

Your Special Ceremony at Haigh Hall

All you need to know...

I have had my show round of Haigh Hall, what happens next?

To ensure that you are able to choose your preferred date, we would recommend that you reserve your special day with us. To avoid disappointment, we will provisionally hold your date for fourteen days. You can request your date by telephone, fax or email, or by calling into Haigh Hall. We also suggest you read through the 'Other Information' that contains helpful facts and suggestions to make your planning easier. Call our experienced Wedding Co-ordinators who will be more than pleased to assist with your booking and completing your booking form.

How do I secure my booking?

Once your date has been reserved, you must complete our booking form with both signatures and return to us, together with a non-refundable deposit of £500.00, within 14 days of the provisional booking being made. Please note that a firm reservation has not been made until your deposit and booking form has been received. Haigh Enterprises will then acknowledge receipt and confirm your booking in writing to you. We will send you two copies of your agreement. Keep one for your records and return a signed copy to Haigh Hall.

How can I make sure all of my plans are just as I would like them?

The timings of your event are important to us and these should be noted on your booking form when you return it to us with your deposit. In the event of future bookings being made, we will discuss the timings with you and advise you step by step of the options available to you. Whilst we cannot guarantee timings, you have peace of mind that we will endeavour to help you plan and mutually agree the timings of your day, and the availability of the front entrance to Haigh Hall and the Grand Staircase. We do ask you to speak with the registrar and if another ceremony is taking place, whenever possible you should arrange a one and a half hours difference.

What happens next?

As your special day draws nearer, we will invite you to discuss your requirements with our Events Team who will introduce you to our Executive Chef and Guest Services Team. All of your requirements will be discussed including the final numbers attending.

Which is the best Wedding Package for me?

We aim to exceed Guests expectations and we are confident that with our wonderful menus, you will be spoilt for choice. From our carefully planned menus including the 'Haigh Wedding Breakfasts' and a choice of buffet menus, luxury will be yours to savour. (However if you do not see what you want on our menus our experienced Executive Chef is able to provide a totally bespoke menu built entirely to your requirements). All of our menus are designed with careful understanding of your budgetary needs and it is with this in mind, the selection and choices are based on one portion per Guest, unless otherwise stated on the menus.

Can Haigh Hall cater for special dietary needs?

Guests with special dietary requirements for religious, vegetarian and other reasons can be catered for so long as prior notice is given. We do not allow your own catering to be brought on to the premises. Please discuss with a member of the Events Team when selecting your menu.

When do I need to complete final details?

Following your planning meetings, we will confirm the final details including menus, seating plans, entertainment and any other requests. A pro-forma invoice will be sent to you requesting the appropriate balance.

When do I have to pay the final balance?

We require the final balance as per the pro-forma invoice by the latest, 21 days prior to the event. Normally your invoice will have been sent to you five weeks before your special day. We do ask that all payments are made directly to Haigh Hall via our Conference and Banqueting Office.



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Can I bring my own entertainment?

You are welcome to provide your own entertainment and other additional activities if you choose to do so, ensuring you give prior notice to Haigh Hall. We will need to speak with your DJ to discuss equipment etc. However, we are happy to organise DJ's / live entertainment / fun casinos and other additional activities at competitive rates. Please see safety notes.

What about chair covers, favours and other items?

A selection of services are available including chair covers, favours, balloons, flowers, place cards and candles, (extra costs apply). We would be more than pleased to manage the arranging of the entertainment and additional luxuries, and by our negotiating a competitive rate with our service providers, this will assist you with your budget and planning of the special day.

What will happen should I need to cancel my event?

If the event is cancelled completely, Haigh Hall will charge a cancellation fee. The cancellation fee will be dependent on the time of the cancellation and will be a percentage of the estimated final balance of your event, the details are listed in 'other information'. Should you wish to transfer your booking there will be a second non-refundable deposit of £500.00 to pay which is ultimately deducted from your final invoice.

What happens if I need to add or remove Guests after I have paid the balance?

It is possible to add extra Guests after you have paid the final balance as long as there is sufficient space left in the function room. If a Guest cannot attend after the balance has been paid, you are welcome to replace them, but regretfully, we cannot offer any refunds from 21 days prior to the event.

'All you need to know' forms a part of Haigh Hall terms & conditions as set out in the wedding/private functions booking form.

And finally

Remember to make some time for yourselves and ensure your budget allows a little pampering and self indulgence – after all, it is your day.

We can arrange a collection of services including flowers, champagne and continental chocolates or luxury truffles for when you return to your honeymoon suite.

You may also wish to include a special appreciation to your parents or friends and arrange a presentation pack as a thank you for the help they have given on your special day.

- * Flowers and Continental Assorted Truffles **£41.50**
- * House Champagne package and Luxury Assorted Truffles **£51.95**
- * House Champagne, Luxury Assorted Truffles and Flowers **£62.00**

All prices are valid from 1st April 2010 – 31st March 2011



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Other Information

Cancellations

In the event of cancellation of any booking or non-arrival by customers for whatever reason the following charges will be applicable:

- The day before the wedding is considered day 1 in this calculation.
- More than 85 days prior No charge
- 57 - 84 days prior 10% of total booking
- 29 - 56 days prior 50% of total booking
- Less than 28 days 100% of total booking

Total booking includes deposit, room hire, meals and wine ordered. Additional Services that have been ordered including entertainment, chair covers, presentation packs etc, will also be charged if orders have been confirmed with our suppliers. Transfer requests are subject to second non-refundable deposit of £500, this additional sum will ultimately be deducted from final invoice.

Any cancellation of a confirmed event must be in writing to Haigh Hall. Date of receipt of the letter will determine the cancellation charge.

The customers booking is accepted by Haigh Hall on the basis that a minimum number of persons will attend the function for which the booking is made and the agreed catering package. Then the amount payable by the customer shall be calculated on such a minimum number and the agreed catering package, or the number actually attending whatever is the greatest.

Minimum numbers for a Wedding Breakfast in Haigh Hall is 40 adults in the Douglas Suite and 60 adults in the Grand Ballroom. Evening receptions and buffet minimum numbers are 80 in the Douglas Suite and 100 in the Grand Ballroom. During the months of May to September and December a full wedding package is required for all Saturday bookings, please speak to the management regarding your proposed date. A full wedding package includes both a wedding breakfast and evening reception with buffet at our minimum numbers.

Exclusive use of Haigh Hall is available for the following fees

January to March inclusive and November	£3000.00
April and October	£4000.00
May to September inclusive and December	£5000.00

Room Charge for Wedding Receptions

Grand Ballroom £400 per booking up to 1am
£150 per hour after 1am

Douglas Suite £300 per booking up to 1am
£110 per hour after 1am



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Wedding Licence Details

It is the client's responsibility to contact the registrar – (telephone 01942 705000). The contents of the ceremony must be agreed in advance with the Superintendent Registrar. Only a civil, non-religious ceremony can be permitted. All arrangements necessary to enable the ceremony to take place remains the responsibility of the client. Provisional ceremony bookings can be made with the registrar up to two years in advance of wedding reception dates. Ceremonies must be booked at the time of booking Haigh Hall to avoid disappointment. It is not the responsibility of Haigh Hall to remind customers to book their ceremony with the registrar's office.

Wedding Ceremonies

Ceremonies can be held within Haigh Hall on both the Ground Floor and the First Floor.

Ceremony Room Rates

(In addition to wedding reception room charges)

	Jan-Mar & Nov	Apr & Oct	May-Sept & Dec
Ground Floor			
Grand Ballroom (250)	£180	£250	£300
Cocktail Bar (35)	£105	£165	£180
First Floor			
Douglas Suite (70)	£180	£250	£300
Douglas Lounge (45)	£105	£165	£180

* Registrar Fees are payable to the Town Hall

It is the client's responsibility to inform us of any dietary requirements at least 7 days prior to the event.

All prices are valid from 1st April 2010 – 31st March 2011

Licensed Bars

All bar and wine services are provided exclusively by Haigh Hall. We would recommend that weddings end at 1.00am with the bar closing 30 minutes earlier. Please speak to your Wedding Coordinator regarding Champagne Fountains. Please note we do not allow corkage facilities at Haigh Hall from the 1st April 2010. If you prefer a wine not listed on our available wines, we will be more than pleased to source specific wines for your event if you wish.

Safety

- A)** Haigh Hall cannot accept liability for any claims; actions or demands arising from damage, or loss to goods and/or property left on site that are the sole responsibility of the owner. Any goods and/or property are left entirely at the owner's risk.
- B)** The hirer is totally responsible for meeting the Health and Safety obligations associated with the activities of his/her event. This includes any unsafe act, ensuring that privately owned equipment is in safe working order and covered by the relevant insurance and Portable Appliance Testing Documents when used on the premises. The hirer is also responsible for ensuring the premises are left in a safe condition on leaving. Please note any damage to the hall, facilities of fittings will be charged to the hirer.
- C)** Children are made welcome at Haigh Hall, though they must be supervised at all times in the hall.
- D)** No artificial smoke generators or machines are to be used by discos or entertainers due to the sensitivity of the Fire Alarm system. Any charges levied by G.M. Fire Service for false alarms due to smoke machines etc will be passed onto the hirer.
- E)** Fireworks are not to be ignited by anybody other than professional pyrotechnic operators with acceptable amount of Public Liability Insurance, together with prior permission from the Estate Manager. There is a curfew of 10.00pm, which is the latest time a display may start.
- F)** Haigh Hall must be informed of any disabled persons attending functions so special provisions can be made to help with their comfort & enjoyment.

'Other information' forms a part of Haigh Hall terms & conditions as set out in the wedding/private functions booking form.



Booking Form

For weddings and private functions

Contact Details

Organisers Name:

Event:

Address:

Postcode:

Telephone Numbers:

Day Evening

Email Address:

Details of Hire

Date:

Room:

Times:

From* To*

Wedding Ceremony:

Room:

Times:

From* To*

Anticipated Attendance:

Day Evening

Bar Times:

From* To*

(Please note bars must close 30 minutes before the end of any function).

Where did you hear about Haigh Hall's Facilities?

Please complete this form with as much detail as possible and return it to Haigh Hall with the required deposit and Indemnity Form. A copy of the form and a receipt will be returned to you as confirmation of your booking. Please make cheques payable to WLCEL.

Applicant's Signature:

Date:

On behalf of Haigh Country Park/Hall

Date:

We have read and fully understood the Haigh Hall terms and conditions as set out on the 'Guidance notes for Wedding booking'.

Signature 1:

Date:

Signature 2:

Date:

Please note both the Bride and Groom must sign to accept the terms and conditions

Official Use Only

Receipt number

Date

Amount/Type Payment

*These areas **must** be completed – see section of Function Times in Guidance Notes.



Indemnity Form

I have read the regulations and in consideration of your allowing us to use Haigh Hall and (all) the facilities on:

_____ (insert date)

Between:

_____ am/pm and _____ am/pm (insert times)

I/we hereby agree to indemnify you against all claims, actions or expenses whether or not in connection with legal proceedings of any kind brought by any person visiting or using the facilities during the period of my/our hire. This includes any loss of property or damage or injury to person or property however arising of the use of the said

_____ (insert name of area) by me/us.

For the avoidance of doubt, this indemnity does not extend to any accident, loss or damage caused by the negligent act or default of an officer or servant of WLCEL acting as such.

Dated:

Signed:

(must be over 18 years of age)

Name of Organisation:

(if applicable)

Position:

(if signing on behalf of an organisation)

Address:

Postcode:

Witness:

