

## Frequently Asked Questions

Please read over the additional information provided below. If you would like to speak to one of our wedding coordinators with any further questions please contact 01224 272660 or email [weddings@abdn.ac.uk](mailto:weddings@abdn.ac.uk).

### King's College Chapel

For traditional wedding ceremonies the Chapel is available to graduates, students and staff of the University and RGU. Should you wish to be married at King's College Chapel, please contact the Chaplaincy Centre directly.

Tel: 01224 272137 Email: [chaplaincy@abdn.ac.uk](mailto:chaplaincy@abdn.ac.uk)

### Minimum Guest Numbers

September - May 70 guests minimum  
June, July & August Fridays - 70 guests minimum  
Saturdays 85 guests minimum

We are happy to discuss smaller events, however such events will be subject to a minimum charge.

### Menus

Each menu option features a wide selection of starter, main course and dessert offerings, including menus for special dietary requirements. Simply select one item from the appropriate selections for your chosen package. Your Wedding Coordinators will be happy to guide you on the menus, including evening buffet choice, as detailed in each of the menu selections.

If you would like your guests to have more than one choice on the day, the higher priced menu selection will be charged with an additional surcharge of 50% of the highest priced selections added to the menu cost. However, If you would like to offer your guests a choice of 2 selections for their main course and provide a pre-order 2 weeks prior to your wedding day a surcharge of 10% of the cost of the most expensive item would apply.

Menu tastings can be arranged prior to your wedding, with main meals charged at £15.00 each, and starters and desserts charged at the bespoke package prices. We ask that choices are limited to two per course.

### Drinks Packages

If preferred, Champagne instead of sparkling wine can be offered. A supplement of £4.00 per serving will apply.

### Evening Buffets

Wedding receptions usually feature an evening buffet as an extension to the day's celebrations, both for the guests who have attended all day and for those attending the evening reception. The menu listing offers a range of options for your guests and budget. It's recommended you cater for at least 3/4 of the total number of guests expected for the evening celebrations. The buffet price is based on minimum numbers detailed in Minimum Guest Numbers section. Evening buffet items and platters are only sold in quantities of 10.

### Children's Menu

The children's menu price includes a soft drink.

5 and under	Free of charge (half portions)
Under 12	£10.35 per person (half portions)
12 and over	Full price (adult portions with soft drink alternatives)

High Chairs and Booster seats are available on request (subject to availability).

### Cutting of the Cake

The master of ceremonies will be guided on when the wedding party wish the 'cutting of the cake' to take place. The cake can then be served with the coffee after the meal, or with the evening buffet. Any left over cake will be boxed after your buffet ready for you to take away at the end of the night.

### Pricing

Prices are inclusive of VAT and are based on minimum numbers detailed in Minimum Guest Numbers section. Prices valid until 31 March 2018. All weddings confirmed by this date will be charged as these rates.

## **Packages**

If a full package is not utilised or changes are made to the stated items, there is no reduction in cost and no substitutions will be offered.

## **Wine Lists**

An extensive range of quality wines and Champagnes, are available for you to choose from. Please ask for further details. Availability of wines can fluctuate during the year causing the wine list to change. If this happens, the University reserves the right to change the wine list, though a like for like alternative will be offered. Alternatively, you can arrange for the provision of your own wines/champagnes. Corkage charges will apply for all bottles delivered:

£12.00 per bottle of wine

£14.50 per bottle of sparkling wine

£18.50 per bottle of champagne

## **Accommodation**

Accommodation is available on campus from mid-June to August. For further details visit: [www.abdn.ac.uk/summer\\_accommodation](http://www.abdn.ac.uk/summer_accommodation)

## **Elphinstone Hall Restrictions**

Helium balloons, confetti, smoke machines, indoor pyrotechnics and naked flames are not permitted for use within Elphinstone Hall.

If you would like to have candles at your wedding they must be within a storm vase, on a candelabra or enclosed tea light holder.

If you wish to decorate the venue please discuss this with your wedding coordinators who will go over options and restrictions with you.

## **Table Linen**

White table linen and napkins are provided as standard. However if you would like coloured table linen and napkins, prices are detailed within the bespoke wedding package.

## **Chair Covers**

Both the King's and Crown package include white loose or fitted chair covers and your choice of satin, organza or taffeta sash.

For a more personalised look, talk to our wedding coordinators who will be happy to show you examples of our various covers, sash styles and colour options available as an upgrade to your package.

## **Directions and Parking**

You can view maps and parking information from the University website. For further details visit [www.abdn.ac.uk/maps/old-aberdeen.php](http://www.abdn.ac.uk/maps/old-aberdeen.php)

## **Organisation of the Event**

Our wedding coordinators will be on hand to support you throughout the planning stage. Recording and updating your unique requirements whilst offering practical advice and ongoing guidance.

Once your booking is formally confirmed, your coordinator will draw your attention to the time scale of your planning which is detailed on the wedding schedule, highlighting key deadlines for decision making. Our team will then be on hand to guide you throughout this time period.

Prior to your wedding day we shall arrange for you to meet with the Events Manager who will be looking after you on your special day.

## **Photos**

The photography used within this brochure is for illustration purposes only. To give the most realistic impression of what is achievable we have used some photographs from actual weddings. Additional charges may have been incurred to achieve these looks. If you have any further questions please contact one of our wedding coordinators who will be delighted to help you.

Photographs of the candelabra and flower arrangements provided as part of the packages are shown on the Package items page.

## **Venue Health and Safety**

The wedding package includes a copy of the conference and event safety overview, it is the event bookers responsibility to ensure that all wedding suppliers such as discos and bands are aware of their Health and safety responsibilities.