



*Hand*PICKED
HOTELS

SELF-CATERING
WEDDING EXPERIENCE

AUDLEYS WOOD
HOTEL
BASINGSTOKE, HAMPSHIRE



ABOUT THE GARDEN PAVILION

Audleys Wood Hotel is a magnificent Victorian mansion nestled in stunning grounds and woodland in the heart of Hampshire.

Set within the grounds, our Garden Pavilion can be found via its own private lit walkway. This secluded hideaway is fully heated and air conditioned, has a capacity of upto 200 attendees, hosts its own private bar, dance floor, W/C facilities and kitchen which makes it the perfect space to hire for your wedding or event.



CEREMONY ROOMS

If you are interested in hosting your ceremony at the hotel we have several different spaces available for your consideration:

The Conservatory room

With an impressive vaulted ceiling and views onto the grounds, this bright, light and elegant conservatory makes for a wonderful ceremony space.

Civil ceremonies - up to 120 guests

Outdoor Ceremony

Overlooking the neighbouring fields, the grounds of Audleys Wood offer a striking setting for your open air wedding ceremony, with the happy couple framed by our garden gazebo.

Civil ceremonies - up to 200 guests

Garden Pavilion Ceremony

A Fairy light ceiling and elegant draping throughout, the Garden Pavilion is an ideal space for ceremonies for larger numbers.

Civil ceremonies - up to 200 guests

If you would like to use the Conservatory or Garden Gazebo for your Ceremony an addition charge will apply. Ceremonies in the Garden Pavilion is included and your catering team would be responsible for the turnaround.





ACCOMMODATION

Audleys Wood has 68 stylish and contemporary bedrooms, including beautifully appointed deluxe rooms.

Each is individually decorated and many boast luxurious details and views across woodland and gardens.

To make your guests feel at home, we are delighted to offer preferential wedding accommodation rates for all of your guests, including those suitable for families, with a full traditional breakfast included.

Please contact the hotel events team for preferential wedding rates.



GARDEN PAVILION DRY HIRE PACKAGE INCLUSIONS

Garden Pavilion inclusions

- Hire of the Garden Pavilion from 9am until midnight
- Access to the Garden Pavilion private kitchen from 9am until midnight
- An empty bar with fridges for you to stock as you require
- Car parking facilities for you and your guests
- Use of the hotel grounds for photography

Furniture inclusions

- 180 x Banqueting chairs
- 20 x 6ft Round banqueting tables
- 8 x 6ft Trestle tables
- 1 x 3ft Round cake table
- 16 x 16ft built in dance floor
- Patio area with tables and chairs
- Cake stand and cake knife

Kitchen equipment inclusions

- Single food prep sink, hot & cold water
- Handwash sink
- Walk in fridge
- Ice machine
- Rational oven (under canopy with extract & Ansul system)
- Deep fat fryer
- Double tier pass with heating lights
- Waste collection area
- Work surface
- Fire blankets
- First aid box
- Fire extinguishers
- Dishwasher
- 1 x Kitchen Porter

What isn't included in our Dry Hire Package that I need to consider?

Our Dry Hire Package does not include any of the following as a standard and you are expected to arrange these yourselves, should you wish to use our equipment an additional charge will apply:

- Crockery
- Cutlery
- Glassware
- Table linen
- Cooking utensils or implements
- Catering (food or beverage)
- Staffing

FAQS

What time can wedding guests check in?

Bedrooms are guaranteed to be available for check in from 3pm.

What time is check out for wedding guests?

We ask all of our guests to please vacate their rooms by 11am.

Can we book bedrooms for the night prior to the wedding?

Yes of course, we will take bedroom reservations for the night prior to your wedding, these rooms will be added to your booking for your guests to be able to book online. For the bridal party, we recommend the Jane Austen Suite and Cassandra Deluxe room which interconnect and can be seen in our virtual tour, for the night prior and getting ready in the morning.

If guests arrive early will they be able to check in?

Our rooms are guaranteed from 3pm. If you are aware of guests that are travelling long distances we may be able to allocate some rooms as a priority, however this cannot be guaranteed. Please ask though!

Do you have parking for guests?

There is plenty of free parking for all guests.

Do you have any online booking options?

Yes, we can create you a personalised online booking page via our website, please ask if you would like this setup.

How do we book the registrar?

You will need to contact the Hampshire Registrar Team on 0300 555 1392 to confirm your ceremony date and time.

Do we need to take out wedding insurance?

We strongly recommend you take out suitable wedding insurance cover for your wedding day, in the case of every eventuality. This should include marquee cover.

What time do we get access to the wedding meal room on the day?

Your room will be available from 9am to decorate and set up.



When do we drop off items?

We will arrange drop off timings with you. The hotel cannot accept any responsibility for any items left after your wedding, so please make sure everything is collected.

Who sets up the tables on the wedding day?

For Dry Hire events, you will need to arrange for the Garden Pavilion to be set and dressed yourselves. Hotel staffing is not included with Dry Hire bookings.

Can suppliers leave things at the hotel to be collected after the wedding?

Yes, but we ask that they be collected the next morning by 11am

Is any accommodation included within the package?

No accommodation is included within the package price however if you wish to arrange accommodation as well, please do let us know.

Can I supply our own drinks?

Yes and these can be stored in the bar fridges included within the Garden Pavilion.

Can we have a band or DJ?

Absolutely, we do not have a noise limiter but we do ask the band or DJ to respect our neighbours. We will make you aware on the night if noise levels are above a suitable level.

What time does the music finish and the bar close?

Your wedding bar and music is required to finish by midnight. This can be extended to a maximum of 2am at an extra charge. Residents in the hotel can continue to drink in the bar which can be charged to their room.

Can we arrange fireworks and sparklers?

Due to health and safety regulations, fireworks are only permitted at Audleys Wood when using our preferred suppliers Star Fireworks 0800 7810511 or SelStar Fireworks 01243 604048. Please discuss this directly with your Wedding Coordinator.

Can we have tea lights?

For the wedding meal tables and in other areas of the hotel we do allow tea lights as long as they are in votive holders that cover the height of the flame. Tea lights are not allowed for the ceremony unless they are battery operated.

Can we have candles?

Yes. Candles can be used as long as precautions are taken. Tapered candles must be in candelabras, where flowers are also attached they need to be sprayed with a fire retardant lacquer. Pillar candles must be in containers that are taller than the flame and when placed at floor level must be fully enclosed and not put on carpeted areas. Candles are not allowed in the ceremony room unless in covered lanterns.

Can we have sky lanterns?

The use of sky lanterns are not permitted in our grounds.

Can we have confetti inside or outside the hotel?

We allow biodegradable confetti to be used outside only. Confetti cannons are not permitted

Audleys Wood Hotel

Alton Road, Basingstoke, Hampshire RG25 2JT

01256 817555

audleyswood@handpicked.co.uk

Central Reservations

01642 706606

handpickedhotels.co.uk/audleyswood

Photographic contribution from

Sim Photography

Steven Rooney Photography