

# COOPERS FREQUENTLY ASKED QUESTIONS

**Q. What is our catering policy?**

A. We love working with Sam Immers and the team at 3Forks Catering. Their food is flavoursome, fresh, and always beautifully presented. Sam doesn't dictate the terms, and realises that everyone works to a different budget.

But if you do have your own caterer in mind? Talk to us, we should be able to accommodate your request.

**Q. What is our alcohol policy?**

A. We are fully licensed and can provide a full beverage service or alternatively we allow offer a BYO wedding option. We have a large chiller and lots of space so there is no need to hire an additional chiller for BYO events.

**Q. Can I arrange a site visit?**

A. Yes! We would love the opportunity to show you our beautiful venue. Please contact [coopersfunctioncentre@gmail.com](mailto:coopersfunctioncentre@gmail.com)

**Q. Does your conference room have natural light?**

A. Our venue has excellent natural light. There are also no intrusive pillars.

**Q. Who is responsible for cleaning pre and post event?**

A. Cleaning of our venue pre and post event is included in your venue hire

**Q. Do you have wifi?**

A Yes. We have internet access throughout the venue.

**Q. Is the venue heated/air conditioned?**

A. Yes. The venue is fully heated and air-conditioned.

**Q. Do you require a deposit?**

A. Yes. A deposit is required to secure your date.

**Q. Do we have to hire any furniture?**

A. Tables, chairs & lounge furniture available onsite for your use. Should you require extra or specialist pieces we can arrange a quote for you.

**Q. Can you accommodate physically challenged guests?**

A. Yes, we do have wheelchair access.

**Q. Are there any restrictions we need to know about?**

A. Our events must finish by 12.00am

**Q. What is the maximum capacity for a wedding reception?**

A. 125 guests at a sit-down dinner or 200 for Cocktail style

**Q. Can we have our wedding ceremony on site?**

A. Yes, there are a number of different options for holding your ceremony on site depending on the number of guests attending.

**Q. Do you have a dance floor?**

A. Yes and our dance floor is included in our venue hire charge

**Q. Do you decorate the venue and tables?**

A. We absolutely can but this service is not included in your venue hire cost

**Q. Are chair covers included?**

A. We have beautiful black leather chairs included in your venue hire and most events do not choose to add chair covers. This is entirely up to you and chair covers to incur an additional charge.

**Q. Do you provide wedding planning services?**

A. Yes, but only for the venue aspect of the wedding. We can however make recommendations for you for other aspects of your day.

**Q. When can my service providers bring the flowers, the wedding cake and decorations?**

A. We normally recommend all service providers to arrive on the day. The time of arrival will differ and will be discussed with the wedding coordinator closer to the time.

**Q. Can you recommend a cake decorator/photographer?**

A. Yes, please contact us for a full list of local suppliers.

**Q. What time can we access the venue on the day of the wedding?**

A. This will depend on the availability of the room, but we typically aim to allow access from 8.00am on the day of your event.

**Q. Is there free parking for guests?**

Yes we offer 250 complimentary carparks