



FORD GREEN HALL

A Perfect Venue for the Smaller Wedding

Ford Green Hall is a rare survival of Stoke-on-Trent's pre-industrial past. Originally built in 1624 as a farmhouse but extended in brick early in the 18th century, this picturesque timber-framed building with its period garden is an unexpected oasis of the past in Stoke's urban sprawl.

Fully furnished to represent the interior of a 17th century home, there is a 'four poster' bed, dark oak beams, and decoratively carved furniture, providing an unusual and attractive setting for small scale weddings. Unlike many bigger and grander houses, the atmosphere is comfortable and intimate.

The ceremony takes place in the hall, and guests will enter through the original iron studded front door in the porch. The hall was the heart of the house, where traditionally the most important activities took place. Meals were cooked here over the open fire and eaten at the long oak 'refectory' table. It was also the room where any social gatherings would be held, and over the centuries many marriages must have been celebrated here.

Also available for private interview or for signing the register, is the Parlour – a smaller, partially oak panelled room. In the past, this was where important guests were received and prized possessions were displayed.

The Garden

Like the Hall itself, the garden is small in scale but picturesque in appearance. Created in 1996 as a recreation of an early 17th century garden, it contains such decorative features as a knot garden, arbour, a small orchard and kitchen garden. All the plants and herbs are those that would have been grown in gardens of the 1620's. By contrast, an area at the front of the house has been planted to create a traditional hay meadow, and in June is covered with a profusion of colourful wild flowers.

Both indoors and out, Ford Green Hall provides a perfect backdrop for photography, and a memorable setting for your wedding.



WEDDINGS AT FORD GREEN HALL

Ford Green hall is the perfect venue for a small wedding, providing an intimate setting with character which is also ideal for photography. The Hall can accommodate weddings on Fridays and Saturdays with a maximum of

30 guests (excluding the bride and groom).

(A visit to the Hall will quickly show why, for comfort and safety, we insist on this number being strictly adhered to).

PHOTOGRAPHY

Outdoors, the Hall provides an excellent background for photographs, there

is a small period garden in the grounds offering further opportunities.

There is no limit on guest numbers for exterior photography, but the small size of the rooms means that indoor photography is suitable for small groups only.

CHARGES

Standard, two hours hire charge for a wedding £499.00

OPTIONAL EXTRAS

It is not possible to hold a full reception at Ford Green Hall but a buffet, light refreshments or 'nibbles' can be served to guests after the ceremony if required. You should discuss your requirements when booking the Hall.

If you would like to add an authentic period flavour to your wedding we can organise the following for you:

- 1. Period music, recorded, or you may organise live music.**
- 2. 17th century style 'nibbles' for guests e.g. marzipan, cheese, fruit etc. Or a buffet of your choice.**
- 3. Real flower confetti**
- 4. 17th Century, Thomas Toft style, slip decorated commemorative plate**

5. DRINKS

As the Hall is unlicensed, alcoholic drinks must be supplied by yourselves and will be served by staff.

**Glasses can be provided free of charge.
For winter weddings your wine can be served mulled.**

Your own alcohol or soft drinks can be delivered to the Hall on Thursday prior the wedding day, between 1.00 pm – 4.00 pm

**Teas, coffees and soft drinks can be provided as an optional extra.
Please discuss your requirements at the time of booking.**

TERMS AND CONDITIONS

Please note that as it is the first priority of the Hall to preserve the building and its contents for future generations, none of the furniture can be used or moved without the permission of the Manager.

Only the ground floor of the Hall and the gardens will be open to wedding parties.

Additional chairs will be provided for wedding guests.

Confetti may not be thrown within the Hall itself.

Food and drink consumption is restricted to the reception area and the garden.

All parking in the vicinity of the Hall is at the owner's risk.

Anyone booking the Hall for a wedding will be deemed to have accepted the above terms and conditions.

**Your own choice of music can be played during the ceremony.
Please note that in order to comply with legal requirements this must be of a non- religious nature.**

You may wish to book flowers from a florist and arrange for delivery to the hall, usually in the hour before the wedding. Exact details can be discussed when you come to book your wedding. Flowers for weddings on Friday may be delivered on Thursday between 1.00 and 4.00pm.



HOW TO BOOK

It is essential that before booking the Hall for your Wedding you make a visit to see that it meets your requirements. We are open Sunday to Thursday 1 to 4 pm and by appointment at other times.

- 1. Bookings should be made at least 3 months in advance.**
- 2. Contact the Registrar to check dates for their availability.**
- 3. Contact the Hall to discuss available dates.**
- 4. Contact the Hall and Registrar and pay £100.00 deposit to the Hall (cheques should be made payable to Ford Green Hall Museum Ltd). Provisional bookings will be held by the Hall for one month only and confirmation will be made in writing upon receipt of the deposit. Please note that the deposit is non-refundable.**
- 5. Make an appointment to visit the Hall and discuss your requirements in details concerning flowers, refreshments, special arrangements etc. Please do this at least 6-8 weeks in advance of the wedding. A copy of the arrangements agreed upon will be sent to you. If any changes need to be made, please inform the Hall immediately as it is not possible to make last minute changes.**
- 6. Confirm arrangements and pay balance (at least 4 weeks in advance).**
Please Note: Ceremonies can be booked at short notice, however we cannot always guarantee that the plate will be ready if the booking is taken less than 3 months in advance.

**Ford Green Hall,
Ford Green Road,
Smallthorne,
Stoke-On-Trent
ST6 1NG
Tel: 01782 537696
Email: fordgreenhall.museum@gmail.com**



GROUND PLAN

Weddings take place on the ground floor of the Hall which is fully accessible for disabled people. Wheelchair access is through a door at the rear of the reception area.

PORCH

Wedding guests will enter the Hall through the original front door.

MAIN HALL

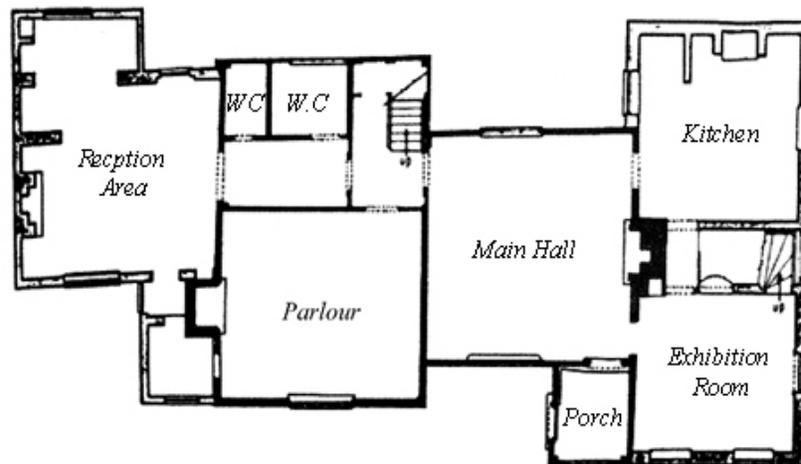
This is where the wedding ceremony takes place.

PARLOUR

This is available for private interview, signing of the register and circulation after the ceremony but no wine or food to be consumed in this area.

RECEPTION AREA

Available for serving drinks to wedding guests.



Ground Floor



FORD GREEN HALL

17th century style wedding refreshments for up to 30 guests

A selection of marzipan fruits (seasonal)

Honeynuts

A selection of dried figs, dates, apples, apricots and peaches

A selection of spiced nuts including peanuts, almonds and cashews

Strawberries

Grapes

Oatcake biscuits

Selection of cheeses

£130



GuidanceForThoseWhoWishToMarryOnApprovedPremises

- 1. As soon as a couple have made provisional arrangements for their marriage on approved premises; they should be advised to contact the Superintendent Registrar for the district in which the premises are situated at The Register Office, Town Hall, Hanley, Stoke - on - Trent. ST1 1QQ. Tel: 01782 235260.**
- 2. Without the presence of this Superintendent Registrar and a Registrar there can be no marriage and any arrangements for the use of the premises depend entirely on their availability. It is, therefore, essential that the couple make an advance booking with the Superintendent Registrar for his attendance at their proposed marriage as soon as a booking is accepted. A fee for this attendance will be payable before the ceremony.**
- 3. The couple will also have to give a notice of marriage to the Superintendent Registrar(s) of the district(s) in which they live. This notice must be given in person by both parties and is valid for 12 months.**
- 4. The couple should be warned that any arrangements made for a marriage to take place on the approved premises are dependent on:**
 - (a) The attendance of the Superintendent Registrar and Registrar for the district in which the premises are situated;**
 - (b) And the issue of the authority or authorities for marriage by the Superintendent Registrar(s) to whom notice of marriage was given.**
- 5. When notice is given in a different registration district from the one where the marriage is taking place, the couple will have to collect the authority before the ceremony and ensure that it is delivered to the Registrar who is to attend the ceremony.**
- 6. The couple should be advised that only a civil, non - religious ceremony can be permitted by the Superintendent Registrar. Any music, reading, words or performance which form part of the ceremony must be secular.
The content of the ceremony must be agreed in advance with the Superintendent Registrar who will be attending the ceremony.**
- 7. Any rights of copyright for music, readings etc permitted at the ceremony are a matter for the couple and holder of the approval.**