

Papplewick Pumping Station



Terms & Conditions of hire for a Wedding Ceremony

Throughout this document 'we & us' means the Papplewick Pumping Station Trust and 'you & your' means the hirer (the person who signs the booking form). To ensure other couples in future can continue to be married at this beautiful location please read carefully the following terms and conditions. You must abide by these conditions. You are responsible for the preservation of good order amongst your guests and that they are aware of the historical nature of the site.

1. Booking & Payment

- 1.1 The hire charge will be agreed at the time of booking.
- 1.2 The person who signs the booking form will be personally responsible for the payments incurred. You must be over 18.
- 1.3 We will confirm your booking once we receive:
- A signed copy of the booking form (by signing this you also agree to our terms and conditions of hire);
 - A non refundable booking fee of £475.
- 1.4 Two months before the booking date you will be sent an invoice for the balance of the hire fee plus any extras you may be hiring i.e. drinks marquee. Failure to pay the balance of the hire fee at least eight weeks in advance of the ceremony may result in the cancellation of the booking.
- 1.5 Your hire lasts three hours and officially starts from the booked ceremony time.

2. Cancellation fees

- 2.1 If the wedding ceremony is cancelled 3 months or less before the booking date you will liable for the full hire charge. No refunds will be given.
- 2.2 No compensation shall be payable to you should the booking have to be cancelled for any reason outside the Trust's control. You are advised to take out specialist wedding insurance.

3. The site and its Scheduled Ancient Monument status

- 3.1 The Pumping Station is a Scheduled Ancient Monument and regarded as one of the finest surviving Victorian water works in England. Its elaborate decoration, landscape and completeness make it a historically important and unique site. Please take note of the following safety precautions to eliminate any risk to these beautiful buildings:
- THE USE OF NAKED FLAME INSIDE ANY OF THE BUILDINGS IS FORBIDDEN.

- SMOKING IS NOT PERMITTED IN THE BUILDINGS/MARQUEES AT ANY TIME.
- YOU MAY NOT USE OR TAKE INTO THE BUILDINGS ANY FLAMMABLE SUBSTANCE, COMPRESSED GAS, EXPLOSIVE OR ITEMS CONTAINING SUCH.

3.2 You may bring floral decorations for your ceremony but nothing must be fitted or fixed to the walls, doors etc of the Engine House. If in doubt, talk to the Museum Director.

3.3 It is **your** responsibility to ensure that you have informed your guests about the historical nature of the site, i.e. uneven floors, staircases, oil etc.

3.4 No artefacts or fragments should be removed from the site under any circumstances.

3.5 Only bio-degradable confetti may be used and used only outside.

4. Parking

4.1 All vehicles with exception to the wedding car must park in the designated parking areas on site as shown to you by Pumping Station staff.

4.2 Vehicles may 'drop off' or 'pick up' Bride/Groom/Bridesmaids/guests with mobility issues at the entrance of the Engine House but must then return to the designated parking areas on site.

5. The day of hire

5.1 Prior to the wedding ceremony Papplewick Pumping Station will prepare:

- The ceremony table for the Registrar
- Guest chairs & cream chair covers (Chair bows are extra)
- Polished floors and engine brass work
- The fountain.

5.2 The format of your wedding is your responsibility. Please ensure the Maid of Honour and Best Man or persons equivalent are aware of your chosen ceremonial seating positions/procedures for the guests before your wedding ceremony. You are strongly advised to produce place names for the seating particularly if you have a large number of guests invited.

6. Items left at the venue

6.1 Any article or decoration connected with your hire that is left behind after your wedding **will** be disposed of within two days of your ceremony. You are advised to take items and decorations away with you at the end of your ceremony.

7. Security

7.1 The site and interior of the Engine House is monitored by CCTV cameras.

8. Public Safety

8.1 The Pumping Station is regularly risk assessed but it is important that **you** inform your guests of the historical nature of the site prior to your ceremony.

These include informing them of:

- Occasional uneven floors
- Cobblestones
- Open water (the Cooling Pond)
- Patterned lattice staircases unsuitable for high heeled shoes
- Industrial objects displayed around the site
- Occasional oil deposits on and around the beam engines, pump rods & handrails.

8.2 It is advised that the official photographer meets with Pumping Station staff prior to the ceremony to discuss access & safety issues regarding photography inside the Engine House and on site in general.

9. Papplewick Pumping Station staff responsibilities

9.1 The Museum Director will be present throughout the ceremony hire.

9.2 Papplewick Pumping Station staff are responsible for the safe evacuation of the building/site if necessary.

9.3 The area where a ceremony is to be held will be inspected for hazards; identified hazards to be removed or communicated to all guests. 'Hazards' does not mean oil deposits that may be found upon the engines, floors and occasionally the handrails. The engines are working exhibits and oil may appear even after an area has been cleaned in preparation for the ceremony.

10. The Management reserves the following rights to:

10.1 Accept or refuse a booking at our absolute discretion.

10.2 Cancel any booking if felt necessary to do so. In such a case all monies will be refunded to the hirer but neither the Management nor the Papplewick Pumping Station Trust will be liable to pay compensation to the hirer.

10.3 Papplewick Pumping Station Trust shall not be responsible for injury (including injury resulting in death) or damage to or loss of property/clothing sustained by the hirer, agents, or guests entering any part of the site. It is the hirer's responsibility to warn their guests of the industrial nature of the venue and its associated characteristics, i.e. oil & grease.

Please ensure you have read this document carefully. By signing the Wedding Ceremony booking form you accept, understand and agree to the Terms and Conditions of Hire as set out above.