



Frequently Asked Questions

Are you licensed for Civil ceremonies and how do I book this?

We have a licence for civil ceremonies. Our local registrars are in West Berkshire and can be contacted on 01635 279230 to check availability. There is a separate fee payable to West Berks council for this. You must book the registrar at the same time as you confirm the venue.

Do you accommodate outside ceremonies?

Yes, we do, weather permitting, under the arch by the main lawn, or under the pergola on the lower lawn

What are your maximum numbers for a ceremony?

150 max

What are your maximum numbers for a sit-down wedding breakfast?

150 max

What are your maximum numbers for an evening reception?

220 max

Do we get a menu tasting?

Yes, we can offer a menu tasting for all our couples.

Do you offer exclusive use?

Yes, however we may be showing people around until 1 hour before your guests are due to start arriving

Can we use our own suppliers?

Yes, you are more than welcome to use your own suppliers, but we do have a recommended list of suppliers who know the venue really well and can help you with your wedding requirements. We do request that your suppliers visit The Post prior to the day and meet with our team to ensure there are no unforeseen challenges on the day.

What size tables do you have?

We have 5ft round tables accommodating up to 10 per table, 6ft round tables accommodating up to 12 per table and long wooden feasting style tables which are 6ft and 8ft.

Is confetti allowed?

Only real flower petals are allowed in the outside areas, please do not bring any confetti into the main building due to the nature of the limestone floor. Please remember to inform your guests about the use of confetti.

What deposit do you need to secure our date?

We require 25% of the anticipated total value of your wedding as your deposit to secure your date which is non-transferable and non-refundable.

Is VAT included in the prices we have been quoted?

Yes, VAT is included within your quotation.

Is there a bar?

Yes. We are a cashless venue. Your guests may purchase drinks by card or contactless payment or you can run a tab for the day if you wish.

How long can we have a pencilled date before confirming?

We can hold your preferred date for 14 days, we will contact you during this time if anyone else is interested in your date.

Do I need wedding insurance?

Yes, we require you take out wedding insurance to ensure everything you book is protected.

Can we use our own caterers?

Our dedicated Head Chef Darren Booker-Wilson will be on hand for all your catering needs, unfortunately we don't allow external catering with the exception of your wedding cake. We do offer a dry hire option for Multi Faith Weddings where you are able to bring a caterer of your choice, we will require a site visit and documentation no later than one month in advance

Who will be the point of contact in the lead-up to the wedding?

Our dedicated events team will be on hand to finalise your wedding plans and answer any questions you might have in the lead up to your special day. On the day your event will be coordinated by the food and beverage team under the guidance of the wedding planner.

Do you have indoor space for photos if the weather isn't nice?

Yes, you have full access to the bar area with a feature fire place, The Rafters mezzanine and covered areas of the terrace. There are also plenty of picturesque areas for additional shots throughout the day such as the green, gardens and pavilion.

Can we get ready on site?

We have our Dressing Room available on the morning of your wedding which you can hire. Alternatively, you are welcome to book a bedroom at one of our hotels to prepare the morning of the wedding. Check in for guests is 3pm, early access to bedrooms is not guaranteed prior to this time unless pre-booked at an additional charge – subject to availability.

What size tables do you have?

We have beautiful wooden topped tables at The Post. There are 5ft round tables accommodating up to 10 per table, 6ft round tables accommodating up to 12 per table and long wooden feasting style table set up using 6ft and 8ft tables.

Once you know your final numbers we will send you table plan templates you can use.

What time will our evening reception need to finish?

The bar closes at 11:30pm and music at midnight.

Does the venue have air conditioning?

We have an air handling system which controls the air flow rather than air conditioning.

Is the venue heated?

Yes, we have heating throughout The Post including some, underfloor heating and a fireplace.

Do you have a cloakroom?

Yes, we do for guests to leave their coats. We will contact you with any lost property.

Are we allowed candles?

Yes, we do allow open flamed candles on the dinner tables. To comply with The Post's fire regulations they must be covered i.e. by a vase/jar/tea light holder/hurricane lamp. We have a selection of artificial candles which you can hire. We do not allow open candles or candles lining the aisle.

Do you provide a dancefloor?

A dance floor is not required due to the limestone floor which provides a perfect area for dancing.

Are pets allowed onsite?

Pets are allowed during your ceremony and for photos afterwards. Please advise the team in advance.

Where can I throw my bouquet?

There are a number of areas, we suggest but often from the front steps or the main lawn.

Is smoking/vaping allowed

In line with the current laws smoking /vaping are not allowed anywhere inside the building, however guests can use the designated smoking areas.

Can we access the venue the day before to set up?

This depends on whether or not there is a function the day before. If you can't set up you will be able to drop things off for us to set up for you the next morning.

Do you have a projector and screen?

We have large TV screens with USB connections available to hire

Do you have wifi?

Yes - The password is 'postbarn'

Do you have an easel?

Yes, we have two you can use this for your table plan

What size is best for the table plan?

A1 or A2

Do you have a sound system?

Yes, we have a surround sound speaker which you can connect to, suitable for background music, there is also a microphone for speeches

Are there any decoration restrictions?

Please discuss all potential decoration with us and ensure any external suppliers visit the site in advance to discuss restrictions. Nothing can be fixed to the oak frame or walls but we do have a section of fixing points already installed for your use.

What size centre pieces do you recommend?

This depends on whether you have round tables or long tables and whether you have a plated meal or a feasting meal. With round tables plated no bigger than 30 – 40 cm in diameter, if you are having a feasting menu smaller is better so there is more space on the tables. Feasting on long tables takes up a lot of space so very little table decoration is best.

Do you have a noise limiter?

No, we don't, this is to the discretion of our Duty Manager on the night, our premises licence provides some restriction around music levels, we will discuss this with you.

Are Children welcome at The Post?

Children are welcome; however, we ask that you remind guests that it is their responsibility to supervise children throughout the day.

Are any areas unsuitable for children?

We ask that all children remain within the grounds of The Post and are supervised especially around the outdoor kitchen area, on the staircase and on the mezzanine level balcony. Children must be supervised at all times in these areas.

Do you offer a children's menu along with highchairs / booster seats?

Yes, we offer a children's menu and have highchairs and booster seats available.

Is crockery and linen included in the price?

Yes, we provide tables, chairs, crockery, glassware and white linen napkins as standard. If you would like white linen table cloths these will be at an additional charge.

Is there a cake-cutting fee? Do you provide a cake stand / knife?

There is no cake cutting fee and we have a round cake stand along with a knife you are more than welcome to use.

Do you cater for Dietary Requirements?

Yes, when you give final numbers let us know of any guests with dietary requirements and we will cater for them.

What disabled access is there?

We have disabled access from the top car park via a ramp to the terrace and front door, disabled toilet facilities are available. Some areas of the garden will have limited access due to the variance in levels. If you have less able guests attending we will advise of these in the planning process.

What accommodation is there?

Donnington Valley Hotel our 4-star hotel has 111 bedrooms where you can book discounted rooms for your guests. Our sister hotel The Vineyard at Stockcross is located 2 miles away with 49 bedrooms.

Do you have parking onsite?

Yes, we have complimentary car parking for 50 cars plus an overflow car park. If guests are staying at the hotel we recommend leaving their car at the hotel.

Do I need wedding insurance?

Yes you do need wedding insurance and need to provide us a copy of your certificate

Do my suppliers / contractors need public liability insurance?

Yes, we do require all external suppliers to provide us with a copy of their public liability insurance and any electrical items to have a PAT certificate.

How long should our reception be?

We recommend an hour and a half, this allows for photos and socialising with your guests, any longer and guests tend to get restless.

When should we do speeches?

Before or after dinner, we would not recommend speeches in between courses as interrupts the flow of service.

Sample Timeline

1pm	Groom Arrival / Guest Arrival
1.35pm	First registrar meeting
1.45pm	Second Registrar meeting
2pm	Ceremony
2.30pm - 4pm	Drinks reception and Photographs
4pm	Call in for wedding breakfast
4.30 - 6.30pm	Wedding Breakfast
6.30 - 7pm	Speeches
7.30pm	Evening guests arrival.
8pm	Cutting of the cake
8.05pm	First Dance
9pm	Evening food served
11.30pm	Bar closes
Midnight	Music ends and carriages.

