

SEWERBY HALL AND GARDENS

Help to plan your perfect wedding at Sewerby Hall and Gardens

Wedding Ceremony

Application form to hold a civil ceremony

Please complete one of our booking forms and send it to us. We will then contact you and arrange a meeting to discuss all your requirements.

Please also remember to read and sign the Terms and Conditions form and return a copy to us.

Ceremony costs

Monday to Saturday £550

Sunday or Bank Holiday £575

A non-refundable deposit of £150 will be payable at the time of booking to secure your wedding date.

Initially, you must contact the Bridlington Registrar Team on (01482) 393570 to enable them book a registrar to conduct your wedding.

Wedding Flowers

If you require our silk wedding flowers, then please complete the Wedding Flowers at Sewerby Hall and Gardens form and send it directly to Mrs Val Jewitt at the address given. For our records please remember to tick the wedding flowers section on the application form.

Flowers cost: from £50

Wedding Carpet Runner

If you wish we can provide a tasteful red and white wedding carpet runner which is laid in the Orangery ready for use.

Simply ask for more details or tick the box on the application form.

Wedding carpet runner cost: £50

Wedding Music

By arrangement, we can offer the services of a professional classical pianist. If you prefer, simply burn four songs onto a CD and we will play them for you.

Please be aware that the CD must be given to the Registrar Team prior to your wedding day so they can agree to your choice of music.

If you are lucky enough to know a talented musician who would like to play for you at your wedding please feel free to ask them to contact us. We simply require them to complete one of our Performing Rights Society forms with songs they intend to play.

Wedding pianist cost: from £100

Wedding Land Train

Why not take a trip on our Wedding Land Train which operates along the cliff top from Sewerby Hall to East Riding Leisure Bridlington?

Complete the Wedding Land Train booking form and we will do the rest.

Orangery Hire

If you require the Orangery for your wedding reception there will be an additional charge.

Between 9am and 5pm: **£40 per hour**

From 5pm onwards: **£60 per hour**

A maximum of 70 people are permitted in the Orangery at any one time.

Wedding Hospitality

If you wish to provide a drink or canapés for your wedding guests after the ceremony please complete our wedding hospitality booking form and send it to us.

If you want us to host your wedding reception here at Sewerby Hall and Gardens and want us to provide refreshments, a cold buffet or Vintage Afternoon Teas can be provided. Please complete our hospitality booking form and send it to us.

Please be aware that under the terms of our wedding license we can only serve food or drinks in the Orangery two hours *after* your service has taken place. Please contact us for further details.

Licensed Bar

Sewerby Hall and Gardens holds an alcohol license. If you wish us to provide a bottled bar for wedding reception, please ask.

Bar security

This will be charged at £24 per hour whilst the bottled bar is in operation.

Additional Costs

There will be a charge of £150 per reception which covers all our site costs. Please ask us for further details.

Staffing costs

A Duty Manager and two Customer Service Assistants will be charged for the duration of your wedding reception. This will be outlined in your wedding costing sheet which will be sent to you once your booking has been agreed.

Should you have any queries about any aspect of your wedding or reception, please do not hesitate to contact us.





Wedding hospitality and special occasions

| Food | Quantities | Cost |
|---|------------|------|
| Cold seated menu ~ £12.30 per person | | |
| Sliced sugar baked ham Sliced best British topside of beef Warm oven baked jacket potato with spicy Coronation Chicken Mixed tossed seasonal salad Luxury coleslaw in a light mayonnaise dressing Crispy baked baguette Homemade scone with cream and jam Fresh orange juice | x | £ |
| Finger buffet A ~ £8.45 per person | | |
| Fancy rolls Breaded mini chicken fillets Onion Bhajas Seasonal fruit platter | x | £ |
| Finger buffet B ~ £8.45 per person | | |
| Fancy rolls Vegetable Samosa Sausage Rolls Selection of Clock Tower cakes | x | £ |
| Finger buffet C ~ £8.45 per person | | |
| Fancy rolls Chicken Satay skewers Vegetable Pakora Selection of Clock Tower Café cakes | x | £ |
| Vintage Afternoon Tea ~ £12.60 per person | | |
| Selection of finger sandwiches Homemade scone with cream and jam Selection of Clock Tower Café cakes Unlimited tea or coffee | x | £ |
| Canapés ~ £6.95 (four per person) | | |
| Beef and Horseradish Crouton | x | £ |
| Smoked Salmon, cream cheese and dill pin wheels | x | £ |
| Sweet chilli prawns on a mini filo case | x | £ |
| Ham and tomato mini quiche | x | £ |
| Mini cocktail sausages with dips | x | £ |
| Mini bruschetta with tomato salsa (v) | x | £ |
| Mini falafel and mint dip (v) | x | £ |
| Mini Pavlova | x | £ |
| Mini cheese scone | x | £ |
| Mini fruit scone with jam and cream | x | £ |
| Ice Cream Tricycle ~ £1.85 per ice cream tub | | |
| | x | £ |

| Drinks | Per glass | Per bottle | Quantities (glass / bottle) | Cost |
|--|-----------|------------|-----------------------------|------|
| Scavi and Ray Prosecco (dry white) | £4.95 | £24.95 | / | £ |
| Marin Hills White Zinfandel (medium white) | £3.85 | £15.50 | / | £ |
| Old Courthouse Pinot Grigio (medium white) | £3.85 | £15.50 | / | £ |
| Old Courthouse Shiraz (red) | £3.85 | £15.50 | / | £ |
| Old Courthouse Chardonnay (dry white) | £3.85 | £15.50 | / | £ |
| Cellar Estates Royal Cava (Brut) | £5.39 | £14.25 | / | £ |
| Cellar Estates Royal Cava (Rose) | £5.39 | £14.25 | / | £ |
| Champagne Louis D'Or (Brut) | £14.36 | £56.50 | / | £ |
| Peroni – Premium Italian Lager | NA | £3.40 | / | £ |
| Corkage | NA | £5 | / | £ |
| | | | | |

A full range of drinks is available upon request

Please note

Under the terms of our wedding licence, we can only serve food or drink in the Orangery two hours after your service has taken place. Please contact us for further details.

A maximum of 70 people are permitted at any Orangery event requiring the use of tables and chairs.

If you have any additional comments or special dietary requirements please write them here:





Wedding Flowers at Sewerby Hall and Gardens

Should you decide to have your wedding colours arranged with high quality silk flowers and fresh green foliage at Sewerby Hall and Gardens, Val will gladly provide this service from £50.

Please complete the form and send it to the address below.

Please make all cheques payable to 'Mrs V Jewitt' and write your name and address on the reverse of the cheque. If you have any further queries, please contact Val directly on (01262) 673642.



| | |
|------------------|--|
| Name | |
| Full address | |
| | |
| | |
| | |
| Telephone number | |
| Mobile number | |
| Date of wedding | |
| Wedding colours | |
| Email address | |

Signed _____

Please return this form to:

Mrs V Jewitt

20 Belgrave Mansions

South Marine Drive

Bridlington

East Riding of Yorkshire

YO15 3JL





WEDDING LAND TRAIN HIRE FORM

| | |
|-------------------------|--|
| Name of hirer | |
| Address | |
| | |
| Telephone number | |
| Mobile telephone number | |
| Email address | |

The hire charge for the Land Train is £150 per hour and the minimum hire duration is one hour

The Land Train is only permitted to travel along the promenade between East Riding Leisure Bridlington and Sewerby Hall and Gardens

| | |
|---------------------------------------|-----------------|
| Booking date? | |
| Number of passengers? (maximum 60) | |
| Journey details? | |
| Departure time? | |
| Single or return journey? | |
| Return journey departure time? | |
| Wheelchairs or pushchairs travelling? | Yes / No |

Please be aware the Land Train can only accommodate one non-collapsible wheelchair or pushchair

| | |
|--|-----------------|
| Do you wish to decorate the Land Train? | Yes / No |
| If so, we can provide white ribbons and bows | Yes / No |
| Which Land Train would you prefer? | |
| Red, white and blue | |
| Orange and white (fully enclosed) | |

We reserve the right to substitute an alternate train in the case of unforeseen servicing or breakdowns

| | |
|------------------|--|
| Further comments | |
|------------------|--|

| | |
|---|---|
| Balance (office use only) | £ |
| Invoice address (if different to above) | |
| | |
| Date of application | |
| Signed | |

Invoices are due for payment 30 days from the date of the invoice. East Riding of Yorkshire Council reserves the right to cancel the booking if payment has not been received.





APPLICATION FORM TO HOLD A WEDDING, CIVIL PARTNERSHIP CEREMONY, RENEWAL OF VOWS CEREMONY, RECEPTION OR NAMING CEREMONY 2018-19

Full name and address of applicant:

 Post Code:

Daytime telephone: Evening telephone:

Mobile Number: Email address:

State the nature of the function:

State the date of the function:

State the time of the function:

Indicate the number of guests:
 (Maximum of 120 for a wedding and 70 for a reception involving tables and chairs)

Indicate how you wish to pay the deposit: Cash / Cheque / Credit or Debit Card

Cheques payable to 'East Riding of Yorkshire Council'

Non-refundable deposit (£150) Date paid..... Receipt number

Balance payable within thirty days of receipt of invoice

Tick which price bracket your ceremony falls under:

| Room | Monday to Saturday | Sunday or Bank Holiday |
|--------------|--------------------|------------------------|
| The Orangery | £550 [] | £575 [] |

Indicate whether you require:

| | | | |
|--------------|-------|----------------|-------|
| Silk Flowers | Y / N | Wedding Runner | Y / N |
| Pianist | Y / N | Hospitality | Y / N |
| Land Train | Y / N | Reception | Y / N |
| Bar | Y / N | | |

***For office use only**

| | |
|---|------------|
| Deposit received – receipt number | Date |
| Balance received – receipt number | Date |
| Invoice ref | Date |
| Signed | |

Upon completion please return this form to:
Sewerby Hall and Gardens, Church Lane, Sewerby,
Bridlington, East Yorkshire, YO15 1EA
Telephone (01262) 673769
Email: sewerby.hall@eastriding.gov.uk, Website: www.sewerbyhall.co.uk

- Our main car park is accessible from Church Lane. From Bridlington, follow the signs for Flamborough and Sewerby.
- A maximum of three vehicles (including one photographer) are allowed to park in front of the house. Other vehicles must park in the main car park on Church Lane.
- The party is allowed into the grounds for a maximum of two hours. Please note this will be strictly enforced if there is another ceremony taking place on the same day.
- The function will take place in the Orangery.
- Please read the Terms and Conditions form and return one signed copy with this booking form.
- A nominated person is requested to present themselves at the house entrance to indicate the party has arrived.
- Only the Bridal Party can enter through the front door of the house.
- The door to the Orangery is to be used for entry and exit only by ceremony guests.
- The house is a no-smoking zone (including electronic cigarettes). Food and drink accompanying the ceremony must be confined to the Orangery or outdoor lawn areas at the front of the house.
- Guests are advised that only the throwing of biodegradable confetti is permitted.





STANDARD TERMS AND CONDITIONS FOR THE BOOKING OF A CIVIL PARTNERSHIP CEREMONY, NAMING CEREMONY OR RENEWAL OF VOWS CEREMONY

All bookings are accepted subject to the conditions set out below, and these conditions will be deemed to apply to all Events held at Sewerby Hall and Gardens, unless they have been amended or agreed in writing by both parties. Please read them carefully, then sign and return one copy along with the Application Form to confirm your reservation. Should you have any queries, please do not hesitate to contact the Welcome Centre on (01262) 673769.

In these Standard Terms and Conditions of Booking the following words shall have the meanings assigned to them:-

“Council” means East Riding of Yorkshire Council whose main office is at County Hall, Beverley, HU17 9BA.

“Client” means the person, persons or organisation who has completed this booking form and who is organising the Event (as defined below). The Client will be responsible for the matters arising from the Event (as defined below).

“Event” means the ceremony to be held in the house (as defined below).

“Estate” means the house and its gardens or other attraction, which are apparent on site.

“Working Days” means every day except a Saturday, Sunday, Bank and Public Holidays.

1. **Provisional bookings**

Provisional bookings will be held for a maximum period of three weeks. If the booking has not been confirmed in writing within that period, or the provisional booking renewed, it will be deemed to have lapsed. No booking will be considered confirmed unless a non-refundable deposit has been paid and an appropriate booking form together with a copy of these Terms and Conditions have been signed by the Client and received by the Council at the house no later than two weeks prior to the event.

2. **Numbers**

The approximate number of those attending the Event must be given to the Council at the house at least two weeks prior to the Event. The final number of those attending the Event must be given to the Council at the house at least five Working Days before the Event.

The maximum number of persons to be admitted in to the house is not to exceed the numbers permitted by any Fire Certificate or other Regulation.

3. **Entrance to the Estate**

Wedding guests must make themselves known to box staff to ensure free access into the Estate.

4. **Payment**

Deposit A non-refundable deposit of £150 (inclusive of VAT) is required on confirmation of the event which is payable by cash, cheque (made payable to East Riding of Yorkshire Council) or credit or debit card. Please be aware that the deposit of £150 is payable at the time of booking, otherwise the booking will be held on a provisional basis only and may be subject to cancellation.

The Council accepts no liability for any loss incurred by the Client arising from any cancellation.

All charges will be based on prices valid on the date of the Event.

Balance: The outstanding wedding balance is payable two months before the date of the wedding. Non-payment may result in your wedding being cancelled. Hospitality charges will be invoiced after the event and should be paid within the allotted time.

No part payments will be accepted; one deposit and one balance only plus any refreshment charges.

Disputes: Any invoices will be deemed correct and the full balance payable unless the Council is notified in writing, with the grounds for dispute set out, within two weeks of the date of the invoice.

5. Cancellations

All cancellations must be confirmed to the Council in writing and sent to Sewerby Hall and Gardens. Written notifications must follow within forty-eight hours of any telephone notifications.

6. Threat to property

The house is a museum of East Yorkshire and as such contains museum objects and furniture, which are very fragile. The Client is notified that the Council will take whatever action it in its discretion considers necessary to protect the house and its contents and employees. The Council does not accept any liability for any loss or damage that the Client may suffer under this condition.

No bolts, nail, tacks, screws, bits, pins or other like objects are to be driven into any part of the house nor is any adhesive substance to be attached to it except with the consent of the Duty Manager or curator and where such consent is given then upon termination of the Period of Hire to be reinstated the house to the reasonable satisfaction of the Duty Officer or curator.

No flammable materials are to be used during the period of Hire.

7. Health and Safety

The Hirer in particular must comply with the Health and Safety at Work etc. Act 1974 and all Regulations and Codes of Practice issued thereunder.

The Hirer shall comply with all conditions and regulations made in respect of the house by the Fire Authority and a copy will be supplied to the Hirer on request.

8. Damage

The Client will indemnify the Council against any claim by any person in respect of any loss or damage caused to the house and its contents, any marquees, vehicles, furnishings or fittings, sound or light equipment, or any other equipment on hire or situated at the house or Estate at the time of the event, and against injury or death suffered or alleged to have been suffered by the Client, his/her agents, contractors, employees, entertainers or guests, or any of the aforementioned who may be engaged by the Council on the Client's behalf, and will pay compensation for any damage so caused unless the same has been caused by the negligence of the Council or its employees.

9. General

Please note that the Orangery is, first and foremost, a period conservatory, originally built in 1843. As such the glass roof may be prone to water leaks in inclement weather. Whilst this may cause a slight inconvenience we hope it does not detract from the enjoyment of your special day.

10. Electrical Appliances

No lighting, heating, power or other electrical fittings or appliances in the house are to be moved or in any way interfered with.

No additional lighting, heating, power or other electrical fittings or appliances are to be installed or used without the prior consent of the Council which shall be denied in the event that the Hirer cannot satisfy the Council that the same comply with the Electricity at Work Regulation 1989 and the Provision and Use of Work Equipment Regulations 1992 and any other relevant Regulations and Codes of Practice.

No electrical equipment or appliances shall be installed, amended or repaired other than by a qualified electrician previously approved by the Council.

11. Hirer's Responsibility

During the Period of Hire the Hirer shall be responsible for the efficient supervision of the house including (without prejudice to the above):

- The effective control of children
- The orderly and safe admission and departure of persons to and from the house / Orangery
- The orderly and safe vacation of the house / Orangery in case of emergency
- The preservation of good order and decency in the house / Orangery

- Ensuring that all doors giving egress from the house are left unfastened and unobstructed and immediately available for exit.
- Ensuring that no obstruction is placed or allowed to remain in any corridor giving access to the house / Orangery
- The hirer is to provide such number of competent stewards or attendants as may in the reasonable opinion of the Duty Manager or curator are necessary to secure compliance with the above requirements.

12. Personal Liability

Persons attending the event do so at their own risk and on the strict understanding that neither the Council or its employees accept liability for death, personal injury, damage to or loss of property, unless the same is caused by the negligence of the Council, its employees or agents.

13. Smoking

The Council operates a no smoking policy (includes electronic cigarettes) in all its buildings. Guests are not allowed to smoke in the house. Guests refusing to comply with this request will be asked to extinguish their cigarettes immediately. Continued refusal to comply will result in the guests being asked to leave the Estate. The hirer will notify all guests of this policy prior to the Event.

14. Gardens

Sewerby Hall and Gardens is a public park. The flowerbeds are changed twice yearly in May and October (no set date). As such there may be short periods when some flowerbeds do not have any flowers or plants in them. Prospective wedding clients are asked not to assume that the flowers they see upon booking the venue will be the same on the wedding day. Whilst every effort is made to ensure the gardens are fully planted, it will be at the discretion of the site management team, as to when certain areas of the gardens are to be tendered in accordance to horticultural timings and procedures.

15. Other Estate events

The Council reserve the right to set up their events on the main event area at the front of the house and on the back event field especially on weekends. This means there may be some visible disruption to the view from the Orangery and some events may have an auditory nature. Every effort will be made to inform the Client of any event, which may have an auditory or visual impact at the front or rear of the venue. It is then at the Clients' discretion as to whether they go ahead with their booking. The Formal and Walled Gardens should remain largely unaffected.

I have read and understood these Terms and Conditions and agree to abide by them:

Event

Date of Event

Signed on behalf of

Signature of Client

Name

ERYC

Date

Date