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VENUE QUESTIONS



HOW MANY GUESTS CAN THE VENUE HOLD?

For your ceremony and wedding breakfast, The Old Library can seat up to 130 people. We have space for an additional 120 guests in the evening.

ARE YOU LICENSED FOR CEREMONIES?

We certainly are! You are responsible for booking and paying for the registrar - please visit Birmingham Registrar Office for more information.

CAN WE GET MARRIED ELSEWHERE?

Yes you can - there is no requirement to have your whole day with us at The Old Library. You may get married in another venue (such as a church) and come to us for your reception, wedding breakfast and/or evening. You can also JUST have your ceremony with us and move on afterwards to another venue.

WHAT TIME CAN WE ACCESS THE VENUE?

Suppliers are allowed access to The Old Library from 10am on the morning of your wedding. We can confirm with you 2 weeks prior to your date when you will be allowed access to the venue. If the day before is free we will allow you access from 2pm the day prior. If this day has a booking, then you will be able to access the venue from 10am on your wedding morning.



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WHEN CAN WE DROP THINGS OFF TO YOU?

You can deliver any wedding items to us 2 days prior to your wedding such as; signs/centrepieces/table numbers etc. (just as long as there are no perishable items). We will store these in our secure office until the day of your wedding, and then we will set them up for you on the day. Please note that items are left are your own risk and we are not liable for anything you leave.

DO WE HAVE TO TAKE EVERYTHING AWAY ON THE NIGHT ITSELF?

We would recommend that you take away any cards and gifts on the night of the wedding as a matter of security. Providing that we do not have an early booking for the morning after your wedding we will allow you to collect items before 10am the following day.

WHAT TIME DOES OUR PARTY HAVE TO END?

Your wedding booking includes use of the venue, and the bar, until 12am. We give you and you guests time to gather themselves and get transport after the lights go up. We also have the fun option of extending the bar to serve until 1am - which is an additional £100.

DO YOU HAVE A MICROPHONE?

We do. We have a PA system and a microphone which can be used for speeches.

CAN WE PLUG OUR OWN MUSIC IN?

Yes - our PA system is Bluetooth activated, meaning you can connect a phone, iPod or tablet to play your own playlists throughout your wedding. Our PA system is only suitable for background music, so it can be used for your ceremony and throughout your wedding breakfast, but we recommend bringing louder speakers for your evening party. Be aware that we do not have a noise limit however, music must finish by 1am.

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IS THERE DISABLED ACCESS?

The Old Library does have a few steps up to the main entrance – these are wide enough to lift a pushchair up. However, we have double door, ground level access to the rear of the building on Heath Mill Lane for wheelchair users. We also have an access toilet and baby changing facilities in the venue.

IS THERE PARKING AVAILABLE ON SITE?

The Old Library does not have a private car park, but we would recommend using the Zellig car park. This car park is pay and display operated and shuts at 9pm. We are centrally located which means there are a range of car parks close to the venue, as well as frequent public transport - please ask us for our recommendations.

IS SMOKING PERMITTED ON SITE?

Smoking/vaping is not permitted inside The Old Library. Outside of the venue there are steps with artificial grass where smoking/vaping is NOT permitted. Smoking/vaping is allowed on the concrete pavement outside the front of The Old Library.

DO YOU ALLOW ANIMALS TO BE PART OF WEDDINGS?

Absolutely! We love animals here at The Old Library – please speak to us about having your furry friends as part of your big day.

WILL OUR WEDDING BE PRIVATE?

We can promise you and your guests' exclusivity when you are inside The Old Library. If you opt to have your drinks reception in our 'Nomad' or 'Dome' areas, you may encounter members of Zellig staff or members of the public walking through the building whilst you are using the space. However, this is uncommon, and we always do our best to divert people away from you and your guests.

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IS THE VENUE IMPACTED BY THE DIGBETH REGENERATION SCHEME?

Our amazing city location within The Custard Factory is central to the Digbeth Regeneration Scheme, which means the roads surrounding the venue are often being worked on. However, The Old Library is still completely accessible from Gibb Street and Heath Mill Lane. We can provide you with most up to date information before your wedding.

I AM ARRIVING IN A WEDDING CAR - WHERE WILL THIS DROP ME OFF?

Any wedding transport can drop you off in the Zellig car park prior to your ceremony or reception. If you wanted photographs with your car, they can then relocate to the front entrance of The Old Library on Gibb Street.

DO YOU HAVE ANY HIGHCHAIRS?

Yes – we have 4 highchairs, just let your wedding coordinator know how many you need!

ARE YOU A CASHLESS VENUE?

No – the bar accepts card and cash. There are a number of cashpoints within walking distance if wanted.

DO WE HAVE TO USE YOUR RECOMMENDED SUPPLIERS?

Not at all – we love to work with new suppliers and meet other like-minded people! We just ask that you let us know who you will be working with as soon as you know so that we can get in touch with them and make sure our venue is compatible with their service and vice versa, as well as check their Public Liability Insurance.

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DECOR QUESTIONS

IS THERE ANY DECOR WE AREN'T ALLOWED?

We are very flexible so chat to us about any ideas you have, and we can let you know either way. Our biggest, and pretty much only, definitive 'no' is blue/white tack!

ARE WE ALLOWED CANDLES?

We allow candles down the aisle for your ceremony but unfortunately, we don't allow them to be lit due to the safety of your guests. You may have lit candles on your tables, but we do ask that they are securely contained within a holder. Staff are permitted to blow out/move candles as they see fit in order to keep us all safe.

DO YOU ALLOW CONFETTI?

We do allow a biodegradable confetti shot outside of the venue on our artificial grass steps. However, we don't allow confetti inside the venue.

DO YOU ALLOW SPARKLERS?

Yes - sparklers are such a lovely and romantic touch, especially for winter weddings! We do request that you only use sparklers outside and make sure you have brought something to extinguish them in such as a bucket.

HOW BIG ARE THE TABLES?

Our round tables are 6ft wide and will comfortably seat 10 guests - 12 as a maximum. Our rectangular tables are approximately 5ft which makes them great for putting your cake or guest book on or using as a sweet table. We can also use our rectangular tables to create a top table for up to 8 people.



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| LISA CARPENTER PHOTOGRAPHY

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FOOD & DRINK QUESTIONS

CAN WE USE OUR OWN CATERERS?

We love working with amazing wedding suppliers, especially caterers, which is why we never refuse our couples the chance to introduce us to brilliant new food! You are welcome to hire external caterers for your wedding breakfast, evening food, or both! Caterers must be professional and hold a Level 3 Food Hygiene Certificate. Please be aware that we do not have a kitchen onsite, but many caterers cook outside the venue under a small gazebo. An external catering fee of £500 will be charged - T&Cs apply.

CAN WE PROVIDE OUR OWN DRINKS?

The Old Library has a brilliant relationship with The Old Crown who run the bar. This means we do not allow couples to provide their own drinks. Our drinks packages offer everything you may want, and draught beer can be installed for your wedding for a fee of £100. If you have a certain drink/cocktail you want offering to guests then just ask and we will do our best to supply it!

IS CROCKERY AND LINEN INCLUDED?

Included in your wedding price are white tablecloths for the round and rectangular tables. If you book your catering through us then you will also be provided with white fabric napkins for your wedding breakfast, as well as crockery and cutlery. If you choose to use external caterers, they will be responsible for providing crockery and cutlery, as well as napkins.

DO WE NEED TO PROVIDE A CAKE STAND OR KNIFE?

The Old Library has a cake knife which you are welcome to use. We do not have a cake stand so either you or your cake maker will need to provide a stand for your wedding cake to sit on.

DO YOU ALLOW DRINKS TO BE GIVEN AS WEDDING FAVOURS?

We do - as long as they are miniature bottles! Please be aware that we do not allow alcoholic favours to be consumed on site.

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BOOKING, PRICING & PAYMENT QUESTIONS

CAN WE PROVISIONALLY HOLD A DATE?

If you are still in the early stages of planning but don't want to lose your date, then we can hold a wedding date for you for up to 2 weeks before you need to confirm your booking.

IS THERE A SECURITY DEPOSIT?

Yes – we charge a £500 refundable security deposit which covers us for any damages, theft or loss which may occur on your wedding. We very rarely experience this! Your security deposit will be returned to you, providing there are no issues, within 2 weeks after your wedding date.

IS VAT INCLUDED IN THE PRICES WE ARE GIVEN?

Yes – all of our hire prices, bar prices, drinks packages and wedding menus are VAT inclusive.

WE HAVE DECIDED WE WANT TO GET MARRIED AT THE OLD LIBRARY - WHAT IS THE PAYMENT TIMELINE?

If you have decided that you would like your wedding with us – congratulations! Get in touch with us to let us know the good news.

- o We will send you a contract which details all of the costs of your event and your T&Cs.
- o Once you have returned a signed copy of this to us then you will be invoiced for a deposit, which is 1/3 of your total room hire cost.
- o Another 1/3 of your room hire cost is due 6 months prior to your wedding.
- o The last 1/3 is due 3 months prior to your wedding, along with your security deposit.
- o 3 weeks before your wedding date, the payment for any catering provided by The Old Library is due, as well as any outstanding costs.
- o 2 weeks after your wedding date your security deposit will be refunded to you (T&Cs apply).

*Please note that this timeline of payments will be altered depending on how close your event date is to the date you book.

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BOOKING, PRICING & PAYMENT QUESTIONS



WHAT HAPPENS IF WE NEED TO CANCEL?

If you have to cancel your wedding date for any reason, then please refer to our cancellation policy outlined in your T&Cs. Your booking fee is non-refundable in any situation. If you cancel within 6 months of your date you will be required to pay 75% of your total charges, and within 3 months of your date this will rise to 100% of your charges.



WHAT HAPPENS IF WE NEED TO POSTPONE?

If you chose to postpone your wedding date, we charge a small administrative fee of £150 if your wedding is more than a year away. If it is less than a year until your date this fee rises to £250, and if your date is less than 6 months away you will be charged a £500 administrative fee.



NOW WE'VE BOOKED... WHAT DO WE DO?

Get planning, booking your suppliers and getting excited about your day! Our events team are on hand for any queries or questions you have during your planning process, just call or email when you need. We will be in touch to book in 3 wedding meetings with you – one about a year away from your date, another 6 months before your big day and another within 6 weeks of your wedding to finalise all your details.

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