



## **ASIAN WEDDINGS**

### **Terms and Conditions**



**THE PAVILION**  
Wicksteed Park

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Wicksteed Park, Barton Road, Kettering, Northants NN15 6NJ  
Wicksteed Park Ltd is wholly owned by Wicksteed Charitable Trust, registered charity no. 1142103.



## Pricing and inclusions

Room hire of the Grand Pavilion (up to 800 guests)

£7,450

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### Included in quoted price above:

1. Exclusive use of the Grand Pavilion for a 12 hour period, eg 8am - 8pm
2. Use of the staging and dance floor
3. The delivery of the layout of the Pavilion in your chosen format and colour theme including tables, chairs, white linen tablecloths & coloured paper napkins
4. Use of the Pavilion kitchen facilities for the preparation of food excluding deep fat fryers, chaffing buffet servers and mobile hot cabinets
5. One of our chefs will be on duty to assist your caterers with any technical appliances
6. All crockery, cutlery, silver coup dishes and teapots, the cake stand and even washing up staff!
7. Lockable changing facility for the Bride
8. Free reserved car parking for all guests with directional guidance for them on arrival
9. You may bring into the venue unlimited spirits, wine and soft drinks without additional corkage charges

### Additional pricing options and exclusions:

1. Extra function suite available for hire for £500 plus VAT, (subject to availability) for your Civil Wedding Ceremony, Breakfast or Tea.
2. Audio, lighting, projector screens, and visual packages are available with full technical on the day support for £500 + VAT, (subject to availability).
3. The Pavilion boasts two fully stocked bars either of which can be available to serve draught or bottled beers and ciders.
4. Please note that glassware (including glass jugs) is not included. Each glass is charged at 15p + VAT and glass jugs are charged at £1.50 per jug.





## Terms and Conditions

### Wedding Booking Conditions

1. At the time of booking we require a deposit of 50% to secure the date for the whole Pavilion together with the completed signed contract.
2. This deposit is non refundable.
3. The final balance is payable one month before the wedding and all details must be confirmed by this time.
4. The final balance will include room hire and any other additional costs.
5. The hirer will be liable for any damages and losses during the event and its contents by guests and any other parties in connection with the wedding.
6. Charges will be raised at full replacement cost, and additional charges may be raised to cover loss of business incurred as a result of the damage; together with any labour charges also incurred.
7. Wicksteed Park will not accept responsibility for any loss or damage to guests' property.
8. A venue damage deposit of £1,000 is to be paid no later than 8 weeks prior to the date of your event. This will be refunded within 2 weeks of your wedding providing there has been no damage caused to the Pavilion or external grounds. This deposit will also be used to cover any non-compliance with our terms by your caterers or decorators, as well as any damage or additional hours not agreed in advance.

### Decorations and Entertainment

1. Your suppliers are responsible for setting the tables with crockery, cutlery napkins and any other table decorations.
2. Any fabric decorations (star cloths, backdrops, fairy lights etc) brought into the Pavilion must be fire retardant.
3. Decorations will be inspected prior to the wedding to ensure compliance to fire regulations.
4. No fixings can be used that will cause damage to the building or its décor.
5. Access times to the Pavilion must be arranged in advance.
6. The time to decorate the room and to strip it down after the wedding MUST be included in the 12-hour booking. Access can be obtained no earlier than 6am on the day of the event.
7. Additional hours outside of the 12hr period will be charged at £100 per hour.
8. You are able to bring in your own entertainment for your event.
9. Any electrical equipment that is brought into the Pavilion (i.e. DJ equipment) must be PAT (Portable Appliance Test) tested by a qualified electrician and documents submitted.
10. Any damage caused by your chosen decorators or any additional hours outside of those pre-paid for will be deducted from your damage deposit as described above.

### Kitchen Use

1. Your chosen caterers will have to comply with Health and Safety requirements as detailed in the 1990 Food Safety Act 1990, and a separate letter will be sent to them for this purpose.
2. All kitchen areas, washing up and 'back of house' areas are to be left clean at the end of the function and will be inspected by the duty manager. All kitchen waste resulting from the function is to be removed offsite by the hirer's caterers immediately after the event finishes.
3. Any non-compliance with our set terms or any damage caused by your chosen caterers will be deducted from your damage deposit.
4. Your caterers will supply all of the kitchen staff and waiting staff.
5. Due to Health and Safety and Insurance legislation, Wicksteed Park Staff are only able to operate the dishwasher.
6. The management of external caterers will be the responsibility of the bridal party. Any equipment used in the Pavilion (ie DJ equipment) must be PAT (Portable Appliance Test) tested by a qualified electrician and documents submitted.
7. As part of our commitment to food safety, Wicksteed Park Ltd seek confirmation from all our suppliers, subcontractors and others who provide food to Wicksteed Park for any purpose, that they currently operate in accordance with the requirements of the Food Safety Act 1990 and associated Regulations, Codes of Practice and Industry Guides. All relevant food safety documents, insurance certificates and food hygiene ratings will need to be approved at least one month prior to the function date. The Food Standards Agency Food Hygiene rating must be level 3 or above for all caterers.

### Cancellation Policy

In the unfortunate circumstances that you have to cancel or postpone your confirmed booking at any time prior to the event, we do reserve the right to charge the following cancellation fees unless a booking is obtained for the same dates on no less favourable terms:

1. From 31 days to 60 days notice – 75% of the estimated bill.
2. Over and above 60 days – non-refundable deposit of 50%.

**Signed**

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**Printed**

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**Date**

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