

House rules for weddings



Weddings at Heirloom are very festive and the possibilities are almost infinite. Please read the following information and restrictions, in order to avoid disappointment on the day itself.

- Our General Conditions apply to all reservations.

Wedding officiant

- You can arrange a marriage officiant at the Utrecht City Council, citizen affairs department. You can also call the shortened number 14 030.
- Before booking an officiant for your wedding ceremony, your provisional booking needs to be converted into a definite reservation. The city council agrees the time with us in writing, we can only accept this when your wedding is registered with us as a definite reservation.

Furnishing and decoration

- The standard set-up for a wedding ceremony is a lectern (special high table) for the officiant and a small table for the bridal couple.
- On request, we can decorate our venues with floral arrangements. Our house florist [De Stijl Floral Design](#) is happy to customize the floral arrangements to your wishes. If desired, De Stijl also provides bridal bouquets and corsages.
- You are not entirely free to decorate the venue; it is only possible to a very limited extent. Only decorations that can stand on the floor on their own and are cleaned up and taken away by you, are allowed. Balloons are explicitly not allowed.
- Confetti, rice, fireworks, candles, firework asterisks, bubble blowers or similar items are not allowed in our outdoor areas nor in front of the entrance. In the unlikely event that your guests use any of these or similar items, we will be required to charge you for cleaning or repair costs.
- Furthermore, you and your bridal staff are responsible for placing, carrying out and removing any decorations or additions you have brought with you.



Wedding course

- Regarding the time of your wedding ceremony, consider the accommodation of your guests upon their arrival: a half hour slot for early and latecomers will be highly appreciated by your guests.
- Weddings often take place at several Heirloom locations. Your guests can take a nice, short walk through the old city centre, where pictures can also be taken.
- We kindly request you to appoint one person as contact person for our service staff. With several masters of ceremonies, contradicting instructions are not uncommon.
- The maximum end time of your event is 02.00 hours. After 23.00 hours we charge additional room rental, until the last guest has left.
- Smoking is not allowed at our premises.

Technology

- If you would like to make use of our conferencing facilities, for example a projector and screen, we will be happy to place these at your disposal at a reduced rate of € 50,- for a short presentation. If you would like to use the presentation set for a longer period of time, our regular rates apply.
- In our venues (with the exception of the Geertekerk) only unamplified music is allowed until not later than 23.00 hours. The complete overview of the restrictions on music and external equipment can be found in our [General Terms and Conditions](#).

Wedding cake

- In principle, you are completely free in the choice of your wedding cake. However, due to unpleasant experiences in the past, we strongly recommend that you have your wedding cake prepared by a professional. The cutting of the cake is a typical moment when all details have to be arranged perfectly. A number of, often small, companies focus on the market of wedding cakes. Some of them know how to make beautiful wedding cakes. However, factors such as sufficient durability, good transportation, a beautiful presentation on location, clear communication and clear invoicing are not always well organized. We therefore advise you to choose from one of the two parties, as listed on the following page, with whom we have good contacts, without any financial interests.



Bond & Smolders pastry shop

Lijnmarkt 9

030-2310913

Confectionery Theo Blom

Zadelstraat 23

030-2311135

- If you order from one of these suppliers, we will coordinate the delivery with them. Consequently, invoices for the cake will be sent through us. We will confirm the costs (and service charges) in advance on the booking confirmation (event order).
- If you choose to order your cake elsewhere than our regular contacts, we will charge a fee for cutting and serving the wedding cake.

Cancellation and insurance

- In case a wedding has to be cancelled, we will accommodate you as much as possible. However, a cancellation insurance might come in handy. We cannot arrange such insurance for you because Heirloom is not an insuring party.
- Various insurances concerning events can be arranged by the insurance company Aon. They offer both a general event insurance as well as a special wedding insurance.

