



Milwards

Brochure



Milwards House
The Milwards Estate
Lewes Road, Laughton
East Sussex BN8 6BN

07801 477 941

enquiries@themilwardsestate.co.uk

<https://www.themilwardsestate.co.uk>

VENUE DETAILS

Marquee measurements: L 18m x W 12m

Seating capacity: 200 guests

Dance floor: 7m x 7m

Catering marquee: 9m x 4.5m

Quiet room: 4.5m x 6m

Table sizes:

Long Buffet and Top Tables:

W 30" x L 72" x H 30" (6ft x 2ft 6") (1 table
seats 3 people on one side)

Round Tables:

5ft diameter x H 30"

(1 table seats up to 10 people)

Small Square Cake Table:

W 23.5" x L 23.5" x H 27.5"

Present/Card/Cake Table:

W 30" x L 47" x H 27.5"

Please note we do not provide any
tablecloths for any of the tables.

Chairs in marquee are white Bistro chairs
(they do not come with chair covers)

Tables and chairs are included in the
venue hire (this includes present tables
and buffet tables)

All glasses for each place setting are
included in the venue hire

All client's and guest's vehicles, personal belongings at the
Milwards Estate are left entirely at the owner's risk.

The Milwards Estate and their owners will not be held liable for
any damage or theft for any reason or circumstance.

We are responsible for the following:

Signs at the end of the driveway

Parking signs for your guests

Front of house staff to welcome your guests

Coordination between Registrars on the day and yourselves

Staff to serve chilled welcome drinks on arrival or after your ceremony (optional)

Fully stocked bar (accepting cash and card payments) and bar staff

Table Wine

Wine glasses at each place setting on tables

Water glasses and jugs of water on each table, clearing of glasses

Clare and Maria and their team of staff will be with you throughout your day to ensure everything runs smoothly

Chris will be on hand for anything technical

You are responsible for:

Booking the Registrar at Lewes Registry Office:
0345 608 198

Providing caterers

Chair covers for marquee (optional)

You are also responsible for cleaning up after your reception any decorations, food etc. by 12 midday the following day

DRINKS

ALL drinks must be purchased through Milwards House
(including welcome drinks, table wine and toasting drinks)

Table Wine

We can offer our house wine in a red, white or rosé or if you have specific wine in mind we will always try to accommodate you in your choice.

Welcoming Drinks

We can provide a good selection of welcome drinks for example;

Fruit Punch
Sparkling Elderflower
Prosecco
Pimms

Toasting Drinks

Prosecco or a variety of Champagnes on request

We will provide jugs of water and glasses for each place setting
as well as wine glasses.

All drinks must be paid for before wedding date

Music and Milwards In-House DJ:

To compliment your wedding, Milwards has its own in house DJ for your day/evening reception to play your own choice of music with lights, glitter ball and smoke machine on our large dance floor surrounded by speakers and our overhead starlit canopy

We also have a PA System in the main marquee, small sound system in the dining area of the marquee with phono and jack input and PA mike for speakers (this is included in the venue hire)

Commercial projector and screen with RCA, VGA HDMI connections with internal link sound system via 3.5mm jack is also available