

Venue
Henley

HOSPITALITY

at
The University
of Reading



YOUR VENUE WITH A VIEW

Greenlands Hotel
at
HENLEY BUSINESS SCHOOL



Weddings
at
Greenlands, Henley



CONGRATULATIONS



Congratulations on your engagement.

We are delighted you are considering Greenlands as a wedding venue for your special day.

Set within the 30-acre Henley Business School estate in the Oxfordshire countryside, Greenlands provides the perfect, unforgettable setting, for a truly memorable wedding.

Our idyllic riverside location paired with the gorgeous grounds offers a picturesque backdrop to the Grade II listed house, which is steeped in history, character and charm.



FIND US HERE

Your BERKS,
BUCKS & OXON
WEDDING MAGAZINE

cwm[®]
COUNTY WEDDING MAGAZINES

FOR BETTER
FOR WORSE

venues of
excellence

BRIDEBOOK



OX
WEDDINGS



MEET YOUR WEDDING CO-ORDINATORS



Our dedicated co-ordinators take pride in providing a totally flexible approach to your special day and can tailor-make packages to suit your requirements.

We understand that choosing the perfect venue is very important, so we would like to invite you to meet us for a show round, where we can discuss your wedding plans in more detail.

If you decide to book with Venue Henley, you will have your very own event co-ordinator to plan every detail of your day (or weekend!), to ensure that it runs like clockwork. The team have so much experience in organising weddings at Greenlands.

Your co-ordinator will be on site the whole day, ensuring everything runs smoothly. All you and your guests need to do is enjoy the day, and all that Greenlands has to offer!

We look forward to meeting you and showing you around our beautiful riverside venue.

Paula, Sophie & Alison x



2024/25 WEDDINGS

We pride ourselves on being flexible. If you would prefer to tailor-make your wedding package then please contact our team, who will be pleased to help create the perfect package for you

Low Season (October 2024 - March 2025)

£125 per person

High Season (April 2025 - September 2025)

£155 per person



Full use of our **riverside grounds**

Function room for your **wedding breakfast** and **evening reception**



Canapes and one drink on arrival per person



Three course **wedding breakfast** meal

Half bottle of **house wine** per person



One **glass of prosecco** per person - to toast



Toastmaster



Personalised **menus and place cards**



Complimentary **overnight accommodation** for the wedding couple



Bottle of **champagne** in your bedroom



Discounted accommodation for your guests to stay at the Greenlands Hotel



Evening catering can be added - see '**The Party!**' pages for info.

CHOOSE YOUR VIEW!

At Greenlands you are spoilt for choice! You can opt to use the main house or the beautiful grounds (or both!). You can hire the grounds for a marquee wedding or hold your wedding inside and use the grounds for your drinks reception, games, photos etc.

Whatever you decide, our idyllic riverside location paired with the gorgeous grounds offers a picturesque backdrop for your day.

Our wedding packages include the hire of the Heyworth for your wedding breakfast and evening party.

Our ceremony rooms provide a convenient option for couples who don't want a traditional church or registry office wedding. By hosting the entire event in one of our dedicated ceremony spaces, your guests can fully immerse themselves in the experience without the hassle of travelling between venues.





RIVERSIDE WEDDING

Our stunning grounds offer an amazing outdoor spot for a riverside marquee wedding.

If you've got your heart set on a marquee wedding, our ground hire fee is £4,166.67 (£5,000 inclusive of VAT) which gives you access to a flat area alongside the river benefiting from complimentary parking and bookable accommodation at our hotel.

Marquees not only look beautiful, they also mean you can invite more than 120 guests and have additional flexibility with your catering, bar etc.

With a marquee wedding you have the flexibility to bring in your own caterers as well as sourcing your own marquee, generator, bar, toilets etc. Use of the main house is not permitted with a marquee wedding and other events may be taking place within the main house.

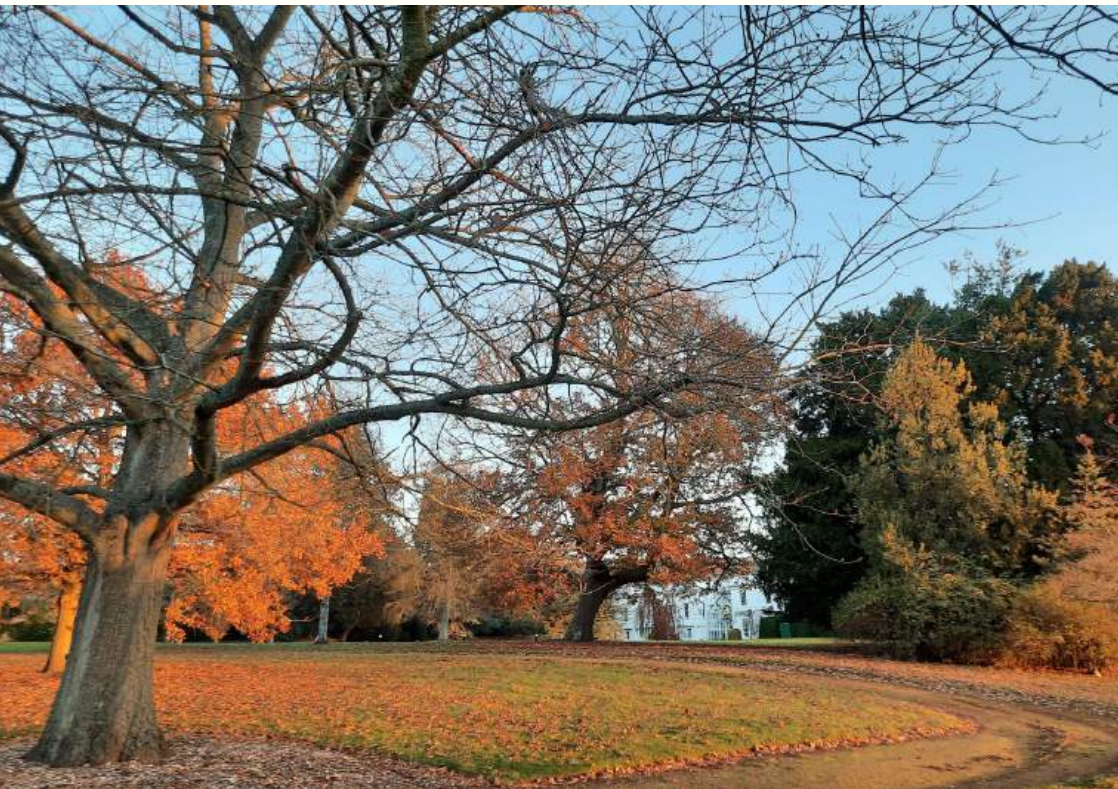
Marquee weddings can take place on a Friday or Saturday and we would allow setup of a marquee the Thursday before the wedding and ask for full removal of all equipment/marquee by the day after on the Sunday.

i We are able to recommend a number of suppliers required for a marquee wedding.





“ My favourite wedding season is the summer. The river has beautiful tones of blue shimmering.”
Alison, Venue Henley



THROUGH THE SEASONS

Greenlands is available for weddings at weekends throughout the year, with marquee weddings on a Friday. The only problem you will have is picking your favourite time of year. Greenlands offers a beautiful backdrop with stunning views whether you'd prefer a winter wedding, a sunny summer's day or the orange glow of the autumn.



“ Looking back at all of the weddings we have held at Greenlands, my favourite season is a summer wedding as you can make full use of the riverside location and take some stunning wedding photographs.”
Paula, Venue Henley





ARRIVE IN STYLE

Choose whether to arrive at Greenlands by water or road. Greenlands also has great links by rail, and is a short taxi or bus ride from Henley station.

You and your guests will also have plenty of free parking.

Whether you have your heart set on a luxury Maserati, a vintage car, or maybe even a classic Mustang convertible, having a jaw-dropping motor vehicle transport you will mean you're guaranteed to arrive in style.

You are able to take advantage of the stunning riverside location and arrive by boat!

If you're more of a daredevil, opt for a high-powered speedboat, or if you prefer a romantic arrival, choose a classic sailboat.

Hobbs of Henley is located a short trip downstream and has a range of options to hire as part of your wedding day. See our supplier pages for contact details.



“Arriving by boat has to be my favourite wedding arrival as it offers something different for your wedding day. We work closely with Hobbs of Henley, who will be able to talk through your options to have a statement arrival at Greenlands.”

Sophie, Venue Henley





THE "I DO'S"

Greenlands is fully licensed to hold civil ceremonies and, location-wise, sits under the Buckinghamshire Council Registration Services.

We're proud to offer indoor and outdoor wedding ceremony options in conjunction with the Buckinghamshire Registration Service. You can check availability and liaise directly.



Buckinghamshire Registration Service

01494 475 092 | ceremonies@buckinghamshire.gov.uk
ceremonies.buckinghamshire.gov.uk

Many couples choose to hold their ceremony and wedding breakfast in the same location to make it convenient for guests, but if you are seeking something traditional we have plenty of beautiful churches in Henley to hold your ceremony, and then you can head to Greenlands for your wedding breakfast and stay over!

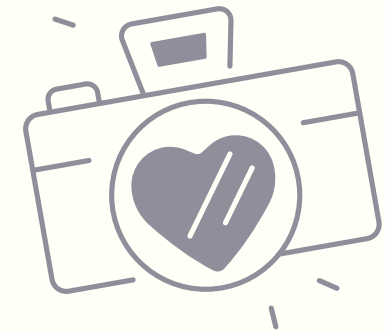
With various options, we believe you will be spoilt for choice in deciding where to say your "I Do's"!





PICTURE PERFECT

A wedding venue with a picture-perfect backdrop will not only elevate the entire setting of your wedding day, but will also provide endless photography opportunities. Once your big day is over, your wedding album will hold all of your memories.



Be sure to capture your special day through a lens. Greenlands certainly offers you and your guests the perfect backdrop for those Instagram-worthy shots.



Where is your favourite photo opportunity at Greenlands?

- Paula:** On the lawns with the river as the backdrop.
- Sophie:** Within the sunken gardens.
- Alison:** On the terrace steps with the house behind.





WEDDING BREAKFAST

As your wedding day continues and your guests have just enjoyed some delicious canapés and a drinks reception on the terrace, you'll take your seats for your wedding breakfast.

One of the more confusing wedding traditions is the idea of having a wedding "breakfast". It sounds like after your ceremony, you and your guests will be tucking into scrambled eggs with smoked salmon or avocado on toast. The term "wedding breakfast" is derived from the old tradition of breaking the fast.

Our in-house hospitality team provides a wide range of catering and refreshment options for your wedding breakfast and you will decide on your menu from a choice of menus. We also pride ourselves on offering a flexible approach, so if you did want something less formal, such as a BBQ, our chefs will make it happen.

We understand the serious risks relating to food allergies. To help us manage these, we do not allow any external catering inside the main house and we endeavour to cater for all dietary requirements.

Your wedding breakfast will take place in the Heyworth Restaurant and you are welcome to decorate the room how you wish. White table linen is supplied, providing you with a blank canvas to be creative.

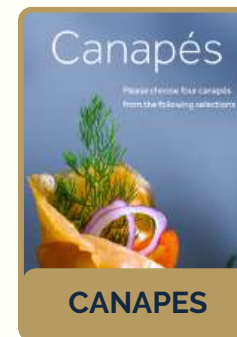
You can download our sample menus below.

What would you recommend from the fine dining menu?

Paula: Lobster risotto to start.

Sophie: Fillet of beef Rossini.

Alison: Trio of English apples for dessert.





THE PARTY!

As the wedding formalities draw to a close, the nerve-wracking speeches are over and you and your guests have enjoyed the wedding breakfast our dedicated team has provided, it's now time to get the evening party underway.

At this stage of the day, there are still some key moments to go. From the cutting of the cake and your first dance as well as the evening buffet, but most importantly the evening's entertainment to celebrate with your family and friends as a married couple. Every wedding is unique and so you are welcome to bring in your own DJ, photobooth, band etc and you may have additional evening guests.

The evening party will take place in the Heyworth and Garden Common Rooms. Whether guests wish to relax by the bar or get up on the dancefloor, everyone can feel involved in the evening celebrations. The bar is just next door to the Garden Common Room which we find works well, as your guests can visit the bar without the noise from the DJ or band.

The Garden Common Room has a wooden dance floor, but if you require a larger dance floor, you are welcome to organise a temporary dance floor via an external supplier (as shown to the left).

Parts of your wedding day will fly past and chances are you'll need something to keep you going (as will your guests who have shared every minute of the day with you). You'll also want to extend every hospitality to the guests joining you for the evening. Our chefs can provide anything from a bacon roll, to [mini dishes](#) or a selection of cheeses.





GREENLANDS HOTEL

As newly weds, the two of you will enjoy a complimentary stay on your wedding night so you can wake up the next day and enjoy breakfast with your friends and family.

We have a 100-bed hotel on site for your guests to stay overnight. Greenlands Hotel offers en suite bedrooms, some of which are king balcony rooms, all featuring the same great facilities and fully equipped with all the comforts you'd expect from a high-quality hotel.

Discounted rates are available to your wedding guests and they can book direct with us using a discount code on our website.

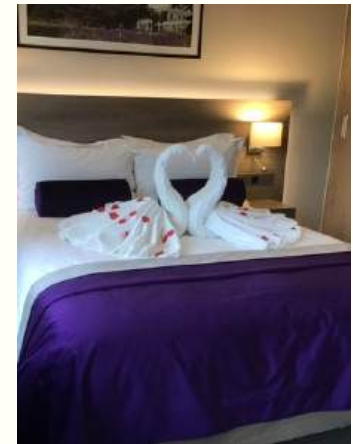
If you decide to book an alternative venue, we can still assist you with accommodation for your guests if you book another venue nearby.



Greenlands Hotel

at

HENLEY BUSINESS SCHOOL





FEEDBACK

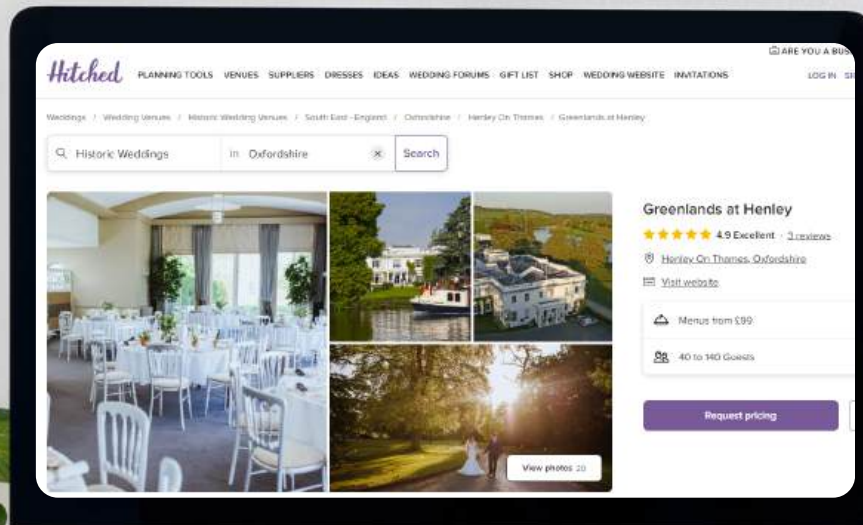
We know our venue is fabulous for a wedding, but don't just take our word for it. Our recent feedback speaks for itself. Use the below pages to view our full reviews:

FOR BETTER
FOR WORSE

Hitched

Guides for Brides

FEATURED IN
Your BERKS, BUCKS & OXON
WEDDING



“ We would highly recommend Greenlands as a wedding venue. The riverside setting is spectacular, the food is delicious and the staff are all very friendly and dedicated to their jobs. **We found it really helpful having Sophie as a wedding coordinator, as it took lots of the pressure off us,** and allowed us to enjoy the fun parts of the day. Our guests had a lovely time and particularly commented on the beautiful setting and the high quality of the service. Having the hotel on site was really useful for us as we had people travelling some distance and there was ample accommodation for all the guests who needed it.”

Catherine & Joe, July 2024





SUPPLIERS

We have worked with many wedding suppliers over the years.

At Greenlands, couples are able to use their own suppliers (with the exception of catering and the bar, unless it's a marquee wedding).

If you are starting from scratch, start with some of these suppliers that have been to Greenlands and know our venue, and then find the suppliers you are happy to book. It's completely your choice who you book. Depending on what they are supplying, they would just need to have the relevant certificates.



hobbsofhenley.com
boats@hobbsofhenley.co.uk
01491 572 035



078 8772 7116
lynseygrace@me.com
lynseygracephotography.com



Love@AllYourLove.co.uk
07768 245000
allyourlove.co.uk



sonningflowers.com
info@sonningflowers.com
0118 959 0301



originalmarquees.co.uk
01865 636 165
info@originalmarquees.co.uk



foreverandadayevents.co.uk
info@foreverandaday
events.co.uk
07771693420

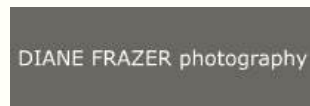


Helen Abraham
PHOTOGRAPHY

078 9455 7881
helenabraham@me.com
helenabrahamphotography.com



scott.lewis1967@outlook.com
ambassadorevents.co.uk
078 6676 5575



dianefrazer
photography.co.uk
07835 428776



AddStyleUK.com
 info@addstyleuk.com
 0118 927 2422



hayleyscupcakes.co.uk
 07887994181
 info@hayleyscupcakes.co.uk



smdiscos.com
 kai@smdiscos.com
 07583 056737



caughtthelight.com
 Chloe@caughtthelight.com



thewildgarden.florist
 ask@thewildgarden.florist



**wendyaldissportraitsand
 weddings.co.uk**
 01494523162



**taylorwood
 photography.co.uk**
 07399187057
 taylor@taylorwood
 photography.co.uk
 07399187057



partylights.co.uk
 quote@partylights.co.uk
 020 8892 3444



bostonmillsbakery.com
 bostonmillsbakery@gmail.com



Henley-on-Thames
 Town Council

enquiries@henleytowncouncil.gov.uk
henleytowncouncil.gov.uk
 01491 630071



hurlinghamtents.co.uk
 07557 850334
 info@hurlinghamtents.co.uk



Henley River Boats

Henley River Boats
henleyriverboats.com
 01491 902045



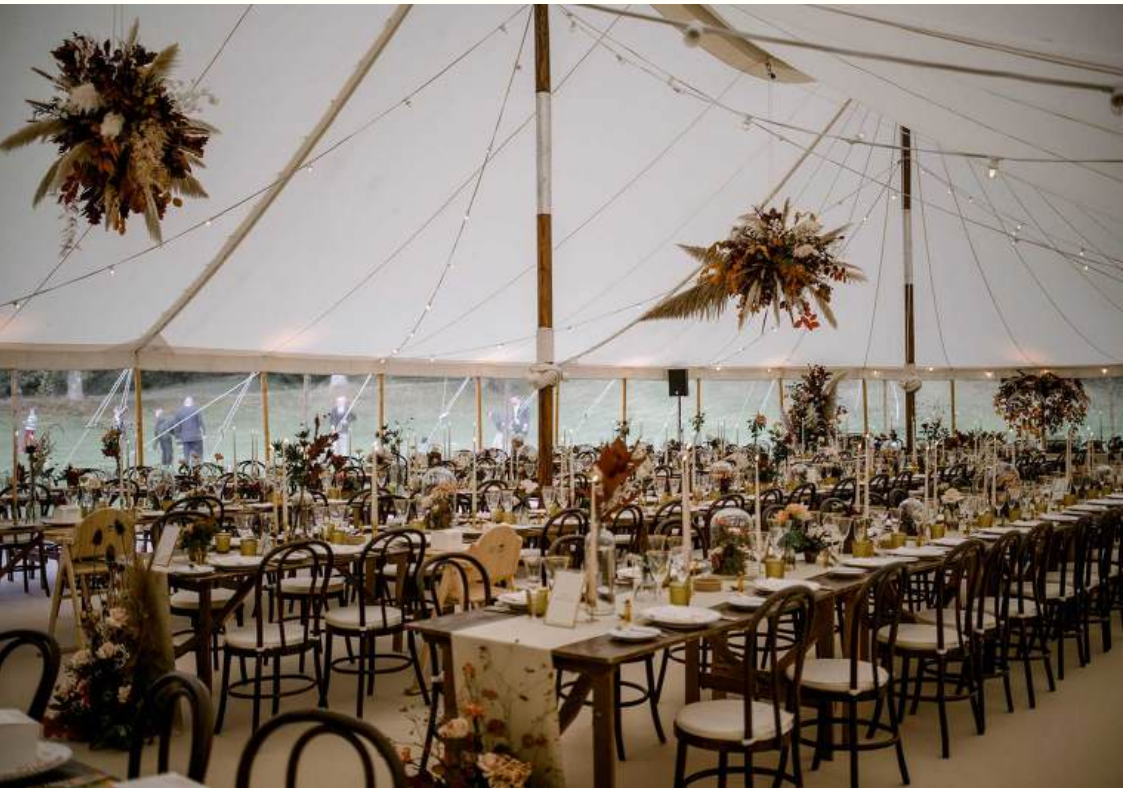
“From the weddings I have coordinated, my favourite décor in the Heyworth Suite was when the bride and groom had natural flowers billowing over a tall centrepiece stand”.

Sophie, Venue Henley






ORIGINAL
MARQUEES



MARQUEE WEDDINGS

Organising a wedding can be daunting, and organising a marquee for your wedding may feel impossible. We work with several suppliers who will create a bespoke package for you so you don't have to worry about every single thing you require for a marquee wedding.

Suppliers can also provide you with everything you will need inside too, including the furniture, bar, dance floor, stage, toilets, generator, and a catering tent. Original Marquees can also provide things like flower rings, uplighting, wooden flooring and much more!

What size marquee do I need?

- 9m x 23m marquee – (50 – 100 people)
- 12m x 27m marquee – (100 – 150 people)
- 12m x 34m marquee (150-200 people)
- 12m x 42m marquee (180 – 250 people)



[DOWNLOAD ORIGINAL MARQUEES BROCHURE](#)



originalmarquees.co.uk
01865 636 165
info@originalmarquees.co.uk



ORIGINAL MARQUEES

SAMPLE PRICING

Our friends at **Original Marquees** have put some example quotes together. **Please note each marquee wedding is unique and so a bespoke quote will need to be obtained.**

The below example prices include VAT.

Will's Marquee

9 x 23m sail tent **from £5,760**

Matted flooring for 9 x 23m sail tent **from £1,020**

Furniture, including, table, chairs, bar and dance floor

Oak crossback chair **from £6.76 per chair**

6ft round table **from £14.40 per table**

Half round bar **from £515**

Auckland oak multilok dance floor 18' x 21' ft **from £625**

Facilities

6 x 6m catering tent (inc connecting tunnel, flooring & lighting) **from £975**

Shepherds hut toilets 2+1 **from £1,285.99**

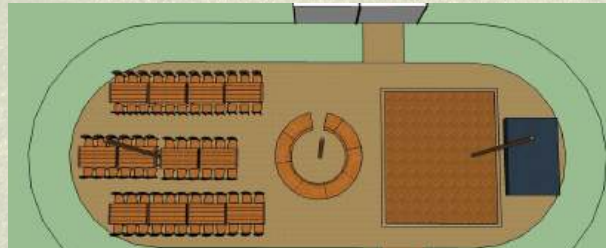
Generator 60kVA (inc fuel) (18hrs usage) **from £1,560**

Lighting

Flying festoons (exterior) **from £375**

White festoons (interior) **from £375**

Delivery charge and damage waiver to be paid too.





STRETCH TENTS

Our friends at locally based **Hurlingham Stretch Tents** have some together some example quotes for the tents they can provide at Greenlands.

Whether you have a rustic theme or a more formal theme in mind, their tents and marquees, along with our range of extras, can provide a truly stunning setting to 'wow' your guests on your special day.

Hurlingham Stretch Tents offer a range of sizes and shapes in various configurations, enabling them to cater for all events in all weather conditions.

Please note everyone's requirements are unique and so a bespoke quote will need to be obtained. These are example prices and exclude VAT.

Stretch tent for 90 guests (12m x 18m stretch tent in chino fabric) **£2,800**
DandyDura matting in corn colour **£756**

Stretch tent for 130 Guests (15m x 21m Stretch tent in chino fabric) **£3,900**
DandyDura matting in corn colour 300m2 **£1,050**

Furniture, including tables, chairs, bar and dance floor

Wooden crossback Chair **£5.25 per chair**

Rustic trestle tables (seat 6 people) **£21 per table**

Rustic wooden bar with fridge inside **£210**

Wooden parquet dance floor 15ft x 15ft **£345**

4m x 3m stage on 300mm legs with black skirting **POA**

Lighting

Festoon lighting around the edges of the tent 70m **from £210**

Pendant lighting between the centre poles **from £150**

Wireless multicoloured LED uplighters **from £35**

Dimmer unit for festoon lighting **from £25**

Hurlingham Stretch Tents
Unit H, Cookley Hill Farm, Henley on Thames, RG9 6EX
hurlinghamtents.co.uk | info@hurlinghamtents.co.uk
07557 850334




HURLINGHAM
STRETCH TENTS

FAQS

Are you licensed for civil ceremonies?

Yes, we have a choice of rooms which are licensed for ceremonies.

Are you part of the University of Reading or Henley Business School?

Both! Henley Business School at Greenlands is one of the University of Reading's beautiful campuses ideal for a riverside wedding. It truly is a venue with a view, but please do not worry, you wouldn't be sharing your day with University of Reading or business school students.

From what time can we get access to decorate the venue?

Usually, you can have access to the wedding breakfast room from 4pm on the day before your wedding. Your wedding co-ordinator will be able to confirm this with you.

What time does the reception need to finish?

We ask that guests vacate by 1am.

Can we make noise with a DJ or a live band?

Live bands and DJs are welcome at Greenlands. You do not need to use an approved supplier – we just need to see PAT and insurance documents.

Is accommodation included?

There is a complimentary room for the wedding couple on your wedding night and discounted accommodation for your guests.

I am thinking of a marquee wedding. Can you help me organise it?

We can help you find a supplier that can then talk you through everything you will need and be able to create a bespoke package for you to include everything.

Can you arrive at your wedding by boat?

Absolutely – we have our own jetty and you can organise boat hire via Hobbs of Henley or Henley River Boats. Please see our supplier page for contact details to arrange directly.



FAQS

Am I able to have my own catering?

Our in-house hospitality team can provide a wide range of catering and refreshment options suitable for your wedding breakfast. We understand the serious risks concerning food allergies and to help us manage these, we do not allow any external catering inside the main house. You are able to have your own catering supplier for a marquee wedding when you are hiring the ground.

Are you able to offer alternative catering - for example, halal, kosher or an all-vegan offering?

Yes, your wedding co-ordinator will happily discuss options with our chefs. We endeavour to cater for all dietary requirements.

I'd like to have a two-day wedding, with a ceremony and wedding breakfast, then guests staying the night, followed by breakfast and a BBQ on the next day. Is this possible?

Absolutely. We understand couples want to enjoy the company of their guests on such a special day and so guests can stay throughout, i.e. seeing you tie the knot, celebrating the evening with you, joining you for breakfast, followed by a BBQ lunch or similar on the lawn overlooking the river.

Is there a private bar?

We have a bar available which is just next to your function space. We find the bar works well as your guests can visit the bar away from the noise within the room.

How much is the deposit and when do we pay the balance?

To secure your date, we ask for a 40% deposit based on the initial quote, with a final invoice issued after your wedding has taken place.

Do you have any more photos of the venue?

The best way to see our beautiful venue is to pop in and have a tour, but in the meantime, have a look at the [virtual tour on our website](#).

Are we able to decorate the rooms?

Absolutely! We can show you some examples of what other couples have had previously. The tables will be set with white linin table cloths, napkins, glassware & crockery, providing a blank canvas for your centrepieces and table decorations. The only decoration not allowed in any of our venues would be glitter and lit candles. You also can't attach items to the walls that may cause damage i.e. Blue-Tack.





FAQS

Is there an additional cost for the ceremony room?

There is an additional charge for the ceremony room. This can be discussed with your wedding co-ordinator as it depends on the number of guests.

Are we able to come for a menu tasting ahead of our wedding day?

Yes, once you've paid your deposit, your wedding co-ordinator will invite you both for a menu tasting.

Are you a sustainable venue?

The University of Reading is [Giving Food More Thought](#). Our university is leading the way on food science, agriculture, and climate change research. The university employs experts in the field to discover new ways to help our planet thrive. If you are from the area, you will have no doubt seen the University of Reading's [Climate Stripes](#).

Can we have photos in the grounds?

Most definitely, and there are plenty of photo opportunities at Greenlands. A wedding venue such as ours with a picture-perfect backdrop will not only elevate the entire setting of your wedding day, but will also provide endless photography opportunities for you to look back on. Once your big day is over, your wedding album will hold all of your memories.

Are fireworks allowed?

Yes, if using our preferred supplier. Please note at least two months' notice is required so we can inform our estate community and neighbours.

I've never organised an event before! Help!

Lots of our couples have no experience in organising events, let alone the most important event, their own wedding. Our team has lots of experience so you are in safe hands with Paula, Sophie and Alison.



YOUR WEDDING Checklist

No checklist is going to suit everyone, as you will have your own ideas, but to get you started, our team has put the below checklist together so you can start to think about planning for your fabulous wedding day.

10 - 12 months before

- set a budget
- make a guest list
- decide on style and theme
- book a venue
- send save the date cards
- hire a photographer
- hire a band/DJ
- register intention to marry
- take out wedding insurance

3 months before

- create seating plan
- choose guest favours
- meet with the celebrant
- hair and makeup trial
- choose ceremony songs
- playlist for the DJ
- enjoy your hen/stag
- write your vows
- finalise speeches
- final alterations/fitting
- photography shoot list

8 - 9 months before

- wedding dress/suit shopping
- buy your wedding rings
- send invites out to guests
- create a wedding website
- choose your catering
- table set-ups
- book your florist/decorations
- assign wedding roles
- book accommodation
- book your wedding cake supplier
- book your transport
- book your honeymoon
- create a gift list

"Your wedding day will fly by in an instant, so make sure you take time for yourselves to gather your thoughts and take in the fact that you're finally a married couple! It will be a really special moment."

Alison

