

## FAQ (Frequently Asked Questions): Rental of Reception Rooms

### Château de Martragny

When are the reception rooms available?

From the end of August to mid-May. Our rooms are not available for rent in June & July & August

When can we visit the rooms?

Weekdays and weekends, by appointment only

What are the rates for renting Reception Rooms?

See Table Page Rates Reception Rooms

Can we put an option after a visit? Yes, it is.

How long is it valid? 15 days.

When does my reservation become final ?

Upon receipt of the deposit cheque.

What are the payment terms?

You can pay by cheque, credit card, bank transfer or cash

Do you manage more than one reception in your premises?

There is 1 event for the day.

Do I need to insure myself?

Yes, as an organizer, this is highly recommended.

**The reception capacities of the different rooms?**

How many people can sit in the Great Hall? 150 people

How many people can sit in the Room on the First Floor? 120 people

How many people can sit on the mezzanine? 30 people

How many people can the Bar Area accommodate? 35 seated people or 70 standing people

How many people can the covered terrace hold? 150 people standing

### Is there space for a secular ceremony?

In the castle park, several areas are available; the orchard, the south or north lawns of the castle. Inside, possibility of renting an extra room on the first floor.

### What space can be used for the cocktail and/or honour wine?

Outside, you have 3 possibilities: 1. on the lawn in front of the castle 2. On the lawn behind Castle 3. In the square courtyard

### Is there a covered area for the cocktail/vin d'honneur?

Yes, the covered terrace of the Granges

You can set up your own tents/tent in all these areas, without extra charge.

### Are the 2 heated parasols for the covered terrace included in the rental?

Yes, a participation of 30€/bottle of gas will be required.

### Is the furniture included with the reservation of the place?

Yes, furniture is included (see PDF Distribution of Tables, attached)

### How many chairs?

150 Napoleon wooden chairs and/or 150 plastic chairs Miami model

### How many tables & table sizes?

10 tables of 8 (diameter 152cm) & 5 rectangular tables (= 2m10 x 1m trays)

### The tables for the caterer? Yes, buffet trays.

### A table for the DJ?

Yes, we can provide a table for the disc jockey.

### Is the crockery as supplied?

No, the dishes are provided by your caterer or by a tableware rental company.

### Does the bar have a beer puller?

Yes, we have a professional beer draught machine (30 litre barrels + CO2 gas bottle).

### Does the room have a cloakroom?

Yes, you will have 3 holders on wheels.

### From which day to which day does a weekend rental include?

From Friday 2pm to Sunday 5pm

When will we be given the keys?

Friday at 2pm

Is there a late evening deadline? 5:00 a. m.

Is there a space to dance? Yes, the Bar Area

Is there a space to install a photo corner?

Yes, we recommend the mezzanine

Is cleaning included in the rental of the room?

Yes, however, during a weekend rental, customers are responsible for cleaning on Sunday mornings.

Should the room be tidied up at the end of the weekend/event?

Yes, we ask you to tidy up the room and put the furniture back in the designated areas.

What is the kitchen equipment?

The kitchen is equipped with a cold room, a dishwasher, a dishwasher, a dishwasher, a freezer, a ventilated oven with 6 electric hotplates, two hotplates (gas), an embassy piano (gas).

Can customers use the DJ of their choice? Yes, it is.

Can you choose your own caterer?

Free choice of caterer, no corkage fee, customers can bring their drinks

Do you tax service providers?

The providers are free, we can provide you with a list.

Is the car park private? yes & Is the car park lit? yes

Do guests have access to the pool?

For safety reasons and depending on the weather, it is only accessible on Sundays under the supervision of an adult and under your own responsibility.

Do you have accommodation? If so, how many people can you accommodate? 40 people.

The castle can accommodate 30 people (5 guest rooms and 2 cottages for 6 and 7 people).

We also offer a gîte for 10 people, located 200 m from the castle.

Will the campsite be open? The campsite is closed from the end of August to mid-May