



THE
MILLHOUSE
SLANE - CO. MEATH

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 €420 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, 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 en-suite bedrooms available, which can comfortably sleep 33-47 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. Additional foldaway guest beds may be provided for the larger rooms and include breakfast and vat at a rate of €40 for over 12 year-olds, €25 for under 12, and complimentary travel cots for under 3 years of age.

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. We do not offer a single supplement as we only have 15 bedrooms.

Are all rooms en suite?

Yes, all our rooms are en suite. The larger rooms 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, omelets & porridge. Your guests will also have a selection of fruit salad, granola, yogurt, muesli, bread and cereals. Tea, coffee and a selection of juice & fruit punch 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 11:30 pm** 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 €322. 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 the wedding?

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 €210 which includes a bottle of prosecco and fruit platter upon arrival. Tea and coffee are 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?

If you would like to stay the night before (pre) or after your wedding (post), Pre and Post celebration in The Millhouse are **subject to availability**. We require that couples book a minimum of 12 double bedrooms for the night. Additional guests are charged accordingly. If you would like food a minimum spend applies as per your Wedding Brochure & details booklet.

Are there other accommodations available onsite?

Yes, there are a few options:

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 as it is prioritised as a dressing room for wedding couples.** Guests staying in the Coachhouse can have breakfast in the Orangery.

Please note; if using the Coachhouse as accommodation it is not suitable for light sleepers as there is a turbine nearby and it emits a low frequency hum.

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. Breakfast is available in the Orangery for these guests.



The Shepard's Hut - This elegant hut can sleep up to 2 people and offers its own kitchen and ensuite toilet & shower facilities. Breakfast is available in the Orangery for these guests.

Safari Tents - We have three large 5 meter Safari Tents which come completely furnished with a large double bed, duvet, pillows, lantern, wardrobe, two chairs and sofa bed & can sleep up to 4 people.

Can our guests bring their own tents?

Yes, your guests are welcome to bring their own tents and camp in our glamping area. Our camping rate is €40 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 €40 per person, per night, including hot showers, breakfast and vat.*

* 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, including tea and coffee, 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?

We host our annual Wedding Tasting Banquets each year. We will invite you to select which dishes you would like to taste from your chosen wedding menu and which wines you would like to sample also. 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 private tasting at another time. If you book your wedding after the annual banquet a smaller Wedding Tasting Banquet will be offered 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 when their main course choice is served to their table. Your three salad choices will be served in sharing bowls in the centre of the table to be passed around amongst 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?

Again, to continue incorporating your theme & design couples organize their own seating plan display, however, we do provide a choice of two easel for you in which you can display your personally designed and printed seating plan. We have a small A3 size easel 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 as it is south facing and quite sheltered from wind being behind a cliff and the large mill building. Canapés and drinks will be served to wherever your guests are gathered, be it inside or outside.

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.

What drinks are available on draught?

We have Guinness, Millhouse Pils, Heineken & Brú on draft. All other beers and largers are available by the bottle. We can bring in other draught beverages on request for an additional set up charge of



€350.

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
- Disposal of the bottles
- Wine pouring

The corkage fee on wine is charged at €24 per 75cl bottle, with a maximum allowance of half a bottle of wine per person to be brought in. Corkage on sparkling wine and Prosecco is €30 per bottle. Corkage on Champagne is €32 per bottle, we allow one bottle per six 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 prosecco, wine, Heineken and Erdinger. We can provide alcohol free drinks for the tables eg. lemonade, elderflower cordial or Schloer or if you wish to bring them in yourself, we charge €4.00 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. We also offer a range of alcohol free drinks station eg. Olde-Style lemonade, Fruit punch etc. which 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 between 5:00 and 5:15 pm for speeches. Depending on how many you have and how long they are taking we may the latest the meal service will commence is 6pm.

Where and when do speeches take place?

In order to facilitate your meal service, we recommend beginning your speeches at 5:00 or 5:15 pm. We recommend that you have your speeches, during your drinks reception in the Courtyard, (weather permitting) or you may choose to have your speeches in the Pavilion before the meal. Please



be aware we only allow a Maximum of 45 mins for Speeches, the service of Meal must start no later than 6.00 pm in order to preserve the enjoyment of your meal, any remaining speeches at this time will take place at the end of the meal (a fee of €200 applies if speeches need to be any longer or if service is delayed)

How long should my drinks reception be?

We recommend that you allow 1.5 – 2.5 hours for your drinks reception including speeches as this allows plenty of time for your photographs and for guests to mingle.

How many people can be seated in the Pavilion?

Presently the Pavilion can accommodate a maximum of 200 guests.

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. Most 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 the night of your wedding. 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.

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 have both a CD player and an iPod system in place so you can make a playlist to play 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 highchairs available?

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

Are there babysitting services available?

No, we unfortunately do not offer an external babysitting service

Are pets allowed on the property?

Dogs may attend the wedding but they are not permitted in food service areas or in 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 – please see www.palsandpooches.ie

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 also have a wheelchair accessible toilet in the Pavilion and in our Orchard.

Is The Millhouse wheelchair accessible?

All public areas in the Millhouse can be made to accommodate your guests with mobility concerns. 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, Orangery and Pavilion are wheelchair friendly. We require prior notification for any guests using wheelchairs so we may best prepare to accommodate everyone.



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 our office hours; 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 in the Pavilion for set-up of a smaller entertainment party, such as a photobooth. The Courtyard may also be suitable should the weather be good. We can run power to all 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, along with a member of your bridal party will decorate the venue for you on the morning of your wedding according to your instructions, 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. Please note no permanent impacts can be left by your decorations e.g. No nails are permitted to be hammered into any surface.



Do you have cake or cupcake stands?

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

Can we supply a candy cart?

Yes, we can supply a sweet cart filled with a multitude of sweet treats. The price is €260 for up to 140 guests or €312 for up to 200 guests.

Can you supply hay bales for us?

Yes, we can obtain hay bales for €10 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 (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 you can hire him from midnight until 2am. Please contact him directly to arrange. Our wedding directory also has a full list of taxis which we recommend you share with your guests in advance.

Will there be anyone else on site on your wedding day?

The Millhouse venue & gardens will be completely private and exclusive to you from the tall Mill building on. The Handmade Soap Factory operates on the grounds and our tea rooms and extra accommodation are being developed therefore builders may be working on these buildings which are out of sight of The Millhouse but there will be no noise or disturbance on the day of a wedding.