

# Warren Hill Weddings Terms & Conditions

*These terms and conditions relate to the booking and or hiring of the Warren Hill site (the "Venue") for the purposes of a wedding ceremony and or service.*

## Contract

Your contract is with us, Kettering Borough Council, Bowling Green Road, Kettering, NN15 7QX (the "Council") and unless otherwise agreed in writing you are legally responsible for this contract.

## Bookings

Bookings are made through the Council. In order to secure a date a deposit will be taken at the time of booking.

## Period of booking

3 hour duration.

## Staffing

A responsible member of the Council's staff will be present on site from 60 minutes before the ceremony start time until 1 hour after the ceremony ends. 1 hour is dedicated to the ceremony. A representative from Northamptonshire County Council's Registrars Service will need to meet with the couple before the service in our designated room. The Registrar will organise this with you directly. With regards to the Registrars Fees you can find these at Northamptonshire County Council's Fees and Charges for charges relating to the Registrars Service at [www.northamptonshire.gov.uk](http://www.northamptonshire.gov.uk). Please note that the Registrars Service and fee are not our responsibility.

## Confetti

Biodegradable confetti (such as flower petals) is permitted in the Wedding Garden. It is not unfortunately allowed in other areas including within or outside of the chapels.

## Pricing

See our Fees and Charges for costs of hiring the venue at [www.warrenhillweddings.co.uk](http://www.warrenhillweddings.co.uk). These will need to be paid by you as set out in the paragraph below.

## Payment terms

A non-refundable deposit of 50% of the total cost of the hire must be made when securing the wedding ceremony and or service date and time. The outstanding balance must be made 6 weeks before the wedding ceremony and service date.

## Availability for viewing

Photos are available online via [www.warrenhillweddings.co.uk](http://www.warrenhillweddings.co.uk). The Ceremony Room cannot be accessed for viewing as Monday to Friday the room is laid out differently.

## Capacity

The Capacity for the Ceremony Room is up to 135 seated; there is also some room for standing. The room is laid out to ensure that you and your partner are the centre of attention on the day. Alternative room layouts may be possible.

## Photo and Videos

Private photographers may be engaged for the wedding ceremony and or service. The Wedding Garden is also available for family photos following the service. The Registrar will guide the photographer on the day as to which parts of the ceremony may be filmed or photographed. Please note the cost of the private photographer is your responsibility and not part of the package

## Floral Decoration

Floral tributes can be positioned within the room prior to the wedding ceremony and or service, stands are not provided. The ceremony room will be open 1 hour before the start of the wedding ceremony and or service. Please note the cost of the floral decorations is your responsibility and not part of the package

## Outdoor Weddings

Outdoor ceremonies are licensed to be held within our garden pavilion. Numbers are limited. Seating will be provided for up to 20 guests, with standing room for many more. In the case of inclement weather the Ceremony Room will be made available as standard.

## Music

The use of the music system is included within the package. Songs can be chosen from our vast library. Songs not included in the library may be obtained if possible. Music requests need to be submitted 4 weeks before the wedding ceremony and or service date to ensure time to procure any additional music. Due to performing rights restrictions other recorded music cannot be played in the premises. The Music submission form can be found at [The music submission form can be found at](#)

[www.warrenhillweddings.co.uk](http://www.warrenhillweddings.co.uk). The music facility will be operated by a member of the Council staff on the day using the music supplied on the submission form.

## Parking

Onsite parking is free with over 190 spaces including disabled bays.

## Authorised Parties

The Council will only accept reasonable instructions from you and or your partner, your nominated representative (nominated in writing) or a representative of Northamptonshire County Council's Registrars Service.

## Liability

You must comply with, and use your best endeavours to ensure that your guests comply with all of our reasonable instructions intended to ensure the safety of property and/or people whilst using the Venue and or its surroundings. The cost of making good any damage caused to the Venue, its equipment, contents or fittings will be invoiced directly to the person (s) making the booking, as soon as possible after the event. A minimum charge of £250 will be made with full cost recovery for damage to a value in excess of this.

## Civil Marriages and Civil Partnerships

Under the Registrar General's Guidance for the Approval of Premises as Venues for Civil Marriages and Civil Partnerships (2015) "any proceedings conducted on approved premises shall not be religious in nature". For a full list of the terms please see section 11 of the guidance.

## Animals

You and your partner are allowed to bring your dog(s) to the Venue in so far as they are well behaved. Any other animals must only be brought to the Venue with the approval of the Council. From the time of booking, you will be responsible at all times for any animal on the premises during the period of hire. Any damage caused by any animal will be invoiced to you as soon as possible after the wedding ceremony and/or service in accordance with these terms and conditions. Any mess made must be removed immediately by you.

## Complaints

Complaints can be made in writing to Warren Hill Weddings, Kettering Borough Council, Bowling Green Road, Kettering, Northants NN15 7QX or email: [warrenhill@kettering.gov.uk](mailto:warrenhill@kettering.gov.uk)

## Legislation

The operation of these premises for the provision of a wedding ceremony and or service is governed by UK legislation.

# Cancellations

## Cancellation by the Council

We reserve the right to cancel the booking without liability to you and without any obligation to refund your deposit if you do not pay to the Council the balance of the booking fee for the use of the Venue by the date due for such payment, being 6 (six) weeks prior to the date the venue is booked for.

Subject to the immediate paragraph below, our total liability to you for any loss you suffer will be limited to the total amount of money payable to us for your wedding ceremony and or service. We will not be liable for any losses which were not reasonably foreseeable to both you and us when the contract was entered into or for any losses that were not caused by any breach of contract or breach of statutory duty or negligence on our part.

Nothing in these terms excludes or limits in any way our liability for death or personal injury caused by negligence, or for fraud or fraudulent misrepresentation, or for any other matter for which it would be illegal or unlawful for us to exclude or limit (or attempt to exclude or limit) our liability.

## Cancellation by the wedding party

Any cancellation of a confirmed booking (i.e. one for which a deposit has been paid) must be done in writing. In such circumstances the deposit will not be refunded by the Council unless there are at least 12 months between the date of cancellation and the date of the wedding ceremony and or service.

Late start of a ceremony – We cannot accept any liability where a wedding ceremony and or service is cancelled on the day due to the late arrival of you and your partner and or any of your guests. We reserve the right to take appropriate action to ensure other event/ ceremonies are delivered at the agreed time. No refund will be made in these circumstances. Should the wedding party be at the Venue for longer than the allotted time period then additional charges may be applied.

## Changes to the Venue and/or your wedding package

We reserve the right to make changes to the interior and/or exterior of the Venue between the time we accept your booking and the date of your wedding ceremony and or service. The Council will take all steps possible to ensure that any impact on your wedding ceremony and or service is kept to the absolute minimum.