The Old Mill

Reading, Berkshire

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WELCOME

We would like to take this opportunity to offer our congratulations on your forthcoming wedding and are very pleased that you are considering The Old Mill as the venue for your special day. What better way to start a new life as a married couple than to hold your celebrations at such a stunning location?

It is one of the most important and unforgettable days of your life, you want the best possible start, and so do we. As a family run venue, you can rest assured that we will be with you for every step of your memorable journey, from your initial enquiry to your last dance. Whether it's an intimate occasion or larger celebration, we pride ourselves on providing a bespoke service, thus creating the most unique and magical day of your life.

ABOUT

- With panoramic river views, streams and steeped in traditional charm with its original oak beams, sluices and water wheel, The Old Mill is a tranquil riverside setting in 22 acres of countryside, making it one of the most picturesque venues in Royal Berkshire.
- Standing over the River Kennet, the site dates back to the Domesday survey of 1086.
- Today, the Grade II listed buildings continue to exude their old, English character.

Whatever season you choose, The Old Mill grounds are exquisite. Just right for those memorable pictures

WHAT'S INCLUDED?

- Exclusive use of The Old Mill and its grounds.
- Set in 22 acres of private countryside, situated on the River Kennet. The Old Mill provides the perfect backdrop for your wedding day.
- Access to the venue from 9.00am, finish by 12.00am (midnight). The grounds offer privacy and are exclusively yours for the day.
- A choice of our conservatory with panoramic river views, seating up to 94 guests; an outdoor ceremony on the patio, seating up to 94 guests or our stable room, perfect for intimate wedding ceremonies of up to 70 guests.
- Inside areas at The Old Mill include the conservatory; mill room; dressing room and bar. Suitable for wedding breakfast's up to 94 people.
- The Old Mill can accommodate a maximum of 180 guests for your evening reception.
- Use of our bridal dressing room from 9.00am. Includes a complimentary bottle of prosecco for the morning.
- Fully licensed and stocked bar will be available following your ceremony and will close at 11:30pm.
- For weddings taking place in the conservatory or on the patio, the bar in the stable room will be open for guests one hour prior to the ceremony.
- An Old Mill representative with a wealth of knowledge in the industry, available to help make your big day here at The Old Mill run smoothly - coordinating all elements of the day alongside your chosen suppliers.
- Tables, chairs and glassware are all included.
- Access to Sonas, our wedding planning software.

PLANNING

Upon your first visit, our Wedding and Events Specialists, Lauren, Tilly and Esther, are always keen to hear about the visions you may have for your wedding day and are there to provide you with all the information necessary about the venue. They each have a wealth of experience in managing weddings at The Old Mill and have therefore, seen and coordinated weddings of all styles, ideas and traditions.

SONAS

- In addition to the support of your wedding specialist, you will also be given access to our wedding planning software, Sonas.
- This online tool allows you to view and edit any relevant information with regards to your wedding at a time which suits you. Therefore, you do not have to wait for emails in order to make decisions for things such as, drinks or a timeline of your day. With Sonas, you can do this all at the touch of a button in your own time and excitement!
- This flexible piece of software also comes with a messaging service direct to our wedding specialists.

WEDDING PREPARATION AREA

As part of the venue, you will also have exclusive access to our dressing room and preparation area - allowing you to relax, enjoy and prepare yourself ahead of your ceremony.
This space is the perfect place for either our Brides or Grooms to pamper themselves with their wedding party, sharing memories and getting ready for the big day ahead; along with a complimentary bottle of prosecco from The Old Mill. Access is from 9:00am on the morning of your wedding, allowing you plenty of time to unwind before the “I do’s”.

WEDDING CEREMONY

At The Old Mill, you have the option to choose from three different locations for your ceremony.
PLEASE NOTE: There is a supplement charge of £350.00 for all ceremonies taking place on-site at The Old Mill.

CONSERVATORY

The Conservatory offers the nearest alternative to an outside wedding with panoramic views on all sides of our river and stunning grounds - without the worry of English weather. This room is licensed for 94 people.

OUTSIDE PATIO

Outside ceremonies can only take place on the patio area in front of the main conservatory, using our furniture. Should you wish to use another area of the grounds, suitable furniture, tables and music arrangements will need to be hired externally at your own cost.

THE STABLE ROOM

The Stable Room is licensed to hold ceremonies for up to 70 people - perfect for an intimate wedding. Tucked away and providing another element to the venue itself.

Note: The Stable Room will be open as a pre-ceremony bar when it is not selected as your ceremony room.

WEST BERKSHIRE REGISTRATION OFFICE

By law, only the Superintendent Registrar can book and conduct your marriage ceremony and two registrars must be present. Please contact the following registry office to secure a time for your ceremony.

SUPERINTENDANT REGISTRAR
Shaw House, Newbury, RG14 2DR
01635279230

PRICES

		2027	2028
January, February, November & December	Monday / Tuesday & Wednesday	£2,999	£2,999
	Thursday	£3,650	£3,750
	Friday	£3,850	£3,950
	Saturday	£4,350	£4,450
	Sunday	£3,750	£3,850
March	Monday / Tuesday & Wednesday	£3,450	£3,550
	Thursday	£4,050	£4,200
	Friday	£4,400	£4,550
	Saturday	£5,150	£5,250
	Sunday	£4,200	£4,300
April & October	Monday / Tuesday & Wednesday	£3,950	£4,050
	Thursday	£4,400	£4,600
	Friday	£5,400	£5,600
	Saturday	£6,050	£6,250
	Sunday	£4,900	£5,150
May, June, July, August & September	Monday / Tuesday and Wednesday	£4,300	£4,500
	Thursday	£4,850	£5,250
	Friday	£6,100	£6,500
	Saturday	£7,150	£7,350
	Sunday	£5,350	£5,650

For ceremonies taking place on-site at The Old Mill, there is a supplement charge of £350.00.
Bank Holiday Sunday's are charged at Saturday rates.
Bank Holiday Monday's are charged at Sunday rates.
Good Friday is charged at a Saturday rate.

SPRING

SUMMER

AUTUMN

WINTER

DRINKS OPTIONS

After your ceremony, you may wish to provide your guests with a drink to celebrate with.

Wedding Drinks Packages

Package 1

£21.50 per guest

One Welcome Drink per guest from the below options:

- A glass of Summer Pimm's
- A glass of Pink Gin with Lemonade
- A glass of Bucks Fizz

Wine for the tables – 2 glasses per person (125 ml)
Le Sanglier Merlot, Le Sanglier Sauvignon Blanc or Le Sanglier Rosé

Toast Wine – 1 glass of Ponte Prosecco per guest

Package 2

£30.50 per guest

One Welcome Drink per guest from the below options:

- A glass of Summer Pimm's
- A glass of glammed up Prosecco
- A glass of glammed up Pink Gin with Lemonade

Wine for the tables – 2 glasses per person (125 ml)
Franschhoek Cellar Cabernet Sauvignon, Inviniti Sauvignon Blanc or Invenio Zinfandel Rosé

Toast Wine – 1 glass of Balfour Leslies Reserve Brut per guest

Package 3

£34.20 per guest

Two Welcome Drinks per guest from the below options:

- A glass of Summer Pimm's
- A glass of Pink Gin with Lemonade
- A glass of Bucks Fizz

Wine for the tables – 3 glasses per person (125 ml)
Le Sanglier Merlot, Le Sanglier Sauvignon Blanc or Le Sanglier Rosé

Toast Wine – 1 glass of Ponte Prosecco per guest

Please note, drinks prices are reviewed annually to reflect any supplier inflation and/or price increases.

Alternative Welcome Drinks

If you would like to add more to the Wedding Drinks Packages or create your own selection, here are some alternative options you could consider. Please note, the drinks packages are not mandatory.

Ponte Prosecco, Italy
Light and fresh with attractive aromas and flavours of melon and green apples. Well-balanced with fresh acidity and a lively mousse.
39.95 Per Bottle

Glam Up Your Prosecco
Selection of Toppers including Fresh fruit, Aperol, Peach and Raspberry Liquors
2.95 Per Person

Pink Gin and Tonic
7.60 Per Glass

Pink Gin and Lemonade
6.30 Per Glass

Summer Pimm's and Lemonade
6.80 Per Glass
25.20 Per Jug (Serves 6)

Aperol Spritz
8.95 Per Glass

Mixed Lager Bottle Bucket
Serves 10
46.00

Local Ale Pin Barrel
36 pints approximately
From 205.00

Kilner of Lemonade (5 Litres)
21.50

Sparkling Apple
15.40

Elderflower Presse
15.40

A Jug of Juice
10.70

Wine List

RED

Le Sanglier de la Montagne Merlot, France 29.95
A soft and fruit red wine with plump raspberry and dark plum characters.

Alta Vista 'Vive' Malbec, Argentina 34.20
Intense red fruit aromas, specially plums, with hints of vanilla and a subtle trace of coffee

Grapeful Dead Shiraz, Australia 34.20
A soft and fruity red with bramble notes and soft tannins.

Franschhoek Cellar 'The Churchyard' Carbernet Sauvignon, South Africa 34.20
A red wine with intense blackcurrants and violets on the nose. The palate is smooth with good weight and balance.

Medievo Rioja Reserva, Spain 38.00
Red ruby in colour with lime glints. Aromas of prune and mineral tones of leather and vanilla is present with its complexity on the palate.

Château Petit Bois Lussac Saint-Émilion, France 42.60
A complex and fruity aroma of plum and toast with fresh cherry and cedar notes. A well-balanced taste, with a long finish.

WHITE

Le Sanglier de la Montagne Sauvignon Blanc, France 29.95
A dry wine with flavours of white fruits and citrus. Vibrant and fresh with zesty lime and grapefruit character.

Grapeful Dead Chardonnay, Australia 34.20
A dry and lively Chardonnay with crisp citrus and ripe tropical fruit flavours.

Ponte Pinot Grigio, Italy 34.20
A light-bodied and neutral white wine, revealing just a hint of green fruit.

Franschhoek Cellar 'La Cotte Mill' Chenin Blanc, South Africa 34.20
Featuring fleshy peach and pineapple aromas supported by a bright burst of citrus, nectarine and honeysuckle.

Inviniti Sauvignon Blanc, New Zealand 38.00
An aromatic Sauvignon Blanc with passionfruit, citrus and freshly chopped herbs. The palate is crisp and dry with refreshing lime characteristics.

Chablis, Gautherin & Fils, France 42.60
A fresh wine with ripe apricot and subtle mineral undertones from the clay-limestone soils, with a note of bright lemon.

ROSE

Le Sanglier Vin de France Rosé, France 29.95
A crisp, pale rosé with stone fruit aromas, ripe peach and red berries on the nose.

Invenio Zinfandel Rosé, USA 34.20
Light and fruity, bursting with fresh strawberry, blueberry and watermelon notes. Medium-sweet but well balanced.

SPARKLING

Ponte Prosecco Extra Dry, Italy 39.95
An elegant, fresh and fruity bouquet with hints of green apples, pear and crisp lemon, offering a lasting taste and smell sensation.

Balfour Leslies Reserve Brut NV, England 62.95
A bright and fresh sparkling wine that captures the elegance and purity of English winemaking.

Champagne H. Lanvin & Flis Brut NV, France 75.80
Golden in colour with fine bubbles, this elegant Champagne is fresh on the nose with a rounded toasty palate, featuring notes of fine mousse, yellow fruits and brioche.

EVENING DRINKS

Are you wanting to liven the party and extend your celebrations outside?
Treat your guests to a cocktail hour or an outside bar as they dance the night away.

Minimum £850.00 spend applies for a cocktail hour.

Invoice settled 6 weeks before your wedding.

COCKTAIL HOUR

Option 1

10 cocktails: £85.00

Choose 3 options from the following:

- Aperol Spritz
- Pimms and Lemonade
- Pornstar Martini
- Espresso Martini
- Sex on the Beach
- Strawberry Daiquiri
- Pina Colada
- Cosmopolitan

GIN BAR

Option 2

10 Gin & Lemonade: £60.00
10 Gin & Tonic: £72.00

Choose 3 gins from the following:

- Bombay Sapphire Original
- Whitley Neill Blood Orange
- Whitley Neill Blackberry
- Whitley Neill Raspberry
- Whitley Neill Rhubarb and Ginger
- Whitley Neill Pink Grapefruit
- Gordon's Pink

RUM BAR

Option 3

10 Rum & Mixer: £55.00

Choose 3 from the following:

- Captain Morgan Spiced
- Captain Morgan Dark
- Bacardi White
- Malibu
- Mount Gay
- Kraken

Choice of two mixers: Coke/Diet Coke/Lemonade

WINE/BEER/CIDER

Option 4

Mixed Lager Bucket (10 bottled beers) - £46.00

Mixed Cider Bucket (10 bottled ciders) - £55.00

Please refer to our wine list for prices.

CATERING PARTNERS

Keeley's Kitchen

Keeley's Kitchen understand that your wedding day is one of the most important days of your life and therefore, want you to remember the food as being a stand out part of it.
Working with you to write the perfect menu – they do not believe that you should have to choose from a scripted choice of menus. It is your special day and you should have the food of your choice.

info@keeleyskitchen.co.uk
www.keeleyskitchen.co.uk
01252 710 030 / 07776 235 206

Total Hospitality

A Total Hospitality, they are committed to providing excellent food along with attentive service at an affordable price. Menus suit all budgets for three course meals; traditional roasts; hot and cold for family style menus; canapes; BBQs; afternoon teas; woodfired pizza and other evening food items. Total Hospitality are also happy to discuss espoke menus and specific requirements for your special day.

0118 9333919
www.total-hospitality.co.uk
info@total-hospitality.co.uk

The Little Kitchen Co.

From sophisticated and intimate weddings to large, glamorous celebrations, The Little Kitchen Company offers delicious wedding catering services.
Whether you want canapés and a wedding breakfast, afternoon tea or a barbeque, The Little Kitchen Company is happy to help, ensuring you are confident and reassured that your wedding day will be perfect.

www.thelittlekitchencompany.com
info@thelittlekitchencompany.com
01962 885600

CATERING PARTNERS

Fingers & Forks

With an ambition to surprise and delight, Fingers & Forks have a love for surpassing expectations.
A real passion for food and hospitality lies at the very heart of what they do: never compromising on the quality of their produce, ideas, ingredients, staff and service.
Flexible, creative and visionary - from three course dinners, to sharing platters and lively street food stalls.

www.fingersandforks.co.uk
info@fingersandforks.co.uk
01491 877402

The Grazing Board Co.

The Grazing Board Company offer beautifully presented grazing tables, platters and morning bridal boxes, filled with luxury produce and perfect for sharing on your special day. From intimate breakfasts to show-stopping spreads for your guests, every detail is thoughtfully prepared to wow and delight.

www.thegrazingboardcompany.co.uk
hello@thegrazingboardcompany.co.uk
07775 904 515

What is a catering partner?

Each of our recommended catering partners offer something a little different, but all share the same commitment to providing excellent food and wedding catering service.

To secure your choice of caterer, simply contact them directly to discuss your food ideas, preferences and requirements.

They will then work with you to create a suitable menu and provide you with a bespoke quote based on your enquiry.

Partnered Food Vans

For unique, relaxed and alternative food options.

Note: no additional charges apply when you use our partnered food vans..

Greeklicious

info@ohgreeklicious.co.uk | 07584 982264

Ronnie's Black Cab

jamie@ronniesblackcab.co.uk| 07950 880145 | www.ronniesblackcab.co.uk

E8 Fish

wille8fish@gmail.com | 07730 533863 | www.e8fish.com

Spitting Pig Co. (Hog Roast)

sales@spittingpig.co.uk | 07506 433123 | spittingpighogroast.co.uk

Waffle Wagon & Chippy Wagon

hello@thewafflewagon.co.uk | 07908 749518 | www.thewafflewagon.co.uk

Reggae Feast

reggaefeast@gmail.com | 07919 550105 | www.reggaefeast.co.uk

Cosmos Kitchen (Mexicana)

info@cosmoskitchen.co.uk | 07494003644 | www.cosmoskitchen.co.uk

External Catering

You are able to bring in your own choice of caterers if you wish.

Please note, the following requirements apply when selecting your own choice of external catering.

- A £850.00 charge will apply for the full day use of our kitchen and facilities if needed by your choice of catering company.
- A £300.00 charge will apply to external catering companies that do not need use of the kitchen facilities. For day and evening catering, this fee is £500.00.
- Cutlery, crockery and linen must be provided by your caterer.
- The Old Mill have linen available to hire, should your external catering company not have this available.
- All food must be provided by a licensed caterer/catering company, you cannot supply your own food/buffet as a main meal or evening reception.
- Acceptance of our external catering terms and conditions is required from both the couple and a representative of the company.

Note: no additional charges apply when you use any of the partnered catering companies or partnered food vans. They only apply to caterers that are not listed above.

THE WED SHED

Bespoke Venue Styling & Decorative Hire

ABOUT

Founded in 2019, The Wed Shed is an award winning bespoke venue styling and accessory service.
Specialising in the hire of wedding décor and bespoke venue styling with access to a range of on-trend, high quality wedding decorations.
The Wed Shed will work with you to create a perfectly co-ordinated look to suit all budgets; setting up your event to eliminate and take away the biggest stress that comes on the morning of your wedding.

THE 2025 WEDDING INDUSTRY AWARDS
REGIONAL WINNER

BEHIND THE BRAND

"I am Evie, and I am the Owner and Head Stylist of The Wed Shed Events. Founded in 2019, The Wed Shed is a bespoke wedding accessory service, based onsite here at The Old Mill. Having been born and raised at The Old Mill, 34 years go, I have a significant passion and love towards decorating the space. With my understanding of the venue and experience across a wide range of wedding styles, I truly believe there is no one else that knows The Old Mill better in this way."

EVENING ENTERTAINMENT

We welcome all kinds of ideas and entertainment for your evening reception: DJs; bands; ceilidhs; photobooths and so much more!

DJ EDD ARLOTT

When it comes to the most important day of your life, you need to know that your DJ has the ability and skills to get everyone on the dance floor!
With over 20 years experience at The Old Mill, DJ Edd Arlott delivers only the highest in tailored, elegant, modern wedding DJ entertainment.
Not only can DJ Edd Arlott provide your guests with an unforgettable night on the dancefloor, but, his light up backdrops and optional add ons also give your wedding night that extra sparkle and fun!

07917026921
djeddarlott@outlook.com
@djeddarlott on Instagram

LOVE SNAP PHOTO BOOTHS

If you're looking for a fun, modern way to capture the memories during your evening reception, Love Snap Photo Booths have choices to suit everyone.
From their enchanting Magic Mirror to their 360 Video Booth to captivate those dance moves forever!
Capturing priceless moments, these exciting and affordable options could enhance your evening entertainment and bring the fun to the party!

love_snapphotobooths@outlook.com
@love_snapphotobooths on Instagram

WHAT NEXT?

What does the process look like?

VENUE TOUR

Come and visit The Old Mill and have a look around our grounds. This can be booked via our website.

CHOOSE & HOLD A PREFERRED DATE

You can place any date on hold, free of charge, for 7 days.

DEPOSIT & T&CS SIGNED

To confirm the date for your wedding, we require you to sign our T&Cs, along with a deposit of £800.00.

GET PLANNING

Make use of our wedding planning software, Sonas to help you build your day.

FINAL DETAILS MEETING

Prior to the wedding, you will meet with one of our Wedding and Events Specialists to discuss the finer details in preparation for day.

YOUR WEDDING DAY

Where all your visions and dreams come to life!

THE OLD MILL, ALDERMASTON

0118 971 2365

WWW.THEOLDMILLALDERMASTON.CO.UK

FAQS

DO YOU HAVE ACCOMMODATION ON SITE?

There is no accommodation on site at The Old Mill. However, please head to our website where a full list of local hotels and private accommodation can be found.
Should you require a list of taxi companies used by guests at The Old Mill, this can be sought from our Wedding and Events Specialists.

ARE THERE OTHER EVENTS DURING OUR WEDDING?

No, you and your guests are the only ones with access on your wedding day. Therefore, when you hire the venue for your preferred date, it is exclusive to you and only one event/wedding is held at any time.

DO YOU HAVE ANY RECOMMENDED SUPPLIERS?

You are welcome to use any suppliers of your choosing, however, should you need a bit of assistance, a list of suppliers familiar with The Old Mill can be found on our website or Google Drive - please ask our specialist's if you do not have this.

WHAT IS YOUR PROCESS FOR CONFIRMING OUR BOOKING?

Should you decide that The Old Mill is the perfect venue for your special day and have settled on your chosen date, a deposit of £800.00 would be required along with acceptance of our Terms and Conditions.

HOW CAN I KEEP TRACK OF MY WEDDING PLANS?

To assist with the planning and management of your wedding, you will have access to our specialist wedding software, Sonas - which provides you with the ability to plan and record all aspects of your day, from drinks orders and packages through to table plans and the creation of your timeline.

HOW LONG CAN I HOLD A DATE BEFORE I NEED TO CONFIRM?

Dates can be held for 7 days. After this we will make contact with you to discuss your potential booking further.

DO YOU ALLOW FIREWORKS / SPARKLERS?

We allow fireworks provided by a licensed pyrotechnic. These must be arranged before 11:00pm Friday and Saturday and before 10:00pm Sunday-Thursday. You are also welcome to use sparklers outside across the grounds. These must be disposed of safely and as instructed by The Old Mill staff.

WHERE CAN WE HAVE OUR EVENING RECEPTION?

We recommend that your evening reception takes place in our Mill Room due to its close proximity to the bar. Should you wish to have your first dance outside, anytime before 8:30pm is permitted.

ARE TABLES, CHAIRS AND GLASSWARE INCLUDED?

Tables and chairs are included and would be arranged ready for your day by the staff at The Old Mill in accordance with your discussed and agreed table plan.
Glassware is also included and provided by The Old Mill.

CAN WE HAVE A MARQUEE?

Yes, we allow marquees to be set up on the lawn.
Should set up occur outside of the permitted access time by the venue, this would be subject to ground rent.

ARE WE ALLOWED AN OUTSIDE CEREMONY?

Yes, outside ceremonies are permitted on our Patio area.
Should the weather not be deemed suitable for an outside ceremony, this would be decided upon by The Old Mill and moved to the conservatory.

CAN WE HAVE CONFETTI?

Yes, bio-degradable confetti and bubbles are allowed outside only. We do not allow table confetti or confetti to be thrown inside.

DO YOU ALLOW OVERNIGHT PARKING?

Yes, you are welcome to leave your vehicle overnight. Please note that this is done at your own risk and should be picked up by 11:00am the following day. The car park will be locked overnight following an event and gates are opened at 8:00am.

CAN WE PROVIDE OUR OWN FOOD / EVENING BUFFET?

No. We only allow food to be provided by licensed catering suppliers.

WHAT NUMBERS CAN YOU ACCOMMODATE FOR A WEDDING?

The Old Mill can seat 94 in the day for your ceremony and wedding breakfast, with an evening capacity of up to 180.

WHAT PAYMENT OPTIONS DO YOU ACCEPT AT THE BAR?

We accept both credit and debit card payments, as well as cash.

American Express is also accepted.

DO YOU PROVIDE CUTLERY / CROCKERY / LINEN?

All our catering partners will provide you with cutlery, crockery and linen.
If you choose to bring in your own catering suppliers, supply of these items should be discussed directly with them. If required, linen (only) can be hired from The Old Mill.. Crockery and cutlery must be sourced externally in this case.

IF WE CHOOSE TO HAVE A CIVIL CEREMONY AT YOUR VENUE, HOW DO WE BOOK THE REGISTRAR?

The Old Mill is located in West Berkshire. Registrars for our civil marriage ceremonies are supplied by the Register Office, Shaw House, Newbury. Once you have a date in mind, you should contact them directly to check availability. They will guide you through the process. We would recommend you contact them as soon as possible once you have selected your desired date. They can be contacted on 01635 279230, and their normal opening hours are 9am – 4pm.

CAN WE DROP OFF / STORE ITEMS OVERNIGHT?

The Old Mill does have a drop-off and pick-up point available on site for your convenience. Smaller items, up to the size of a trolley, can be stored overnight. Please let your wedding specialist know if you would like to use this service. Drop-off should be made by 11:00am the day before your wedding and collection by 11:00am the day after. Please note that any items left uncollected after two weeks will be disposed of.

SHOULD WE TAKE OUT WEDDING INSURANCE?

We would strongly recommend you taking out wedding insurance. Weddings are a large investment and fingers crossed you would not need to call on your insurance, having it in place would provide you with that piece of mind that you are covered should the unexpected occur.

TERMS AND CONDITIONS

The Old Mill Aldermaston takes great pride in offering excellent service to its guests. We have therefore tried to make the following guidelines as straightforward as possible just in case something exceptional should occur.

Exclusions and Clarifications

- The Old Mill will ensure the room is set up according to the pre-agreed table plan with the required tables, chairs and glassware.
- It is the responsibility of you or your chosen catering provider/nominated supplier to lay up the tables with the required cutlery, crockery, tablecloths, napkins and any additional decorations.
- Should you be hiring a marquee, all furniture (including tables and chairs) and decorations will need to be hired in and set up by your nominated supplier - these must be cleared from the venue by 9:00am the following day.
- Should The Stable Room require a turnaround for any other use than what is provided by The Old Mill, an additional fee will be incurred. The cost of this fee will be determined based on the extent of work required.
- Should your caterer not provide linen, crockery or cutlery in their services, linen can be hired from The Old Mill at an additional cost. We do not have crockery or cutlery available for hire - this must hired externally.
- Cake cutting must be provided by your caterer, The Old Mill are not able to provide access to our kitchen for alternative arrangements, though a price upon request for cutting may be considered.
- An £850.00 charge will apply for the use of our kitchen and facilities if needed by your choice of catering company. There is no charge if you use Keeley's Kitchen; Fingers & Forks; Total Hospitality; The Little Kitchen Company and The Grazing Board Company.
- A £300.00 charge will apply to any external catering companies that do not need use of the kitchen facilities. Should this option be chosen for both your day and evening catering, the external catering fee would be £500.00. There is no charge if you use our partnered catering companies as above or partnered food vans - Greeklicious; Ronnie's Black Cab; E8 Fish; Waffle Wagon & Chippy Wagon; Reggae Feast or Cosmos Kitchen.
- Note: All food must be provided by a licensed caterer/catering company. You cannot supply your own food or buffet as a main meal or evening reception.
- It is the responsibility of your caterer to clear all plates, disposables and food related waste from all areas of the venue, including outside. Failure to do so may result in additional charges being applied to the couple.
- Should you choose to have an external catering company for your event, terms and conditions are required to be acknowledged and signed by yourselves prior to the event and shared with your chosen caterer in advance.
- Should your chosen catering company be unable to attend due to illness or for any other circumstantial reason on the day, The Old Mill does not take liability for their absence.
- The Old Mill reserves the right to undertake maintenance, renovations or refurbishments to the venue and grounds prior to your wedding. Please be aware that there may be enhancements and changes to the appearance of the facilities from the date of confirmation.
- All entertainment must be conducted in full compliance with The Old Mill's current noise policy.
- The bar will be open following your ceremony and close at 11:30pm.

Prices & Payment

- A provisional booking will be held for 7 days, after which an initial deposit of £800.00 towards your total venue hire cost is required as confirmation. A 7-day cooling off period will apply once your deposit has been paid.
- A second venue hire deposit of 60% of the balance will be required 9 months prior to your booking.
- The remaining venue hire balance is then required in full 6 months prior to booking.
- Note: There is an additional £350.00 supplement charge for ceremonies taking place on-site at The Old Mill. This will be required alongside your final venue hire balance, 6 months before your wedding.
- A £250.00 refundable deposit will be required 12 weeks prior to your wedding, which will be returned to you after your wedding should all terms have been adhered to. Please note, any banking fees for international accounts will need to be covered by the couple when your refund is being processed back to you.
- The final number of guests attending should be with us 12 weeks prior to your wedding date. At this point, we will issue you with an invoice and all monies owing on final numbers given will need to be settled in full 6 weeks prior to your wedding date. No deductions to your drinks order can be made after this point. If beverage quantities increase after this time, immediate payment will be required.
- Bank Holiday Friday's and Sunday's will be charged at Saturday rates and Bank Holiday Monday's are charged at Sunday rates.
- Independent wedding insurance cover is recommended.
- All soft and alcoholic beverages must be supplied by The Old Mill, we are only licensed for consumption of alcohol purchased on our premises. Please note, drinks prices are reviewed every 12 months.
- Should you wish to add any additional drinks to the complimentary bottle of prosecco for your morning preparation, these can be purchased from the bar on the day.
- Anyone bringing or consuming their own alcohol/drinks without prior agreement with the management will be asked to leave and you will be liable for corkage charges, this includes wedding favours/miniatures.

- All prices are current at the time of going to print. The Old Mill reserves the right to amend prices should costs increase substantially due to seasonal fluctuations, changes in VAT or other Government taxes and currency fluctuations, for which prior notice will be given.
- Prices include VAT at 20% and are valid at the time of booking.

Cancellation Policy

- Should you need to change your wedding to an alternative date, an administration fee of £200.00 will be charged and revised acceptance of our updated and most recent terms and conditions will also be required. This cannot be done within 6 months of the original wedding date. Changes within this time will require full cancellation and a new booking. Dates cannot be moved in excess of 2 years from the date of request. Anything beyond this window requires full cancellation and a new booking. Dates can only be moved once and are subject to any prices increases (if applicable).
- In the event of cancellation by yourselves, all monies paid are forfeited. All deposits are non-refundable.
- Should government legislation prevent your day going ahead, The Old Mill will offer the option to move to another date, subject to any prices increases (if applicable).
- The Old Mill do not accept any liability and shall not be liable for non-completion of the wedding or for any delays arising as a result of: exceptional adverse weather conditions, loss or damage by fire or floods, Government Acts or any other cause beyond its reasonable control.

Loss or Damage

- Please note that any damage or theft caused to our property by any member of your party will be invoiced to yourselves and shall be payable within 7 days of the completion of the event.
- In the event of guests vomiting in areas across the venue, please note that an additional cleaning fee may be charged due to extensive cleaning. This fee will be determined based on the severity of the incident and the costs incurred to restore the affected areas to their original condition.
- Those that wish to take photos in our fields with livestock do so at their own risk. We cannot be held liable for any damage to clothing or personal items that may occur during these interactions. We also kindly request that you are respectful and considerate of the animal's space and behaviour. Your safety and the welfare of the animal are our top priorities.
- Closed Circuit Television (CCTV) is used throughout our venue for the prevention of crime and for the protection of our staff. All data is handled in line with legislation and copies of our CCTV policy are available upon request.

Outside Ceremonies

- Whilst we hope everyone's wedding goes according to plan, should the weather prevent your ceremony from taking place outside, the conservatory shall be used as the alternative.
- A decision will be made by The Old Mill if an outdoor wedding is possible should it be your first choice. This decision will be made based upon the weather forecasts and weather conditions available and shall be confirmed no later than 9:00am on the day of the wedding.
- Note: Our furniture cannot be used outside if the risk of rain or other bad weather is deemed too significant and the decision made by The Old Mill is final.
- Outdoor ceremonies can only take place on the patio area in front of the main conservatory. Should you wish to use another area of the grounds, suitable furniture, tables and speakers/music system will need to be hired externally at your own cost. It is also your responsibility to ensure the area is set up and taken down. You may also need to check approval from West Berkshire Registry Office prior to this should your ceremony be legally binding.

Decorations and Third Party contractors

- Table confetti is not permitted on tables inside the venue - failure to comply will result in an additional cleaning charge of £250.00.
- Bubbles and bio-degradable confetti are allowed outside only - failure to comply will result in an additional cleaning charge of £250.00.
- We do not allow Chinese paper sky lanterns. However, we do permit fireworks by a licensed/insured pyrotechnic only.
- We do not allow hot or cold indoor sparklers or anything deemed similar to this under any circumstances inside the venue.
- Outside power sockets are available from our outside patio area and can be used for suppliers requiring electricity for entertainment purposes (such as, lighting, bouncy castles, live musicians). However, should these outlets not provide enough power for the intended entertainment, The Old Mill cannot be left liable. Suppliers may make use of what is available, however, we cannot take responsibility for the incompletion of such services. We recommend site visits from suppliers wishing to utilise these spaces.
- The Old Mill will grant access to the venue from 9:00am on the day of your wedding.
- The Old Mill does have a decorations drop-off and pick-up point available on site for your convenience. Decorations belonging to you will need to be set up by yourselves or a nominated supplier from 9:00am. The Old Mill will assist where possible during these preparations. Smaller items, up to the size of a trolley, can be stored overnight using the service. If you would like to use this, please let your wedding specialist know in advance. Drop-off should be made by 11:00am the day before your wedding and collection no later than 11:00am the day after. At the end of your wedding night, The Old Mill will help load items into your designated event trolley. Please note, larger items may need to be moved by yourselves and any items left uncollected after two weeks will be disposed of.
- All belongings and gifts can be stored using the on-site service or in cars overnight, if not taken with you. Cars can be collected the following day by 11:00am.
- All DJs providing evening entertainment are required to complete a Music Supplier Agreement Form. Please note, that any DJ who fails to comply with the terms of this agreement may be prohibited from performing on the premises for future bookings.

Preparation & Dressing Room Area

- If you choose to make use of our preparation area in the upstairs part of The Old Mill, we kindly ask to adhere to the below.
- Those making use of the preparation area at The Old Mill are responsible for maintaining its cleanliness and tidiness for the duration of their usage.
- All belongings, food and contents brought with your party must be condensed into the main dressing room and in a tidy state before your ceremony. These belongings can remain in this location for the duration of the day until midnight.
- The Old Mill will not be liable to any personal belongings left unattended in the dressing room. It is the responsibility of the individuals using the space to ensure the security of their belongings.
- Following the finish time of your evening reception, the dressing room must then be returned to its original state and cleared of all personal belongings before 1:00am.

All the above apply when booking The Old Mill.
Your confirmation of booking will signify acceptance of these terms and conditions.

CONTACT US

Please do not hesitate to get in touch with our team if you have any further questions about weddings at The Old Mill.

0118 9712365

www.theoldmillaldermaston.co.uk

@theoldmillaldermaston

The Old Mill, Aldermaston.
Wedding and Events Venue.

@theoldmillaldermaston

We would also like to thank the following photographers for the use of their photos featured in this brochure:

- Joe Mallen Photography
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