

INFORMATION and TERMS & CONDITIONS



CAPACITY: The barn has a premises licence for attendance up to 240. For a seated reception, the maximum number of guests is 120. For a civil marriage or a blessing ceremony, the adjoining Ceremony Room will hold a maximum of 100 seated with a central aisle.



REGISTRARS: Civil Ceremonies/Partnership ceremonies are conducted by the Suffolk Registrars, tel.0345 6072050.



CATERING: A caterer must be selected from the list of approved caterers issued by the venue. Caterers must provide service staff, table linen, crockery and cutlery.

Caterers will be given the use of our well-equipped catering kitchen, and must follow instructions on how to use appliances, as well as how to recycle, clear and leave kitchen.



TABLES, CHAIRS, EQUIPMENT: We have a large number of round tables (5ft diameter –seating 8) as well as rectangular tables for use by hirers. We have 125 chiavari chairs with ivory seat pads. We have chairs and tables for outdoor areas. We also have a variety of wedding related equipment, mostly practical, but some decorative items too. A full list is available on booking.



DRINKS: Drinks may be supplied by the hirer according to our 'No Corkage' Policy and served by caterers. Glasses for these must be hired through the tied-bar, to avoid two-sets of glassware. Hirers supply must stop at the end of the wedding breakfast before the arrival of evening guests. Wedding guests may not bring in their own supply of drinks, these will be taken away. See also No-Corkage Policy, and Bar T's & C's.



EVENING BAR: This is tied to Fizz Bar Events, run by Richard Dewsbery. It is fully stocked and competitively priced. On booking the Barn the Bar Service is automatically available for your date. There is an admin charge (see price-list) payable to Richard. For further details on the bar service, see the Bar T's & C's on our website. Our Premises licence permits the sale of Alcohol from midday till 12.30am under the Licensing act.



MUSIC: The barn has a 10-speaker PA system. At weddings this is used for speeches (we have 2 handheld wireless mics), as well as to play background music during the meal. There is also a data projector mounted overhead, and large screen which are available for use at weddings. The Ceremony Room has a separate music system. Please provide a CD-R with your tracks on to the venue team the day before, as we will operate the music during the ceremony



We allow all bands and discos for the evening, though they need to be insured and have pat-tested equipment. Our music licence extends to 12.30am for all Wedding hire. There are no sound limiters and no close neighbours, but please keep sound levels reasonable for the sake of your guests!



PARKING: Is located close to the Barn on hard-standing. Cars may be left overnight at owner's risk, but must be collected the following morning. There is fairly good access for coaches, but please inform us if these are booked.



CONFETTI: Please use only bio-degradable confetti outside, such as rice paper, or dried petals.

CONFETTI CANNONS: These are not allowed as they pose a fire-risk in the Barn when paper lands on the beams and lighting (which it does!). Please do not use outdoors either.



CANDLES, SMOKE, & FIREWORKS: We allow Candles in the Barn in sensible containers on counters or tables away from beam-work. Candles are not allowed during a Civil Ceremony.

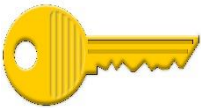
Smoke and Mist machines may not be used, as there are fire-alarms overhead that will be triggered. By law – smoking is not permitted inside the building.

Sky Lanterns are not allowed. Professional Firework Displays are allowed.



WASTE, RECYCLING, AND CLEAR-UP: We follow a recycling system that suppliers and hirers must adhere to. Instructions are near bins. We also have a bottle skip near the Barn.

Our cleaning team will arrive early the morning after a wedding, and take care of the bulk of the clearing up and cleaning. Your task will be to collect your property, flowers, food, presents & decorations.



LOCKING UP THE BARN: The Haughley Park team lock and unlock the Barn, and on the night of the wedding, the Barman will lock the Barn when he has finished his clearing up, by which time the guests are usually gone.



SAFETY & INSURANCE: The Wedding Details Sheet requires the name of the 'Responsible Person' for the event. We supply a Risk Assessment Checklist on the set-up day to alert people to possible risk. We are insured appropriate to our risk but the hirer is responsible for any insurance to cover negligence or risk connected with their or their contractor's activity. You are advised to check that your suppliers are adequately insured.



CONTINGENCY & DAMAGE: If for some reason the Barn or parts of it were unusable at short notice, we would hope to propose alternatives in the gardens so as to avoid cancellation. In any event, our liability would be limited to the refund of the hire charge.

The Hirer shall pay for any loss or damage to equipment, fabric, or surroundings caused by him or those attending or supplying a service at the event.



COMMISSIONS: At Haughley Park Barn we do not take any commissions from any suppliers who work here or who we recommend or are tied to.



PARK EVENTS: From time to time, there are activities that take place in the parkland of the Estate, ranging from scout-camps and running-events to small festival-events. They are located out of sight of the Barn, and are managed for little or no impact on events taking place in the Barn and Gardens.



CANCELLATION: Luckily, we have experienced very few cancellations. Upon cancellation some of the deposit may be refunded if the date is re-let at full value. If the cancellation is 6months or less before the date, we will retain the full deposit.

From time to time, albeit very rarely, it may be necessary to make changes to our terms and conditions. We reserve the right to do this, and will notify hirers immediately of any change.