

# Booking Oakham Castle, information and T&Cs

## Planning your Event

Oakham Castle can accommodate up to 120 guests seated in rows, or 90 guests for a sit down meal.

You need to confirm:

Book as soon as possible to guarantee the date. Booking needs to be accompanied by a deposit.

All arrangements regarding your requirements (final numbers of guests, confirmation of caterer, number of tables and chairs required, layout, bar set up, copy of Personal license for the bar must be confirmed to us not less than 14 days prior to the date of the event.

### If you are using caterers for your function:

You are responsible for hiring a caterer of your own choice to complement your chosen style of event. It is recommended that they are rated 4 or 5 from the Food Standards Agency.

We will be pleased to provide details of local suppliers if required.

Your caterer will be responsible for providing all crockery, cutlery, glasses and table linen, any additional fridge and any cooking equipment. Any electrical equipment brought-in must be safety-tested before use.

You will need to plan enough set up and clear down time as part of the hire. Usually 2-3 hours needed for a wedding reception set up following a Ceremony. We can offer a tour for the guests during that turn-around period.

All excess rubbish must be removed from the site by the hirer/caterer.

- Are you offering nibbles on arrival, if so where will you set them up?
- Are the caterers providing and setting up the name cards, table numbers, tablecloths, cutlery, crockery, glasses and napkins?
- Is there any evening food? Are there more guests expected in the evening?

### If you are running/ providing a bar:

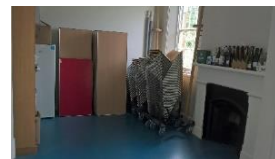
The venue is licensed for alcohol sales. The person running the bar must have an up to date Personal Licence to sell alcohol. You will need to provide us with a copy of the License 14 days prior to the event.

The Castle is licensed until 11.00 p.m. and 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.

All excess rubbish must be removed from the site by the hirer/ bar manager.

- Is the bar or the caterer providing glasses for reception drinks?
- Will these drinks be offered outdoors or in No 1 court room?



### **Planning your day**

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.

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.

The Castle has lovely grounds for a picnic or, groups can lunch inside using the benches and chairs available at the venue.

The site is wheelchair accessible.

Coats and bags can be securely stored.

For **schools and groups**, please be aware that Oakham Castle is a public place and it is a condition of booking that group leaders remain with their group at all times to supervise them. We'd appreciate if rubbish created during the day can be taken away.

The Great Hall is a Grade I Listed building, and therefore no bolts, nails, screws, tacks, drawing pins or tape may be fixed to any part of the premises. Place cards, banners or smaller articles must not be fixed in to the fabric of the building either internally or externally without prior discussion and written consent.

Candles or other naked flames are not permitted in the Castle. No inflammable, dangerous or offensive article may be brought onto the premises.

Our tables and chairs are included in the hire package at no additional charge. However, you are welcome to hire your own should you prefer a different style or need more. These must be collected after the function by 10 am the following morning before the Castle opens to the public.

There is one external electric box. If you need to power more than one unit (e.g. mobile bar and catering van) then a standard internal 230 V point can be used.

For large events, you might want to discuss with us about setting up the evening before. Access is available from 4pm.

Let us know if you want to bring specific music and if you want music playing on arrival.

➤ Are you setting up tables for cards, gifts, and for cake? Don't forget your cake knife!

### **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 of £100 is required on confirmation of booking.
2. All bookings must be accompanied by this 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 full payment.

3. 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.
4. Bookings are at the discretion of the Operations Manager, whose decision shall be final in all matters concerning the hire.
5. The venue is licensed for alcohol sales. If you bring a bar in, they must have an up to date Personal Licence to sell alcohol. We will need to receive a copy of the License 14 days in advance.
6. The Premises Licence is until 11.00 p.m. All guests, equipment and any rubbish created must be off the site by midnight please.
7. For a licensable activity the person or organization hiring the premises will be responsible for obtaining the required Licence / submitting necessary notifications.  
Licensable activities are:
  - (a) The sale by retail of alcohol
  - (b) The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
  - (c) The provision of regulated entertainment and,
  - (d) The provision of late night refreshment (23.00 to 05.00)

Entertainment is classed as:

(a) performance of a play, (b) an exhibition of a film, (c) an indoor sporting event, (d) a boxing or wrestling entertainment, (e) a performance of live music, (f) any playing of recorded music, (g) a performance of dance, (h) entertainment of a similar nature.

The Temporary Event Notice form is available at [www.rutland.gov.uk/pdf/newTEN.pdf](http://www.rutland.gov.uk/pdf/newTEN.pdf)

Further information is available at

[www.rutland.gov.uk/licensing\\_information/licensing\\_act\\_2003.aspx](http://www.rutland.gov.uk/licensing_information/licensing_act_2003.aspx)

Government information and guidance [www.gov.uk/alcohol-licensing](http://www.gov.uk/alcohol-licensing)

8. 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.
9. No naked flames are allowed on Castle grounds or Great Hall.
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. 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**  
**Oakham Castle booking Term and Conditions**

1. 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.
2. You are responsible for paying in advance the charges due to the Council for the use of the Castle. In the event of prior cancellation of a ceremony, 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: The Administrator, Rutland County Museum, Catmose Street, Oakham, Rutland, LE15 6HW.**

3. 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.
4. **Oakham Castle can seat up to 120, 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.
5. 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 Administrator.
6. **You are requested to ensure that the ceremony begins on time** so that the Registrars can keep their other appointments.
7. **Alcohol must not be served** for an hour before or during a ceremony. Receptions may be separately booked at the Castle for an additional charge. Please contact the Administrator for details.
8. There are limited facilities for the preparation of food or drink in the Castle, please contact the Administrator if you are considering bringing in caterers to provide refreshments.
9. Floral decorations may only be put in the Castle by prior arrangement with the Administrator. The use of candles or other naked lights is not permitted. Guidance notes about floral arrangements will be enclosed with the acknowledgement of your booking.
10. The throwing of confetti in the Castle grounds is only allowed if the materials are biodegradable.
11. 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.
12. 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.
13. 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.
14. The sales desk at the Castle will suspend operations whilst ceremonies are taking place.
15. 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 must be tested in advance of the ceremony.
16. 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.
17. 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.
18. 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.