

Useful information and T&Cs

Oakham Castle can accommodate up to 80 guests seated in rows, or 75 guests for a sit-down meal.

When planning your event you will need to confirm the following:

Book as soon as possible to guarantee the date. Your booking needs to be accompanied by the relevant deposit.

All your requirements, final guest numbers, quantity of tables and chairs required, layout (table plan), must be confirmed to us no less than 14 days prior to the date of the event.

Prior to your event, please inform us if you want to bring specific music/musicians and if you want music playing on arrival or during your event.

The Castle has lovely grounds for a picnic or, groups can lunch inside using the benches and chairs available. Dogs are allowed in the castle, if they are kept on a lead.

General Hire Terms and Conditions

1. Your booking will be confirmed once a signed application has been received and the deposit paid. A non-refundable deposit is required on confirmation of booking.
2. All bookings must be accompanied by the relevant deposit, with the full balance due one month before the intended date. Any bookings made within two months of the intended date, must be accompanied by payment in full. The balance will be invoiced approximately 8 weeks prior to the event date.
3. Oakham Castle is licensed for alcohol sales and is licensed until 11.00 p.m. All close down and site evacuation must take place by midnight. In line with UK law, no person under the age of 18 may be permitted to purchase or consume intoxicating drinks.
4. On market days (Wednesdays, Saturdays and occasional Sundays) vehicle access to Castle Lane is via Market Street only. Stallholders are required to leave the route clear.

5. Coaches cannot enter the castle grounds because of a low archway. Coaches will need to drop passengers just after the Burley Road car park. Please ask for directions if you are coming by coach. Mini-buses are able to enter the castle grounds.

The Castle grounds Gate measures: 3 metres high at the edge rising to 3.812 m. in the centre. 2.4 metres wide at the edge of the gate. A guide for access: Minibus widths tend to be 2m – 2.3m. A Ford Transit Van is 2.36m wide. 7.5 Tonne trucks are commonly 2.45m wide.

There are car parking spaces available for easier disabled access and for guests up to 8 vehicles.

6. The site is wheelchair accessible.

7. No inflammable, dangerous or offensive article may be brought onto the premises. The use of balloons, candles or other naked flames are not permitted in the Castle or Castle Grounds.

8. Our tables and chairs are included in the hire of the venue at no additional charge.

9. The Castle must be left in good, clean condition to be open to visitors the following morning. Should additional cleaning be necessary, or damage / loss occurs, the hirer will be required to pay the amount requested to make good or remedy the loss or damage.

10. You are responsible for indemnifying the County Council against all claims, liabilities, actions, costs, damages or expenses howsoever caused arising out of or in connection with the function/event.

11. Rutland County Council reserves the right to alter the charges, which replace all previous charges, without notice. In the event of an increase being decided after a booking has been confirmed, the Council will normally honor the rates in force at the time of confirmation provided that the booking is for a date within twelve months of the confirmation date and that the deposit has been paid.

12. Bookings are at the discretion of the Operations Manager, whose decision shall be final in all matters concerning the hire.

13. The Council will make every effort to ensure that arrangements will be as described and booked but can accept no responsibility in the event of cancellation due to circumstances beyond its control.

Civil Marriage / Civil Partnership at Oakham Castle

Term and Conditions

- You, the hirer, are responsible for making the necessary arrangements in advance with the Superintendent Registrar for the County of Rutland; for ensuring that the arrangements for and the content of the ceremony meet with their prior approval, and for paying the Registrar's fees when due. The Registrar can be contacted on 01572 758370. Email: registrars@rutland.gov.uk
- You are responsible for paying in advance the charges due to the Council for the use of the Castle. In the event of cancellation, a cancellation charge is normally payable. No refunds will be made if a ceremony fails to take place without prior cancellation or with less than 72 hours' notice. Cancellation of a ceremony must be made in writing to: Linda Healey Operations Manager. Email: lhealey@rutland.gov.uk
- You must ensure that all your arrangements comply with the legal conditions attached to the grant of approval for civil ceremonies to be held at the Castle.
- Oakham Castle can seat up to 80, **including** those in the wedding party. You must take this into account when issuing invitations. We reserve the right to prevent any further admissions to the building if we have reason to think that the maximum occupancy number will be exceeded.
- Your booking is for two hours, which allows half an hour before the ceremony for your guests to arrive, half an hour for the ceremony, and an hour for photographs. Photography must be completed and the premises vacated no later than an hour and a half after the scheduled start time. We reserve the right to make an additional charge for use of the venue if the event is not completed within the agreed booking time. If you think you

will require more time for your ceremony, please contact the Operations Manager lhealey@rutland.gov.uk 07920 782157

- Please ensure that the ceremony begins on time so that the Registrars can keep their other appointments.
- Alcohol must not be served for an hour before or during a ceremony. Receptions may be at the Castle for an additional charge. Please contact the Operations Manager for details.
- Floral decorations may only be put in the Castle by prior arrangement with the Operations Manager. The use of balloons, candles or other naked flames is not permitted.
- The throwing of confetti in the Castle grounds is only allowed if the materials are biodegradable.
- Civil ceremony ceremonies are open to members of the public, whether invited or not. Please note that the Castle will remain open to the public and there will therefore be public access to any ceremony of marriage held there.
- Parking in the Castle grounds is limited to official wedding cars (i.e. partners, attendants, photographer, musician(s), Registrar), and for disabled guests, up to a maximum of eight vehicles. For safety reasons, access to Castle Lane, the gateway, and the main entrance must not be obstructed. Pay-and-display public car parks are available within easy walking distance.
- On market days (Wednesdays, Saturdays and occasional Sundays) vehicle access to Castle Lane is via Market Street only. Stallholders are required to leave the route clear.
- The sales desk at the Castle will suspend operations whilst ceremonies are taking place.

- You are responsible for ensuring that any rights of copyright for music, readings etc. permitted at the ceremony are obtained and for paying any due copyright fees. You are also responsible for any arrangements regarding the performance of live or recorded music and for providing the necessary equipment by prior agreement with the Administrator. Electrical equipment must be safety-tested before use. The Council accepts no responsibility for any equipment brought onto the premises. *
- Castle staff will not be available to operate the equipment on the day. CDs or Spotify links must be tested in advance of the ceremony.
- Formal and informal photographs may be taken inside the Great Hall and/or in the grounds. No photographs or videos may be published for commercial use without the prior permission of Rutland County Council, other than those accompanying press accounts of the event. You should consult the Superintendent Registrar about taking photographs and video or digital recordings of the ceremony itself.
- You are responsible for indemnifying the County Council against all claims, liabilities, actions, costs, damages or expenses howsoever caused arising out of or in connection with the ceremony.
- The Council will make every effort to ensure that arrangements will be as described and booked, but can accept no responsibility in the event of cancellation due to circumstances beyond its control.



Rutland
County Council



Oakham
Castle