

CONDITIONS AND GUIDANCE NOTES, OAKHAM CASTLE

TERMS & CONDITIONS

1. Oakham Castle can accommodate up to 80 guests seated in rows. For catered events, we can accommodate 80 guests buffet style or 60 guests for a sit-down meal. 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.
2. When planning your event, please book as soon as possible to guarantee the date. Your booking needs to be accompanied by the relevant non-refundable deposit. The balance will be invoiced approximately 8 weeks prior to the event date and full payment due one month before the event date. Your booking will be confirmed once a signed application has been received and the deposit paid. Any bookings made within two months of the intended date must be accompanied by payment in full.
3. All your requirements, final guest numbers, 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.
4. Dogs are allowed in the castle, if they are kept on a lead.

5. Oakham Castle is licensed for alcohol sales until 11.00pm. All close down and site evacuation must take place by midnight. In line with UK law, it is against the law to purchase alcohol if you are under 18, or to purchase alcohol on behalf of someone who is under 18.

6. 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.

7. 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. Minibuses are able to enter the Castle grounds. The Castle grounds gate measures: 3m high at the edge rising to 3.812m in the centre and is 2.4m wide at the edge of the gate. There are car parking spaces available for easier disabled access and for guests up to 8 vehicles.

8. For events, all stallholders' vehicles must be off site before opening to the public, with no movement of vehicles during opening hours.

9. The site is wheelchair accessible.

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

11. Our tables and chairs are included in the hire of the venue at no additional charge.
12. 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.
13. 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.
14. Rutland County Council reserves the right to alter the charges, which replace all previous charges, without notice.
15. Bookings are at the discretion of the Operations Manager, whose decision shall be final in all matters concerning the hire.
16. 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.

17. 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 Reception fails to take place without prior cancellation or with less than 72 hours' notice. Cancellation of a Reception booking must be made in writing to the Operations Manager.

18. You are responsible for ensuring that any rights of copyright for music, readings etc. permitted at the Reception 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 Operations Manager. Electrical equipment must be safety-tested before use. The Council accepts no responsibility for any equipment brought onto the premises. A microphone is available for speeches.