



Terms and conditions for wedding and celebration events

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 letter from the "Client," together with a non-refundable deposit of £1,000.00.

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.

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

An estimate, minimum number of guests for your event will be requested upon booking. The Events Coordinator for the venue will confirm minimum numbers required for your event package. Final numbers for the function are due from the Client a minimum of 20 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 90 days prior to the event.

Event catering costs are due 10 days before arrival. Additions or adjustments will be invoiced following the event and due within 14 days from date of the invoice. Bacs transfer is preferred on the invoices, these details will be provided.

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

Contact Details: Lincolnshire County Council
Registration and Celebratory Services
4 Lindum Road
Lincoln

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.

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

All catering must be provided by our Catering Team at Harlaxton Manor. For certain circumstances, approved external catering options can be considered. Please ask our team for more guidance on this. No other 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 this will be need to be arranged with the events team prior the event.

£10 per bottle of wine & prosecco

£20 per bottle for champagne

£2.00 per 25ml measure. 70cl = £56

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.

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

Couples can expect to be invited for a special wedding taster event as part of your booking with the venue, as standard. This will provide the opportunity to explore your menu choices and discuss the finer details with the catering and events team. Wedding taster events will only be offered after the initial deposit for venue hire has been paid.

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.

Use of our special pianos in the Great Hall or Long Gallery are available by prior arrangement with the Events Coordinator. A fee of £100 applies. Please discuss arrangement with the Events Coordinator for referral of approved pianists.

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 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. We kindly ask all suppliers to be conscious of doors and paintwork. Trolleys can be provided for the use of transporting heavy equipment.

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:

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.

Confetti and Balloons:

Biodegradable confetti can be used outdoors near the main front doors and garden. Only balloons in the Long Gallery & bridal suite 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.

PERMITTED HOURS

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

- Event Setup is permitted the date before the event. Rooms can be made available for time slots between 11am- 5pm, the party can arrange and confirm a time with the wedding coordinator. The party must ensure suppliers are able to deliver within their arrange time slot.
- Event Day: Bridal party can arrive four hours prior to the Ceremony
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

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