



## **Papplewick Pumping Station Trust** **Terms & Conditions of hire for Papplewick Pumping Station**

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:

- Your copy of the booking form
- A signed copy of the terms and conditions of hire
- A non refundable booking fee of £375

1.4 Two months before the booking date you will be sent an invoice for the second instalment of the hire fee. Failure to pay the balance of the hire fee charge at least eight weeks in advance of the ceremony may result in the cancellation of the booking.

### **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 AT ANY TIME.
- YOU MAY NOT USE OR TAKE INTO THE BUILDINGS ANY FLAMMABLE SUBSTANCE, COMPRESSED GAS, EXPLOSIVE OR ITEMS CONTAINING SUCH.

3.2 Only Papplewick staff may decorate the Engine House.

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 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.

4.2 Vehicles may 'drop off' or 'pick up' Bride/Groom/Bridesmaids/guests with mobility issues 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 & covers (if requested)
- Polished floors, doors and woodwork
- The fountain.

5.2 The format of your wedding is your responsibility. Please ensure the Maid of Honour and Best Man is aware of your chosen ceremonial seating positions/procedures for the guests before your wedding ceremony.

#### **6. Items left at the venue**

6.1 Any article or decoration connected with your hire that is left behind after your Ceremony will be disposed of within three working days.

#### **7. Security**

7.1 The site, car park and insides of the Engine House are covered by CCTV cameras.

7.2 The main gates will be manned by a member of staff during the hire period to ensure the exclusivity of your day and to direct vehicles to the correct parking area.

## **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:

- Occasional uneven floors
- Cobblestones
- Patterned lattice staircases unsuitable for high heeled shoes
- Industrial objects displayed around the site
- Oil deposits

8.2 It is advised that the official photographer meets with Pumping Station staff prior to the ceremony to discuss access & safety issues for post ceremony photographs inside the Engine House.

## **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 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.

9.4 The gates will be manned by a member of staff to ensure the exclusivity of the Ceremony once all guests have arrived.

## **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 it 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 sustained by the hirer, agents, or guests entering any part of the site.

**I agree to abide by the Conditions of Hire as set out above:**

**NAME (Hirer)** \_\_\_\_\_ **SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_