

# *Milwards*

Brochure 2019/2020



Milwards House  
The Milwards Estate  
Lewes Road, Laughton  
East Sussex BN8 6BN

07801 477 941

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<https://www.themilwardsestate.co.uk>

## VENUE DETAILS

Marquee measurements: L 14m x W 12m

Dance floor: 6m x 10m

Catering marquee: 6m x 4m

### **Table sizes:**

Long Buffet and Top Tables:

W 30" x L 72" x H 30" (6ft x 2ft 6") (1 table  
seats 3 people on one side)

Round Tables:

5ft diameter x H 30"

(1 table seats up to 10 people)

Small square Cake Table:

W 23.5" x L 23.5" x H 27.5"

Please note we do not provide any  
tablecloths for any of the tables.

Chairs in marquee are white Bistro chairs  
(they do not come with chair covers)

Tables and chairs are included in the  
venue hire (this includes present tables  
and buffet tables)

All glasses for each place setting are  
included in the venue hire

### **Access to the venue and times**

Day before wedding for preparation – 9am – 4pm

Day of wedding for suppliers – from 9am Day after wedding for  
clearing and collection by family and friends and suppliers –  
10am – 12midday

All clients and guests vehicles, personal belongings at the  
Milwards Estate are left entirely at the owner's risk.

The Milwards Estate and their owners will not be held liable for  
any damage or theft for any reason or circumstance.

**We are responsible for the following:**

Signs at the end of the driveway

Parking signs for your guests

Front of house staff to welcome your guests

Coordination between Registrars on the day and yourselves

Staff to serve chilled welcome drinks on arrival or after your ceremony (optional)

Fully stocked cash bar and bar staff

Table Wine

Wine glasses at each place setting on tables

Water glasses and jugs of water on each table, clearing of glasses

Clare and Maria and their team of staff will be with you throughout your day to ensure everything runs smoothly

Chris will be on hand for anything technical

**You are responsible for:**

Booking the Registrar at Lewes Registry Office:

0345 608 198

Providing caterers

Chair covers for marquee (optional)

Providing own music for ceremony

(to walk down the aisle, sign the register, leave ceremony)

Milwards House will play on the day

You are responsible for your own music.

Milwards House has its own in-house permanent DJ with extensive sound and light equipment (additional charge) or you can choose your own live band

You are responsible for cleaning up after your reception any decorations, food etc. by 12 midday the following day

You are responsible for the removal of any rubbish you may have.

## **DRINKS**

ALL drinks must be purchased through Milwards House (including welcome drinks, table wine and toasting drinks)

### Table Wine

We can offer our house wine in a red, white or rosé for £16.00 a bottle or if you have specific wine in mind we will always try to accommodate you in your choice.

### Welcoming Drinks

We can provide a good selection of welcome drinks for example;

Fruit Punch £2.50 a glass

Sparkling Elderflower £2.50 a glass

Prosecco £3.50 a glass

Pimms £3.50 a glass

### Toasting Drinks

Prosecco £3.50 a glass Variety of Champagnes on request  
We will provide jugs of water and glasses for each place setting as well as wine glasses. We can provide jugs of juice for tables for £12.50

Drink prices are subject to change due to price increases

All drinks must be paid for before wedding date

## MUSIC

To compliment your wedding, Milwards House has its own hard floored, blacked out 6mtr x 10mtr Disco marquee.

It comes fully fitted with a 5000 watt 10 speaker sound system, 12 channel/input mixer, twin cd drive, dual laptops, connectivity using phono, 3.5mm jack and usb and extensive music library.

Our 3 lazer and 10 DMX light setup with additional black lights, strobe, glitter ball with spots, smoke/ haze machine and ground fogger makes for a stunning evening to entertain your guests long into the night.

### MILWARDS IN HOUSE DJ £350.00

We also have a PA System in the main marquee, small sound system in the dining area of the marquee with phono and jack input and PA mike for speakers.

(this is included in the venue hire)

Commercial Projector and screen with RCA, VGA HDMI connections with internal link sound system via 3.5mm jack  
£75.00

## CEREMONY MUSIC

You will need to choose songs for:

Arrival music while guests are waiting (optional)

Walking down the aisle

Signing the register

Walking out after ceremony

If you could please put your songs on a memory stick in the correct order and give to us the day before so we can check it plays ok.

If you do not want to choose your own music, we can also do this for you.