

*Milwards Brochure*  
*2019/2020*



Milwards House

The Milwards Estate

Lewes Road, Laughton  
East Sussex BN8 6BN

07801 477 941

[enquiries@themilwardsestate.co.uk](mailto:enquiries@themilwardsestate.co.uk)

<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 2ft6) (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

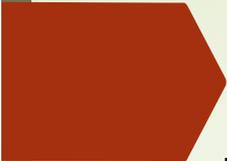
### Table Wine

Wine glasses at each place setting on tables

Water glasses and jugs of water on each table  
Clearing of glasses, hovering of marquee

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

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

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

### 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.

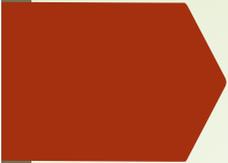
### MILWARDS IN HOUSE DJ £350.00

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 a 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.