

# WEDDING



# BROCHURE

*Intimate Riverside  
Wedding Reception Venue*



*hey there*

We love nothing more than seeing your perfect day come to life in exactly the way you envisaged it.

Inside our brochure, you will find information about how we can make your day truly amazing and provide you with memories that you will cherish forever.

We are complimented by a highly experienced team to offer guidance, support and advice. Whether your dream wedding is an intimate gathering or a more elaborate affair, you can create your unique vision at Croston Old School and your choices will tailor the day, to make your every wish come true.

*Croston Old School*



# ABOUT CROSTON OLD SCHOOL

Croston Old school is a multi-purpose community resource centre which opened in April 2001 after extensive refurbishment.

It is a Grade II listed building which originates from 1660 and was rebuilt in 1827. It is in the centre of the village at the end of Church Street within an Article 4 conservation area, next to the 900 year old church and alongside the River Yarrow.

Until 1999 the buildings were used by Lancashire County Council as a school for up to 60 children. In March 1999 the children were re-located to new school buildings and the Old School was left vacant.

Following extensive consultation a registered charity was established to raise funds to develop the building. Outline planning permission was granted in the spring of 2000. A grant from the National Lottery Charities board for £481,062 funded the majority of a £520,000 scheme to convert the building. Over £20,000 was raised by other grants and local fundraising.

In the North wing we have a large community space for meetings and celebrations in the Old School hall and smaller conference rooms for meetings etc upstairs.

There is also a licensed bar facility on this side of the building.

In the South wing we have a further community space which can also be used for meetings or celebrations too.

The venue has gone from strength to strength and is much in demand for wedding receptions and christening parties as well as providing a home to many local voluntary groups. We also hold regular concerts through our partnership with Spot-On Lancashire.

The board of Trustees employs a Centre manager, Caretaker, Bar/Events Manager & events assistants to oversee the day to day running of the centre together with our volunteers.



## HISTORY

The school was erected in 1660 by the Reverend James Hyatt at his own cost, and was intended to be a "free school for the good education of the children of the parish".

It was rebuilt by public subscription in 1827 and was home to the village infant school until March 1999.

This Grade II listed building is now an excellent community facility



# WHAT TO EXPECT:

## *Our style*

"Simplicity and honesty" is our style motto, we want you to enjoy planning your wedding and this helpful guide should give you the basis of what to expect to start you on your journey with us.

Please know that we are here for you if you need anything. In essence, we don't dictate or direct.

We will be working closely with you for up to two years so our goal is to build a friendship and trust.

Our passion for weddings means that we don't work to trends. We believe a wedding should be about the individual couple and creating a timeless record of your day.

WHAT TO EXPECT



## *To Begin With*

Have a look through our brochure, website, Google reviews and social media pages. We believe the best assurances and recommendations come from those that have had the Croston Old School experience previously.

Book a free 60 minute consultation and personalised show around appointment with one of our team to get the ideas flowing.



# Wedding TIMESCALE

## Save Your Date



Choose your date with our team & pay your £150 deposit within 10 days to secure it

## Book your suppliers

Check out local suppliers' list and book your chosen caterers, photographers, DJ, chairs, tables etc

## 6 Months Prior

Arrange a call or meeting to create your invoice, as a 50% payment is due



## Final Details Meeting

8 weeks prior a final details meeting will be arranged,



## 1 Month Prior

Your invoice will be created based on your final guest numbers and the balance is due no later than 2 weeks before the big day.



## The Day Before

An appointment will be pre booked with you between 1pm-5pm, to bring everything in for your wedding set up.

Bring your friends/family and bridal party to help, your suppliers\* are also welcome within this time.

\*Please note chair/table deliveries must be between 10.30am-12.30pm



## The Big Day!

Here it is! Sit back, relax and take it all in!

Our team will be on hand to ensure everything is just how it was planned.

Most of all, enjoy your day!

Let us support and guide you and your guests through the day, to make it one to remember!



## Collect your items

Please collect your items from us between 10am-11am the morning after the wedding.



# AFTER THE CEREMONY

Wherever or however you choose your ceremony to be, we look forward to welcoming you into your Wedding Reception at Croston Old School following your service.

We are not licensed for ceremonies, however we are lucky to have some lovely registry offices, churches and ceremony venues just a short drive away.

## CHURCH CEREMONY

If a church ceremony is your dream, the Wedding Team will await your arrival from your chosen venue, with your choice of drink, be it a chilled glass of fizz or a bottle of beer to celebrate you as newlyweds. . Commencing the joyous transition from sacred vows to vibrant celebrations.

Croston Old School is situated in the wonderful grounds of St Michael and All Angels Church.

## CIVIL CEREMONY

Often our couples choose a ceremony at a local registry office, town hall or venue close to their hearts. Some of our previous happy couples have arrived from Chorley, Preston, Southport, Ormskirk and Clitheroe registry offices or even the stunning Astley Hall in Chorley.

Once we know your ceremony time we can advise further on the rest of your celebration timings.

AFTER THE CEREMONY



# Wedding PACKAGE

## What's Included

- Exclusive Venue Hire: The Hall
- Dedicated Wedding team
- Use of tables, chairs, crockery, cutlery & glassware\*
- Set up the day before from 1pm-5pm
- Provision of the Bar open throughout the day & evening until 10.30pm
- PA System for background music & microphone for speeches
- Two planning meetings in the run up to the day\*\*
- Fairy Lights
- Liaison with your chosen suppliers on the day
- Clear away after the reception with collection of items the following day between 10am-11am

\*Please note limitations do apply to the types and amounts of crockery/cutlery & glassware we hold on site

\*\* Additional meetings will be charged at the current rate and added to your final invoice.



Optional extra's include table linen, napkins, a tea and coffee station and dishwashing service.

You may also wish to consider the hire of round tables, alternative chairs and/or chair covers; Please contact SJ Enterprises for quote 01257 267222

WEDDING PACKAGE



*Additional*

## SPACE REQUIRED?

The South Wing can be hired during the drinks reception and room turn around times, perfect as a wet weather contingency.



ADDITIONAL SPACE

# Drinks PACKAGES

## What's Included

### A

**Welcome Drink**  
A glass of Bucks Fizz

**With Meal**  
1 glass of wine per person

**Toast**  
A glass of Prosecco

### B

**Welcome Drink**  
A glass of Prosecco

**With Meal**  
Half a bottle of wine per person

**Toast**  
A glass of Prosecco



DRINKS PACKAGES

Alternative welcome drinks options such as Pimm's or selected bottled beers are available on request, or perhaps upgrade to Champagne, supplements may apply.

The drinks package you offer your guests is entirely up to you.

We have a reasonably priced, fully stocked licensed bar, and it can be a pay bar throughout the day & evening. Alternatively, you can decide to pay for all your guests' drinks or have a bar tab for an allocated time. We serve a variety of real ales, ciders and lagers alongside a wide selection of wines and spirits and of course soft drinks.

More often we will put together a 'drinks package' of reception drinks on arrival, wine on the table, a toast.

We can also offer a tea and coffee station after your meal.

The licensed bar can be available from noon until 10.30pm.

We have 2 drinks package options available, but of course these can be tailored to your individual requirements..



# WEDDING

*timeline example*



## 13:00 TO 17:00 – DAY BEFORE

You are welcome to drop off everything and set up the Hall with the help of your family, friends and chosen suppliers. (Please note any tables and chairs must be delivered between 10:30-12:00)



## 12:00 SERVICE, ON THE BIG DAY



## 13:00 TO 13:30 – ARRIVAL AT CROSTON OLD SCHOOL



## 13:00 TO 14:30 – DRINKS RECEPTION

Your arrival drinks will be served, guests will socialise and photos will be taken.



## 14:30 – GUESTS SEATED & COUPLE ANNOUNCED INTO THE ROOM.



## 14:30 TO 16:30 – WEDDING BREAKFAST SERVED BY CHOSEN CATERER



## 16:30 TO 17:00 – SPEECHES & TOASTS



## 17:00 TO 18:00 – GUESTS ASKED TO VACATE THE ROOM

The Croston Old School team will turn your room around, ready for the evening reception.



## 18:00 – EVENING GUESTS ARRIVE & DJ STARTS



## 18:30 – CAKE CUTTING & FIRST DANCE



## 20:00 – ANY EVENING FOOD SERVED BY CHOSEN CATERER



## 22:20 – LAST ORDERS



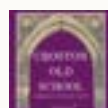
## 22:30 – BAR CLOSES



## 23:00 BUILDING SECURED



## COLLECT YOUR ITEMS THE NEXT DAY AT 10:30



# Wedding TWILIGHT PACKAGE



## *What's Included*

- Exclusive venue hire of the Main Hall from 6.00pm
- Dedicated Wedding team
- Use of tables, chairs, crockery, cutlery & glassware
- Set up on the day up to 2 hours prior
- Provision of the bar open until 10.30pm
- PA System for background music & microphone for speeches
- Two planning meetings in the run up to the day
- Fairy lights
- Liaison with your chosen suppliers on the day
- Clear away after the reception with collection of items the following day between 10am-11am

Our Twilight Wedding Package is perfect for couples who wish to have a slightly less extravagant wedding day or are on a stricter budget. Arriving from 6pm onwards. This would be perfect for those having later ceremonies and wishing to arrive straight into an evening party. The timing here is such that sit down meals, formal speeches, table layouts etc are not required and thus any headache these could potentially bring to your special day is forgotten.

TWILIGHT PACKAGE



*Wedding*

# REFRESHMENT ONLY PACKAGE

Are you getting married at  
St. Michael & All Angels Church  
and having your reception  
elsewhere?

**Why not hire Croston Old School for light refreshments whilst your  
photographs are being taken?**

Refreshments can be served in the hall, foyer, South Wing or outside in our  
Riverside Courtyard areas.

We can offer a drinks reception of Prosecco or an alternative with soft drinks.

Tea & Coffee can also be provided or we can simply open our bar.

Bite-sized biscuits and cakes can also be arranged.

Prices will depend on your individual requirements



REFRESHMENT  
ONLY PACKAGE



# WEDDING

## *Planning advice*

### *IT'S YOUR DAY*

Time will blur between first kisses and last dances

One piece of advice every single member of our weddings team passes to all our couples is ... Enjoy it!

The day goes by so fast and after years, months and weeks of organising, planning and debating over colour schemes, it's all over in a flash.

Know this, we're here, as much or as little as you need. A quick question? Reach out to us! Craving inspiration? Dive into social media groups and mood boards.

We want to make your dreams a reality and we want you to look back and say "that was perfect", because when the confetti settles, the one thing you'll treasure is the memories that you have made.

Give yourself time, lose yourself in the moment, and let the celebrations unfold. We want you to embrace every precious moment BUT ultimately the most important point to remember is ...



*IT'S YOUR DAY. DO IT YOUR WAY!*



# THINGS TO CONSIDER

Planning a wedding involves a multitude of details, and selecting the perfect venue is one of the most crucial decisions. A well-thought-out wedding venue checklist can ensure you cover all bases.

- Start by determining your budget, as this will narrow down your options significantly.
- Next, consider the venue's location and vicinity to your ceremony location.
- Assess the venue's capacity to ensure it accommodates your guest list comfortably.
- Enquire about the availability of the your chosen caterers and suppliers, check that the vendors you are desiring are permitted.
- Check the venue's availability for your desired date and understand any of the venue's limitations.
- Understand what's included in the hire fee and what you will may wish to order in such as round tables, chairs, and alternative linens.
- Review the venue's cancellation policy and payment terms to avoid any surprises.
- Finally, visit the site in person to get a feel for the ambiance and ensure it aligns with your vision for the big day.



To make the process smoother, here's also a basic wedding to-do list to get you started:

1. **Set a Budget:** Determine how much you're willing to spend and allocate funds to different aspects of the wedding.
2. **Choose a Date and Venue:** Decide on a wedding date and book the venue for the ceremony and reception.
3. **Take out Wedding Insurance** and make sure you are covered for every eventuality
4. **Create a Guest List:** Compile a list of all the people you would like to invite.
5. **Hire Suppliers:** Research and book essential vendors, including a photographer, videographer, caterer, florist, and DJ.
6. **Select Attire:** Choose the wedding dress, groom's attire, and outfits for the bridal party.
7. **Send Invitations:** Design and send out wedding invitations and save-the-date cards.
8. **Plan the Ceremony and Reception:** Organise the order of events, finalise the menu and seating arrangements.
9. **Arrange Transportation and Accommodation:** Book transportation for the wedding day and reserve any accommodation required.
10. **Liaise with your ceremony venue,** what information do they need from you? Have you confirmed the timings?
11. **Finalise Details:** Confirm all arrangements with the venue - who will create a wedding day timeline - make sure they are fully aware of all elements of the day.
12. **Check all the details and timings with your suppliers.**

**DON'T FORGET** if you are going away after the wedding to pack and make any necessary travel arrangements, so you can simply enjoy your day!

Remember, flexibility is key, so adjust the list according to your specific needs and timeline.



# FREQUENTLY ASKED *Questions*

## CAN THE CLOSING TIME BE EXTENDED? HOW BIG ARE THE TABLES YOU HAVE?

Sadly as we have a covenant on the building the bar and any music must close/finish by 10.30pm with the building secured by 11pm. Many DJ's have commented that this leaves guests on a real high and is the perfect time to end as most of your guests are still there and everyone can enjoy the end together. Why not start the day earlier? Or have an afterparty at The Wheatsheaf, Croston.

Our rectangular tables are 5ft x 2.5ft, we have 16 available for the hall and 10 in the South Wing and 90 chairs.

## CAN I HIRE IN TABLES & CHAIRS?

Yes these can be ordered from SJ Enterprises on 01772 267222, please arrange for these to be dropped off the day before your wedding between 10.30am-12pm and collected the day after the wedding by 11am.

## WHAT IS THE EARLIEST TIME I CAN HAVE MY WEDDING RECEPTION FROM?

We are licensed from 12 Noon and therefore with services taking place locally we would recommend planning to arrive no earlier than 12pm.

## WHEN DO I NEED TO BOOK THE SOUTH WING ADDITIONAL SPACE?

This area can be booked up to 1 month prior to the wedding.

## WHAT DO CROSTON OLD SCHOOL NEED FROM ME?

- Provide venue with a list of suppliers including their contact details
- Public Liability Insurance, PAT Testing and Risk Assessment documents from suppliers
- Provide venue with final guests numbers no later than 1 month before
- Table layout plan with amount of guests on each table for our team to put out the furniture.
- Provide caterer with a table plan detailing all catering requirements

## CAN I USE ANY CATERER?

We would very much prefer weddings to use the caterers we have worked with previously as they know the set up and work well with us. If you do wish to use a caterer that hasn't worked here before, we would kindly ask that before booking they come along and have a look around the venue to make sure they understand the space and limitations

## CAN YOU OFFER FOOD SERVICE?

Our team do not provide any sort of waiting on services and will not be involved with food service. This must be arranged with your catering team.

## HOW MANY GUESTS CAN I HAVE?

For a sit down meal the maximum capacity to allow for tables and seating is 80.

## CAN I HAVE FOOD VANS?

It may be possible to liaise with the church to have a horse box style food truck positioned in the church car park for evening food. Again we would kindly ask that companies do measure and make sure they can fit their vehicle through the church gates prior to you booking in with them. It does generally work better for evening food caterers to work from a gazebo in the courtyard area as much as possible (please note direct vehicle access is not available here).

## DO YOU OFFER CORKAGE?

As licensed premises we do not offer corkage. Only alcohol purchased within the venue can be consumed here. If there is something in particular you would like us to stock, please ask and we will certainly see what we can arrange.





# TABLE LAYOUT

*Options*

Your guest numbers will effect the table layout options available.

You are very welcome to use our rectangular tables and standard banqueting chairs.

Your choice of top table be it long, round one or banqueting style tables can change the room layout. If ordering tables please talk to us about the layout prior to placing an order. Please see the table layout suggestions on the following page.

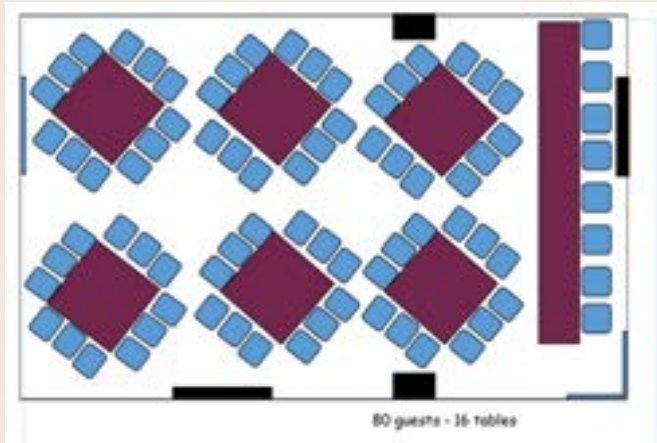




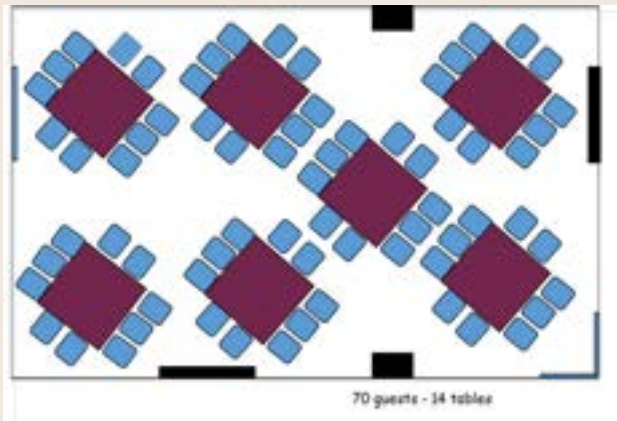
80

Upto 70 Guests

Upto 80 Guests



80 guests - 16 tables



70 guests - 14 tables

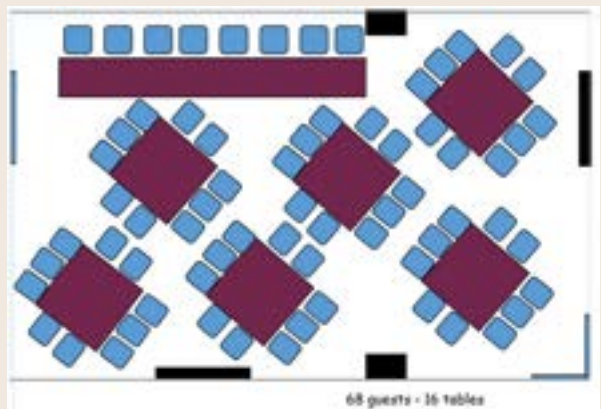


70

Upto 68 Guests

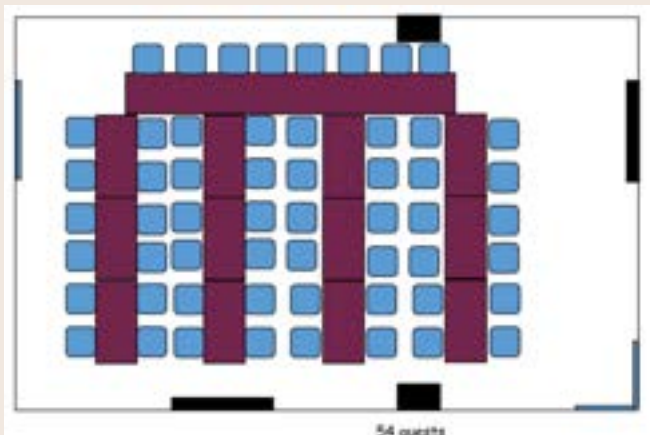


68



68 guests - 15 tables

Upto 54 Guests



54 guests



54

# COURTYARDS

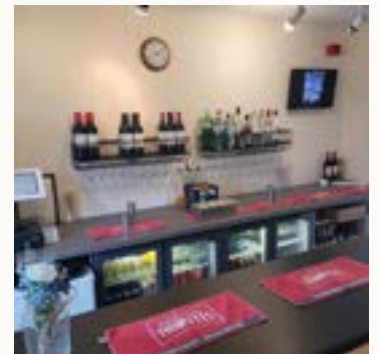
Take a little time out and enjoy the backdrop of the stunning grounds in which we are positioned. We also have our beautiful maintained rear courtyards along the rivers' edge. Perfect for catching up with friends or why not contact one of our recommended caterers to set up in the courtyard for your evening food. These areas are perfect for allowing your photographer to capture a few natural authentic moments whilst the two of you take a few moments to yourselves.



# PHOTO OPPORTUNITIES

The grounds of St Michael & All Angels Church, picturesque Church Street & Bishop Chesters' Wood, all make the perfect backdrop for the most stunning photographs.

Why not choose one of our recommended photographers as they already know all the best locations.



# BAR

Our bar area isn't the biggest, but what it lacks in size it sure makes up for in quality and quantity. Offering a wide and extensive selection of beers, wines, spirits, its close proximity to the main wedding room allows guests to grab a drink and then get back to the celebrations without propping up the bar.

The bar opens at 12noon and closes at 10.30pm.



## **Photographers**

We would like to thank our resident incredibly talented photographers Cahill Photography, Bobtale Photography, Fish2Photo and Kieran Bellis Photography, who have kindly shared their photos to allow us to produce this brochure.

All photo credits in this brochure:

Cahill Photography, Bobtale Photography, Fish2Photo, Kieran Bellis Photography, Karl Mayor

Cahill Photography - Martin Cahill 07598 421819 info@cahill-photography.com

Fish2Photo - Christina - www.fish2.co.uk

Bobtale Photography - www.bobtalephotography.com

Kieran Bellis Photography - www.kieranbellisphotos.com

## **Caterers**

We are honoured to work with some amazing catering teams.

Davina Parker - High Class Catering 01772 684545

Marcus Moore - 01257 262162

Liz Thompson Catering - 07920 221014

Purely Pizza - purelypizza@yahoo.com

Pepe Luis Paellas - 07825 701108 pepeluispaellas@outlook.com

## **Entertainment**

Whether it be tables, chairs, décor, DJs, or casino tables, we work alongside some fabulous suppliers who we know will make your day memorable and leave your guests talking the celebrations for years to come.

SJ Enterprises - 01257 267222 www.sjenterprises.co.uk

## **Ceremonies in Croston**

St. Michael & All Angels Church, Croston: stmichaelsmessage@gmail.com

Trinity Methodist Church, Croston: minister@crostonmethodist.org.uk

## **Styling**

Willow & Fig Wedding & Event Styling 07763 727573 www.willowandfig.co.uk

Alister Events - Balloon Decor and Prop Hire www.alisterevents.co.uk

## **Stationary**

Designed by Natalie 07834 915097 www.designedbynatalie.co.uk

## **Floristry**

Vista & Bloom Wedding/Events Florist www.vistaandbloom.co.uk

## **Children's Entertainment**

Ruby & Blu www.rubyandblustudios.com

The Luxury Softplay Company info@theluxurysoftplaycompany.co.uk

## **Accommodation**

The Hillocks Cottage - 07860 668449 Self Catering

Yarrow Cottage - 01772 601190 Self Catering

Croston Cottage - www.crostoncottage.co.uk Self Catering

Parr Hall Farm - 01257 451917 Bed & Breakfast in nearby Ecclestone with 15 Guest rooms

Rufford Hotel - 01704 822040 Hotel in nearby Rufford



# KIND WORDS



"Our wedding day couldn't have gone any better thanks to Lisa and her team. From the moment we booked until the morning after the wedding, Lisa was so incredibly helpful, patient and accommodating. The venue was beautiful and the staff worked seamlessly with our caterers, musician etc. I honestly can't thank you all enough for allowing us to celebrate the best day of our lives in your wonderful venue. I am just so sad it's over! We can't thank you enough. Much love,"

*The Molyneuxs x*

"What an amazing day we had at Croston Old School for our wedding last weekend! Thank you so much to Lisa and all the staff there for making it so special. Right from the get go Lisa was so helpful and responsive, and the service provided and attention to detail was amazing. We were invited to share our ideas, hopes and vision and Lisa helped to make it happen so everything ran smoothly on the day (even arranging a test run with our evening caterer to make sure they could fit their fish and chip van through the church gate posts!) I cannot believe the value for money and the setting is absolutely beautiful. Such a versatile building and outdoor area, and the sounds of the river, flowers and greenery outside were just lovely. Provisions were made for all weather (thankfully it stayed dry though!) so there was no stress in the lead up and it was so lovely to be able to set up the hall the day before and have my family there to help so I could really relax and feel excited knowing everything was in place. I would 100% recommend Croston Old School for your special day or indeed any occasion; it was everything we hoped for and more. Thank you so much to Lisa and the wonderful team there!"

*Mr & Mrs Iddon*

"We just wanted to say a big thank you for all your help and hard work to help us have a special day! We feel really lucky to be able to celebrate our wedding where we live. Thank you!"

*Kirsty & Jules*

"We had our wedding reception at the Old School and couldn't recommend enough! Lisa is fantastic and was a huge help guiding us through the process. All our questions were answered quickly and she was available every step of the way. Thanks to her and the rest of the wonderful staff the day went incredibly smoothly. We had lots of compliments from friends and family on the venue and the team. We had the best day in such a beautiful setting! Thank you to Lisa and the rest of the team for making it so special!"

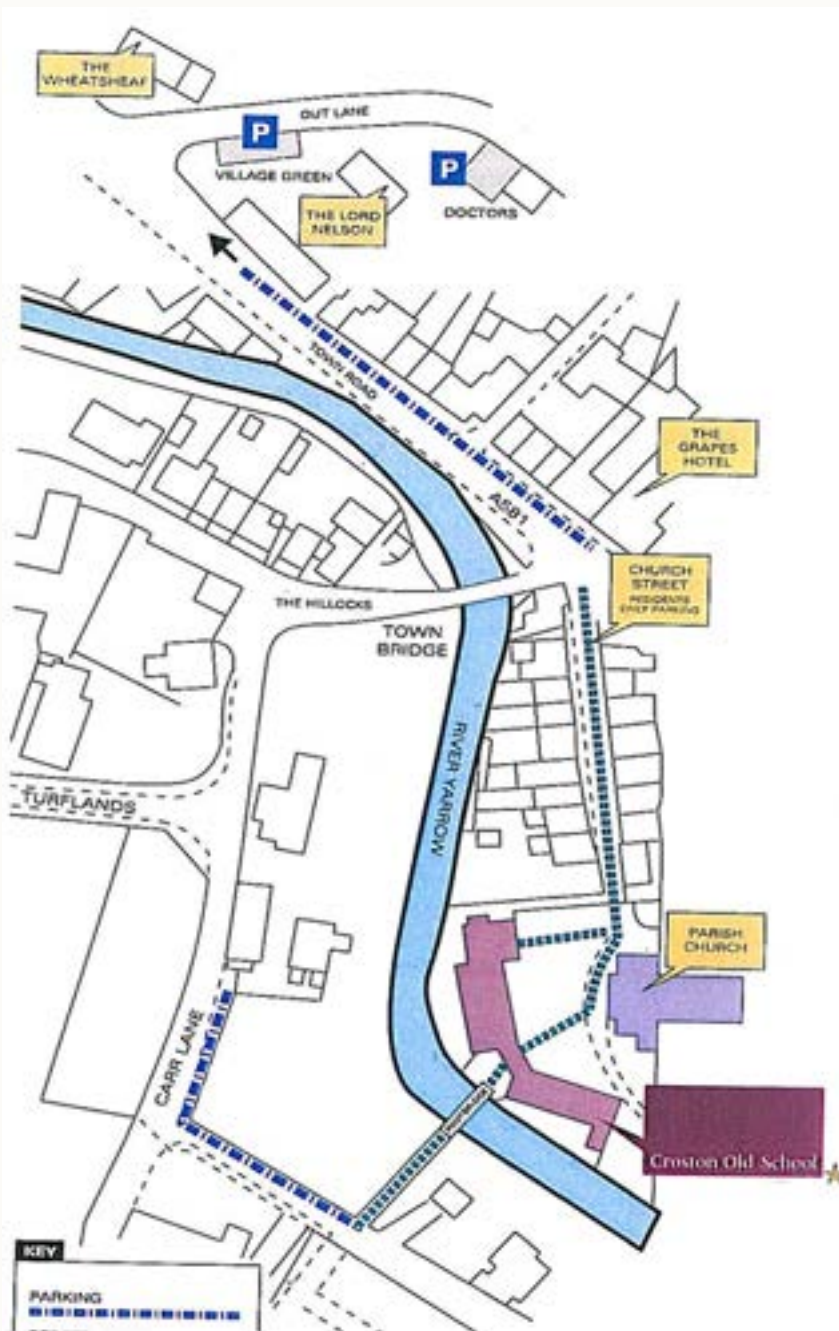
*Mr & Mrs Dunderdale*



Thank you for your time taken looking at our brochure. We hope you have enjoyed browsing and we have provided you with a good overview of what we can offer. We would love the opportunity to meet you and share how wonderful a Croston Old School Wedding Reception can be.

One of our team would be delighted to show you around the venue and discuss your forthcoming dream wedding. If you would like to book an appointment, please contact our team using the contact details below.

We look forward to hearing from you.



Croston Old School  
Church Street,  
Croston,  
Leyland,  
PR26 9HA

WHERE TO FIND US

[admin@crostonoldschool.org](mailto:admin@crostonoldschool.org)

[www.crostonoldschool.org](http://www.crostonoldschool.org)

01772 603600





CONTACT