



# The Clifton Pavilion

— BRISTOL ZOO GARDENS —

## Wedding Handbook

From timelines to table plans,  
here is everything you need  
for your perfect day with us.







## Congratulations on your engagement...

...and thank you for considering The Clifton Pavilion at Bristol Zoo Gardens as your perfect venue to host your wedding celebrations.

We have compiled some essential information that will assist you with the planning of your special day, however please remember we are always here to help and guide you in anyway we can. The information in this handbook is current at the time of printing however content including prices are subject to change without notice.

We hope that you enjoy planning your wedding day and we look forward to welcoming you, your family and friends and being a part of your memorable day.



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# Wedding Timings

## Civil Ceremony

A civil ceremony will take approximately **25 – 30 minutes** depending on how many readings you have planned. You will both need to meet with the registrar (separate or together if preferred) prior to the ceremony. Traditionally **30 minutes** before the groom and **15 minutes** before for the bride.

## Drinks Reception

Depending on your ideal plan for your wedding day we would recommend approximatly 2 hours for the drinks reception and photos. Remember guests are welcome to wonder the zoo gardens during the public opening hours and in the spring/summer months until 19.30 (please note this is not exclusive as the zoo maybe hosting evening events).

## Receiving Line

This is the formal greeting line that takes place before guests enter for the wedding breakfast. The line can include all the wedding party or just the happy couple. Depending on the number of guests attending your wedding, the receiving line can take anywhere between **10 – 45 minutes** (50 – 120 guests).

## Wedding Breakfast

A wedding breakfast including service, speeches, cutting of wedding cake, etc, will take approximately **2½ to 3 hours**.

## Evening Reception

Your evening reception can start at anytime. We would always recommend the evening guests to arrive no more than **30 minutes** before the wedding breakfast is scheduled to end. The reception must end at midnight with all guests and band/disco exiting the Pavilion by 12.20am as per our licensing conditions.



# Recommended Suppliers

We have been lucky to work with some fantastic wedding suppliers and have listed their contact details below. Please note we ask for all wedding suppliers to arrange delivery of items — flowers, cake, chair covers, etc, on the day of the wedding between 10.00am and 11.00am to ensure we have staff available to assist in guiding the suppliers to the correct room.

## Photographers

**Nick Church Photography**  
(0)7584 656867  
www.nickchurchphotography.co.uk

**Lee Hatherall Photography**  
01934 527370  
www.leehatherallphotography.com

**Love in Focus Photography**  
Sandy McClure - 0787 604 1154  
www.love-in-focus.co.uk

**Martin Dabek Photography**  
Martin Dabek — 07906 383159  
www.martindabek.com

**Bristol Contemporary Photography**  
Charlie — 07969 895839  
www.bristolcontemporary  
photography.com

**Evoke Pictures**  
Fran — 07979 551580  
www.evokepictures.com

## Cakes

**Anna Tyler Cakes**  
Anna — 07989 843173  
www.annatylercakes.co.uk

**Clifton Cakes**  
0117 9041 112  
julian@firstcall  
www.cliftoncakes.co.uk

## Florists

**Emma Norton**  
Emma — 07891 308540  
www.emmanorton  
weddingflowers.co.uk

**Clifton Flowers**  
0117 9299 518  
www.cliftonflowers.co.uk

## Accommodation

**The Avon Gorge Hotel**  
0117 9738 955  
www.theavongorge.com

**The Bristol Marriott Royal**  
0117 9255 100  
www.marriott.co.uk

## Entertainers

**DJ**  
Please ask for a quote directly from Clifton Pavilion

**1st Call Entertainment**  
Julian — 07980 863468  
julian@firstcall  
entertainment.co.uk

**Tin Man (band)**  
Rick — 07771 726919

## Other

**The Little Wedding Helper**  
Kirsten Butler  
0772 6911 951  
www.littleweddinghelper.co.uk

**Darren Campbell — Magician**  
07713 413940

**Bristol Vintage Crockery Hire**  
Zoe — 0781 6372 017  
www.bristolvintage.co.uk

**Elf Sitters Crèche**  
Jane Wilson — 0793 1427 300  
www.elfsitters.co.uk

# The A to Z of Your Wedding

## Allergies

Our kitchen regularly handles an array of ingredients so it is important to capture information about your guests and their allergies. We will ask you to provide the names of guests with each allergy, a guide to their severity, as well as identifying them on the table plan which you provide. Once we have this information, our team will be able to provide assistance with what dishes to serve to your guests with special dietaries.

## Balcony

You are welcome to use the balcony in the daytime and it has a great view of the Zoo grounds! Once the sun has set and the party starts, we then close the balcony.

## Bar

Our bar is stocked with a selection of beer, cider, wine, spirits and soft drinks. The bar can be open on an account set up by the Bride and Groom as well as cash/card payments. Last orders are called at 23.45, and the bar will close at midnight.

## Cake

Wedding cakes can be delivered by your supplier on the morning of your wedding. To comply with our food regulations and to assist with providing information to guests with allergies on the evening, we do ask that whoever is supplying the cake send through a full list of ingredients approximately 2 weeks out from the day along with signage of a waiver form.

## Candles

Candles are permitted within the building during the wedding breakfast only; however, we ask that they are displayed within a hurricane vase or lantern making the flame encased. More and more couples are opting for the inexpensive and effective LED candles.

## Car Park

We are able to offer 20% of guests free car parking, further car parking will be charged at £3.00 per car subject to availability. Spaces can be allocated by providing a list or simply on a first come first serve basis. (Please note that there is no overnight parking).

## Christmas

If you are getting married in the lead up to or just after Christmas, please be aware there may be Christmas decorations up during your wedding. Enquire with our team for more information.

## Confetti

You are welcome to use confetti, it is a wedding after all! We only ask that it is kept within the Clifton Pavilion and that only biodegradable paper is thrown, please no real or fake rose petals as they stain the floor, linen and wedding dresses.

## Delivery

We will arrange a time with you in the days leading up to your Wedding day to deliver items for the day. We ask that all suppliers of fresh or perishable items including cake, flowers and balloons, deliver on the morning of the wedding between 10am – 11am.

## Extra Equipment

We have 2 cake stands that you are welcome to use (14 inch, one square and one round) along with a cake knife, please indicate to your coordinator if you wish to use them. As each wedding couple/day/theme is different we are able to recommend suitable decoration suppliers for you. As we are entrusted by Bristol Zoo Gardens to care for the Clifton Pavilion we do have guidelines to adhere to regarding decorations — please contact your coordinator to discuss any ideas you may have before you book any suppliers.

## Favours

We have seen everything from personalised chocolates to Bristol Zoo key rings and donations. However, to comply with our licence, we do ask that no alcohol is given.

## Gifts & Cards

We will set up a present and card table which is usually best located in the Garden Room. Our team will direct any guests with gifts to the table on arrival.

## Hanging Items

Due to the Clifton Pavilion being a listed building, we are unfortunately unable to hang or attach anything to our walls or ceilings.

## Master of Ceremonies

You are welcome to nominate an MC for your wedding. Our Event Manager will support them with when to make announcements on the day. Alternatively, our Event Manager can also act as your MC on the day for announcements.

## Menu

If you are looking for something different from our standard menus, our chefs are more than happy to discuss a bespoke wedding menu with you; the prices will be dependent on the menu chosen. Please ask your coordinator for further information.

## Music — Ceremony

You are more than welcome to play music during the ceremony, the registrar will give you a guide of what is legally allowed to be played and when. We can arrange for a CD player/iPod dock to be placed in the room during your ceremony, we just ask to select a member of your wedding party to press play. If the music is burned onto a CD, we would recommend that you arrange to come and test the CD on our equipment before the wedding date.

## Music — Evening Band or DJ

You are welcome to organise a band or disco to play during your evening reception — please let us know if you require any recommendations. All we ask for is a copy of their current public liability insurance (cover must be no less than £5,000,000) and PAT certificate before the wedding date and due to space and noise levels we ask the band to only consist of 5 members or less. Please note we do not allow Karaoke or smoke machines at the Clifton Pavilion. All music must end by midnight.

## Registrar

If you are having your ceremony at the Clifton Pavilion, you will need to book the registrar directly with the Bristol Register Office on 0117 922 2800. There are allocated times for ceremonies which are released two years in advance.

## Smoking

Smoking is permitted outside of the Clifton Pavilion, however not within the Zoo grounds.

## Table Plan

We ask all couples to provide two table plans. The first is a table plan to display to your guests on the day. We have an easel to display your table plan along with table numbers and stands that can sit on each table. The second table plan is a working copy for our team to set and serve your tables annotating any guests with special dietaries. See the Wedding Breakfast Layout section of this handbook for additional information on how to layout your room. Although we do not provide name cards, we are more than happy to place them on the tables for you.

## Zoo Access

All guests are welcome to explore the Zoo gardens throughout your wedding day alongside the public until 5pm. During the months of April – September, this may be extended to 7.30pm, however, as the Zoo hosts a number of after hours events to the public throughout the year this would be subject to availability and confirmed to you as soon as the dates have been released. The Animal houses such as the reptile house and aquarium close at 4:30pm all year round.

## Everything Else...

If there is anything we have missed, just ask! If you are thinking of something not covered in this handbook, please check with our team and we would be happy to provide the answers and guidance you need.







## Information For Guests

### Location

The Clifton Pavilion is located on College Road, Clifton, Bristol BS8 3HH.

The Clifton Pavilion has a separate entrance to the main Zoo gates. The entrance is on College Road and is directly across the road from the Zoo's West car park.



### Transport — Car

Parking is available in the Zoo's West car park which is located directly across the road from the Clifton Pavilion on College Road. For satellite navigation systems, please use the postcode BS8 3HH. Car spaces are allocated by the Bride and Groom or on a first come first serve basis. Once the allocation has been reached, additional car spaces if available can be purchased at £3.00 per vehicle. We ask that no cars are left overnight.

### Transport — Public Transport

Clifton Down train station is a 15 minute walk from Bristol Zoo with links to Bristol Temple Meads. There are also a number of buses which stop directly outside the Zoo's main entrance including routes 8 and 9 from the city centre.

### Transport — Taxi

We recommend pre-booking taxis in advance where possible to avoid delays. We recommend V-Cars on 0117 925 2626.

### Coats and Cloaks

A coat rack is provided for any guests with coats or cloaks on arrival. All coats and belongings are left at owner's risk.

### Gifts and Cards

Our staff will welcome your guests and direct them to the location of the gift table.

Please feel free to copy this page to send out to your guests with your invitations.

## Wedding Plan Timeline

You are more than welcome to contact your wedding coordinator with any queries or questions you may have at any time in the lead up to your wedding.

Your coordinator will contact you directly to arrange and discuss each of the following key wedding planning stages.

### You've chosen your perfect Wedding venue:

#### Handbook Meeting

Your coordinator will invite you in for a handbook meeting around a month after you have returned your contract & paid your deposit. This is the perfect opportunity for you to sit down with your coordinator and run through the next steps and discuss details leading you up to the big day!

#### Early each year

Menu tasting event — A chance for you to come into the pavilion and sample your chosen wedding menu, an invitation will be sent to you by your coordinator.

#### 6 weeks to go

Final details meeting to begin to gather the finer details of your wedding. Your coordinator will contact you to arrange a suitable date and time and also pre-send you the list of questions that will be asked at the meeting.

#### 4 weeks to go

Your coordinator will send you the event sheet detailing all the wedding information you discussed at the final details meeting — any updates to the information will result in an updated event order being resent to you. Also a pro-forma invoice will be sent along with the event sheet.

#### 2 weeks to go

We require the final balance of your wedding invoice to be paid and a signed copy of the finalised event sheet as confirmation that all the details are correct. We also ask for you to send us your finalised table (service) plan, an evening guest list, and guests you have allocated car parking spaces for, a list of all ingredients in your wedding cake (provided by your cake supplier) as well as PAT and PLI information for your band and or DJ.

#### 1 weeks to go / week of the wedding

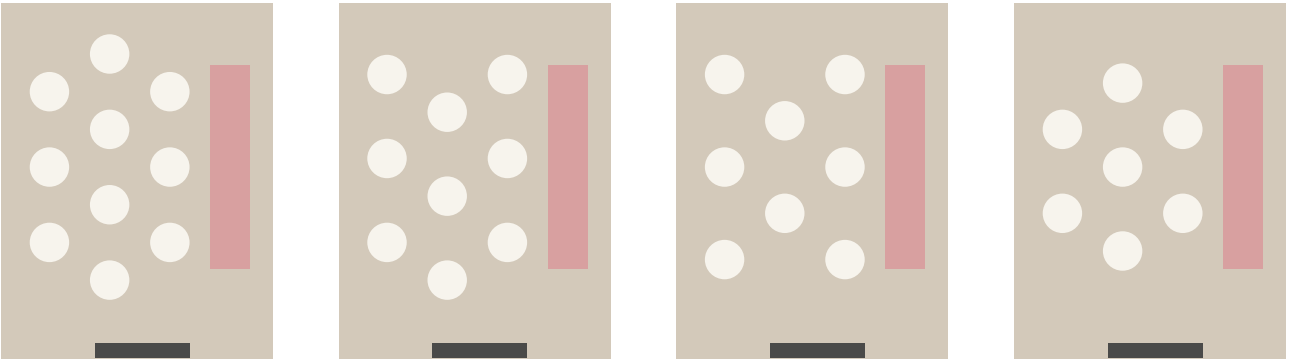
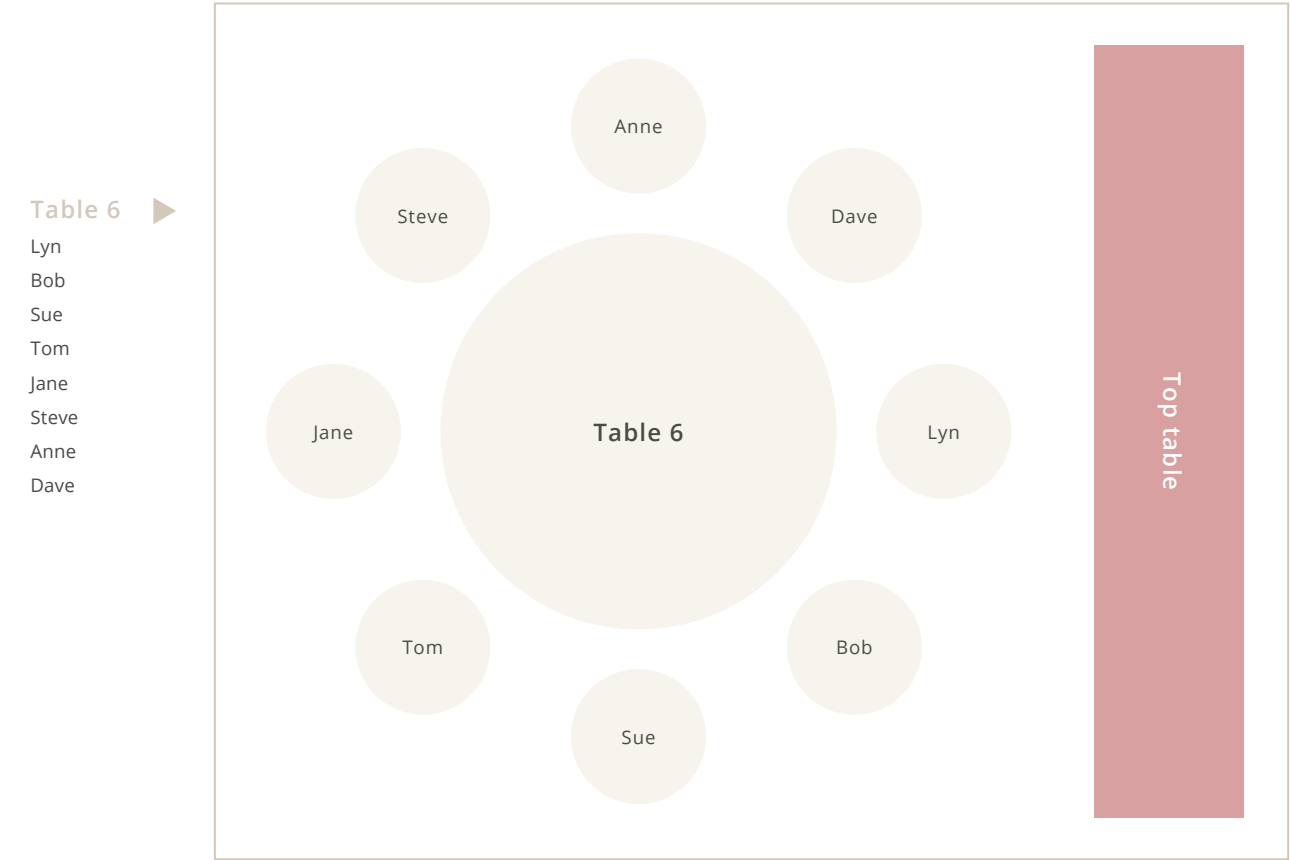
A meeting will be arranged for you to come into the pavilion and deliver all wedding items (excluding cake & flowers) and to also meet with the Event Manager who will be looking after you on your special day.

# Clifton Suite Wedding Breakfast Layout

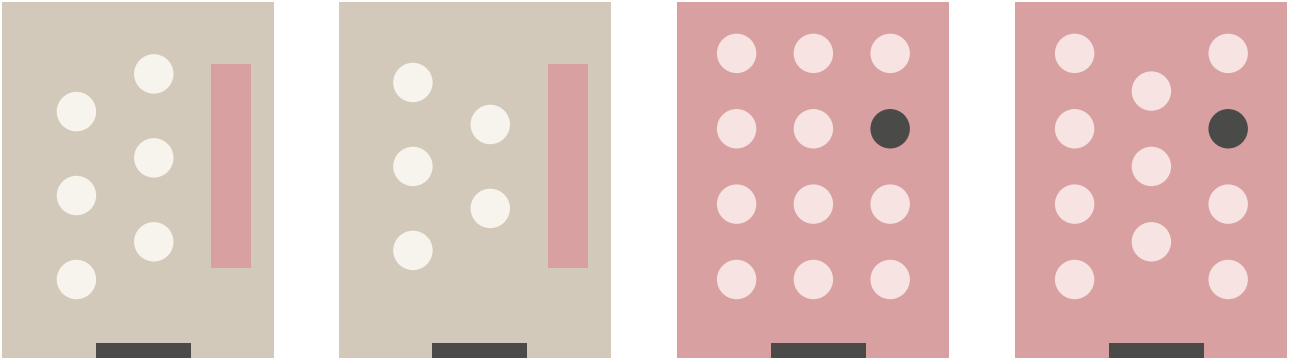
To assist you with the all important table plan we have diagrams of each set up dependant on how many tables you are having and if you are having a long top table or a round top table.

## Planning The Placement of Guests

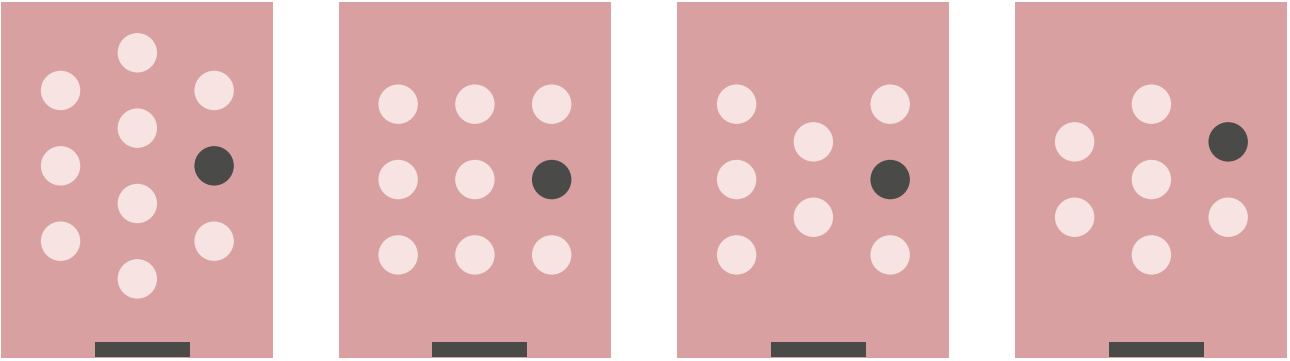
When placing your guests around the table please be mindful that some guests may have their back to you. We will set place cards out in a clock face with 12 o'clock being the top table, as shown below.



Long top table & 10 round tables  
Long top table & 9 round tables  
Long top table & 8 round tables  
Long top table & 7 round tables



Long top table & 6 round tables  
Long top table & 5 round tables  
Round top table & 11 round tables  
Round top table & 10 round tables



Round top table & 9 round tables  
Round top table & 8 round tables  
Round top table & 7 round tables  
Round top table & 6 round tables



## Wedding Enhancements



# Tasty Treats

From cool, custom Prosecco to fresh, warm popcorn, treat yourself and your guests to our tasty food and drink enhancements.

## Fantastic Food

### Evening Food

Upgrade to a hog style carvery complete with crackling & BBQ buffets

Upgrade from £7.95 per guest



### Canapés & Nibbles

**Includes:** A selection of canapés or nibbles for your guests during your drinks reception.

Canapés from £7.50 per guest  
Nibbles from £3.95 per guest



## Delicious Drinks

### Bubbles, Bubbles, Bubbles!

Upgrade your beverage package to Champagne instead of Prosecco or sparkling wine for reception drinks and toasting.

**Supplement from £15.00 per guest**  
(upgrading to Lanson Black)

### Gin Bar

Add a gin bar onto your Wedding!

Including 3 different types of gins, tonic waters and accompaniments – served by one of our bartenders. (circa 30 cocktails per hour)

From £220 per hour



### Mulled Cider or Mulled Wine Station

Add some spice to your evening reception with a mulled cider or wine station to heat things up.

From £5.00 per guest

### Pimp Your Prosecco Stand

Jazz up your drinks reception.

**Includes:** Strawberries • Raspberries  
Pomegranate • Cassis • Elderflower  
Lemon & Lime

From £1.50 per guest





## Something Sweet

### Everyone loves ice-cream!

Treat your guests to your very own ice-cream van which includes & allows time for approx. 60 cones.

From £180.00 per hour



### For the Sweet Tooth

Provide a sweetie buffet for your guests complete with old fashion glass jars and take-home bags.

From £3.00 per guest



## Luxury Hot Chocolate Bar

Treat your guests to a delicious chocolatey drink medley during your evening reception

### Includes:

#### Hot chocolate with accompaniments:

- Mint, orange & caramel syrups
- Chocolate flakes, mini biscuits or candy canes
- Marshmallows, cream & sprinkles
- Alcoholic shots — Baileys, Tia Maria, Whisky, Disaronno or Crème de Monte

From £4.20 per guest  
without alcoholic shots

From £6.50 per guest  
with alcoholic shots



## Popcorn Boxes

Fill your guests whilst they pop into the zoo.

Boxes of popcorn with an accompaniment of a variety of flavours to shake things up.

From £4.00 per guest





# Added Atmosphere

Choose from a variety of extras that will enhance our already stunning venue and help tailor your wedding into a truly unique day.

## Spread a little LOVE

Our 5ft tall Love sign is the perfect feature which you and your guests will LOVE!

**From £100.00**  
for evening reception hire



## DJ for your Evening Reception

Take the stress out of finding your evening entertainment — book our in house DJ to get the party going.

**From £360**

## Add Some Colour

Add some colour to your rooms with our up-lighters which dress the Garden Room for your evening reception.

**From £100.00**



## Photo Booth

Never smile at a crocodile... you & your guests can get snap happy

**From £360**

## Garden Games

Add on a little extra fun with our giant games! To be used within the Courtyard or Garden Room. Giant Snakes & Ladders, Giant Connect 4, Giant Kerplunk, Giant Inflatable bowling, Giant Jenga.

**£180 for hire of all 5**

## Coloured Napkins or Ribbons

That special touch for your Wedding Breakfast in your colour theme — we will fold your napkins with coloured inserts (in your choice of design) or tie with a beautiful bow.

**From 60p per guest**





# Chairs and Chair Covers

## Chivari Chairs & Chair Covers

That touch of luxury in styling

Chivari chairs — £5.25 per chair

Sashes are available in a variety of colours and shades in **satin**, **organza** & **other materials**. Once booked you will be contacted by our supplier directly to discuss preferences.



Chair covers from  
**£3.25**  
per chair



The Clifton Pavilion, College Road, Clifton, Bristol BS8 3HH

Tel: 0117 9238332 Email: [hospitality@bristolzoo.org.uk](mailto:hospitality@bristolzoo.org.uk) Web: [www.thecliftonpavilion.co.uk](http://www.thecliftonpavilion.co.uk)