



### *Most Frequently Asked Questions*

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## Ceremony

### Can we have a ceremony onsite?

Yes, the Millhouse is fully approved for Health Service Executive (HSE) civil ceremonies; however, each couple must apply individually. You have the option of using the Mill for an indoor ceremony or the Orchard for an outdoor ceremony. We will make a final call together on an outdoor ceremony the night before or morning of your wedding, the Mill will be available in case of poor weather.

### What costs are involved for a ceremony?

We charge €400 hire fee to have a ceremony/blessing onsite in the Mill. We charge €450 hire fee if you wish to have an outdoor ceremony in the Orchard (weather permitting).

### What time can an onsite ceremony be held?

Onsite ceremonies can be held from 3:00 pm (no later or earlier, unless pre-approved by The Millhouse).

### What type of ceremony may I have onsite?

This is entirely up to you but there are many types to choose from Humanist, Spiritualist or Civil ceremonies or a simple blessing from family/friends can be conducted onsite. A list of celebrants may be found in our wedding supplier's directory.

### What is the address for Health Service Executive (HSE) Correspondence?

Our address is: The Millhouse, The Old Mill, Slane, Co Meath

You can register and find more information at [www.hse.ie](http://www.hse.ie) search for marriage.

### Do you have power in the Mill or Orchard for musicians?

Yes, we have electricity and extension leads available for your musicians. All ceremony musicians must have their own equipment. We can supply chairs for your musicians. We also offer an iPod station or CD player for background music.



## Accommodation

### How many rooms are in the house? How many people can sleep in the house?

We ask that you fill all bedrooms for the night of your wedding. The Millhouse has 15 bedrooms available, which can comfortably sleep 33 adults. We have 12 double rooms, 1 twin room, 1 Single and 1 Family Suite (over two rooms, 2 adults & 4 children) for a total of 15 rooms. The bridal suite is complimentary for the night of your wedding and you can choose between four Bridal Suites for your wedding night. If staying the night before or after your wedding, we ask that you fill a minimum of 12 rooms minimum (this is only subject to availability). Additional foldaway guest beds may be provided for the larger rooms and include breakfast and vat at a rate of €35 for over 12 year-olds, €25 for under 12, and complimentary travel cots for under three year olds.

### Do you take bookings for rooms?

The bridal couple is responsible for allocating all rooms to their guests to ensure only your preferred guests stay with you at The Millhouse. The room allocation is usually completed the night of your complimentary tasting when you are onsite.

### Are all rooms en suite?

Yes, all our rooms are en suite. Our suites offer both a bath and a shower.

### What time is breakfast?

Breakfast is served from 9am to 11am in the cottage bar and Orangery. We offer the traditional fry of bacon, sausages, black & white pudding and eggs cooked to order. Your guests will also have a selection of fruit salad, granola, yogurt, muesli, bread and cereals. Tea, coffee and a selection of juice is also available.

### What time is Check In / Check Out?

**Check in time is 3:00 pm** for you and your guests. **Check out time is 12:00 noon** on the day of departure.



## Is early check-in available? Can I get ready in the house?

Early check-in is **subject to availability**. If there is availability, you may arrange early check-in from 09.30am at a rate of €300. Early check-in cannot be confirmed until 3 months before your wedding date. Standard check-in time is from 3pm. Please, advise your guests not to arrive before then as their rooms will not be ready.

## Is there somewhere we can get ready early the day of?

Yes, the Coachhouse Bridal Dressing Room is available from 9am. It is a private space separate from the Millhouse for the bride and her bridal party to get ready in with ample mirrors to facilitate make-up and hair stylists. The cost of hire is €200 which includes a bottle of prosecco and fruit platter upon arrival. Tea and coffee is provided for you to make as desired. You may also wish to pre-order a pre-wedding breakfast or sandwiches.

## Can we stay the night before/after the wedding?

A pre **or** post wedding celebration in The Millhouse is **subject to availability**. We require a minimum spend of €2,000 on food (based on up to 50 guests) and a minimum of 12 bedrooms booked. Additional guests are charged accordingly.

## Are there other accommodations available onsite?

**The Coachhouse** - This graceful split level Coachhouse can sleep between 2 and 4 people. There is a double bed upstairs with an ensuite and sofa bed downstairs. The Coachhouse as accommodation is **subject to availability**.

## **Glamping Options:**

**The Wise Fox** - This sweet railway carriage, which is in our glamping area, can sleep between 2 and 4 people. The Wise Fox guests will have access to the neighbouring Treehouse Chalet for sinks, toilets and showers.

**The Shepard's Hut** - This elegant hut can sleep up to 2 people and offers its own kitchen and ensuite toilet & shower facilities.



**Bell Tent 1 & 2** - Your guests can hire our beautiful 4m canvas Bell Tents which will be set up for their arrival. They sleep two people and come fully fitted with a double bed, duvet, pillows, bench, carpet, lantern, and bins. Bell Tent guests will have access to the neighbouring Treehouse Chalet for sinks, toilets and showers.

### **Can our guests camp?**

Yes, your guests are welcome to bring their own tents and camp in our glamping area. Our camping rate is €35 per person, per night which includes camping, breakfast, toilets and hot showers in the Treehouse Chalet. Campervans are also welcome at our camping rate. If you desire additional glamping for your guests you may book with Silk Road Tents\* to provide bell tents, yurts or tipis. *The Bridal Couple must advise the Millhouse of all onsite camping and advise their guests of the camping rate of €35 per person, per night.*

\* info@silkroadtents.com Office: 00353 (0) 16284747 Mobile: 00353 (0) 863027910 (Fionn)

### **What local accommodation is available?**

Other local accommodation is available in the form of Hotels, B&B'S, Guest Houses, Hostels, Self-Catering, Glamping or camping onsite. A list of local accommodation may be found in our wedding supplier's directory.

### **Wedding Dinner**

#### **How long is dinner service?**

Dinner service depends on your menus and final guest numbers. As a guideline a four course served meal for 100 guests would take a maximum of 2 hours.

#### **Do we use / allow a catering company?**

No, the Millhouse has its own Head Chef and full kitchen team. All our food is cooked fresh onsite. Outside caterers or food not prepared by The Millhouse kitchen is not permitted on the premises. The one exception to this rule is Wedding Cake, which you are welcome to bring in from another vendor.



### **Can we taste the food on offer?**

Yes, we provide a banquet style tasting of our menus at the start of every year. If you are unable to attend this, due to living abroad, you can send a family member on your behalf or we can endeavor to arrange a tasting at another time. If you book your Wedding after these tastings a smaller menu selection tasting will be offered. Alternative tastings are subject to availability; please contact the office for more details.

### **Can you amend the set meal packages?**

We do not allow any changes to our set packages as we feel they are designed to accommodate every style and budget. You do have the option to tailor make your own package from our menus which we will price accordingly for you. You may choose to add additional selections to any package with the price changing accordingly.

### **How is the BBQ served?**

Your guests will be seated at their tables with the BBQ served to them. Service begins with a hot plate placed before every guest. Your choice of three salads are placed to the centre of each table for your guests to help themselves. Our waitstaff then offer both of your barbecue choices to your guests. There is no starter with the BBQ menu but you can add one if you wish for an additional cost. Dessert is included.

### **Do you have table numbers or holders?**

Yes, we have table numbers and stands to display them.

### **Do you supply printed menus?**

No, this is something you arrange yourself, offering couples the opportunity to incorporate the style and theme of their wedding. Be sure to email a copy to us before you print to ensure the menu detail is correct.



## **Do you print the seating plan?**

The same is true for the seating plan we provide a choice of two easel for you to display your personally designed and printed seating plan. We have a small A3 size one for the reception area and a larger A2 for outside the Pavilion. Please reference the images below:



## **Beverage Service**

### **Where does the drinks reception take place?**

Drink receptions are usually held in the Riversuite Drawing Rooms or the Orangery. If the weather is nice guests may move to the Riverside Terrace and courtyard area. The southern courtyard is very popular in the summer months with the sunshine. Canapés and drinks will be served to wherever your guests are gathered be it inside or out.

### **How long is the bar open in the pavilion?**

The bar in the Pavilion is open until 2 am. At 2.30 am the bar in the main house will reopen as your resident's bar. All residents in the house and campers may use this bar. This bar is open at the night manager's discretion and may remain open all night if required.

### **What drinks are available on draught?**

We have Guinness, Krombacher, Heineken & Brú on draft. All other beers and lagers are available by the bottle. The price of a pint of Guinness is €5.50. We can bring in other draught beverages on request for an additional set up charge of €250.



## May I bring in my own wine?

Unfortunately, you are **not allowed to bring in your own wine on any of our packages**. However, you may select to do a Tailor-made package with a corkage fee charged to cover the following:

- Delivery & Storage
- Staff for polishing of glasses and serving of wine
- Disposal of the bottles

The corkage fee is charged at €20 per bottle and with a maximum allowance of half a bottle of wine per person to be brought in. Corkage on sparkling wine and Prosecco is €25 per bottle. Corkage on Champagne is €30 per bottle, we allow one bottle per five people to be brought in.

## What non-alcoholic options are available for guests?

We have a full bar with a wide range of minerals, juices, craft non-alcoholic drinks and non-alcoholic Erdinger. We are happy for you to supply nonalcoholic lemonade, elderflower cordial or Schloer at the table for your guests. We charge €3.50 corkage for each 1ltr bottle brought in. Both Marks & Spencer's & Tesco have a wonderful selection. This includes the cost of table linen, ice, glassware, a sign, and lemons. It can be setup in the Reception Area or in the Courtyard depending on the weather.

## Wedding Information

### What time are guests called to the wedding dinner?

Guests are generally called to the Pavilion from 5:15 pm for speeches depending on how many you have and how long they are. We recommend that you allow 2-2.5 hours for your drinks reception as this allows for plenty of time for your photographs and guests to mingle.

### How many people can be seated in the Pavilion?

Presently the Pavilion can accommodate a maximum of 150 guests. An additional marquee can be added to interlock with the Pavilion to allow for the seating of 240 guests. We recommend hiring your add on the marquee and heating units from Boyne Valley Marquees, [www.boynevalleymarquees.net](http://www.boynevalleymarquees.net) Frank 087 773 4067. Frank will advise what size marquee you need based on the number of guests attending.



## **What happens when dinner is over?**

After dinner our wedding team will come in to clear any remaining dishes and begin to move the tables for dance set-up. Your centerpieces will be added to any remaining tables or put aside for you to collect the next morning. The majority of tables are removed from the upper deck of the pavilion to transform the room for your first dance. A few tables and chairs will remain to accommodate your non-dancing guests. You and your guests will mingle in the Riversuite Drawing Room for bar service and in the Orangery or the outdoor Courtyard whilst the Pavilion is being transformed.

## **Is there a cake cutting fee?**

We offer one complimentary serving of your wedding cake, which is with the evening food. You are permitted to bring in a Wedding Cake from another vendor. If you require two servings or have a cheese wheel cake along with your Wedding Cake there is a charge of €1.50 per person for this service.

## **Where and when do speeches take place?**

We recommend that you have your speeches before the meal at your drinks reception in the Orangery or Courtyard, as guests can be very hungry. In order to facilitate your meal service, we recommend beginning your speeches at 5:00 or 5:15 pm (weather permitting). Or you may choose to have your speeches in the Pavilion before.

## **Do you have a PA system?**

Yes, we have a PA system suitable for speeches & background music only. We also have a portable microphone and speaker, which can be moved to wherever your party is seated for your speeches.

## **Do you have a surround sound system in the main house and pavilion?**

Yes, we do have both a CD player and an iPod system in place so you may make a playlist playing on the day of your wedding. Our system is only suitable for background music and may not be used as a replacement for a band or DJ.



### Are there high chairs available?

Yes, we have 3 high chairs available and 3 booster seats. Please ensure you detail where they are required on your table plan.

### Are there babysitting services available?

Yes, a babysitting service is available for children staying in the house only. The rate is €10 per hour with a minimum of 4 hours and a finishing time no later than 2am. The maximum number a babysitter can mind is 2 children and they must be in the same bedroom. The babysitter is to be paid in cash directly. Cancellation of the babysitter within 24 hours of the wedding will incur a full charge. Under 16 year-olds are not permitted to stay in a bedroom unaccompanied by an adult.

### Are pets allowed on the property?

Dogs may attend the wedding but they are not permitted in food service areas or any of the bedrooms. We have a recommended supplier for Dog Grooming and Boarding who offers personalised services to couples getting married at the Millhouse.

### Where are guest toilets located?

We have toilets conveniently available throughout the venue. We have ladies and gentlemen toilets in the basement of the main house, on the ground level in the Pavilion and outdoors in our Orchard. We have a wheelchair accessible toilet in the Orchard. There is also a toilet available in the Cottage Bar.

### Is The Millhouse wheelchair accessible?

All public areas in the Millhouse can be made to accommodate your guests who use wheelchairs. We have a portable wheelchair ramp that may be put in place to allow access to the Drawing Room bars and Reception Area. The Ceremony room, Cottage Bar and Orangery are already wheelchair friendly. The wheelchair ramp can be used to access the higher area of the Pavilion. Our wheelchair accessible toilet is located in the Orchard. We require prior notification for any guests using wheelchairs so we may best prepare to accommodate all your guests attending your wedding. **Please note**, as the Millhouse is a listed & protected building we do not have wheelchair accessible bedrooms as there are no bedrooms on the ground floor.



## **Can you recommend wedding suppliers?**

Yes, our wedding supplier directory is a great resource for ideas and options to create a memorable day for both you and your guests. We are delighted to help you in any way that we can in planning your wedding. Please feel free to contact us between 9am - 5pm Monday to Friday.

## **Where can we setup a photo booth, caricaturist or musician?**

The Drawing Rooms or Orangery are suitable for your entertainment parties to set-up depending on your guest numbers, the space needed and the weather. There may also be space on the lower level of the Pavilion for set-up of a smaller entertainment party, such as a photobooth. The Courtyard may also be wonderful should the weather be good. We are able to run power to all of these areas.

## **When can we decorate the venue?**

Provided that the house is available you can come the day before and decorate the venue yourself usually between 2 and 5pm. If there is an event the day before your wedding, our wedding team will arrange to meet with you to drop off your décor and we will decorate the venue for you on the morning of your wedding according to your instructions, along with a member of the bridal party, this is dependent on the amount of décor there is to set-up.

## **What decorations do you supply?**

We supply two floral arrangements in the main house only. Tea lights, candles and fairy lights in the Pavilion and Mill, candles and fairy lights in the Courtyard and Orchard area at night.

## **Can we hang decorations in the Mill, Main House & Pavilion?**

Yes, you may hang your decorations provided they do not damage the property, paint or woodwork.

## **Do you have cake or cupcake stands?**

Yes, we have a range of different cake and cupcake stands from single tiered cake stands and 2 to 3 tiered stands for cupcakes.



### **Can we supply a candy buffet?**

We do not supply a candy buffet but permit any sweets and macaroons to be brought in, any other confectionary is not permitted. Your wedding cake & cupcakes are the only exception to this rule.

### **Can you supply hay bales for us?**

Yes, we can obtain hay bales for €5 per bale.

### **Are there local taxi services available?**

Yes, there are local taxi services available. Taxi signs are posted at reception and in the main bars for the convenience of your guests. Mickey Dillon phone 087 214 3088 is a local taxi driver in Slane and may be booked to ferry guests to their local accommodation. Guests can pay him individually or he you can hire him from midnight until 2am. Please contact Mickey directly to discuss charges. Our wedding directory has a full list of taxis for you to reference.