✣ BOOKING & PLANNING

Planning what is often described as 'the best day of your life' can feel like a pretty daunting task to say the least. Breaking it down into manageable jobs always helps. The following provides a checklist of all those little things you might otherwise forget.

THE START

If you haven't done so already, arrange a meeting with one of our experienced wedding coordinators who will be delighted to show you around Blackfriars, its ornate, medieval spaces and discuss our various formats and packages with you.

We can then look at our availability and hold a provisional date for you for up to two weeks so you can check the date with your family and friends, best man and chief bridesmaid as well as groomsmen and ushers.

You'll also need to talk to your registrars, check their availability and book them in. You'll then be ready to confirm your booking with us!





We'll then need to work out all the details and timings with you so we can draw-up a contract which we'll need signed and returned together with a non-refundable deposit to secure your big day with us - see Terms & Conditions.

Once booked you will find you have many other questions and we're always here to help. If you do want to come in for a chat we always recommend arranging a time in advance so we know to expect you and are able to give you our undivided attention!

Your contract serves as a function sheet detailing your exact arrangements for your big day so you'll have everything clearly set-out on paper for reference.

101 JOBS TO DO!

In the lead-up to your wedding/civil partnership, don't forget your transport (to and from Blackfriars), a photographer/video-photographer, flowers, room decorations and button holes, music and entertainment as well as your wedding rings, suits, dresses, make-up, hair and accessories, cake, invitations, place cards, table plans, favours, and your honeymoon! And don't forget to ensure your passport is valid and in date if you are going abroad! Then there's travel money, insurance, new clothes and sunglasses!

Choose your Master of Ceremonies and don't forget to book a Menu Tasting with our chef and Wine Tasting with our sommelier.





You may at this stage like to confirm your table plan, think about order of speeches, confirm your ceremony and wedding breakfast music, arrange your cake and your first dance.

You might also consider buying presents for key members of your wedding party.

THE DAY'S ALMOST HERE!

If you want one last meeting with your wedding coordinator then just let us know as we're always here to help. And don't worry if you have last minute changes to your guest list, dietary requirements, timings, seating arrangements and other details you might wish to amend – this is perfectly normal!

We are happy for you to start delivering flowers, favours, cake, stationery, equipment etc. a day or two before your wedding. Prior access to the Banquet Hall will depend on whether and when it's being used beforehand though we will of course endeavour to give you as much time as possible to decorate and prepare the Hall for your big day.

Our Snug Dressing Suite can also be booked if you need additional space for changing, storing items or just relaxing away from the crowd. We can even serve some Prosecco and nibbles to ease the nerves if that helps.

Right, that's it! If you've covered everything, you should be all ready to go. Good luck, best wishes, relax and enjoy!

TERMS & CONDITIONS

A non-refundable deposit of £500 is required to secure your booking along with your contract signed by both people to get married. We are happy to make bookings as far in advance as you want though, please note our bespoke costs are only valid when published and may be subject to increases. The agreed minimum spend and cost of our packages are confirmed upon signing a contract. Please ask us to help you with your costs and budgets.





Half of the estimated total cost is required 13 weeks in advance; and full payment is required six weeks prior to your day. Your final pre-orders must be returned two weeks before your big day and your final invoice will be based on these numbers even if some guests cancel within the last week.

Valid credit card details will be required the day before or on the morning of your big day to settle any bar bills and other adhoc costs. This is necessary if you are allocating a bar tab for guests. All bills must be settled on the day before departure.

If you supply a wedding cake to be used instead of a dessert there may be an additional charge.

Please note Blackfriars is happy to accommodate those who wish to bring their own drink though corkage fees will apply. Soft drinks, beers, cider, spirits and liqueurs are not allowed to be brought in on the day.

A 10% service charge is added to all final invoices; all tips go to the staff.

Cancellations will result in the loss of any money paid to Blackfriars Restaurant at the point of cancellation; all payments once paid are non-refundable.

In extreme and rare circumstances beyond our control it may be necessary to change or even cancel your booking in which case you will have the option to accept a proposed change to your arrangements or receive a full refund of any monies paid to date less any expenses incurred by us as a direct result of your arrangements. We are not responsible for any other costs, expenses or damages incurred by you as a result of the any changes that are beyond our control. Blackfriars will not be liable for failure to comply with any terms and conditions of this agreement.

You agree to ensure noise is kept to a minimum, drinks cannot be consumed outside after 21.00 and your event cannot be heard beyond Blackfriars boundaries. Fireworks or Chinese lanterns are not allowed. Any items such as presents, table plans albums etc. left after your day may be stored overnight but are left at your own risk. Blackfriars is not responsible for any loss or damage to either your property or that of your guests.

You are responsible for any damage caused by any act of neglect by your guests, suppliers or subcontractors and shall pay the amount required on demand to make good this damage.

You will be asked to sign a Terms & Conditions document to acknowledge you have read, understood and agree.

MINIMUM SPENDS & HIRE FEES

Minimum Spends 2026 & 2027 Jan-Nov	Banquet Hall Day till 4:30pm	Banquet Hall Day till 6pm	Banquet Hall Night from 6pm till 12am	Banquet Hall Day & Night till 12am
Monday	£2000	£2500	£3000	£4000
Tuesday	£2000	£2500	£3000	£4000
Wednesday	£2000	£2500	£3000	£4000
Thursday	£3000	£3500	£4000	£5000
Friday	£3000	£3500	£4500	£5500
Saturday	£4500	£5000	£5000	£7000
Sunday	£4500	£5000	£5000	£7000
Additional hire fees (not included in minimum spend)				
Snug dressing suite	+ £250	+ £300	+ £350	+ £350
Private drinks reception in Cloister Garden (1.5-hour duration) *	+ £750	+ £750	+£750	+ £750

**Private Cloister Garden applicable April-September for full day and day time only weddings.*

~ Prices exclusive of 10% service charge which is added to final invoice.

~ Prices are subject to rise each year in line with inflation.

~ Weddings booked in 2028+ will be subject to a minimum price increase of 10%.

~ Bank holiday and December minimum spends POA.

PACKAGE PRICES JANUARY-NOVEMBER	**2027**
PACKAGE A (Per person including place cards, fizz and canapé reception, amuse bouche, five course wedding breakfast inc. cheese to share, ½ bottle of house wine, champagne toast, coffee, room hire and ceremony fees	**£140.50**
PACKAGE B (Per person including place cards, fizz reception, four course wedding breakfast inc. cheese, ½ bottle of house wine, prosecco toast, coffee, room hire and ceremony fees)	**£111.50**
PACKAGE C (Per person including, fizz reception, four course wedding breakfast inc. cheese, ½ bottle of house wine and coffee. Room hire and ceremony fees are in addition + £500)	**£85**
PACKAGE D (Per person including a three-course meal, fizz reception and coffee. Room hire and ceremony fees in addition + £500)	**£53.50**

You may like to build your own package with our bespoke costs

BESPOKE ELEMENTS – POA

Children's three course lunch plus unlimited cordial drink
Canapés (four canapés per person)
Prosecco (125ml glass)
Champagne (125ml glass)
House Wine (entry level per bottle)
Amuse Bouche
Roast suckling pygge (upgrade from standard main course per person, min 20 diners)
Cheese course (one large cheeseboard between four, price based on per person)
Fresh filtered coffee
Evening food
Pre-wedding food tasting
Pre-wedding wine tasting
Room Hire - Banquet Hall (50% off if Ceremony fee also paid)
Room Hire - Tasting Room
Ceremony fee - Banquet Hall or Tasting Room
Place cards (up to 50 guests)
Charge for client-supplied wedding cake used in place of a dessert (per person)

SUGGESTED SUPPLIERS

Ceremony - Newcastle Registrar
Contact Number: 0191 278 7878
Email: registrars@newcastle.gov.uk

Celebrant – Julie Kemp
Contact Number: 07861223020
Email: julie@livelifelovecelebrant.co.uk
Website: www.livelifelovecelebrant.co.uk

Photographer – Forget me Knot Images
Contact: Lindsey Guy
Email: info@forgetmeknotimages.co.uk
Website: https://forgetmeknotimages.co.uk/

Videographer – Centre stage wedding films
Paul Martin - 07908 204371
Email: paulmartinvisuals@gmail.com
Website: https://centrestagephoto.co.uk/

Content Creator – BTS Weddings
Rosie Brown – 07955267320
Email: Hello@behindthesecenescontent.co.uk
Website: https://www.behindthescenescontent.co.uk

Florist & Event styling – Kate Norris at Northumbrian Flowers
Contact Number: 01434 230055
Email: kate@northumbrianflowers.co.uk
Website: http://www.northumbrianflowers.co.uk/

Entertainment – Paul Slattery Caricature
Contact: 0191 267 0067 / 07771618863
Email: paul@paulslattery.co.uk

Entertainment – Paul Innes - Magicman
Contact: 07764486128
Email: paulinnesmagicman@gmail.com

Hotel - Sandman Signature Hotel Newcastle
Contact Number: 0191 229 2600
Email: res_newcastle@sandmanhotels.co.uk
Website: http://www.sandmansignature.co.uk/find-hotels/newcastle/
Discounted rates available – please ask for more information

Apartments – Week 2 week
Contact Number: 0191 281 3129
Email: info@week2week.co.uk
Website: https://week2week.co.uk/

Make-up artist – Danielle Turner
Contact via Instagram:
danielleturner_makeupartist

Beauty – Make up By Neveen
Contact: makeupbyneveen@hotmail.com
Contact via Instagram: @makeup_by_neveen

Hair – Niki Delaney Hair
Contact: 07725815903
Email: Nikijupp@gmail.com

Harpist - Amie True Music
Email: amietruemusic@gmail.com
Website: https://www.amietruemusic.com/

The Astor Duo - flute and classical guitar
Website www.theastorduo.co.uk
Email admin@theastorduo.co.uk
Instagram www.instagram.com/theastorduo
YouTube www.youtube.com/@theastorduo

Wedding cakes – Master Chow Bakery
Contact: 01914475644 / 07477807907
Instagram: www.instagram.com/master_chow_bakery

Wedding cakes – Chris Burnett
Contact: 0120 728 2098
Email: enquiries@burnett4cakes.co.uk
Website: www.burnett4cakes.co.uk

Live Entertainment - Violin and Sax
Contact number – 07470 355660
Email - fantasticwithfizz@gmail.com
Website - https://fantasticwithfizz.com/

Chuck Tails - Professional Dog Chaperone
Contact number: 07500005601
Email: chucktailsuk@gmail.com
Website: https://www.chucktails.co.uk/

Wedding Stationary - Champanova Creations
Contact number: 07749010527
Email: domrep07@gmail.com
Website: https://www.facebook.com/people/Champanova-Creations/

Hen & Stag parties @ Blackfriars
Did you know we also have a cookery school space and tasting room? Events such as wine, beer, whisky and gin tasting or ready steady cook and pizza and prosecco for parties up to 28 guests! Get in touch directly for more information.

Hen & Stag parties @ Escape Key Newcastle
60-62 St Andrew's Street, Newcastle Upon Tyne
Contact numbers: 07922 286476 / 0191 666 2068
Email: info@escape-key.co.uk
Website: https://www.escape-key.co.uk/