

## 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. Sunday Ceremonies must be held at 3.30pm or later.



**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:** For Saturday and Wednesday hire – drinks may be supplied by the hirer with no corkage charge, and served by caterers. Drinks service must stop at the end of the wedding breakfast before the arrival of evening guests. For Sunday hire – drinks served on arrival at the venue or after the ceremony may be provided with no corkage. All drinks thereafter must be organised through the bar service. See also Bar T's & C's.

Fizz Bar Events



**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 a small 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 normally on short-cut grass with room for 100+ cars. If very wet, and also in colder months, this may be closed and parking moved to the hard-standing carpark behind the barn. In difficult weather – ushers may be asked to assist with parking. Cars may be left overnight at owner's risk, but must be collected the following morning. There is fairly good access for coaches.



**CONFETTI:** Please use only bio-degradable confetti outside, such as rice paper, or dried petals. Ideally please try and throw confetti over grass, rather than gravel.

**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!).



**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.

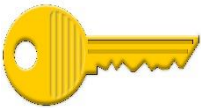
Smoke and Mist machines may not be used, as there are fire-alarms overhead that will be triggered. By law – smoking is not permitted inside the building.

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.