



HARLAXTON

Wedding and Celebration Venue Agreement

Harlaxton Manor is a Grade I listed historic house and garden. It's incredible and unique architecture and interior design lends itself for use as an extraordinarily special setting for events.

The owners of the Manor hold the responsibility for its care and preservation for future generations. Our staff are eager to work with all clients in planning and realizing special events; however, owing to the preservation needs of the House, we do have certain requirements to which clients must adhere. The "Client" is responsible for the actions of his or her guests at the event.

We appreciate your interest in holding your special event at Harlaxton Manor and your understanding of our requirements.

BOOKING/DEPOSITS/CANCELLATION/PAYMENT

A provisional booking for the date of your function can be made at any time; however, the date will only become a confirmed booking on receipt of a deposit payment of £2000.

A further payment of £3000 will be required twelve months before the date of the wedding.

The remaining balance of the facilities fee (stateroom room hire) is due for payment 90 days prior to the wedding date.

Final payment of the catering invoice is due 30 days prior to the wedding.

If the client cancels the wedding the following cancellation penalties apply:

- Less than twelve months after booking - £2000
- Between twelve months - 90 days before the event date - £5000
- Between 90 days -30 days before the event date the cancellation penalty would be the full amount of the facilities fee detailed in the individual timeline communication
- Less than 30 days before the event date the cancellation penalty will be 100% of the total balance

Dependent on the length of time between date of booking & the actual event an alternative payment schedule will be provided.

Cancellation by the client will only be accepted via email addressed to the Events Team at events@harlaxton.co.uk with a receipt via email from events@harlaxton.co.uk

If an event is cancelled by Harlaxton Manor, Harlaxton Manor Enterprises cannot accept liability caused by its cancellation of an event, other than the return of all advance payments received.

It is your responsibility to book the Registrar for your wedding.

Contact Details: Lincolnshire County Council

Registration and Celebratory Services

4 Lindum Road Lincoln LN2 1NN

Tel: 01522 782244 Website: www.lincolnshire.gov.uk/registration



NO SMOKING

As a historic house, Harlaxton Manor operates a very strict No Smoking policy. The danger of fire and/or damage is a great risk to the fabric and structure of the House. Therefore, smoking is not allowed in any part of the Manor or gardens, including the Conservatory. This policy also covers electronic cigarettes and other vaping devices. An exterior smoking area, away from the House, will be designated with the Client if necessary.

Harlaxton Manor provides no covered area for smoking in the case of inclement weather. Parties violating the no smoking policy will be charged additional fees of up to £1000, or in the case of damage, actual costs. Harlaxton Manor requires the assistance of the Client in ensuring that all guests adhere to this policy. Harlaxton Management reserves the right to remove any person from the Manor and/or grounds who is seen to be behaving in a manner offensive to our staff or other guests, or who is endangering the facilities, including smoking in any room in the House, including the Conservatory.

ZERO TOLERANCE POLICY

To drug use or sales. The use, possession or distribution of drugs or any illegal substance on this premises is strictly forbidden.

HEALTH & SAFETY

The Client is responsible for ensuring that the total numbers agreed with the Events Coordinator are not exceeded. Fire codes require Harlaxton Manor to obtain and record this number for each event.

The Client is required to nominate one person for every 25 guests attending to assist in keeping good order and to assist in the efficient evacuation of the Manor should this become necessary (e.g., fire). We kindly ask the bridal couple to make us aware of their nominated persons ahead of the event. These people should make themselves aware of all fire routes and exits upon arrival at the Manor, and seek help, if needed, from the Catering Manager, Events Coordinator, or House Security, regarding fire exit routes. These persons named should be present in the Manor for the duration of the event. The Client should be present at the end of the evening to ensure that all guests have departed.

All children must always remain under the control or supervision of an adult. Harlaxton Manor Enterprises reserves the right to determine the ratio of adults in relation to children required for adequate supervision. All electrical equipment brought on to the premises must have been safety (PAT) tested within the last twelve months prior to the event

RESTORATION WORKS

Harlaxton Manor is a Grade 1 Listed Manor House and is regarded as being of significant historical interest. Harlaxton Manor takes its associated obligations to maintain this important historic building seriously and therefore reserves the right to carry out restoration and maintenance works on buildings and grounds as necessary.



We will, of course, endeavour to give you as much notice as possible of any anticipated works, and the associated impact these may have on your event, prior to confirmation of your booking. However, it may be necessary to carry out works at short notice for emergency or other reasons, such as the receipt of time sensitive grants or instructions from English Heritage and like organisations. In such cases we will contact you at the earliest opportunity to discuss the matter further

ACCIDENTS

In the event of any accident, a guest or Client must report to a member of staff on duty, who will contact the Manor Security staff. Security staff will assist in any way possible; including calling for an ambulance should one be required. Security will inquire as to the nature of the accident to include in our security log. The public telephone at the front entrance can also be used for calling an ambulance.

INSURANCE

Any damage to the fabric or contents of the Manor by any guest of the event will be charged to the Client. Clients may wish to take out insurance to cover themselves against such risk. Harlaxton Manor Enterprises has Public Liability Insurance coverage.

BAR EXTENSION/ENTERTAINMENTS LICENCE

The Manor is licensed for full bar facilities, observing normal licensing hours and laws. Monday-Saturday the bar will close at 11PM; the function ends at 12AM. The Manor can extend the bar hours with an additional fee, please contact your events coordinator for more information. The Manor staff will not serve alcohol to persons under the legal age and will, if necessary, request identification. The cooperation of the Client is sought in this regard.

CATERING

No other catering, third party food supplies to be supplied or served on your wedding day with the exception of a wedding cake (fruit, chocolate, sponge) displayed as a wedding cake. We reserve the right to remove any foods which do not comply with the Harlaxton Manor policy

Corkage will be charged for all wines and champagnes brought in and consumed this will need to be arranged with the events team prior the event.

- £15 per 75cl bottle of wine & prosecco
- £30 per 75cl bottle for champagne

Alcoholic favours must be approved with the events team before arrival. Welcome Drinks packages can be tailored to your individual requirements, please ask the Events team for more information of drink selections and options.

Special dietary requirements can be catered for with advance warning.



Anyone aged 12 and under is classified as a child. We can offer adult menus to children under 12 for half price or guests can select from a dedicated children's menu.

All prices shown include VAT at the current rate and will be added onto your quote

Minimum of three courses applies to all wedding bookings.

Supplementary costs for premium dish's.

Evening food requires a minimum number of 60 portions served by 9.30pm. Later is possible, however may incur further charges to retain service staff

Minimum numbers of 80 for Wedding Breakfast. Weddings between 80-50 guests will be charged a minimum supplement fee of £20 per guest. Please speak to the events team on your numbers and catering costings.

If you wish to offer your guests a choice of starters or main course dishes an additional charge per person per course applies to cover additional equipment and kitchen staff, this is at the Executive Head Chefs discretion. Please speak to the team for more information.

Please note, our catering team can provide meals for suppliers at an additional cost. This meal must be taken at the same time as the wedding party, or within the evening buffet. The Wedding Breakfast main course only and the evening buffet will be as listed on our menus. Supplier meals are at the discretion of the catering team, changes to this offer might occur to be inline with your chosen menu.

WEDDING TASTER

If you would like to book a tasting, we can organise an mid week evening in November along side other couples. We have limited availability, our taster evening is on a mid-week evening (Tuesday or Wednesdays) no tastings are available at the weekend due to the nature of our business.

Tastings are priced at £180 per couple - our Executive Head Chef will cover a selection of canapes, starters, mains and desserts.

COSTS

The menu items stated are subject to change dependent on the seasonality and demand of the produce.

Menu prices subject to change if quoted more than 6 months before wedding.

Menu and Drinks cost may rise per year based on inflation and increases in the pricing of ingredients, labour and more. We will let you know as soon as possible regarding this.

Please consider if your booking date is over 12 months from your wedding day then price increases are inevitable, however will be kept to a minimum where possible.



MUSIC AND ENTERTAINMENT

Clients arranging music, whether live or discos, are responsible for meeting the requirements of the Performing Rights Society. Dancing is usually catered for in the Great Hall. Additional rooms may be utilised for dances spaces but will require hire of an external, additional dance floor. Our licence does not permit the use of lasers, bubble machines or smoke machines.

Access to the venue for use of the lift or to avoid the main staircase is via the Pegasus Courtyard, reached by way of signs marked "Goods Inward/ Reception." Arrival times are to be arranged by the Client with the Events Coordinator. Entertainers & suppliers must check in at Reception where a member of staff will complete check in procedures & direct them, via the lift, to the Great Hall. Please note: Equipment must not be dragged across any floor surface. Any damage created in this manner will be charged to the Client. We kindly ask all suppliers to be conscious of doors and paintwork. Trolleys can be provided for the use of transporting heavy equipment.

Fireworks. We do allow fireworks at Manor, in respect of our neighbours no later than 10:00pm, we do advise noise reducing fireworks to be used wherever possible. The supplier of fireworks must come to the manor for a site visit unless they have worked with us before. There is an additional service charge to the Manor of £500, this is so a member of staff from events is present to supervise guests viewing the fireworks.

Please ask the Events Coordinators about options for meals, and rooms for entertainers to change and prepare.

EVENT DECORATIONS

The Events Coordinator will be happy to refer clients on to our exciting list of 'Friends of Harlaxton Manor' business network. We can recommend florists and venue dressers who have worked with Manor events in the past. All costs and arrangements are to be made between the client and their chosen supplier.

Candles: Wherever possible we prefer the use of LED candles, any candles with naked flames are to be in approved containers (glass hurricanes, votive holders, etc.) as discussed in advance with the Events Coordinator. Lit candles must not be moved or carried from table to table.

Confetti and Balloons: Biodegradable confetti can be used outdoors near the main front doors and garden. Only non-helium balloons are allowed if these are securely tied down. We kindly ask that clients inform us of their confetti or decoration decisions so we can approve with manor and guest safety in mind.

Harlaxton Manor and employees are not responsible for any personal and supplier belongings damaged or lost.

BRIDAL SUITE AND DRESSING SUITE

Our gorgeous Dressing Suite is the perfect backdrop for getting ready in before your ceremony. With beautiful gold floor length mirrors and comfortable furnishings the Dressing Suite is the perfect start to your wedding here at Harlaxton.

Additional information

- Bridal Suite or Dressing Suite can be used 4 hours before ceremony here at Harlaxton
- Maximum of 8 guests for the Bridal Suite and Dressing Suite

- For parties over 4 guests, the Dressing Suite must be booked
- Only available for couples having their ceremony at Harlaxton
- Catering can be purchased for your guests getting ready in the Dressing Suite

PERMITTED HOURS

The permitted hours for access to the Manor and State Rooms are as follows:

- Event Setup is permitted dependant on availability; your wedding coordinator will discuss your options. The bridal party must ensure suppliers are able to deliver within their arranged time slot.
- Event Day: Bridal party can arrive four hours prior to the Ceremony. Only if Ceremony is at Harlaxton Manor
- Wedding/Partnership Ceremonies. Ceremonies must be booked no later than 2pm.
- The event should end by 11.30pm and the house to be empty by 12:00am

Any items you wish to keep from your wedding day including décor, cake, please contact your wedding coordinator they will be able to provide a collection form.

ADDITIONAL NOTES

Included in the venue hire are A choice of silver cake stands (16” round, 16” square & 14” square) along with either a cake knife or sword, and a wireless microphone for speeches.

AGREEMENT

The client understands by signing this agreement that they accept the terms stated in this document as part of the conditions of their hire with the venue.

A signed copy of this agreement is required but by paying the deposit & proceeding with the booking you agree to comply with the terms and conditions.

Event and Date:

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Signature of Client(s):.....

Client Name
(s):.....

Date:.....

Telephone
Number:.....

Contract Reference TC122022

