



THE ASSEMBLY HOUSE

It's *the* place to celebrate!

THE SETTING

One of the city's most prestigious buildings, this beautiful Grade I-listed Georgian property boasts wonderful architectural features from high ceilings and chandeliers to attractive mouldings and cornices, a beautiful balcony and spectacular fireplaces.

At The Assembly House we specialise in weddings and our dedicated weddings team will be at your service from the beginning to the end of your special day. We also guarantee that only one wedding will take place at a time.

The Assembly House is located in the heart of the city and, thanks to its pretty courtyard and fountain, provides a wonderful backdrop for photographs.

This beautiful building is licensed for Civil and Partnership Ceremonies every day of the week and offers a fabulous selection of function rooms in a choice of sizes and styles.

Our Head Chef, Julia Hetherton, specialises in patisserie, chocolates and cake-making, while Ali Calver, our on-site florist, has a wealth of experience in wedding flowers.

We offer a wide range of menus, from the traditional to the contemporary, and we are very flexible, so if you have something particular in mind, just ask!

What's more, The Assembly House has an excellent pedigree in hospitality. Directors Richard Hughes and Iain Wilson co-own The Pigs pub in Edgefield, while Richard owns the highly-acclaimed Lavender House Restaurant & Cookery School in Brundall and Iain is behind Byfords Café, Store and Posh B&B and the King's Head in Holt as well as the successful on-line cake business Sponge.



THE MUSIC ROOM

Civil ceremonies 140
Wedding breakfast 100 (minimum 40 guests)
Evening function 160

With its stunning chandeliers, cornices, balconies and an abundance of natural light, the wonderful Georgian Music Room is the most regal room in the House. This beautiful room has a stage, dance floor, licensed bar, minstrels' gallery and a Steinway grand piano, and is licensed for civil ceremonies.

THE GRAND HALL

This lovely space is a show-stopping entrance to the House. Dominated by high ceilings, a feature fireplace and wonderful mouldings, the spectacular Grand Hall serves as a fantastic welcome point and a great place for pre-dinner drinks. It also provides a fabulous setting for photographs.





THE NOVERRE BALLROOM & SECLUDED GARDEN

Civil ceremonies 250

Wedding breakfast 160 (minimum 90 guests)

Evening function 250

This beautiful ballroom is where Norwich first learnt classical dance and is one of the largest function rooms in the city. Perfect for wedding breakfasts and evening events, it features high ceilings, spectacular mouldings, a wooden floor; a pretty, secluded garden, staging, its own entrance and a private bar.

THE HOBART

Civil ceremonies 40

Wedding breakfast 32 (minimum 12 guests)

Located at the front of the House, this room is perfectly proportioned for smaller occasions. Its wonderful architecture, feature fireplace and huge sash windows make a great canvas for celebratory events.

PIERCE, SEXTON & KENT

Civil ceremonies 40 (Pierce only)

Wedding breakfast 10 to 40

These attractive rooms on the first floor overlook the main courtyard. The three rooms are linked by connecting doors giving great flexibility, with each benefitting from striking architecture and their location in one of the most peaceful parts of the House.





ASSEMBLY HOUSE WEDDING PACKAGE

Our package includes the following:

The services of our dedicated weddings team
One glass of sparkling wine, Pimm's or Buck's Fizz on arrival (alternatives can be chosen)
Two glasses of white or red wine with the meal
Sparkling wine for the toast
One of the following wedding breakfast packages:

Formal Seated
Classic Buffet
Tapas-Style Function
Afternoon Tea

Red carpet on arrival
Table linen
Flowers on each table
Personalised wedding menus
Cake stand and knife
Changing room if required

Prices Per Person

2012 £69 • 2013 £72 • 2014 £74

CIVIL CEREMONIES & PARTNERSHIPS

MUSIC ROOM AND NOVERRE BALLROOM

Monday to Friday £600
Saturday and Sunday £750

PIERCE AND HOBART

Monday to Friday £250
Saturday and Sunday £500

This price includes the room hire and layout for the ceremony, a red carpet and the services of our dedicated weddings team. Please note that we can offer a 20% discount on the above prices for your civil ceremony in The Music Room or Noverre Ballroom if you hold your reception at The Assembly House.

UPGRADES

Exclusivity - private use of the whole house £5,000

REDUCTIONS

Under fives free of charge • 6 to 11-year-olds half price
10% reduction on the wedding package for weddings booked Monday to Thursday
5% reduction on the wedding package for weddings booked on a Friday

SOMETHING TRADITIONAL

Formal Seated & Served Function Menus

Please choose one starter, one main course or vegetarian main course and one dessert for your whole party.
Complete with coffee and home-made fudge.

To Start

Freshly-prepared soup served with freshly-baked bread;
Cream of Cauliflower and Smoked Dapple Soup
Celeriac, Stilton and Woodforde's Wherry Soup
Roast Tomato, Sweet Pepper Soup, Sour Cream and Chives
Cream of Mushroom and Madeira Soup

Terrine of Smoked Salmon, Chive Butter, Tomato Dressing
Toasted Goat's Cheese, Apple, Celery and Walnut Salad
Terrine of Free-Range Chicken, Apricot and Prune, Bramley Apple Chutney
Potted Local Ham and Parsley, Spiced Pineapple, Granary Crouton
1960's Retro Prawn Cocktail Martini, Cheese Straws

Tapas plate to share consisting of Charcuterie Meats, Houmous, Tomato Salsa, Olives, Breads, Balsamic, Olive Oil

Main Courses

Your Choice of Local Roast, Served with all the Trimmings;
Locally-reared Beef
Loin of Pork, Sage and Apricot Stuffing
Norfolk Turkey

Roast Salmon Fillet, Sweet and Sour Peppers, Crushed New Potato Salad, Warm Tomato Vinaigrette
Baked Sea Bass Fillet, Creamed Baby Gem, Peas, New Potatoes and Brown Shrimp
Roast Chicken Breast, Bacon, Mushroom and Baby Onions, Red Wine, Bubble and Squeak, Seasonal Vegetables
Roast Rump of Lamb, Roast Mediterranean Vegetables, Basil, Madeira
Award-Winning Norfolk Sausages, Buttery Mash, Onion Gravy, Seasonal Greens

Vegetarian Main Courses

Spiced Chickpea Cake, Coriander, Lime and Chilli, Moroccan Spiced Vegetables
Wild Mushroom Risotto Cake, Toasted Pine Kernels, Cherry Tomato Chutney, Seasonal Greens
White Onion, Spinach and Gruyère Tart, Slow-Roasted Tomato

Desserts

Raspberry Ripple Cheesecake, Ginger Crumb
Warm Chocolate Brownie, Vanilla Ice Cream, Chocolate Sauce
Chocolate and Kirsch Cherry Truffle Torte, Vanilla Ice Cream
Norfolk Treacle Custard Tart, Black Treacle Ice Cream
English Summer Berries, Syllabub, Meringue (May to September only)
Lemon! Lemon Drizzle, Lemon Posset, Lemon Curd, Lemon Sorbet



SOMETHING LESS FORMAL

Classic Buffet

Timeless, traditional and classic. There's a very good reason why this is the most popular buffet in the world!

Elizabeth Spry's Coronation Chicken
Poached Fresh Salmon
Hand-Raised Pork Pie
Binham Blue, Watercress and Spring Onion Salad
Hot New Potatoes
Tomato, Basil and Mozzarella
Cucumber, Yoghurt and Mint
Salad Greens
Fresh Breads
Fresh Fruit of the Season, Syllabub, Meringue
Warm Chocolate Brownie, Crème Fraîche
Coffee

Tapas-Style Functions

A great way of getting the party started. Dish after dish is served to the table, or from a buffet arrangement. Spoon it out and pass it on! Works terrifically well, from the most relaxed of functions... to the most formal!

Lemon and Rosemary Roast Chicken
White Beans with Chorizo
Spiced Chickpeas with Coriander and Chilli
Watermelon with Feta
Baked Aubergine with Olives and Fresh Basil
New Potato Tartare
Slow-Roasted Tomatoes, Balsamic, Extra Virgin Olive Oil
Cucumber, Mint and Yoghurt
Continental Leaf

Lemon and Lime Posset
72% Java Origin Chocolate Mousse
Blood Orange Syllabub
Coffee

Afternoon Tea

The most regal way to enjoy The Assembly House. Ideal for the ultimate wedding breakfast or anniversary. Served on attractive tiered cake stands. A selection of delicate sandwiches to include:

Smoked Salmon, Cream Cheese and Black Pepper
Honey Baked Ham, Colman's Mild Mustard
Free-Range Egg Mayonnaise
Cream Cheese and Cucumber

Little Fruit Scones, Whipped Cream, Strawberry and Apricot Preserves
Gateau Assembly House
Cup Cakes
Macaroons

Lashings of tea and coffee



SOMETHING A BIT DIFFERENT

Finishing Touches

Like you, we want your wedding day to be truly special. If you need assistance with any extra requirements, whether wedding favours, table confetti, candles, centrepieces or helium balloons, just ask.

In addition we can offer:

Canapés on arrival from £5.95 per person
Intermediate Course from £4.95 per person
Cheese Course from £6.95 per person
Chair Covers - price dependent on choice
Wedding Cake - price dependent on choice
Additional flowers - price dependent on choice

Entertainment - we can organise entertainment on your behalf if required. Alternatively, we can put you in touch with an entertainment agency.

Evening Buffet

(only available after a reception)

The Norfolk Cheeseboard

A Selection of Great British Artisan Cheese, Bread, Biscuits, Fruit, Pickles and Chutney.
£8 per person

The Norfolk Hog Roast

Roast Local Pork, Crackling, Sage and Onion Stuffing, Apple Chutney, Bloomer Breads, carved in the Grand Hall.
£10 per person

Fish and Chips

Served in cones with chip shop forks!
£8 per person

Traditional Sandwich Platter

Rare Roast Beef, Honey Baked Ham, Cheddar and Pickle, Tuna Mayonnaise, Free-Range Egg on White and Granary Bread, Tortilla Chips and Dips, New Orleans-Style Chicken Pick-Ups, Cocktail Sausage Rolls.
£8 per person

Bacon Rolls

A tasty way to end the day!
£3.95 per person





WONDERFUL WEDDING CAKES

by Julia Hetherton, Head Chef

Thanks to her hard work and creative talent, Head Chef Julia Hetherton has gained a fantastic reputation for her cakes, pastries and hand-crafted chocolates. Classically trained in patisserie, and having worked with some of the country's top chefs (Raymond Blanc, Angela Hartnett and expert chocolatier William Curley to name just a few), Julia was formerly at the well-known Lavender House Restaurant & Cookery School in Brundall before moving to The Assembly House. As Head Chef, Julia runs the kitchen and is also responsible for all the delicious cakes, chocolates and desserts that are consumed within the building. Julia creates the most delicious concoctions imaginable, from wonderful wedding and celebration cakes to tempting desserts, wedding favours and petits fours.

FABULOUS FLOWERS

by Ali Calver, Resident Florist

Ali Calver is our resident florist here at The Assembly House. Her passion, professionalism and enthusiasm for all things floral has helped her establish a reputation as one of the city's most creative florists.

Ali creates stunning, bespoke bridal bouquets, bridesmaid bouquets, buttonholes and corsages that will help make your big day truly special. Table arrangements are included in the wedding package but you will, of course, have the option to upgrade your design to ensure you have the flowers of your dreams.

Ali uses only high quality flowers and loves creating contemporary arrangements, as well as perfecting classic designs. Whether you're looking for a vintage country cottage feel, stylish classic arrangements or something a little more exotic, Ali is on hand to guide you and, having been involved in events for many years, can help, reassure and advise to make sure you have a fantastic day!

For pictures and a price list please visit her website at: www.alicalver.com

HEN PARTIES

Ladies, don't forget that The Assembly House makes a fantastic back-drop for a get-together with the girls. Why not catch up over traditional afternoon tea, treat yourselves to a delicious lunch or book a private function room for a stylish evening do? Simply give us a call and we'll be happy to discuss your ideas and options with you.



TERMS & CONDITIONS

Below are the less glamorous parts of the wedding – the terms and conditions. Have a read through these and if there are any problems, please give us a call.

1. PROVISIONAL BOOKINGS HELD FOR 14 DAYS

2. MINIMUM NUMBERS

Each one of our rooms suitable for wedding parties has a minimum number of guests for the room. This is the number you will be charged for if the number of guests falls below this.

3. CONFIRMATION AND DEPOSITS

The Assembly House requires written confirmation of a booking together with payment of £1,000. This amount is non-refundable in the event of cancellation.

4. CANCELLATION FEES

Should you have to cancel your wedding, the following charges will be made:

- 48 hours or less 100% estimated cost
- 30 days or less 80%
- 31 to 90 days 60%
- 91 – 120 days 40%

5. CONFIRMING FINAL NUMBERS

A payment of 50% of the total cost is due three months prior to the event and the confirmed numbers of those attending the wedding are required 14 days prior to the big day. We would kindly ask that the remainder of the invoice is paid within seven days of the final invoice being received.

6. FOOD AND BEVERAGES

Only food and drink purchased from The Assembly House is to be consumed on the premises. The Assembly House reserves the right to remove products bought externally and to charge the client for loss of revenue.

7. CONDUCT

The Assembly House reserves the right to refuse entry and, should it be deemed necessary, to close down an event without notice.



ALI CALVER FLOWERS – TERMS & CONDITIONS

SECURING YOUR DATE AND PAYMENT

A non-refundable booking fee of £100 must be paid in order to secure a required date and on acceptance of the quotation. This covers all administration, delivery, collection and setting up costs. Payment can be made by card, cash or cheque. All cheques to be made payable to The House Ltd please. A 25% deposit is required up to two months before the event.

Full payment is required within 30 working days after the event. All quotations include VAT.

CANCELLATION AND REFUNDS

Ali Calver's Flowers are in high demand due to the bespoke design service with limited availability, therefore in the event that a client wishes to cancel their order, the following charges will be made:

48 hours or less	100% estimated cost
30 days or less	80%
31 to 90 days	60%
91 to 120 days	40%
121 days or more	£100 non-refundable booking fee

Should an event be postponed due to unforeseen circumstances within the above timeframe, the account will still become payable, however, this will be deducted from any re-scheduled event if booked within three months and if the new date is still available. (When planning an important event, clients are advised that they should always take out adequate insurance to cover unforeseen cancellation costs).

Ali Calver's Flowers aims to provide the flowers discussed at the time of consultation, but reserves the right to change to an appropriate alternative if required. This would be due to exceptional circumstances and we will contact you to advise if this situation arises.

Ali Calver's Flowers provides fresh flowers which, by nature, can vary in colour from stem to stem. We do not guarantee an exact colour match of flower eg. to match a fabric swatch or picture, but will get as close as possible.

Ali Calver's Flowers aims to provide a professional service and will keep clients informed of any complications that may arise as soon as possible. We will deliver to the address stated on the contract (where applicable) and will re-confirm these details one week prior to your event. It is the client's responsibility to inform us of any changes eg. drop off addresses or changes to set up arrangements and so on.

Ali Calver's Flowers aims to be flexible and understands that preferences can alter. We are able to make changes to your order as long as we are given reasonable notice. However, we will be unable to make any changes once we have placed the order for your event.

LOAN OR HIRE OF EQUIPMENT

The client shall be responsible for the cost of any breakage or loss of equipment owned by Ali Calver's Flowers, temporarily loaned or hired to them for the event. Any such loss incurred by Ali Calver's Flowers will be invoiced for immediate payment.

For any additional information please contact Ali Calver on 01603 626402 or by email at: flowers@alicalver.com. Please note that by signing the contract you are deemed to have accepted these terms and conditions.



PLANNING YOUR SPECIAL DAY

We have seen many fantastic occasions at The Assembly House. Here are a few guidelines to help you plan your perfect day:

From Now Until The Big Day

- Book wedding ceremony venue
- Music / entertainment for evening
- Overnight accommodation – we can recommend
- Buy/hire wedding/bridesmaids' dresses
- Buy/hire groom's/ushers' outfits
- Book transport to and from the House
- Sample cakes and place your order
- Order flowers
- Book your honeymoon
- Order food and drink
- Stag and hen parties
- Gifts for those who have helped you along the way
- Prepare speeches

Timings To Consider On The Day

- Civil ceremony - from 30 minutes
- Church ceremony - approximately one hour
- Travelling to the House varies - come for lunch and try it out!
- Welcome drinks and photographs one hour and 30mins
- Receiving line to dinner 30 to 45 minutes depending on number of guests
- Wedding breakfast two to three hours

Responsibilities

We would never tell you what to do, but with so much to organise, the following might help:

Bride & Groom

- Arrange wedding with church or registry office
- Confirm your date with The Assembly House!
- Speak to registrar
- Confirm meal and drinks with the venue
- Table plan and layout
- Wedding night and honeymoon
- Wedding present list
- Choose rings
- Arrange passports
- Thank you notes for presents received

Parents

- Printing of invitations, order of service etc
- Send invitations
- Order wedding cake
- Suits for men
- Mother of the bride outfit
- Hire photographer / video
- Hire cars if required
- Newspaper announcement
- Evening entertainment
- Bridal favours / balloons
- Extra flowers for reception

Bride

- Choose bridesmaids
- Choose dresses for yourself and the bridesmaids
- Book hair and make-up appointments

Groom

- Choose best man
- Hire / buy outfit
- Order flowers for mothers
- Button holes
- Prepare speech
- Gifts for bridesmaids

Chief Bridesmaid

- Organise hen party
- Choose clothes with bride
- Help bride to dress
- Take charge of bride's bouquet during ceremony

Best Man

- Organise stag party
- Look after the groom and rings
- Prepare speech

With Grateful Thanks...

We're very grateful to the following local companies for their assistance with this weddings brochure:

Keiron Tovell, photography: www.keirontovell.com • Love, unique couture bridalwear: www.lovecouture.co.uk

Sandra Reynolds, model agency, www.sandrareynolds.co.uk • Jarrold, occasion wear, www.jarrold.co.uk

Winsor Bishop and Rent Your Rocks, jewellery and watches, www.winsorbishop.co.uk and www.rentyourrocks.com

Harveys Cards, party balloon decorator, rymndhr@aol.com

