

'A truly unique and stunning venue in the heart of Paisley's West End'

Coats Venue Weddings FAQ's

Do you have a Wedding Licence?

The venue is available for ceremonies (religious and civil). Should you require a religious ceremony it is normal for the bride and groom to invite their own parish officiant to perform their ceremony at their venue of choice in return for a contribution. For a civil ceremony, we can provide a list of local celebrants for you to contact.

How many rooms does the venue have?

Church, Vestry (Bridal Suite), Ballroom and Small Hall. Extensive Gardens.

How many people can the venue accommodate?

Indicative numbers: Church 800, Ballroom 200 (seated) 300 (standing) and Small Hall 50, however this can vary depending on the type of event, table layout and entertainment space required

Do I need to make an appointment to view the venue?

Yes. Contact events@coatspaisley.com or Call 07522 200163

Can we use the outside space?

Please advise Events Team of requirements and purpose.

What is the booking process?

Once you have booked your date/s with the Events Team, a hire agreement will be emailed to you to sign, date and return with a 10% non-returnable deposit payment. Please note, the hire dates will be put back into general release should the deposit not be received. The balance of your payment must be paid three months before the event.

How quickly do I need to book?

If your preferred date is available, you can book as soon as you like. Most clients, especially for weddings and large-scale events, book 12-18 months in advance to secure their preferred date. There is no limitation on how far out you need to book.

How much does it cost to hire the venue?

We have various Hire packages depending on your needs for the day. You can Hire our Church, Ballroom and Small Hall for an all-day package for £1500

What is included in the venue hire price?

Our complete Package;

- Church
- Vestry – Private Bridal Suite
- Ballroom
- Small Hall
- Round Tables/chairs and linen

How long can I hire a room?

The venue hire price is for a full day*should you require more time for access before and after, please speak to our Events Team who can discuss further options with you.

*Church Hire from 13.00 pm

*Ballroom Hire until 00.00 am

How late can the event run?

No later than midnight, except by special arrangement.

Can you offer a food package?

Yes. We have chosen exceptional preferred catering partners who know the venue and provide various packages to suit all budgets and food preferences. You will liaise with them directly to discuss your needs for your special day.

Can you offer a drinks package?

Yes. We have a preferred Bar partner who has been chosen for their professionalism. You can liaise with them directly to make sure your drink requirements are catered for.

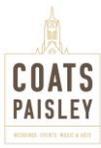
Can we use our own food and drink suppliers?

We would prefer you to use our approved suppliers. The venue is a Category A listed heritage building and care must be taken to prevent damage.

Can you offer photography, music and entertainment for events?

Yes. We can provide you with a list of preferred, local suppliers for you to contact.

Tel: 07522 200163 | Email: events@coatspaisley.com | Web: www.coatspaisley.com



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What is your cancellation policy for confirmed events?

The client may cancel their event by written notice to Coats Paisley before the scheduled date. Cancellation notice periods vary depending on the nature and scale of the event and the Events Team will advise the specific notice period in the hire agreement. The deposit will be retained by Coats Paisley following a cancellation and if outside the cancellation period Coats Paisley may require full payment.

Who will be present at the venue on the day of the event and what will they do?

You will have a member of the Events Team present on the day. They will also oversee the planning of access for caterers, florists, entertainment and other suppliers, according to your supplied run sheet for the day.

Can we use our own photographer, musician or entertainment for events?

We would prefer you to use our approved suppliers. However, if you wish to use your own suppliers you can with prior approval of the Events Team.

What about access and set up if using own suppliers?

The start of your hire period marks the point at which Coats Venue will be ready to receive you and your guests. Supplier access for set up should be pre-arranged directly between your suppliers and our Event Team. All set up, breakdown and deliveries must be on the day/evening of your event with prior consent and agreed with the Events Team, it is your responsibility to advise suppliers of hire agreement detail.

Is there disabled access at the Venue?

Both floors of the venue are fully accessible for disabled and elderly guests by way of a side entrance (they will require assistance). A lift has been installed in the ballroom taking you to the church making both levels accessible.

Is there parking on site?

There is space for cars in the area immediately in front or at the side of the venue if necessary, for use by the host, disabled guests and suppliers making deliveries and collections. Access must be booked in advance with the Events Team. There are plenty of town car parks within a short walking distance, and free parking is available on nearby streets.

Can we set up the day before an event?

If you require 'full set up' the day before the event, depending on the time required, this may be considered as another hire day. Please discuss your requirements with our Events Team. Once agreed, supplier access should be pre-arranged directly between your suppliers and our Events Team you will be required to complete a run sheet prior to your event. Please note – Coats Paisley cannot accept any responsibility for valuable items left unattended.

Can we arrange deliveries and leave items in the venue overnight?

We may be able to store non-valuable items (e.g. leaflets, pop-up banners etc.) overnight prior to the event, providing there are no other activities taking place at that time. Supplier access should be pre-arranged directly between your suppliers and our Events Team. Please note – Coats Paisley cannot accept any responsibility for valuable items left unattended.

Is there accommodation nearby?

There are a number of Hotels and self-catering accommodations nearby. We will be happy to recommend.

Are taxis available?

We have an established relationship with the local cab company, Renfrewshire Cabs – Telephone No 0141 887 7770. They are regularly informed of large-scale events taking place at Coats Venue. Large parties should contact the cab company in advance to book group collection and drop off to save any disappointment or delay.

Are there any nearby attractions that I can recommend to my guests?

Yes. Coats Venue is extremely well located in the heart of Paisley's West End and is within easy walking distance of a variety of nearby attractions. Visit www.paisleyis.co.uk

Smoking Policy

Smoking is prohibited, by law, inside the building at all times. Guests may smoke outside in the designated smoking area.