

Frequently Asked Questions

What Is The Hall Capacity?

For a ceremony – Up to 200 people - theatre style facing the stage with centre aisle.

Meal

- **With long tables**

The centre of the hall can hold up to 18 long tables, plus the top table (all with view of top table).

These tables are 8ft long and can fit 8 -10 guests per table.

- **With round tables**

The centre of the hall can hold up to 13 round tables, plus the top table (all with a view of top table).

These tables are 6ft in breadth and hold between 8 – 12 guests per table.

- **With long or round tables**

Using the space within and outside the pillars up to 200 people can be catered for (tables outside pillars will have restricted view of top table)

Evening Reception – (can mix both long and round tables)

The maximum seated capacity is 200 but the hall can accommodate up to 250 people. The main hall can seat a maximum of 200 people plus a possible further 50 people standing. These figures are maximum number guidelines and can be lowered to individual preferences thus allowing for more room if required.

What Is Provided?

- All tables are provided with white linen tablecloths and white linen napkins.
- Round tablecloths are provided for round tables
- Bar and waiting staff are also provided with an experienced supervisor co-ordinating throughout the day.
- Chair covers with a colour choice of ties are provided with minimum / maximum package options.
- Limited choices of cake stands are also available.
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What Is Not Provided?

- Stationery, flowers and decorations are the individual's responsibility but our staff are on hand to set up any decorations, place names etc if required.
- A Master of Ceremonies is not provided but your co-ordinator will be available to provide your nominated person with all relevant information and guidance on the day.

What Is Not Permitted?

- Naked flame candles are not permitted due to current fire regulations.
- Helium balloons.
- No outside catering is permitted. Café Source has the sole franchise for all catering and staffing requirements in the building.
- Music above 93 Decibels - As required by law no music/ band/ performer can not exceed the 93 decibel maximum limit and therefore a sound limiter is in place to monitor this. *Please note that all bands or performers must be informed of the limiter and be compliant of it before being booked to play at the venue.*

A list of recommended bands that have played in the venue can be provided on request.

How Do We Book The Hall?

To check availability and cost of hall hire please contact St Andrews in the Square via Karen Dunn on 0141 559 5902 during office hours. A provisional booking can be held for 2 weeks and confirmed by paying 50% of the hall hire cost as a deposit plus a £500 deposit to Café Source is required. When your booking has been confirmed it will then be passed to Café Source who will be running the catering and all other arrangements on the day.

What Is The Next Step?

A meeting with the events co-ordinator at Café Source should take place 2-3 months prior to the event, (although this can be arranged for earlier if preferred), where requirements and aspects of the day will be discussed in detail.

Final numbers and details should be confirmed 2-3 weeks before the event.

For further information please contact Café Source on 0141 548 6020 where Jacqui, Ross or Paul will be happy to answer any queries.

Frequently Asked Questions

How Does The Day Run?

These are guidelines only. Your co-ordinator will help you plan your day.

With a Ceremony..... (Approx start time 2pm – 3pm)

- Seats are laid out within the pillars - theatre style facing stage with centre aisle.
- A red carpet starts from first row of seats leading onto the stage.
- Tables for the meal will be set on the outside of the pillars.
- Ceremony takes place at stage area (venue has a Civil Wedding Licence)
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After ceremony/on arrival at venue.....(Approx time 2.30pm – 3.30pm)

- Guests are directed up to the balcony area for drinks while bridal party have photographs taken.
- Tables are moved into the centre of the room ready for the meal.
- The Bar in the main hall will be open as soon as the drinks reception starts

Café Source bar in the basement area is no longer available to hall guests from this point onwards.

Meal.....(Approx start time 4.30pm – 5.30pm)

- Guests are directed from balcony into hall for the meal.
- Speeches can take place before or after the meal (a microphone is available)

After Meal/ Speeches(Approx time 6.30pm – 7.30pm)

- Guests are directed back up to the balcony for the cutting of the cake.
- The main hall is cleaned and prepared for evening guests arriving.
- Tables are reorganised to the rear and to the outsides of the pillars to create a dance floor in the middle.
- Band/DJ arrive to get set up (Use of the PA system is available if requested beforehand)

We recommend that you allow 2 ½ - 3 hours to cover the meal, speeches and cutting of the cake

Evening Reception (Approx evening Guest arrival 7.30pm – 8pm)

- Guests are directed back into main hall to join evening guests.
- Evening reception will start with first dance (Time will be confirmed by band)

Evening Buffet(Approx Time 9.30pm – 10pm)

- Buffet is usually served when band have their break.

End of Night

- Music must stop at Midnight.
- Bar will close 12am – 12.30am.
- Building to be vacated by 1am.