



# The Castle Terms & Conditions



'The Council' means Bude-Stratton Town Council'

The Willoughby Gallery means the wedding venue on the first floor of The Castle'.

The Blanchminster Room' means the second and smaller wedding venue on the first floor of The Castle'.

The Castle Conservatory means the third wedding venue on the first floor at the back of the Castle.

The Hirer' means the person who is hiring the Gallery, Blanchminster Room or Conservatory for a wedding/civil ceremony or similar function. Where reference is made to the Gallery the same conditions apply to the hire of the Blanchminster Room or Conservatory.

## **1. Hours & Access**

Our standard opening hours for weddings are 10:00 – 18.00 however please contact us if you are thinking about getting married outside of these times.

1.1 The Castle Conservatory has restricted use during school holidays due to the use of Café Limelight. Ceremonies are limited between 10.00 & 11.00 and 15.00 & 18.00.

## **2. Room Use**

2.1 The Willoughby Gallery, Blanchminster Room and Conservatory are all licenced for weddings/civil ceremonies.

2.2 The Willoughby Gallery is permitted to hold a maximum of 60 people seated and 80 people standing with no seating. Arrangements can be made for a mixed standing/seating arrangement.

2.3 The Blanchminster Room is permitted to hold a maximum of 24 people seated and 36 people standing with no seating. Arrangements can be made for a mixed standing/seating arrangement.

2.4 The Castle Conservatory is permitted to hold a maximum of 16 people seated and 24 people standing with no seating. Arrangements can be made for a mixed standing/seated arrangement.

2.5 A CD player will be provided for use by the Hirer. A small selection of music is available but the Hirer is welcome to provide their own compilation for their ceremony.

2.6 The Council will not accept responsibility for loss or damage to any articles brought onto the premises the Hirer or the Hirer's guests.

## **3. Photography and Confetti**

3.1 Photographs may be taken in the Willoughby Gallery / Blanchminster Room/ the Conservatory and the grounds of The Castle.

3.2 Confetti may not be used inside The Castle and only biodegradable confetti may be used in The Castle grounds.

## **4. Vehicle Access**

The bride's vehicle may be left in The Castle grounds for the duration of the ceremony. No other parking facilities are provided at The Castle. Vehicles may drop off guests but vehicles must then immediately be taken from The Castle grounds and parked in one of the nearby car parks.

## **5. Charges**

**2018/9**

**The Willoughby Gallery will be:**

Monday to Friday inclusive £470.00

Saturday/Sunday £575.00

**The Blanchminster Room:**

Monday to Friday inclusive £315.00

Saturday/Sunday £365.00

**The Castle Conservatory:**

Monday to Friday inclusive £350.00

Saturday/Sunday £450.00

In order to secure a booking, a 10% deposit is required. The balance is payable 14 days prior to the ceremony taking place. Payment can be made by credit/debit card or cheque.

Cheques should be made payable to 'Bude-Stratton Town Council'. If booking within 14 days of the ceremony payment must be made in full at the time of booking.

**6. Other events in the Gallery, Blanchminster Room or Conservatory**

The Council reserves the right to hold other events in the Gallery, Blanchminster Room or Conservatory. In the event of an art exhibition being held any of the rooms the Council will clear the floor area of exhibits and prepare the room for the ceremony. The Council will not remove wall hanging exhibits except for around the fireplace.

**7. Facilities**

7.1 The Council shall make available a private room for the Registrar to meet the couple privately before the ceremony.

7.2 The Castle Heritage Centre and Gallery has the following facilities:

- Café Limelight located on the first floor
- Toilets (including disabled/baby changing facilities) located on the ground floor
- Lift

Any misuse or deliberate damage to the above facilities or any part of the Heritage Centre and Gallery will result in the cost of the repair being re-charged to the hirer.

## **8. Services**

The Hirer shall cease to use the services and agrees to vacate the Gallery/Blanchminster Room/Conservatory at the end of the ceremony. The Council shall agree in writing the date and time at which the Civil Ceremony will commence and terminate.

## **9. Security**

9.1 It is the Hirer's responsibility to keep the interior of the Gallery/Blanchminster Room/Conservatory in good and safe condition at all times throughout the ceremony. The Hirer and guests will comply with all directions of the Council or Council Staff to ensure such conditions.

9.2 There is an internal CCTV system in operation throughout the Gallery and The Castle.

## **10. Liability**

10.1 The Council will indemnify the Hirer against claims resulting from the Gallery /Blanchminster's /Conservatory's negligence. However, the Council does not accept any responsibility for claims arising from negligence by the Hirer's own personnel and guests.

## **12. Signage**

A notice of the Civil Ceremony will be posted outside the Willoughby Gallery/ Blanchminster Room/Conservatory one hour before commencement of the ceremony.

## **13. Cancellation**

The Council reserves the right to cancel any booking. The Council shall not be required to give any reason for the cancellation.

## **14. General**

14.1 No pets, birds or other animals are allowed in the Gallery Blanchminster Room or Conservatory (Guide dogs excepted).

14.2 None of the Council's equipment shall be removed from the Gallery /Blanchminster Room /Conservatory without the consent of the Council.

14.3 No smoking at any time is permitted in the Gallery or any part of The Castle Heritage Centre. The smoke detection system throughout the building is very sensitive and, once triggered, the Fire Brigade is remotely, automatically summoned. Any deliberate triggering

of the fire alarms (which includes by the lighting of cigarettes) will result in Hirer being re-charged the cost of the false call-out. Please note that there is an internal CCTV system in operation which will be used to identify the cause of the alarm being triggered. The Data Controller for the internal CCTV system is the Town Clerk (contact details below).

**Town Clerk**

**Bude-Stratton Town Council**

**The Parkhouse Centre**

**Bude**

**EX23 8LD**

**01288 353576**