

# UPPER COURT

## Wedding Terms and Conditions

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We are delighted that you have chosen Upper Court to celebrate your wedding day and we look forward to welcoming you here. We would be grateful if you could sign the copy of the terms and conditions and return to us.

### 1. Entrance Gates

If it suits you we suggest that the front gates are closed on the morning of the wedding so that everyone uses the back gates. It means the front of the house is left clear of cars for photographs, reception of bride and groom, etc. The car park by the back gates is clearly signed and floodlit. Please remember to provide us with any laminated signs you would like us to put outside the gates for your guests, ie name of bride and groom. Front gates will be left open for you.

### 2. Music

**Any music must cease at 11.30pm.** We must have the name of the person responsible for seeing to this, please provide name and "rank" at the end of this form. It has not been easy to obtain the new Entertainment License and we must comply with regulations. Music must be kept at an **acceptable level** at all times and we ask that you make your band/disco aware of this prior to the evening of your wedding. The electricity supply to the marquee must be switched off no later than **midnight**. There is no problem if you wish to continue the party in the cottages. We do hope that these restrictions do not spoil your celebrations but the licence is aimed at preventing antisocial behaviour in villages and towns.

### 3. Health and Safety

The boat on the lake is not to be used unless by special arrangement for the bride and groom and the swimming pool will be closed during the wedding.

### 4. Venue

The Wedding Venue Fee covers the day of the wedding. If you plan to use your marquee or the grounds on the following day, special arrangements need to be made and you should discuss this with us in advance.

### 5. Fireworks

Due to wildlife and bird conservation around the lake, fireworks are not allowed anywhere in the grounds.

### 6. Security Deposit

We do not take a security cheque as we reserve the right to take up to £500 from your debit/credit card. If any damage is incurred on the property or inside the cottages we will inform you after the event and you will naturally be liable for this which will then be deducted from the security deposit.

Please let your guests know you may have pay this so they take care. Please make sure everything is returned to the correct cottage if moved and garden furniture put back where it belongs. If there are smokers in the party please order ashtrays with the catering firm.

## **7. Marquees**

A reminder that a wooden floor throughout the marquee is necessary. For a Saturday wedding contractors will take down the marquee on the Sunday. It can be put up on the Thursday.

## **8. Confetti**

We regret no confetti however rose petals are fine on the grass (but not outside the front door of the Manor).

## **9. Guests**

Wedding couples are requested to provide Upper Court with a full list of guests and also of those guests staying in each cottage. Due to our insurance and Health and Safety and Fire regulations it is imperative that only the named guests stay in the designated cottages.

## **10. Taxi's**

Guests not staying at Upper Court must pre-book taxis to leave no later than midnight.

## **11. Children**

Guests must take full responsibility for any children invited to Upper Court due to the risks of the water. Do ask if you want a nanny.

## **12. Storage**

We ask for everything to be collected by the end of the week after the wedding or it will be disposed of.

**Credit Card Details (if different to the details we hold):** \_\_\_\_\_

**Name and "Rank" of person responsible for close down of music and marquee:**

\_\_\_\_\_

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_