



## **HARLAXTON MANOR ENTERPRISES LIMITED**

### **TERMS AND CONDITIONS FOR FUNCTIONS**

Harlaxton Manor is a Grade I listed historic house and garden. Its 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 particular 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 letter from the "Client," together with a non-refundable deposit of £500.00.

In the event of cancellation by the Client less than four months prior to the scheduled date, the full Facility Fee will be due to Harlaxton Manor Enterprises.

Harlaxton Manor Enterprises can accept no liability caused by its cancellation of an event, other than the return of any and all advance deposit received.

An estimate of the number of guests for your event will be requested upon booking. Final numbers for the function are due from the Client a minimum of 15 days prior to the event. A form for confirming numbers will be provided to the Client by the Events Coordinator. The number stated on this form will be the minimum invoiced; any additional numbers will be added.

The Facility Fee will be due, in full, no later than 60 days prior to the event.

Event catering costs are due 10 days prior to the event.

Additions or adjustments will be invoiced following the event and due within 14 days from date of the invoice. Cheques should be made payable to Harlaxton Manor Enterprises Limited.

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](http://www.lincolnshire.gov.uk/registration)

## **BAR EXTENSION/ENTERTAINMENTS LICENCE**

The Manor is licensed for full bar facilities, observing normal licensing hours and laws. We do not cater for late night functions. Monday-Saturday the bar will close at 11PM; the function ends at 11:30PM. The Manor staff will not serve alcohol to persons under the legal age and will, if necessary, request identification. The co-operation of the Client is sought in this regard.

## **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 £500, 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.

## **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). The nominated persons should make themselves aware of all fire routes and exits upon arrival at the Manor, and seek help, if needed, from the Events Coordinator, or House Security, regarding fire exit routes. The names of the nominated persons must be given to the Events Coordinator before the event. 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 remain under the control or supervision of an adult at all times. 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.

## 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.

## EVENT DECORATIONS

### *Flowers:*

The Events Coordinator will be happy to discuss floral needs with the Client. We can recommend florists who have worked with Manor events in the past. We also have photographs of previous events for review. All costs for floral arrangements are the Client's.

### *Candles:*

Candles may only be used as a part of table decorations in the room where the meal service is conducted. Candles are to be in approved containers (glass hurricanes, votive holders, etc.) as discussed in advance with the Events Coordinator. Naked flames of any kind cannot be permitted. Lit candles must not be moved or carried from table to table. We regret that strings of lights cannot be used in the Manor owing to our safety policies.

### *Confetti and Balloons:*

No confetti, of any kind, may be used in the House or on the Grounds. Likewise, the use of balloons cannot be allowed indoors (including the Conservatory).

## CATERING

All catering must be provided by our Catering Team at Harlaxton Manor. No food or drink may be brought onto the premises in compliance with Harlaxton Manor Food Safety Statement except for the wedding cake.

Corkage will be charged for all wines and champagnes brought in and consumed. Prices available in the menu booklet.

Special dietary requirements can be catered for with advance warning.

Anyone aged 12 and under is classified as a child. We can offer half price meals for children under 12.

Cheese tower wedding cake – incurs a £150.00 handling and service charge, regardless of whether a traditional sweet wedding cake is supplied or not.

Where the cheese has to be delivered to the Manor in advance, we also charge £25.00 per day for specialist storage.

Cup Cakes will incur an additional charge of £150.00 handling and service charge.

As a busy university we are not able to offer menu tasting sessions.

'Mix and match' items from our suggested menus will incur recalculation if menu choices fall into different price brackets

## MUSIC AND ENTERTAINMENT

### *Music:*

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 and only ONE performing group is recommended. Our licence does not permit the use of lasers, bubble machines or smoke machines.

### *Piano:*

Use of the piano in the Great Hall or Long Gallery is available by prior arrangement with the Events Coordinator. A fee of £50 applies. The Events Coordinator will assist in arranging a pianist if so desired.

### *Entertainers and Equipment:*

Access to the venue 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 must check in at Reception where a member of staff will 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. Doors are to be properly opened and door surfaces are to be protected from denting by equipment. If items are too heavy to carry entertainers may use their own trolley.

Meals, and rooms for entertainers to change, must be arranged in advance with the Events Coordinator.

## PERMITTED HOURS

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

- Event Setup (day before event): 3pm to 7pm
- Event Day: Bridal party arrival four hours prior to the Ceremony  
*The event should end by 11:30pm and the house to be empty by 12:00am*

## ADDITIONAL NOTES

### *For Weddings:*

The cake stand and knife, a microphone, and a changing room for the Bride and Groom are provided at no additional charge.

## 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.

## **FREQUENTLY ASKED QUESTIONS - Weddings**

### **CEREMONY**

#### **Which room would we have our Civil Ceremony in?**

The Great Hall and Gold Room are both licensed for Civil Wedding/Partnership Ceremonies.

#### **How many guests can we invite for a Civil Ceremony?**

We are licensed to hold Ceremonies for up to 200 guests in the Long Gallery, up to 120 guests in the Great Hall and up to 60 guests in the Gold Room.

#### **Do we have to pay any extra for the Civil Wedding Ceremony?**

Yes – for use of the Great Hall the cost is £825.00, and £725.00 for use of the Gold Room. There will also be a fee to pay directly to the Registrar in order for them to conduct the Ceremony for you.

#### **Do we have to book the registrar separately?**

Yes, you will need to liaise with the registrar separately and ensure they are available to conduct a Civil Ceremony on the date you have chosen and it is best to do this before you confirm your date with Harlaxton Manor. We will give you the contact details of the local Registrar when you come for a show-round.

#### **How long does a Civil/Partnership Ceremony take?**

The Ceremony normally takes around 30 minutes, a little longer if you have readings included.

### **LOGISTICS**

#### **What is the maximum number of guests we can have for the Wedding Breakfast?**

We can cater for up to 120 guests in the Long Gallery for a formal, seated dinner.

#### **What time can we arrive at the Manor on our Wedding Day?**

Exclusive hire of the Manor starts four hours prior to your Ceremony.

#### **Can we gain access to the Manor the day before our wedding?**

Yes, you can set up name cards, table plans, favours, etc. between 3.00 pm and 7.00 pm the day before your wedding and also drop off your bridal attire if you'd like to.

#### **Do you allow children at the Manor?**

Yes, we welcome children to the Manor, but ask that they are supervised at all times.

#### **Do you have any high chairs we can use?**

Yes, we have 3 high chairs which you can use.

#### **Can we have lunch at the Manor whilst we are getting ready?**

Yes, we can provide a sandwich lunch for you whilst you are getting ready. This would need to be ordered in advance and would incur a charge.

#### **How many people can stay overnight at the Manor?**

Unfortunately, we can only offer overnight accommodation for the Bride and Groom.

#### **Do you have other hotels/B&Bs locally?**

Yes, there are plenty of other hotels and B&Bs locally. We will give you the contact details of all local accommodation when you book.

## **LOGISTICS/Continued**

### **What time do we need to leave the Manor the next day?**

The Bridal Suite will need to be vacated by 10.30 am.

### **Will I need a microphone for the speeches? If so, do I have to provide my own?**

A microphone and PA system is recommended for speeches in the Long Gallery and we provide these free of charge.

### **Can you provide an easel to hold our table plan?**

Yes, we can provide a selection of easels which can hold your table plan, photo montages, etc.

### **What time do we have to finish the party?**

In order to conform with our premises licence and out of consideration for residents, all wedding parties must finish by 11.30 pm. The bar will close at 11.00 pm and last orders will be called at 10.50 pm. All guests must vacate the premises by 12.00 midnight.

### **Can we decorate our own napkins?**

You can, as long as we know in advance so that we can ensure they are ready for you to collect and decorate in advance of your wedding.

### **When do I have to confirm final numbers?**

We need an idea of your final numbers 6 weeks prior to your wedding date and actual final numbers need to be confirmed at least 15 working days before your wedding.

### **Do you have a cloakroom we can use?**

We don't have a cloakroom as such, but we do have hanging rails which your guests can leave their coats on if required.

### **Can you recommend any local suppliers? (florists, photographers, etc.)**

When you come for a show-round, we can recommend local suppliers who have worked with Harlaxton Manor Events in the past, such as photographers, florists, cake makers, etc.

### **Can my photographer come to the Manor before the wedding to look round?**

Yes, as long as you make an appointment beforehand.

### **Do you recommend having a break between the day and the evening?**

We recommend that your day rolls into your evening without a big break.

### **Is the Manor lit from the outside at night time?**

Yes, the front of the Manor is floodlit from dusk.

### **Can we have fireworks?**

Fireworks can be fired from the sports field but suppliers must supply appropriate documentation in advance.

### **Can we launch Chinese lanterns?**

Unfortunately, we don't allow Chinese lanterns to be launched as the debris impacts on our local residents and farmland. It also causes harm to local livestock. This ruling is in line with recommendations from the Country Land Association.

### **Can I have overhead drone footage of my wedding?**

As a residential College, drone footage is strictly forbidden at Harlaxton Manor.

## **CATERING AND WINE**

### **Can we bring our own caterers in?**

We do not allow this because it is essential that we consistently offer the highest standard of catering.

### **Can we have a menu tasting session?**

Unfortunately, we are unable to offer menu tasting sessions.

### **Can I 'mix and match' items from your suggested menus?**

Yes, but we would have to re-cost your menu if choices fall into different price brackets.

### **Can I have multiple menu choices for my guests?**

Due to logistical constraints associated with the distance of our kitchens from the State Rooms, we can only offer one choice of starter, main course and dessert. The only exception would be for a vegetarian alternative or those with special dietary requirements, and we would need to know the number of each in advance.

### **Can you cater for items not covered by your menu options?**

We strongly recommend that you choose from our menu booklet. In certain circumstances (e.g. for cultural or religious reasons), we can provide a quotation for alternative menus, but our prices would need to reflect any additional development time.

### **Can we have a hog roast or BBQ?**

Unfortunately, the prolonged cooking of a hog roast would mean that the Manor would be filled with the cooking smells, so they are not allowed. We do, however, have a chef carved hot roast pork option as part of our evening buffet menu.

### **Do you cater for special dietary requirements?**

Yes, as long as we know in advance, we can cater for most dietary needs.

### **What age do you classify a child?**

Anyone aged 12 and under is classified as a child. We can offer half price meals for children under 12. We are unable to offer processed meats, such as chicken nuggets, fish fingers, etc. as an alternative to the main course for children.

### **Can we bring our own wine in?**

Yes, but corkage charges will apply. If there is something specific you would like to offer to your guests, which isn't on our wine/bar list, we will be happy to try and source it on your behalf.

### **Can we use a specialist cheese supplier to supply a 'cheese cake' for the evening buffet?**

Yes, but we charge a £150.00 handling and service charge, regardless of whether a traditional sweet wedding cake is supplied or not. Where the cheese has to be delivered to the Manor in advance, we also charge £25.00 per day for specialist storage.

### **Can we taste the wine before we select it?**

Yes, you can purchase any of the wines from the wine list to taste before choosing.



## **DECORATIONS AND ACCESSORIES**

**We welcome your ideas and input into decorations at the Manor, but please bear the following in mind:**

### **Can we have candles around the Manor?**

Candles can be used on the tables in the Long Gallery for the Wedding Breakfast as long as they are in a safe candle holder (a maximum of 5 candles per table is permitted). In all other areas, only LED candles are deemed safe.

### **We would like to use a third party chair cover supplier. Can you move the chairs from the Ceremony Room to the Wedding Breakfast Room to save us ordering two sets?**

We are happy to move chairs, but only from the ceremony room to the Long Gallery. Due to Health & Safety regulations, no further movement of chairs is possible as it would be too disruptive to your guests.

### **Can we have confetti?**

No, we don't allow confetti in the Manor or grounds. Confetti leaves a residue and, whilst we make every effort to clear this up, we would hate for any of our brides to arrive and see the remnants of someone else's confetti.

### **Can we have rose petals?**

No, as above.

### **Can we have table crystals?**

We don't allow small table crystals as these can sometimes fall onto the floor and cause accidents by getting underneath high heels. They also scratch the oak and marble floors. Larger crystals, no smaller than 3cm, are permitted on the wedding breakfast tables as long as they are on mirror bases.

### **Can we have a chocolate fountain?**

Unfortunately, we have had several 'messy' experiences with these, so their use is not permitted at the Manor.

### **Can we have helium balloons?**

We don't allow helium balloons in the Manor as the ceilings are extremely high and it's therefore almost impossible to retrieve them if they escape up to the ceiling.

## **BOOKING PROCESS**

### **Can we come and have a look at the Manor at a weekend?**

Subject to availability of rooms, Saturday show-rounds can be arranged. We can also conduct show-rounds Monday to Friday between 9.00am and 4.30pm and occasionally evenings by special request. Sunday viewings are not possible as this is a day of rest for our students and faculty. Show-rounds must always be booked in advance.

### **How long can you provisionally hold a date for us?**

The date will only become a confirmed booking on receipt of a letter/email from you, together with a non-refundable deposit of £500.00. Unfortunately, we cannot provisionally hold dates and bookings are taken on a first come, first served basis.

### **I've paid my deposit. When do I have to pay for the rest of my wedding at Harlaxton?**

The venue hire fee ('Facility Fee') will need to be paid no later than 60 days prior to the date of your wedding. We will also prepare a preliminary catering invoice, based on your likely guest numbers, menu/wine choices, etc., and this will be payable no later than ten days before your wedding day. Additions or adjustments will be invoiced following the event and due within 14 days from the date of the invoice.



*The staff of Harlaxton Manor will endeavour to make your special event a successful and memorable occasion within the magnificent setting of Harlaxton Manor.*

**CLIENT ACCEPTANCE**

I acknowledge I have read and understood the contents of these Terms and Conditions:

Event and Date: \_\_\_\_\_

Signature of Client: \_\_\_\_\_

Client Name(s): \_\_\_\_\_

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_