

# Wedding Ceremonies



*at*

## *Papplewick Pumping Station*

**Rigg Lane, Ravenshead, Nottingham, NG15 9AJ**  
[www.papplewickpumpingstation.org.uk](http://www.papplewickpumpingstation.org.uk)

# *Your Wedding Ceremony at Papplewick Pumping Station*

## **The Venue**

Set in tranquil countryside Papplewick Pumping Station is one of Europe's great Industrial Monuments and a shining example of Victorian engineering that will provide a unique setting to your wedding ceremony.

The Pumping Station has been a wedding venue since 2009 and hosts an average of fourteen weddings a year between April and mid October. We are a seasonal venue and do not take bookings for winter ceremonies, nor can we accept bookings for Bank Holiday weekends as this is when we are in steam for the general public.

## **Wedding Ceremonies**

For the ceremony, most couples choose the wonderfully ornate Engine House but if required you may hire the smaller Tarbotton Room located within the Superintendent's House as an alternative location.

**The Engine House** can seat 30 people plus the wedding couple and two registrars on the mezzanine floor where the ceremony will be conducted; an additional 6-7 people can stand either side of the seated guests and a further 40 guests can stand below on the Engine floor. Alternatively you can opt for an all standing ceremony which allows for increased capacity on the mezzanine (max. 50). For comfort and safety our maximum guest limit is 80 people over both floors of the Engine House.

**The Tarbotton Room** is our smallest room and can seat approximately 12 people. It is also wheel chair accessible.

The grounds and architectural splendour of the Pumping Station can be used as a stunning backdrop for photographs, especially the Engine House both inside and out, the Par Terre lawn and the Cooling Pond.

## **Ceremony package**

The full hire of the site for your wedding ceremony comprises the use of:

- The Engine House or Tarbotton Room,
- Exclusive three hour use of the grounds and Engine House for photographs,
- Seating with cream chair covers & ceremony table,
- Provision of disposable 125ml champagne flutes,
- Serving of beverages to your guests (does not include hot drinks).

The full cost for the ceremony package is **£675 + VAT (£810 inc. VAT)**. A deposit of £405 is required to confirm your booking.

## **Optional extras**

- |                                                               |                   |
|---------------------------------------------------------------|-------------------|
| - Hire of cream chair bows                                    | <b>£65 + VAT</b>  |
| - Hire of drinks marquee for serving beverages, canapés etc.* | <b>£185 + VAT</b> |

\*Note: food & drink not included. The marquee is available between May & September only.

## **Ceremony & Registrar**

Papplewick Pumping Station is licensed only for civil non-religious ceremonies. Any music, reading, words or performance that forms any part of the ceremony must be secular. The content of the ceremony must be agreed in advance with the registration officers who will attend the ceremony.

Should you decide on Papplewick Pumping Station as your wedding venue, you should contact the *NCC Registration Service* at the earliest opportunity to discuss the legal requirements and book a registration team to conduct the ceremony.

Tel: **0300 5008080**.

Payment for the registrars is not included in the Pumping Station hire fee.

## **Some important notes**

Papplewick Pumping Station is a Scheduled Ancient Monument, the highest preservation order that can be bestowed upon a building in England. The scheduling exists to protect the site and buildings for future generations and as a consequence there are certain things you must take into account when planning your wedding:

1. The flooring in some parts of the Engine House and other areas is slightly uneven; please ensure your guests are aware of this.
2. The staircase to the Packing Flat floor has patterned steps which are not suitable for certain high heeled shoes.
3. The Engine House is only accessible via steps, there is no lift, and neither the Engine House nor the Superintendent's House porches have banisters. Please ensure all your guests are aware of this.
4. Oil. Although we try to remove as much oil as possible, the beam engines are working museum objects. Guests must be made aware of this and are advised not to lean against the engines, exposed pump rods or handrails. Guests enter the Engine House at their own risk.

**\* Please note: It is your responsibility to ensure your guests are aware of all of the above, especially section 4. The Pumping Station will accept no responsibility for damaged clothing or footwear.**

## **Receptions**

The grounds of the Pumping Station are also available to hire should you wish to arrange your own wedding reception. A combined ceremony and reception ground hire at Papplewick Pumping Station is £1,500 + VAT. Please contact the office for further details.

## **Location & Parking**

Papplewick Pumping Station is located on Rigg Lane just off the A60 between Nottingham and Ravenshead and is within easy reach of Junction 27 of the M1. The Station's postcode is NG15 9AJ.

There are also several brown tourist signs in the area to help direct you to the venue.

Please note that the Pumping Station is not located in Papplewick Village!

We are able to discreetly accommodate the vehicles of wedding guests on site but if necessary we do have our main car park available across the road from the Pumping Station.

With regard to wedding cars and other specialist vehicles, our main gates are able to accommodate various modes of transport and can easily accept vintage Charabangs and Routemaster buses.

## **Further information**

The terms and conditions of hire can be found further below. Should you be interested in holding your wedding ceremony at Papplewick Pumping Station, it is recommended that you contact the office as soon as possible to arrange an appointment to visit the venue:

[director@papplewickpumpingstation.org.uk](mailto:director@papplewickpumpingstation.org.uk)

Tel: 07547 000020 (Mon-Fri)

[www.papplewickpumpingstation.org.uk](http://www.papplewickpumpingstation.org.uk)

[www.facebook.com/PapplewickPumpingStation](https://www.facebook.com/PapplewickPumpingStation)

# The Engine House interior



## ***The Pumping Station grounds***



Images courtesy of:  
*Kev Matthews Photography, Sue Lacey Photography, David Bennett, Paul Smith Photography, Just Shoot Me Photography, Sasha Lee Photography and Twig & Vine Photography.*



## **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 £405 inc. VAT.

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 & Transfer fees**

2.1 If the wedding ceremony is cancelled 3 months or less before the booking date you will be 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.

2.3 The rescheduling of a booked ceremony to another year will be subject to a transfer fee of £350+VAT. **NB:** This clause only comes into effect once you have paid your deposit.

### **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.

4.3 You must inform the Pumping Station in advance of your wedding day of any special vehicles bringing/collecting wedding guests i.e. vintage buses.

#### **5. The day of hire**

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

- The ceremony table for the Registrars
- 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.

5.3 If requested Papplewick Pumping Station can serve your cold beverages i.e. champagne, prosecco etc. to you guests after the ceremony. This does not extend to the provision and service of hot drinks.

5.4 Food or canapes cannot be served from inside the Engine House.

#### **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 valuable 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.**