

# TERMS AND CONDITIONS

## **Making a Booking**

Before you book your wedding it is essential that you make a visit to Erasmus Darwin House to view the rooms and discuss your wedding plans. If you decide that you would like your wedding here at Erasmus Darwin House you must check availability with both us and the registrar and fill in a booking form.

Please contact the Manager on 01543 306260 to arrange appointments.

## **Rooms Available**

We have four rooms licensed for Civil Ceremonies – The Lunar Room, The Exhibition Room, The Inventions Room and The Period Room. Each of these carries a specific number regarding fire safety regulations. These cannot be stretched so please discuss this with us when choosing your room. Also please be aware that certain furniture in the licensed rooms cannot be moved, so prior viewing is essential.

## **Ceremony Charge**

The wedding fee includes 3 hours hire of the House. This includes time for the arrival of your guests, your interview with the registrar and taking photos after the ceremony.

## **Wedding Payment**

A deposit of £100 is required when you confirm your booking with Erasmus Darwin House. The whole payment is due within 4 weeks of the date of booking and is non-refundable.

Should you have to cancel this should be done at the earliest opportunity

## **Chairs**

Tables and chairs for the ceremony and reception are set out by the staff of Erasmus Darwin House.

## **Flowers and Decorations**

We are happy for you to decorate the House with flowers but we request that they be freestanding. Please discuss your flower arrangements with the Manager before hand. The decorations may be placed in the House on the day of the booking. You must arrange for all flowers and decorations to be removed by 11am the following morning.

## **Candles and Music**

Due to fire safety regulation candles are not permitted in the House.

A radio/cassette/CD player is available for use and will be operated by Erasmus Darwin House staff during the ceremony, but must be operated by the wedding party at all other times. You must provide your own CD. Live music is also permitted but due to the limited space in the House we recommend not more than a duo.

## **Cars and Carriages**

In front of the House on Beacon Street there is a driveway suitable for the parking of 4 cars maximum. We recommend that the Wedding car parks here and the extra space

is used for the dropping off of bridesmaids and anyone who is unable to walk the distance from the car parks. Extra space for guest parking is in the town centre. Disabled parking is available in the Close.

### **Food**

The consumption of food is constricted to the chosen dining room.

### **Drinks**

Darwin House is licensed for the sale of alcoholic drinks and you should find a wine list enclosed in your pack. Alternatively you can provide your own drinks and pay corkage of £5.00 per bottle.

Erasmus Darwin House can provide the hire of wine glasses, or you are welcome to provide your own. Any breakages will be charged at £1 per glass.

### **Smoking and Confetti**

Please be aware that there is a no smoking policy anywhere in the House.

Confetti is not allowed anywhere in the House but may be thrown outside the House but it must be completely biodegradable or the sort that the birds can eat. A fee will be payable if untidiness results from confetti. It is your responsibility to make all your guests aware of these conditions.

### **Photography**

Photo's can be taken anywhere in the House, its grounds or the Herb Garden. Photos can also be taken outside the Cathedral and in the Close but please be aware that some of the buildings are residential properties, as are those surrounding the Darwin House Herb Garden.

### **Disclaimer**

Please be advised that unless caused by its own negligence Erasmus Darwin House accepts no liability for the damage to or loss of any property or article whatsoever during the time within the House. The wedding couple are responsible for the behaviour of the guests and any damage caused.

### **Finally...**

Thank you for choosing Erasmus Darwin House as a possible venue for what hopes to be one of the happiest days's of your lives. If you have any questions please do not hesitate to call the office on 01543 306260.