premade Event Themes
- Bespoke Event Themes
- Dry Hire

DESIGN YOUR OWN MENU

Elevate your event with a personalised touch. Design your own culinary journey from our extensive **Two AA Rosette** awarded Banqueting Menus. Create a menu as unique as you are, crafting unforgettable flavors that reflect your individuality and preferences.

ALLERGIES AND FOOD PREFERENCES

At Crowne Plaza Reading East, we understand the significance of personal preferences and dietary needs, especially on your special day. Our dedicated team is committed to ensuring every aspect of your wedding is tailored to perfection, including handling allergies and food preferences, such as **Vegan only, Gluten free** or **Halal** menus

We take great care in accommodating a diverse range of dietary requirements, whether it's gluten-free, dairy-free, vegetarian, or any other specific requests. Every menu can be customized to align with your guests' preferences, making sure everyone feels delighted and cherished.

USEFUL INFORMATION

USEFUL INFORMATION

Here you'll find essential links for planning your dream wedding. Explore our Banqueting Menus for culinary delights, take a virtual tour to envision your day, browse FAQs for answers, review terms and conditions, and discover available extras to make your celebration truly exceptional.

**2 ACRES
LANDSCAPED
GARDENS**

**174
LUXURY
BEDROOMS**

**120+
PARKING
SPACES**

BANQUETING MENUS

FULL HOTEL VIRTUAL TOUR

FLOORPLANS

FAQ'S



SILVER PACKAGE

MINIMUM 50 GUESTS

2025 £105 PER PERSON

2026 £115 / 2027 £125

INCLUDES

BUCKINGHAM OR FROGMORE HIRE

FOR THE WEDDING BREAKFAST OR EARLY RECEPTION
WHITE TABLE LINEN, NAPKINS AND CUTLERY ARE INCLUDED

MODERN BRITISH BANQUETING

CHOOSE UP TO THREE COURSES FROM OUR
EXTENSIVE & AWARD WINNING BANQUETING MENU

- ONE WELCOME DRINK PER PERSON ON ARRIVAL
- STARTER, MAIN COURSE & DESSERT
- HALF BOTTLE OF HOUSE WINE PER PERSON ON THE TABLE
- STILL & SPARKLING WATER ON THE TABLES
- GLASS OF SPARKLING WINE FOR THE TOAST
- TEA, COFFEE & PETIT FOURS
- COMPLIMENTARY MENU TASTING FOR TWO

BANQUETING MENUS



ADDITIONAL ITEMS

- | | |
|---|--|
| - DEDICATED SERVICES OF OUR
EVENT MANAGER LEADING UP
TO THE EVENT AND EVENTS
OPERATIONS MANAGER ON THE
DAY OF THE EVENT | - COMPLIMENTARY ONSITE
PARKING |
| - RED CARPET ENTRANCE | - USE OF OUR CAKE STAND AND
KNIFE |
| - PREFERENTIAL ACCOMODATION
RATES FOR GUESTS | - PLACE CARDS FOR YOUR
GUESTS & MENUS FOR THE
TABLES |
| | - THE FULL EXPERIENCE OF OUR
BANQUETING TEAM |



EXTRA OPTIONS

Elevate your special day with our array of additional extras,
meticulously designed to enhance your wedding experience & make
your celebration truly unforgettable.

BRIDAL CHANGING ROOM	£POA
CHILDRENS PACKAGES	£POA
STAGE HIRE	£POA
DANCEFLOOR HIRE	£POA
GLASS OF CHAMPAGNE	£15.00PP
GLASS OF SPARKLING WINE	£8.95PP
GLASS OF BUCKS FIZZ	£7.50PP
3 CANAPES ON ARRIVAL	£11.95PP
5 CANAPES ON ARRIVAL	£15.95PP
7 CANAPES ON ARRIVAL	£19.95PP
SAUSAGE & BACON BAPS (AT MIDNIGHT)	£7.25PP
5 EVENING BUFFET ITEMS	£30.95PP
8 EVENING BUFFET ITEMS	£35.95PP
12 EVENING BUFFET ITEMS	£49.99PP

GOLD PACKAGE
MINIMUM **70** GUESTS
2025 **£115** PER PERSON
2026 **£125** / 2027 **£135**

INCLUDES

BUCKINGHAM OR FROGMORE HIRE
FOR THE WEDDING BREAKFAST OR EARLY RECEPTION
WHITE TABLE LINEN, NAPKINS AND CUTLERY ARE
INCLUDED

MODERN BRITISH BANQUETING
CHOOSE UP TO THREE COURSES FROM OUR
EXTENSIVE & AWARD WINNING BANQUETING MENU

- ONE WELCOME DRINK PER PERSON ON ARRIVAL
- STARTER, MAIN COURSE & DESSERT
- HALF BOTTLE OF HOUSE WINE PER PERSON ON THE TABLE
- STILL & SPARKLING WATER ON THE TABLES
- GLASS OF SPARKLING WINE FOR THE TOAST
- TEA, COFFEE & PETIT FOURS
- EVENING BUFFET SELECTION OF EIGHT ITEMS
- COMPLIMENTARY MENU TASTING FOR TWO

BANQUETING MENUS



ADDITIONAL ITEMS

- | | |
|--|--|
| - DEDICATED SERVICES OF OUR EVENT MANAGER LEADING UP TO THE EVENT AND EVENTS OPERATIONS MANAGER ON THE DAY OF THE EVENT | RATES FOR GUESTS |
| - RED CARPET ENTRANCE | - COMPLIMENTARY ONSITE PARKING |
| - USE OF CAKE STAND & KNIFE | - PLACE CARDS FOR YOUR GUESTS AND MENUS FOR THE TABLES |
| - PREFERENTIAL ACCOMODATION | - THE FULL EXPERIENCE OF OUR BANQUETING TEAM |



PLATINUM PACKAGE

MINIMUM **80** GUESTS

2025 **£125** PER PERSON

2026 **£135** / 2027 **£145**

INCLUDES

BUCKINGHAM OR FROGMORE HIRE

FOR THE WEDDING BREAKFAST OR EARLY RECEPTION
WHITE TABLE LINEN, NAPKINS AND CUTLERY ARE
INCLUDED

MODERN BRITISH BANQUETING

CHOOSE UP TO THREE COURSES FROM OUR
EXTENSIVE & AWARD WINNING BANQUETING MENU

- TWO WELCOME DRINKS PER PERSON
- STARTER, MAIN COURSE & DESSERT
- HALF BOTTLE OF HOUSE WINE PER
PERSON ON THE TABLE
- STILL & SPARKLING WATER ON THE
TABLES
- GLASS OF SPARKLING WINE FOR THE
TOAST
- TEA, COFFEE & PETIT FOURS
- COMPLIMENTARY MENU TASTING FOR
TWO
- DJ TO PLAY FROM 19:00 - 00:00
- COMPLIMENTARY BRIDAL SUITE
- CANAPÉS-SELECTION OF THREE ITEMS
- EVENING BUFFET -SELECTION OF EIGHT
ITEMS

ADDITIONAL ITEMS

- | | |
|--|---|
| - DEDICATED SERVICES OF OUR
EVENT MANAGER LEADING UP
TO THE EVENT AND EVENTS
OPERATIONS MANAGER ON THE
DAY OF THE EVENT | - PREFERENTIAL ACCOMODATION
RATES FOR GUESTS |
| - RED CARPET ENTRANCE | - COMPLIMENTARY ONSITE
PARKING |
| - USE OF CAKE STAND & KNIFE | - THE FULL EXPERIENCE OF OUR
BANQUETING TEAM |

INCLUDED IN THE PLATINUM PACKAGE

First Anniversary Stay including Dinner, Bed & Breakfast in Executive Room

A Spa Day for 2 including two 25-minute treatments

for the Wedding Couple in Esprit Wellness & Spa.

BANQUETING MENUS





MODERN BRITISH BANQUETING

MODERN BRITISH - CANAPES & STARTERS

Our canapes are the perfect bite-sized hors d'oeuvres for your special event. We offer a variety of flavors and textures to tantalize your guests' taste buds, and we can customize our menu to fit your specific needs.

3 CANAPES

VEGETARIAN

- MUSHROOM & TRUFFLE ARANCINI (V)
MUSHROOM KETCHUP
- DEVILLED EGGS
WELSH RAREBIT | SOURDOUGH CRISP
- CHEESE DOUGHNUTS (V)
- LEEK, CHIVE AND PARMESAN QUICHE (V)
- MINI VEGETABLE SPRING ROLL (VG)
- VEGETABLE SAMOSA (VG)
- WHIPPED GOAT'S CHEESE & SHALLOT JAM TART (V)
- BRIOCHE SANDWICH | 'FAUX FOIE GRAS'
- QUINCE JELLY (VG)
- CHERRY TOMATO AND ROQUEFORT TART (V)
- LEEK, CHIVE AND PARMESAN QUICHE (V)
- MOZZARELLA AND BASIL SKEWERS (V)
- TOMATO AND BASIL BRUSCHETTA (VG)
- BLACK OLIVE AND TOMATO PALMIERS (V)

HOT MEAT & POULTRY

- BRAISED PORK CHEEK | FONDANT | CARAMELIZED APPLE
- MINI COTTAGE PIE TART
- LAMB CROQUETTE | MINTED PEAS
- CHICKEN SATAY
- SPICY LAMB KOFTA
- PORK SAUSAGE ECLAIRS | POTATO

5 CANAPES SAVOURY CANAPES

- CREAM | BALSAMIC ONION
- DUCK SPRING ROLL | SWEET CHILI DIP
- ROAST BEEF | MINI YORKSHIRE PUDDING | HORSERADISH

COLD MEAT & POULTRY

- DUCK PARFAIT & SESAME ÉCLAIR | BACON JAM
- HAM HOCK TERRINE | GHERKIN GEL | PISTACHIO | CRACKLING DUST
- CHICKEN LIVER PATE | ORANGE MACARON
- SMOKED CHICKEN AND MANGO
- PARMA HAM AND MOZZARELLA SKEWERS

HOT SEAFOOD

- SMOKED HADDOCK TART | SCALLION
- FILO PRAWNS WITH SWEET CHILI SAUCE
- THAI SALMON FISH CAKES | CHILI JAM
- CRAB DOUGHNUT | DILL PICKLE | PUFFED RICE | LIME ZEST

COLD SEAFOOD

- BLOWTORCHED SALMON | CAVIAR | DILL CREAM
- LIME & CHILLI PRAWN
- GRAVLAX ROSE | CREAM CHEESE | BLINIS
- TUNA NIÇOISE | SOURDOUGH | OLIVES

SWEET CANAPES

- SELECTION OF MACARONS
- DIPPED STRAWBERRIES (V)
- CHOCOLATE BROWNIE | RASPBERRY CREAM
- 'CHERRY BAKEWELL' ALMOND CAKE | CHERRY JAM
- 'BANOFFEE PIE' CHOUX PASTE | BANANA CREAM
- CARROT CAKE | VANILLA CREAM CHEESE
- LEMON GRASS | RASPBERRY WHITE CHOCOLATE BON-BON

STARTERS

VEGETARIAN

WILD MUSHROOM & TARRAGON SOUP • (v)
CRÈME FRAICHE | ARTISAN BREAD

ROAST TOMATO & RED PEPPER SOUP • (v)
BASIL OIL | ARTISAN BREAD

BROCCOLI & ROQUEFORT TART • (v)
RADICCHIO | PECAN CRUMB | HONEY DRESSING

GOAT'S CHEESE MOUSSE * (v)
HERITAGE TOMATOES | MICRO BASIL | WALNUT

POULTRY

CHICKEN LIVER PARFAIT •
BALSAMIC ONION JAM | SOURDOUGH TOAST

CONFIT CHICKEN & LEEK •
PICCALILLI TEXTURE | BALSAMIC CROSTINI

DUCK & ORANGE BALLOTINE •
SOUR CHERRY COMPOTE | MICRO HERBS

MEAT

CURED HAM HOCK & PEA TERRINE •
PICALILI TEXTURE | BALSAMIC CROSTINI

SEAFOOD

SMOKED SALMON & CREAM CHEESE ROULADE •
LEMON GEL | TOASTED RYE BREAD

SMOKED HADDOCK & CRAB CAKE
PAPRIKA HOLLANDAISE | LEMON

LIME DRESSED KING PRAWN •
JALAPEÑO PURÉE | MIXED LEAVES | SOURDOUGH

PRICED
PER PERSON

INTERMEDIATE COURSES

CHAMPAGNE SORBET

LEMON SORBET



MODERN BRITISH - MAIN COURSE

MAIN COURSE

VEGETARIAN

GLAZED GOAT'S CHEESE * (V)
PARMENTIER POTATO | ROAST PEPPERS | AUBERGINE | TOMATO SAUCE

BUTTERNUT SQUASH GNOCCHI (V)
PARMESAN CRISP | PESTO | FRIED ROQUETTE

CREAMY WILD MUSHROOM RISOTTO * (V)
MUSHROOM KETCHUP | TRUFFLE | CHIA SEEDS

SMOKED AUBERGINE STRUDEL (VE)
SWEET POTATO MASH | SPINACH | TOMATO & BASIL

POULTRY

PROSCIUTTO WRAPPED CORN-FED CHICKEN *
FONDANT POTATO | SAUTÉED GREENS | PANCETTA JUS

PAN SEARED DUCK BREAST
POTATO CROQUETTE | KALE | CHANTENAY CARROTS | REDCURRANT SAUCE

MEAT

BEEF BALLOTINE •
HORSERADISH MASHED POTATO | WILTED CAVOLO NERO | RED WINE GRAVY

SLOW COOKED PORK BELLY •
POMME PURÉE | BLACK PUDDING | BRAISED RED CABBAGE | SAGE JUS

BRAISED BEEF FEATHER BLADE •
PARSLEY MASH | MUSHROOM | SILVER SKIN ONION | BOURGUIGNON SAUCE

HERB CRUSTED RUMP OF LAMB (+£7PP) •
DAUPHINOISE | GARLIC GREEN BEANS | CARROTS | ROSEMARY JUS

SEAFOOD

RAINBOW TROUT *
RATATOUILLE | OLIVE TAPENADE | DILL OIL

SALMON FILLET *
HERB POTATO CAKE | SPINACH | CAPERS | LEMON DRESSING

SEA BASS *
LEMON & SAFFRON RISOTTO | GRILLED TENDERSTEM | BEURRE BLANC

(LF) LACTOSE FREE | * GLUTEN FREE | • GLUTEN FREE OPTION AVAILABLE | (V) VEGETARIAN | (VE) VEGAN

MODERN BRITISH - DESSERT

DESSERT

WHITE CHOCOLATE & RASPBERRY CHEESECAKE
CHOCOLATE SHARDS | RASPBERRY SAUCE

PANNA COTTA •
HONEY POACHED PEACHES

GLAZED CITRUS TART (V)
RASPBERRY SORBET

VANILLA CRÈME BRÛLÉE (V) •
ALMOND SHORTBREAD

STICKY TOFFEE PUDDING (V)
TOFFEE SAUCE | SALTED CARAMEL ICE CREAM

APPLE & FOREST BERRY CRUMBLE (V)
LAVENDER CUSTARD

CLASSIC TIRAMISU (V)
COCONUT ICE CREAM

ALMOND FRANGIPANE TART (V)
CLOTTED CREAM ICE CREAM

MARBLED CHOCOLATE DELICE
RASPBERRY SAUCE | CRÈME FRAICHE ICE CREAM

LEMON & LIME CHEESECAKE
MINT GEL | SPICED APPLE SORBET

MIXED BERRY TRIFLE
VANILLA SPONGE | COCONUT FINGER BISCUITS

TROPICAL FRUIT PLATTER * (VE)
ORANGE SORBET

SELECTION OF SORBET * (VE)
THREE SCOOPS OF HOMEMADE FRUIT SORBET

ARTISAN BRITISH CHEESE (+£10PP) • (V)
FRUIT CHUTNEY | GRAPES | CELERY | SAVORY BISCUITS



5
ITEMS
PER PERSON

8
ITEMS
PER PERSON

12
ITEMS
PER PERSON

ONE ITEM PER PACKAGE REPRESENTS
A SELECTION OF HOME MADE DESSERTS

SELECTION OF SEASONAL WRAPS & BAGUETTES	MINI LAMB KOFTA
BROCCOLI AND STILTON QUICHE (v)	COURGETTE FRITTERS WITH SESAME SOY DIP (v)
GOIJONS OF LEMON SOLE	CAJUN SPICED FRIES (v)
TERIYAKI PRAWNS	CROQUE MONSIEUR
THAI BEEF SKEWERS	SPINACH AND RICOTTA TARTLET (v)
PAPRIKA SPICE FRIES (v)	SAUSAGE IN MUSTARD CREAM
LEEK, PARMESAN AND CHIVE QUICHE (v)	SMOKED SALMON AND CREAM CHEESE CROSTINI
SMOKED SALMON MOUSSE WITH CUCUMBER	TANDOORI CHICKEN DRUMSTICKS
SCAMPI WITH TARTARE SAUCE	SALMON FISHCAKE WITH TARTAR SAUCE
THAI SPICED CHICKEN	HOMEMADE SAGE AND ONION SAUSAGE ROLL
ROAST BEEF AND YORKSHIRE PUDDING	BREADED MUSHROOMS FILLED WITH BLUE CHEESE (v)
TOMATO AND BASIL BRUSCHETTA (v)	MINI VEGETABLE SPRING ROLLS (v)
ROASTED VEGETABLE AND GOAT'S CHEESE QUICHE (v)	DEEP FRIED POTATO WEDGES WITH SOUR CREAM (v)
PRAWN SPRING ROLLS WITH SWEET CHILLI DIP	MINI DUCK SPRING ROLLS
CALAMARI WITH AIOLI DIP	
CHICKEN SATAY SKEWERS	

IMPORTANT INFORMATION

1. OUR TERMS AND CONDITIONS INCLUDE IMPORTANT INFORMATION RELATING TO YOUR BOOKING, INCLUDING CHARGES SHOULD YOU CHOOSE TO CANCEL YOUR BOOKING. PLEASE READ THEM BEFORE BOOKING YOUR WEDDING AND CATERING. A COPY OF THE TERMS AND CONDITIONS ARE SENT WITH THE BOOKING INFORMATION AND ARE ALSO AVAILABLE ON REQUEST.
2. OUR MENU PRICES ARE SUBJECT TO CHANGE PRIOR TO CONFIRMATION OF YOUR BOOKING.
3. WHILST WE PREFER FOR CATERING TO BE PROVIDED IN-HOUSE BY OUR SPECIALITY CHEFS, IT IS POSSIBLE TO BRING IN YOUR OWN CONTRACT CATERER SUBJECT TO APPROVAL.
4. ADDITIONAL WINES AND BAR TARIFFS ARE CHARGED AT THE PREVAILING RATE ON THE DATE OF YOUR EVENT
5. WE WILL ENDEAVOUR TO CATER FOR ANY SPECIAL DIETARY REQUIREMENTS LISTED IN YOUR CONFIRMATION OF FINAL DETAILS. HOWEVER, ALL OUR FOOD IS PREPARED IN THE SAME KITCHEN AND WE CANNOT GUARANTEE THE ABSENCE OF CERTAIN FOOD GROUPS OR ALLERGENS (INCLUDING NUTS AND GLUTEN) FROM ANY OF OUR FOOD. FOR A LIST OF THE 14 MOST PROMINENT ALLERGENS KNOWN TO BE INCLUDED WITHIN PARTICULAR DISHES, PLEASE CONTACT EVENTS@CPREADING.CO.UK
6. ADDITIONAL CHARGES MAY APPLY FOR KOSHER OR HALAL DISHES BASED ON PREVAILING MARKET RATES. PLEASE REQUEST SPECIFIC PRICES PRIOR TO CONFIRMING YOUR BOOKING.
7. ADDITIONAL CHARGES MAY APPLY FOR WEDDINGS THAT REQUEST A TOTALLY GLUTEN FREE MENU, DEPENDANT ON MENU CHOICES.

FAQ'S

WHATS INCLUDED WITHIN THE ROOM HIRE FEE

ONLY THE CONTRACTED ROOM OR SUITE + TABLES & CHAIRS ARE INCLUDED IN THE ROOM HIRE FEE

WHAT ISNT INCLUDED?

REGISTRAR FEES, CHURCH FEES, DANCE FLOOR, STAGE HIRE AND ANY EXTRAS HIGHLIGHTED AS CHARGABLE TO YOUR PARTY BY THE HOTEL EITHER IN PERSON, IN WRITING OR IN THIS BROCHURE,

ACCESS & DEPARTURE

- **WHEN CAN WE HAVE ACCESS TO THE BANQUETING SUITE**
YOU MAY HAVE ACCESS TO THE SUITE FROM 10.00AM ON THE DAY OF YOUR EVENT. ACCESS OUTSIDE OF THESE HOURS ARE SUBJECT TO APPROVAL IN WRITING BY THE HOTEL AND MAY INCUR ADDITIONAL COSTS.
- **WHAT TIME DOES THE PARTY FINISH AND GUESTS DEPART?**
THIS DEPENDS ON WHAT OPTION YOU HAVE UNDERTAKEN WITH THE HOTEL; WE RECCOMEND THAT YOUR GUESTS ARRANGE FOR TAXIS TO ARRIVE AROUND **11:30 PM**, IF YOU HAVE CHOSEN A LATE NIGHT OPTION SUCH AS EXCLUSIVE USE OF THE TERRACE BAR, THEN WE ADVISE **12:45 AM**. PLEASE NOTE THAT MUSIC FINISHES AT 12 AM. **EXTENSIONS BEYOND YOUR CONTRACTED DEADLINE WILL RESULT IN A PENALTY OF £500.**

CIVIL CEREMONIES & DRINKS RECEPTION

- **DOES THE VENUE HAVE A LICENSE TO HOLD CIVIL CEREMONIES?**
YES COUPLES MAY GET MARRIED IN THE BUCKINGHAM SUITE, FROGMORE AND OTHER SPACES OR FOR MORE INTIMATE CEREMONIES OUR OXFORD & SONNING ROOMS ARE ALSO LICENSED.
- **HOW MANY GUESTS CAN BE SEATED FOR CIVIL CEREMONIES IN THE BUCKINGHAM OR FROGMORE SUITES?**
BUCKINGHAM 220, FROGMORE 90
- **CAN WE HAVE LIVE MUSIC AT THE CIVIL CEREMONY?**
YOU MAY HAVE LIVE MUSIC SUBJECT TO PROVISION OF IEE CERTIFICATE FOR EQUIPMENT & PUBLIC LIABILITY INSURANCE CERTIFICATE
- **CAN WE HAVE PRE-RECORDED MUSIC DURING THE CIVIL CEREMONY AND DRINKS RECEPTION?**
YES, THE BUCKINGHAM SUITE CONTAINS SPEAKERS THROUGHOUT, AND FOR ALL OTHER AREAS PORTABLE MUSIC SYSTEMS ARE AVAILABLE FOR HIRE.
- **WHERE WILL THE DRINKS RECEPTION BE HELD?**
THE DRINKS RECEPTION CAN BE HELD IN THE BREAKOUT AREA WHICH EXCLUSIVELY SERVES THE BUCKINGHAM SUITE, MAIN BAR, TERRACE OR LAWNS SUBJECT TO ANY APPLICABLE COSTS.

FAQ'S

WEDDING BREAKFAST AND RECEPTION

- **WHERE DOES THE WEDDING BREAKFAST TAKE PLACE?**
BUCKINGHAM SUITE OR FROGMORE DEPENDING ON YOUR CONTRACTED ROOM.
- **HOW MANY GUESTS CAN YOU ACCOMMODATE FOR A SIT-DOWN MEAL?**
A MAXIMUM OF 260 GUESTS CAN BE SEATED FOR DINING IN THE BUCKINGHAM SUITE DEPENDING ON ENTERTAINMENT OPTIONS
- **ARE YOUR TABLES ROUND?**
THE TABLES ARE ROUND AND MEASURE 5FT BY 6FT; RECTANGULAR TOP TABLES ARE ALSO AVAILABLE.
- **HOW MANY PEOPLE CAN FIT AROUND A TABLE?**
UP TO TEN.
- **WHAT CHAIRS DO YOU PROVIDE AT THE HOTEL?**
WE PROVIDE FABRIC BACKED BANQUETING CHAIRS CUSTOMERS ARE WELCOME TO BRING THEIR OWN DECORATIVE CHAIRS
- **CAN WE PLAY PRE-RECORDED MUSIC DURING THE WEDDING BREAKFAST?**
YES FOR THE MAIN SUITE; PLEASE BRING AN MP3 PLAYER OR LAPTOP PRELOADED WITH YOUR PLAYLIST WITH AN **AUX** OR **HDMI** CABLE. IF CONTRACTING THE TERRACE & LAWNS, A SEPARATE SPEAKER SYSTEM IS AVAILABLE FOR HIRE.
- **IS THERE A MICROPHONE IN THE HOTEL?**
THERE ARE MICROPHONES AVAILABLE FOR HIRE FOR USE WITH THE SOUND SYSTEM IN THE BANQUETING SUITES & A SEPARATE PA SYSTEM IS AVAILABLE FOR HIRE FOR USE IN THE TERRACE & LAWNS.
- **CAN WE PLAY MUSIC ON THE TERRACE?**
NO, FOR THE BENEFIT OF OUR GUESTS MUSIC IS NOT ALLOWED ON THE TERRACE AT ANY TIME.
- **CAN WE INVITE MORE GUESTS FOR THE EVENING?**
YOU ARE WELCOME TO INVITE ADDITIONAL GUESTS IN THE EVENING SUBJECT TO PRIOR AGREEMENT AND PAYMENT OF THE APPLICABLE MEAL OPTION
- **WHERE IS THE BAR LOCATED?**
THE HOTEL HAS 2 BARS, THE MAIN MONTYS BAR LOCATED IN THE GROUND FLOOR PUBLIC AREA, AND ONE MOBILE BAR FOR USE IN THE THE BANQUETING SUITES.
- **DO YOU HAVE A NOISE INHIBITOR?**
NO.
- **WHAT ARE THE ACOUSTICS IN THE MAIN SUITE LIKE?**
AMAZING!
- **WHERE IS THE DANCE FLOOR?**
THE LOCATION OF THE DANCEFLOOR IS BASED ON THE ROOM CONFIGURATION.
- **DO YOU ALLOW DRY ICE MACHINES OR SMOKE MACHINES?**
WE DO NOT ALLOW DRY ICE MACHINES OR SMOKE MACHINES AS THEY SET OFF THE SMOKE ALARMS! **VIOLATION OF THIS POLICY WILL RESULT IN A FINE OF £500.**

TRANSPORT, SIGNAGE AND CAR PARKING

- **WHAT ARE THE CAR PARKING FACILITIES AT THE VENUE?**
WE HAVE PLENTY OF CAR PARKING SPACES AND CARS MAY BE LEFT OVERNIGHT, AT THE OWNERS' RISK FOR COLLECTION THE NEXT MORNING BY 10.30 AM AT THE LATEST.
- **CAN I ORGANISE FOR A COACH TO PICK UP MY GUESTS?**
YES BUT PLEASE INFORM THE VENUE TEAM SO THEY CAN ARRANGE FOR THE COACH PARKING SPACES TO BE FREE. PLEASE ALSO INFORM YOUR COACH COMPANY TO USE THE DESIGNATED SPACES ONLY.
- **WHERE DOES MY WEDDING CAR ACCESS THE VENUE?**
YOU CAN BE DRIVEN RIGHT UP TO THE FRONT ENTRANCE OF THE HOTEL.

FAQ'S

- **CAN WE PUT UP DIRECTIONAL SIGNAGE FOR OUR WEDDING?**
YES, SIGNAGE CAN BE PLACED BY THE TEAM INSIDE THE VENUE. EXTERNAL SIGNAGE IS NOT PERMITTED

GENERAL

- **DO MY SUPPLIERS/CONTRACTORS NEED TO HAVE PUBLIC LIABILITY INSURANCE?**
YES, IT IS YOUR RESPONSIBILITY TO CHECK THAT ALL CONTRACTORS/SUPPLIERS YOU EMPLOY HAVE PUBLIC LIABILITY INSURANCE, ALL ELECTRICAL EQUIPMENT IS PAT TESTED AND SUPPLIERS COMPLY WITH HEALTH AND SAFETY REGULATIONS. PLEASE NOTE THE FABRICATION OF THE VENUE AND ITS FIXTURES AND FITTINGS CANNOT BE DAMAGED IN ANY WAY, MOVED OR RE-LOCATED. CHARGES WILL BE LEVVIED FOR ANY DAMAGE INCURRED DURING YOUR EVENT.
- **CAN I PUT UP MY OWN LIGHTING AND OTHER DECORATIONS?**
YES, BUT IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU COMPLY WITH ALL HEALTH AND SAFETY REGULATIONS E.G. FIRE PROOFING DECORATIONS AND ALL ELECTRICAL EQUIPMENT IS PAT TESTED. YOU WILL ALSO NEED PUBLIC LIABILITY INSURANCE. WE ADVISE THAT YOU USE FULLY INSURED CONTRACTORS AS ABOVE. NOTHING MAY BE AFFIXED TO THE WALLS OR DOORS **VIOLATION OF THIS POLICY WILL RESULT IN A FINE OF £500.**
- **CAN I BORROW A LADDER TO PUT UP MY DECORATIONS?**
NO, DUE TO HEALTH AND SAFETY REGULATIONS WE CANNOT LEND LADDERS.
- **DO YOU ALLOW MANDAP CANDLES OR OTHER OPEN FLAMES INSIDE THE HOTEL?**
YES, BUT IN ORDER TO COMPLY WITH CROWNE PLAZA READING'S FIRE INSURANCE REGULATIONS THE FOLLOWING APPLIES: MANDAP CANDLES MUST BE EXTINGUISHED AT THE END OF THE CEREMONY AND THE FLAME CANNOT BE TALLER THAN 3-5CM, **VIOLATION OF THIS POLICY WILL RESULT IN A FINE OF £500.**
- **DO I NEED WEDDING INSURANCE?**
THIS IS STRONGLY RECOMMENDED. TO COMPARE WEDDING INSURANCE PRICES PLEASE VISIT: WWW.COMPARE-WEDDINGINSURANCE.COM.
- **WILL THERE BE SHOW ROUNDS ON MY WEDDING DAY?**
THERE MAY BE SHOW ROUNDS BOOKED IN ON YOUR WEDDING DAY BUT THESE WILL FINISH BY MIDDAY.
- **IS THE VENUE HEATED?**
WE HAVE A STATE OF THE ART DAIKIN HEATING SYSTEM THROUGHOUT THE HOTEL
- **DOES THE VENUE HAVE AIR CONDITIONING?**
WE HAVE A STATE OF THE ART COOLING SYSTEM THROUGHOUT THE HOTEL
- **DO YOU HAVE DISABLED FACILITIES?**
THE FIRST FLOOR EVENTS CENTRE IS ACCESSIBLE VIA STAIRS AND A LIFT. WE HAVE DISABLED TOILET FACILITIES ADJACENT TO THE THE GROUND FLOOR PUBLIC AREAS AND ON THE FIRST FLOOR EVENTS CENTRE LEVEL.
- **WHERE CAN GUESTS LEAVE COATS?**
THE HOTEL CAN SET UP A COAT CHECK ON REQUEST
- **WHAT PHOTOGRAPHIC LOCATIONS ARE AVAILABLE?**
THERE ARE SOME TRULY WONDERFUL PHOTOGRAPHIC OPPORTUNITIES BOTH INSIDE AND OUTSIDE, INCLUDING VARIOUS LAKE SIDE AND LOVELY GARDEN SHOTS.
- **CAN WE RELEASE BALLOONS AND/OR SKY LANTERNS OUTSIDE?**
UNFORTUNATELY IT IS NOT POSSIBLE AS THESE ARE HAZARDOUS.
- **HAVE YOU ANY FACILITIES FOR BABIES?**
THERE ARE FOUR HIGHCHAIRS AND 2 BABY CHANGING FACILITIES IN THE HOTEL.
- **IS THE HOTEL A SMOKE & VAPE-FREE ENVIRONMENT?**
IN LINE WITH THE LAW, SMOKING IS NOT ALLOWED ANYWHERE INSIDE THE BUILDINGS, GUESTS CAN SMOKE IN DESIGNATED AREAS OUTSIDE AND RECEPTACLES

FAQ'S

ARE PROVIDED.

- **DO YOU ALLOW CONFETTI?**
AS WE HAVE GRAVEL PATHS WE REGRET THAT WE CANNOT ALLOW CONFETTI. PLEASE INFORM YOUR GUESTS. WE DO ALLOW FRESH OR DRIED FLOWER PETALS BUT REQUEST THAT THESE ARE THROWN OUTSIDE THE HOTEL OR ON THE TERRACE WHICH CAN BE SWEEPED. CONFETTI BOMBS ARE NOT ALLOWED INSIDE OR OUTSIDE AT THE VENUE AND CARRY A £500 PENALTY FEE.
- **DO YOU ALLOW FIREWORKS?**
WE ARE MORE THAN HAPPY TO ACCOMODATE FIREWORKS OUT OF CONSIDERATION TO OUR NEIGHBOURS THESE MUST END BEFORE 10:30 PM

GENERAL CONTINUED

- **ARE DOGS ALLOWED?**
OWING TO THE NATURE OF THE ESTATE, DOGS ARE NOT PERMITTED.
- **DO WE HAVE TO USE THE AUTHORISED SUPPLIERS?**
NO. PLEASE ENSURE ALL SUPPLIERS USED, HAVE £5 MILLION PUBLIC LIABILITY INSURANCE AND COMPLY WITH ALL HEALTH AND SAFETY REGULATIONS.
- **DO YOU ALLOW DRONES?**
PERMISSION TO USE A DRONE MAY GRANTED ON A CASE BY CASE BASIS COMMERCIAL DRONE INSURANCE AND/OR PUBLIC LIABILITY INSURANCE MUST BE IN PALCE. THE VENUE MUST BE PROVIDED WITH A COPY OF THE RAW VIDEO FOOTAGE

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