

**Decorations:**

No decorations or other may be fixed or otherwise fastened to any surface other than to the ample hanging hooks and brackets.

**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. Garden furniture (10 aluminum tables and 40 aluminum / 'wicker' chairs) is provided for use in dry weather only and must be stored under cover following use. 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.

**Photography:**

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.

**Confetti:**

If confetti is thrown please ensure that it is biodegradable and its use is restricted to the field or within the barns. 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 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 must be reported and the cost of this or any onerous cleaning costs may be recovered from the deposit or by additional invoice.

**Lastly:**

**This is to be your special day, so if there are any special touches or requirements that you would like, please do not hesitate to ask. We are continually seeking to improve and expand upon the service offered.**

# Alpheton Hall Barns

## Terms of Rental *Last Updated 5/1/12*

**Heating:**

Heating will be provided when necessary as follows:

In the South Barn by high capacity thermostatically controlled external indirect space heater. Both the South and West Barns together with the kitchens and loos are fully insulated. Electric heaters are provided in the WC's. and Bar Store

**Phones:**

There is no phone line in the barn and hirers should ensure that the 'responsible person' is contractible by mobile phone if necessary.

**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.

**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:**

Provisional bookings must be confirmed with an agreed 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 of 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 to assist with the setting out but cannot guarantee this. As with many old barns, the venue is host to a resident bat population however there are umbrellas hung beneath the roots to catch any messages they may send.

**Candles:**

We do not permit the use of naked flames save for night /"T" lights in a secure non-combustible container.

**Hours of Use:**

The hirer will be permitted access to the South and West Barns and Stack Yard garden from 12.00 noon to 6:00 pm on the day before the Wedding and from 9:00 to 11.30 am on the day after. 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. Caterers and or Bar Providers are required to vacate the premises by 1:00 am

**Access & Parking:**

We recommend that an usher or other responsible person assist with parking to make best use of the space available. 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 4 children's high chairs can be made available by prior arrangement.

**Kitchens:**

Fitted with two 6-burner hob, gas fired catering ovens with extraction, a 1285 mm hot cupboard, 650 ltr capacity freezer, (all gastronorm compatible), double sink with double drainer, knee operated hand wash sink, 2 x 1500mm x 650mm wall preparation tables, 2 x 600mm x 650mm wall preparation tables and 2 x 1800mm x 650mm central preparation tables creating an island unit. All preparation tables / hot cupboards etc are moveable or mobile. We provide a single bin holder (to take black bin bags) and a single 40 ltr manual fill boiling urn. No other cooking or kitchen equipment, crockery, glasses or linen is provided.

**Children:**

Children are welcome and we have a dedicated children's quiet room / baby feeding room, with bean bags and dvd player. We would ask that children are not given sweets and high "E" number drinks and we parents are to be responsible for their child's supervision at all times.

**Caterers:**

We do not provide refrigeration for caterers as they will be bringing food to the venue and we expect that food to be brought in a refrigerated van or trailer. There is an external electric hook up for these, There is a large double fridge and single freezer for guests use as well as a glass fronted bar fridge. Caterers are expected to leave the kitchens as they find them in a clean and tidy state with floors washed and and cookers cleaned and all rubbish taken away. Some limited bin space is available for guests own use.

**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.

**Catering:**

We do not have in house caterers and Hirers are invited to select their own. We will provide a list of our preferred local caterers whom have demonstrated to us their suitability for the venue and can arrange this for you. We cannot accept any responsibility for your choice of caterer. We reserve the right to refuse to accept a caterer for any reason. We will need you to verify that the caterers are registered for Health & Safety with their local authority. The kitchen and equipment will be made available in a clean condition and caterers or hirers need to provide their own cleaning equipment, soap, detergents & bin bags etc. to return it in the same condition. Please let us know if you plan to do your own catering as we will wish to discuss arrangements. Caterers will be required to take their rubbish away with them. Caterers who are not known to us may be required to submit a £500 deposit.

**Bar & Licence:**

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, two 1500mm x 650mm prep tables and a three tier trolley. The bar store doubles up as a staff rest room during functions.

We do not currently provide bar services and hirers should make their own arrangements if required. We reserve the right to refuse to accept a bar provider for any reason. We do not charge corkage.

**Security of Deliveries:**

Please note that we cannot 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. Access to the South Barn is restricted when not in use by locked and or barred doors, however no premises can be considered completely secure.

**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.