

Alpheton Hall Barns

Terms of Rental *Last Updated 20/11/13*

The Hire:

The payment charged and received is merely for the rental of the barn and its equipment and fittings. It does not include any service from us which might attract a liability to pay VAT. We may perform acts during the course of the rental period which may, by coincidence, be of assistance to you, however, these will merely be us protecting our investment.

Heating:

Heating will be provided when necessary by high capacity thermostatically controlled indirect space heaters. The barns are insulated. Electric heaters are provided in the WC's, kitchens and anterooms.

Responsible Person:

Please allocate two responsible persons (details to be made known to us in advance) to ensure that your wedding is a happy and safe event. The responsible persons must ensure that the barn is used appropriately and left in good order in accordance with the terms of use. They must ensure that all guests leave on time, and must stay until the last guest has departed.

Safety & Insurance:

Please note that the hirer is responsible for its own and its guests safety and that children in particular should be supervised and restricted to the barns and their grounds as there is open unprotected water in the Medieval fish ponds fronting the Hall and machinery within the yard.

Booking & Deposit:

Bookings are contractual once we have received the non-refundable deposit. The full fee must be made no later than 6 weeks before the wedding day. The deposit will be returned after the event subject to any deductions for cancellations or damages. In the event that any loss or damage to equipment, fixtures & fittings or the building fabric and surroundings exceeds the deposit the hirer will be responsible for such additional costs.

Setting out:

We will endeavour to be on hand whilst you are setting out but cannot guarantee this. Access to the barns for setting out is only available between 12:30 and 6:30 pm on the day preceding the wedding.

**PLEASE DO NOT DO ANYTHING THAT YOU WOULDN'T WANT
THE BRIDE BEFORE YOU DOING**

Hours of Use:

We require that music and the service of drink finishes by 11.30 pm on the evening of the reception and that guests depart by 12.00 midnight on that day. It is recommended that taxis where used are ordered in advance. Provided we are provided with floor plans a minimum of a week before the event we will endeavour for the right number of these to be available pending your arrival. Service supplies are required to vacate the premises by 1:00 am

Access & Parking:

Church Lane is a single track public road, however the majority of users will be going in the same direction at the same time. We recommend that an usher or other responsible person assist with parking to make best use of the space available. External lights on the barn will provide some low level lighting for the car park areas at night. You are asked to ensure that at the end of the event guests leave the premises and the village quietly and considerately.

Tables & Chairs:

We have 20 No 5'6" round tables (each seating 10) and 30 No 6'0" X 2'6" rectangular tables each seating 6 – 8 depending on layout. We also have 2 No 3'0" tables suitable for a cake / serving table. We have 300 Camelot chairs in 'lime-washed beech' with gold coloured seat pads. Up to 8 children's high chairs can be made available by prior arrangement.

Catering:

We do not wish to restrict your choice of caterer, but require you to notify us of your choice of caterer before confirming their instructions. We reserve the right to refuse to accept any caterer without reason.

There is a well equipped kitchen and it will be made available in a clean and tidy condition. Your caterer is required to leave it in no worse a condition. Caterers are required to take away their own rubbish,

We do not provide linen, glasses, plates, cutlery etc.

We will need you to verify that the caterers are registered for Health & Safety with their local authority and have appropriate public liability insurance.

We require your caterer to provide sustenance for the member of AHB staff overseeing your event.

Please furnish your supplies with a copy of our [Providers Terms of Acceptance](#) available on the web site or request.

Drunkenness

Any person who is drunk to the point of being sick, rude, threatening or causing damage will be required to vacate the premises immediately.

Staff Access & Parking:

The caterers and bar staff have their own entrance to the Stackyard garden and service areas (with double width access doors allowing van access directly to the kitchen area) and parking. There is an external power socket suitable for refrigerated vans.

Bar & Licence: - We do not charge corkage

The premises are licensed for the sale of alcohol, music and entertainment and the service of late night refreshment. There is a solid oak surfaced mobile bar for use in the barn together with bar fridge. A separate bar store area is provided which offers a double sink with single drainer and separate hand wash facilities, a 1300 ltr larder fridge, and large freezer.

We do not permit outside bar services other than those arranged by us or provided directly (not subcontracted out) by your caterer.

Deliveries:

Please note that we cannot accept deliveries outside the hire period, or be held responsible for receiving, checking or for the security of any deliveries / items belonging to the hirer or caterers (e.g. deliveries of drink, flowers, decorations, furniture etc). The premises benefit from coverage by 8 infra red CCTV cameras but this cannot be relied upon.

WC's and Change Facilities:

The venue provides a large disabled / brides WC (with discrete access lobby off the South Barn), Ladies and Gents WC's together with a separate caterers / baby change area with sink and WC. Hand driers, loo paper and hand soap will be provided. Hirers are welcome to add flower arrangements.

Candles & Pyrotechnics:

We do not permit the use of naked flames save for night / "T" lights in a secure non-combustible container. Pyrotechnics may be permitted by agreement on special request subject to appropriate insurance cover and Health and Safety certification.

Photography:

During the course of the event we may take photographs for "security" and management reasons, (this is more protecting our investment and is not a service) we will endeavour to ensure that a full copy of all photographs taken are made available to you on DVD shortly after the event.

By prior arrangement, restricted areas of Alpheton Hall's gardens and grounds can be made available for photographs at the commencement of the reception (or following the wedding if at St Peter & St Pauls' Alpheton). We would be pleased to discuss this with you and your photographer in advance of the day.

Decorations:

No decorations or other may be fixed or otherwise to any surface without prior approval. There are a good number of suitable hanging hooks.

Gardens:

The hire of the South Barn includes use of the hedge enclosed Stackyard garden which may be 'dressed' by the hirer to suit their colour scheme and includes 10 aluminum tables and 40 aluminum / 'wicker' chairs. We have no objection to, and will not charge for, the hirer erecting a pavilion or small marquee on the garden as insurance against wet or unusually hot weather, at their own cost. (Please note the garden really was a stackyard and despite being laid to lawn, the penetration of the ground by pegs can be quite difficult). The garden will be provided with short mown grass and with trimmed perimeter hedges. The surface of the garden is not up to croquet standards however we will endeavor to keep it neatly presented and free from immediately apparent trip hazards and holes. We accept such things as bouncy castles but they are at your own risk.

Confetti:

Confetti is restricted to **dried flower petals** only and to allocated area(s). We do not permit the use of confetti cannons and following research into and advice on the safety and environmental impact of "Chinese Lanterns" we are not willing to permit their use.

Clearing Up:

The barn will be provided in a clean condition. Within the hire period all your property must be removed, the barn swept and any spills and breakages cleared up (please clear up red wine immediately) and table tops wiped. All rubbish and waste from all areas (including catering waste) must be cleared from the site. The Kitchens, WC's and the Bar Store (and all equipment therein) must be left clean and tidy and free from damage. We do expect to clean the barn and facilities between events but expect that this should be a regular rather than specialist clean. Any damage to the barn, furniture or fixtures & fittings must be reported and the cost of this or any onerous cleaning costs will be recovered from the deposit or by additional invoice.

All hired equipment, flower arrangements, plates, glasses and so forth must be removed by 12:00 noon on the day following the wedding.

The hirer is required to take away all glass bottles and to dispose of these in an appropriate recycling center.

Lastly:

This is to be your special day, so if there are any special touches or requirements that you would like, to help make your day so memorable, please do not hesitate to ask.