

# PEMBROKE LODGE



THE PERFECT WEDDING VENUE  
IN THE HEART OF RICHMOND PARK







# WELCOME TO PEMBROKE LODGE

Pembroke Lodge is a magnificent listed Georgian Mansion that has been lovingly restored to provide first class facilities for weddings. It has eleven acres of beautifully landscaped grounds with many outstanding photographic opportunities. The Lodge is situated at the highest point in Richmond Park with spectacular views over the Thames Valley to the west.

The location of the Lodge is unique. It is in the heart of Richmond Park, a Royal Park of 2300 acres of classic English parkland that is home to some 650 deer which roam freely in this tranquil setting.

Car parking for 250 vehicles is adjacent to the grounds and there are three quality hotels within half a mile.

We have hosted wedding receptions for over 50 years and, according to a major wedding website, we are the most popular wedding venue in the UK. We have a very experienced and dedicated weddings team who will assist you from your first enquiry until departure of the last guest on your wedding day.

We offer flexibility and you are welcome to have your marriage ceremony and reception with us or just the reception if you prefer. In either case we will help you to create a bespoke wedding according to your wishes and budget.

Both the Russell Suite and Belvedere are licensed for civil marriages and partnerships both inside and outside under our custom built Oak Gazebos.







# THE RUSSELL SUITE

The Russell Suite is situated on the first floor of the Georgian wing, combining elegance with privacy and spectacular views. The large period windows provide an abundance of light and warmth to the romantic ambience of this charming venue.

Your guests can enjoy reception drinks in the woodland garden whilst photographs are taken in the picturesque gardens. During inclement weather, drinks are served in the Bertrand Russell Rooms which have a stunning outlook over the Thames Valley.

The Suite will accommodate up to 70 seated guests for the ceremony and reception, with up to 100 guests in total for the evening party.

In addition to the principal room, where the ceremony and dining take place, there is a stylish bar for those who wish to relax and a fully equipped room for dancing.

The Russell Suite is steeped in history and is adorned with many items of memorabilia, providing a perfect setting for a truly memorable wedding.









## THE RUSSELL SUITE TIMETABLE

|                |                                                                                                                   |
|----------------|-------------------------------------------------------------------------------------------------------------------|
| 12.30pm        | Wedding guests arrive                                                                                             |
| 1.00pm         | The Civil Ceremony commences                                                                                      |
| 1.30pm         | The Civil Ceremony ends                                                                                           |
|                | Reception Drinks and canapés served in the woodland garden                                                        |
|                | Photography in the gardens                                                                                        |
| 2.45pm         | Master of Ceremonies calls guests for Wedding Luncheon                                                            |
|                | Master of Ceremonies introduces Bride and Bridegroom into the Lord John Russell Rooms                             |
| 3.00pm         | Luncheon served with wine and soft drinks, followed by coffee and chocolates.                                     |
|                | Between courses the Master of Ceremonies will introduce the Bride and Bridegroom to cut the cake                  |
| 5.00pm approx. | Master of Ceremonies will introduce the first speaker for speeches and toasts accompanied by a glass of champagne |
| 5.30pm         | Tea & Coffee                                                                                                      |
| 6.30pm         | Wedding party relaxes with a drink from the bar                                                                   |
| 7.00pm         | Music and dancing                                                                                                 |
| 10.45pm        | Last orders at the bar                                                                                            |
| 10.55pm        | Last dance                                                                                                        |
| 11.00pm        | Carriages via Richmond Gate only                                                                                  |

Throughout the day, we will provide a dedicated Master of Ceremonies and supporting team to ensure that everything runs perfectly, leaving you free to enjoy thoroughly your special day with your guests.

Should you wish to hold just your wedding reception in the Russell Suite, you are welcome to do so and we ask that you arrive around 1:30pm.



# THE RUSSELL SUITE - HIRE FEES

## **The hire fee includes:**

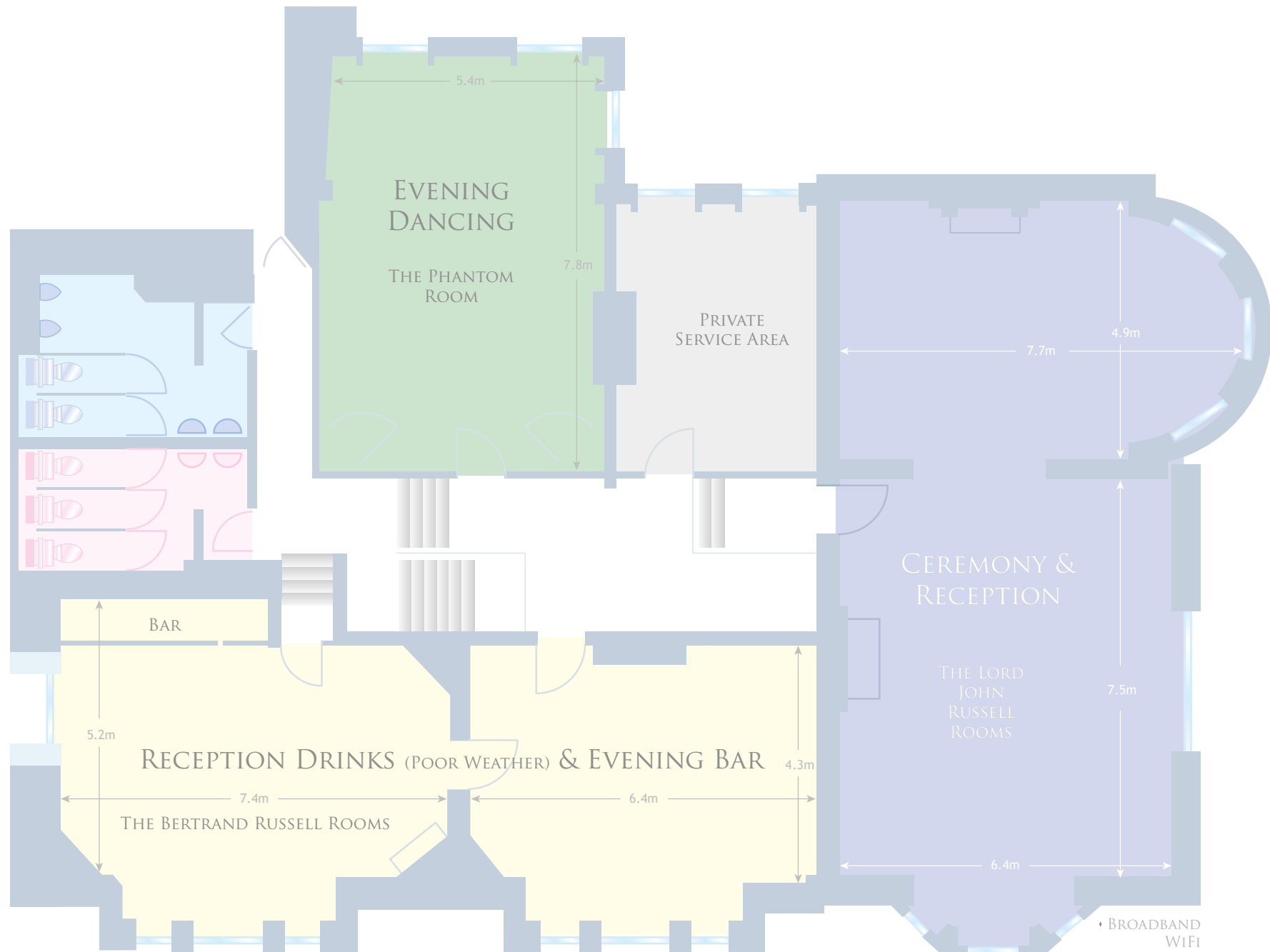
- Expert advice from the first viewing to the departure of your last guest
- Setting up the Russell Suite as specified
- Standard tables and chairs – including high chairs
- Table linen
- Post Box
- A cake knife and cake stand
- China, cutlery and glassware – including reasonable breakages
- A Master of Ceremonies, Wedding Administrator and Banqueting Staff
- PA system and microphone
- Plasma screens, DJ equipment and lighting
- Personalised table menus, seating plan and table names

## **The hire fee excludes:**

- Food, beverages, the Registrar's fees, floral decorations, chair covers, entertainment, photography and the wedding cake

Please refer to our availability spreadsheets for up to date available dates and hire fees

# THE RUSSELL SUITE









# THE BELVEDERE

The light and airy Belvedere is a purpose built wedding venue which combines classic elegance with a superb PA system, mood lighting and starlit ceiling.

It is suitable for civil ceremonies and receptions with up to 140 seated guests and up to 200 guests in total for an evening party. Reception drinks are usually served on the terrace which has outstanding views.

During the evening, guests can dance the night away to your band or DJ beneath the starlit ceiling. This combination of architectural details and lighting provides a unique atmosphere, whatever time of year you choose to have your wedding.







## THE BELVEDERE TIMETABLE

|                |                                                                                                                                                                                           |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.30pm         | Wedding guests arrive                                                                                                                                                                     |
| 3.00pm         | The Civil Ceremony commences                                                                                                                                                              |
| 3.30pm         | The Civil Ceremony ends<br>Reception Drinks and canapés served on the Terrace<br>Photography in the gardens                                                                               |
| 4.45pm         | Master of Ceremonies calls guests to dinner<br>Master of Ceremonies introduces Bride and Bridegroom into the Belvedere                                                                    |
| 5.00pm         | Dinner is served with dinner wines, soft drinks and followed by coffee and chocolates<br>Between courses the Master of Ceremonies will introduce the Bride and Bridegroom to cut the cake |
| 7.00pm approx. | Master of Ceremonies will introduce the first speaker for speeches and toasts accompanied by a glass of champagne                                                                         |
| 7.30pm         | Tea & Coffee                                                                                                                                                                              |
| 8.00pm         | Evening party commences with DJ or Band. Music and dancing all evening                                                                                                                    |
| 11.45pm        | Last orders at the bar                                                                                                                                                                    |
| 11.55pm        | Last dance                                                                                                                                                                                |
| Midnight       | Carriages via Richmond Gate                                                                                                                                                               |

Throughout the day, we will provide a dedicated Master of Ceremonies and supporting team to ensure that everything runs perfectly, leaving you free to enjoy thoroughly your special day with your guests.

Should you wish to hold just your wedding reception in the Belvedere, you are welcome to do so and you can arrive any time after 3pm.



# THE BELVEDERE - HIRE FEES

## **The hire fee includes:**

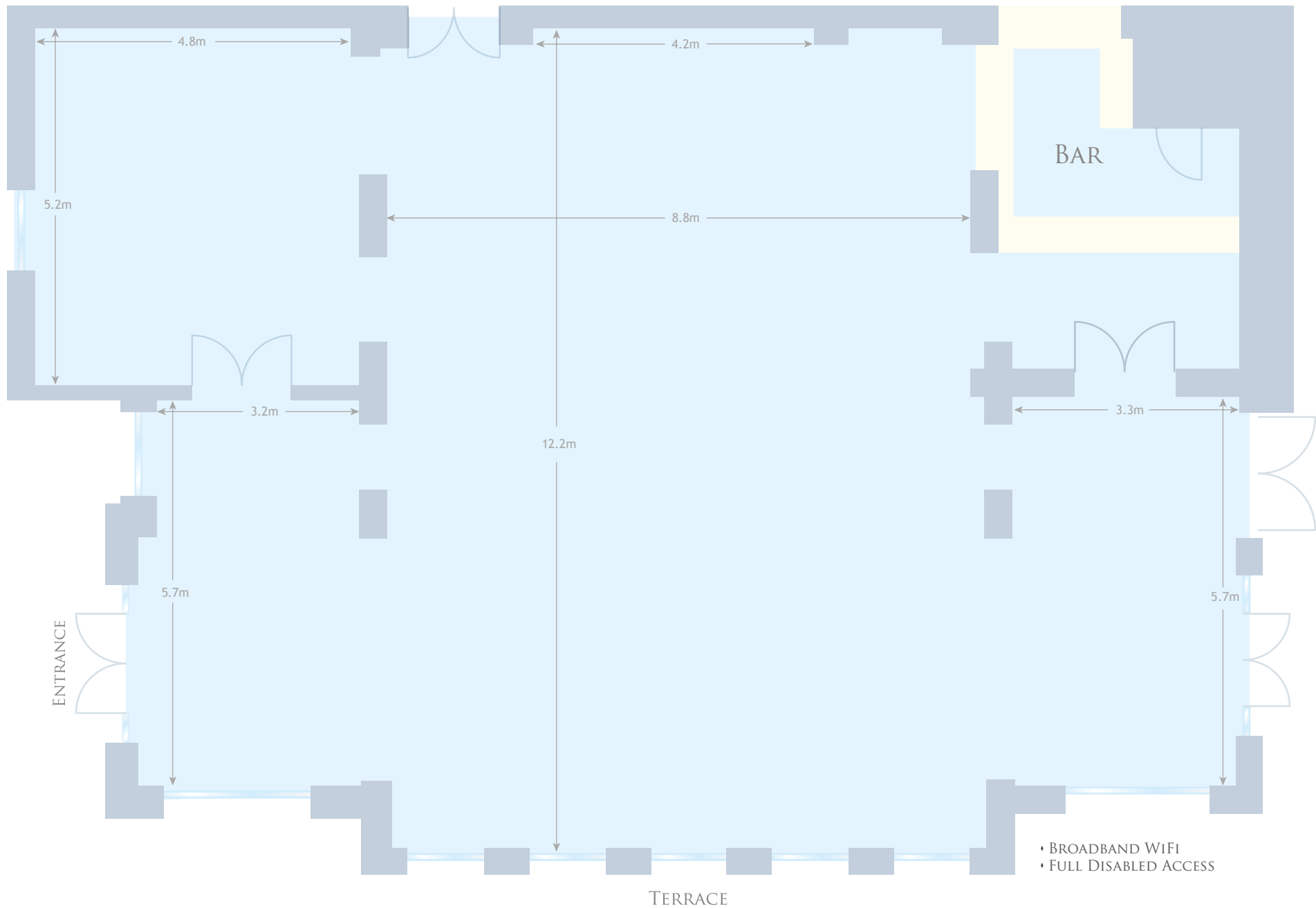
- Expert advice from the first viewing to the departure of your last guest
- Setting up the Belvedere as specified
- Standard tables and chairs – including high chairs
- Table linen
- Post Box
- A cake knife and cake stand
- China, cutlery and glassware – including reasonable breakages
- A Master of Ceremonies, Wedding Administrator and Banqueting Staff
- Bose PA system and radio microphone
- Plasma screen
- DJ console, speakers and lighting systems
- Fibre optic starlight ceiling
- Personalised table menus, seating plan and table names

## **The hire fee excludes:**

- Food, beverages, the Registrar's fees, floral decorations, chair covers, entertainment, photography and the wedding cake

Please refer to our availability spreadsheets for up to date available dates and hire fees

# THE BELVEDERE







# DRINKS

## **Reception Drinks**

We can supply almost anything, but the more popular options for the drinks reception are as follows:

Sparkling Wine, Bucks Fizz and Kir Royale  
Champagne, Bucks Fizz and Kir Royale  
Pimms, Sparkling Wine and Bucks Fizz  
Winter or Summer Pimms  
Champagne only  
Mulled Wine

Around two glasses per person are provided

## **Wine to accompany your Meal**

We have extensive wine cellars, allowing us to supply the perfect wine to complement your meal, and champagne or sparkling wine to toast the new Bride and Groom. We recommend around half a bottle of wine per guest with the meal.

A full Wine and Champagne List can be found on our website.

## **The Evening Bar**

During the evening party, bar facilities are available in both the Russell Suite and Belvedere. The bar can operate on whatever payment basis you prefer.





# MENUS

Our team of chefs have an excellent reputation for modern British cuisine. All dishes are freshly prepared in our kitchens and served oven to plate to ensure freshness. We have a wide range of wonderful menus to tempt you and offer two options of service:

**Waiter Service** – Our dedicated team of banqueting staff will serve the meals at table.

**Buffet Service** – We will provide a magnificent buffet of your chosen dishes all beautifully presented for guests to select according to their wishes and to be served by our staff.

## SAMPLE DISHES

### Starters:

Fresh Steamed Asparagus Spears with Dill Hollandaise and Quails' Eggs

A Grilled Goats Cheese, Tomato and Caramelised Red Onion Tartlet with Rocket and Toasted Pine Nut Salad served with a Balsamic Reduction

Butternut Squash Risotto with Char Grilled Courgettes, Parmesan Shavings and Truffle Oil







## SAMPLE DISHES

### Main Courses:

Pan Roasted Halibut with Crispy Fried Leeks and Chevril Beurre Blanc, Mild Mustard Mashed Potato, French Beans and Honey Roast Carrots

Roast Shank of English Lamb with Red Wine and Rosemary Jus, Mashed Potato, Broccoli and Honey Glazed Carrots

Roast Sirloin of Beef with Enriched Gravy, Yorkshire Pudding, Roast Chateau Potatoes, Mange Tout, Carrots and Roasted Courgettes

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### Desserts:

Chocolate and Orange Mousse with Fresh Raspberries and Toasted Almonds in Chocolate Cases

Brandy Snap Basket filled with Fresh Berries and Cream and served with a Raspberry Coulis

Sticky Toffee Pudding with a Warm Butterscotch Sauce and Clotted Cream

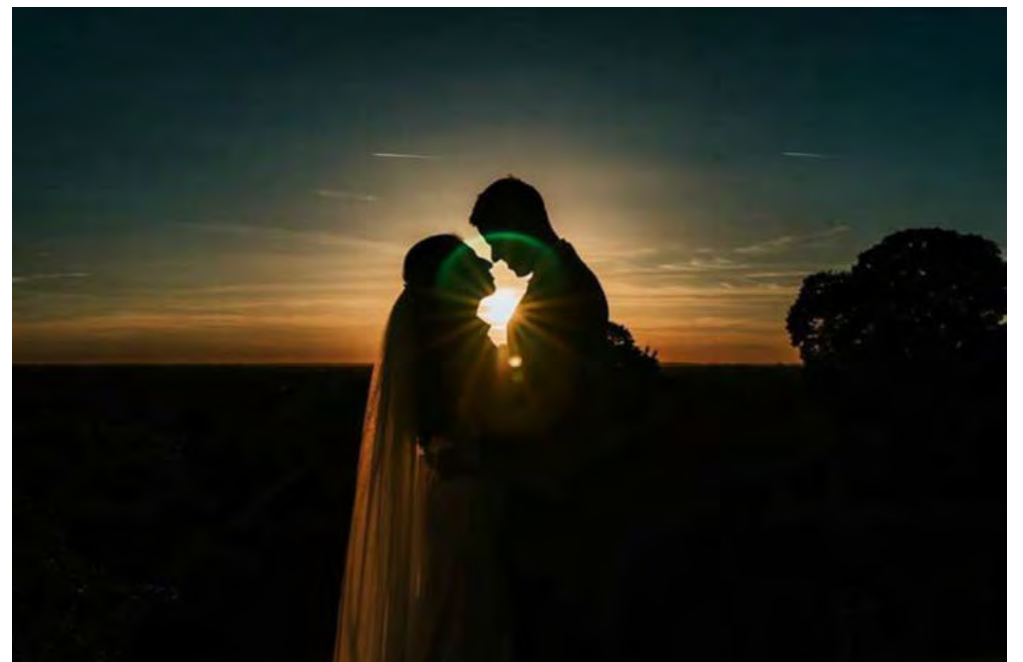
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We would also be delighted to provide your guests with canapés to enjoy alongside reception drinks, as well as the option of an evening buffet, if desired. We can provide children's portions and cater for our very young guests with their own exclusive menu. Guests with special dietary requirements are also easily accommodated.

Full details of our menus and current prices are available upon request or by visiting our website [www.pl.org.uk](http://www.pl.org.uk)







We have just got back from honeymoon and wanted to say a huge thank you to all the staff at Pembroke Lodge for making our day so special and amazing. We were so impressed from the start with the most beautiful venue I could imagine. And we have not been disappointed since.

We had a hugely difficult task in trying to tie together three very different cultures but you managed impressively well with our questions and needs in the lead up to the wedding. The administration and pre wedding meetings were highly professional, responsive and efficient – going the extra mile to turn them into something really enjoyable. And managing to give a highly personal experience despite what must have been your busiest season. On the day itself we thought our MC was incredibly amazing – highly professional, efficient and organised, yet easy going and friendly – a perfect balance which I imagine is difficult to achieve with such ease. Together with the rest of the staff you all helped to make it run extremely smoothly, especially considering as we had so much going on. We would definitely recommend you!

We just wanted to write and say a thank you to all at Pembroke Lodge for being so wonderful, both in the lead up to our wedding and on the day itself. When I walked into the venue for the ceremony and then later for the reception all the decorations which we spent so long choosing and collecting were set up exactly how we imagined.

I tried to pick items that would highlight how beautiful the Lodge is and you all made it a reality. We had a beyond fabulous day and our guests loved every minute of it too. From the moment I was helped out of the car on the big day I knew you would look after us. Thank you all so much – we had the best day...

## THANK YOU LETTERS

**The following are a very small selection from hundreds of thank you letters we receive from our happy couples. These are available for you to read upon request.**

We just wanted to convey our sincere thanks to everyone at the Lodge for our recent wedding day. From all the preparation in the months leading up to the wedding right up to the day itself your help and assistance was second to none.

We were both blown away by how beautiful the room looked when it was set for both the ceremony and then for dinner.

Many guests commented on how attentive and discreet the waiting staff were, and we definitely agree. The food was delicious, again something on which many of the guests commented. We both had a really fantastic day and we are so glad we chose Pembroke Lodge as our wedding venue.

We are writing to express our absolute delight and gratitude for the simply superb wedding provided for us at Pembroke Lodge. We were not disappointed in our expectations for the wedding due to the exquisite professionalism and service at every single point of contact with us and our family and friends. The wedding breakfast was delicious, a perfectly balanced menu and the portions were just right.

We loved the expert and watchful way your MC provided his services. No detail went unnoticed, we only had to give him the slightest of nods to have our needs instantly addressed. The fact that we couldn't get our guests to leave is witness to the simply superb experience we had from start to finish. Please know that we shall sing Pembroke Lodge's praises to the rafters on each and every occasion possible.

WOW!!! A massive thank you to everyone at Pembroke Lodge for making our big day run so smoothly. Nothing was too much trouble – despite some pretty random requests – and everyone commented on the amazing location, delicious food and super helpful staff.

We could not have asked for anything more, from the very first viewing through to collecting bits and pieces the next morning.

Thank you. If only we could do it all again....

We would just like to say that we could not have been happier with our wedding at Pembroke Lodge. From our first meeting to the day itself you were friendly and personal which, given the amount of weddings you hold, was much appreciated. On our wedding day our MC worked tirelessly to ensure ourselves and all our guests were happy and he was truly amazing. We have had so many comments from our guests as to how wonderful they found the reception. The food was delicious which was no mean feat when catering for such large numbers.

All that remains to say is a big thank you and hope that all future weddings are as delighted as we are that we chose Pembroke Lodge for our special day.





## THE FINER DETAILS

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                   |                                                                                                                                                                                                                                                                                                                     |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Booking:</b>          | Due to excess demand, the only fair basis we can operate is “first confirmed”. We recommend an early inspection and meeting to discuss your requirements. <b>No booking is confirmed until the hire fee has been paid.</b>                                                                                                                                                                                                                                                                                                       | <b>Food Safety:</b>               | For food safety, all food and beverages will be provided by Pembroke Lodge. External catering is not permitted.                                                                                                                                                                                                     |
| <b>Cancellation:</b>     | Please see our Terms and Conditions for Cancellation terms. We recommend that suitable insurance is obtained for your protection.                                                                                                                                                                                                                                                                                                                                                                                                | <b>Table Plans &amp; Numbers:</b> | We need your seating plans and final guest numbers ten days before the wedding.                                                                                                                                                                                                                                     |
| <b>Use of the Lodge:</b> | Pembroke Lodge is an ideal location for weddings and sometimes two weddings can take place on the same day. In order that wedding parties do not encounter each other we ensure that there are at least two hours between arrivals.                                                                                                                                                                                                                                                                                              | <b>Payment:</b>                   | 25% stage payments based on estimated costs will be due 12, 6 and 3 months before the wedding date, the final invoice is due 4 weeks before and will be adjusted to reflect changes since booking. No refunds can be made in respect of alterations within 10 days of the wedding, as orders will have been placed. |
| <b>The Marriage:</b>     | We are approved as a venue for civil marriage ceremonies. We will advise you how to book your ceremony online with the Richmond Registrars. You will also need to contact your local Registrar to complete the formalities.                                                                                                                                                                                                                                                                                                      | <b>Staff Gratuities:</b>          | There is an optional staff gratuity of 7.5%.                                                                                                                                                                                                                                                                        |
| <b>Minimum Numbers:</b>  | In the Belvedere there is a minimum of 90 adult guests for the 3-course meal on all Summer Fridays, Saturdays & Sundays and Bank Holidays, at all other times the minimum number is 70 adult guests. In the Russell Suite the minimum number of guests for the 3-course meal on all Summer Fridays, Saturdays, Sundays and Bank Holidays is 30 adult guests. At all other times the minimum number is 20 adult guests. In cases where minimum numbers are not reached we will charge a supplement of £50 for each missing guest. | <b>Access:</b>                    | The Park is closed to traffic at dusk (between 4pm and 9pm depending on the time of year). Entry and exit thereafter is via Richmond Gate only, which is manned by our staff. Due to the deer, please ask all drivers to drive with extreme care.                                                                   |
| <b>Licensing:</b>        | The Belvedere is licensed to serve alcoholic beverages until 23.45 and the Russell Suite until 22.45.                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Nuisance:</b>                  | Although it has never proven necessary, we reserve the right to refuse admittance to or remove from the premises any person who is disruptive, extremely intoxicated or in possession of any illegal drug. Amplified music must be played within reasonable limits as determined by our sound limiting equipment.   |
|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Force Majeure:</b>             | Whilst we cannot be held liable for any event beyond our control (for example, from excessive time for photography, to a severe fire) we will always do all we can to help. Again we recommend suitable insurance cover.                                                                                            |
|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Special Requests:</b>          | Please ask and we will do our utmost to assist.                                                                                                                                                                                                                                                                     |



# PLANNING YOUR SPECIAL DAY

## **Booking**

Once you have decided to hold your wedding at Pembroke Lodge you should pay the hire fee to secure the booking.

We will then write to you to confirm your booking and detail the next steps

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## **12 months before**

First 25% stage payment due

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## **7 months before**

We will invite you to meet your Master of Ceremonies to start planning your day in detail. This initial meeting will take around 90 minutes and appointments will take place during office hours on Mondays to Fridays.

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## **6 months before**

Second 25% stage payment due

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## **3 months before**

Third 25% stage payment due

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## **4 weeks before**

The final invoice for the food and wine will be due for payment.

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## **2 weeks before**

We will send you the final draft plan for you to check and confirm.

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## **10 days before**

Final guest numbers are required.

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## **The day before your wedding**

Delivery of your table decorations eg: place names, favours, candles, cameras, gifts for your wedding party.

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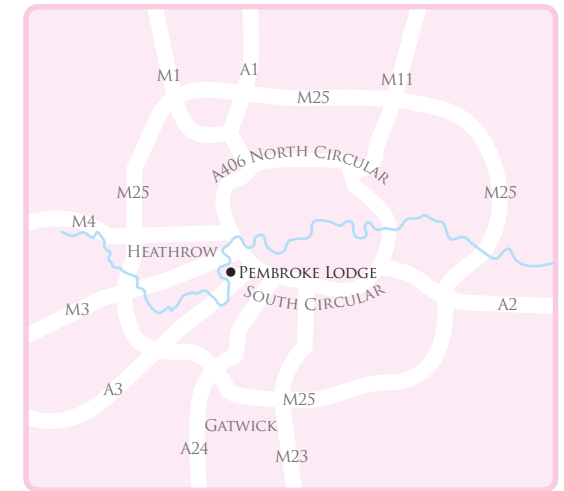
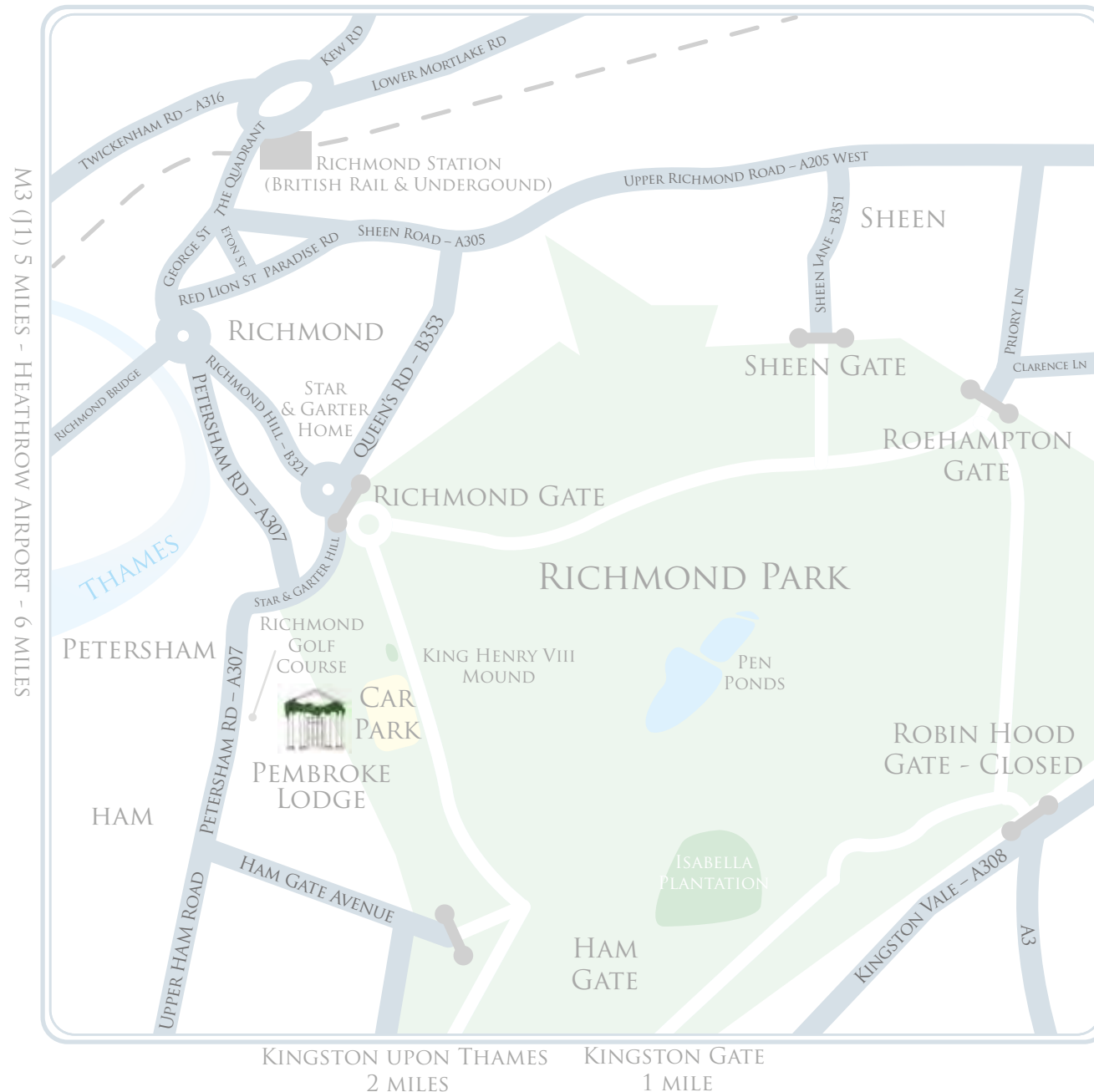
## **The Big Day**

Just relax and enjoy every minute of your day, knowing that you are in our caring, expert hands.



# HOW TO GET TO PEMBROKE LODGE

M4 (J2) – 2 MILES



PUBLIC CAR PARK ADJACENT.

THE PARK GATES ARE CLOSED  
AT DUSK, THEREAFTER  
RICHMOND GATE IS MANNED  
BY OUR STAFF.

DUE TO THE DEER AND OTHER  
WILDLIFE, PLEASE TAKE EXTREME CARE  
WHILST DRIVING IN THE PARK. IT IS  
A PLACE OF OUTSTANDING BEAUTY -  
ENJOY IT!







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