



PENSHURST PLACE
AND GARDENS

The Place for your Wedding

GUIDANCE FOR SUPPLIERS

ALL SUPPLIERS

If you are not already familiar with Penshurst Place and wish to visit the venue prior to the event, our staff will be pleased to show you the banqueting facilities, Monday to Friday 9am – 4pm. Please call 01892 870307 to arrange an appointment, so we can check room availability and that a member of staff is on hand to show you around.

Penshurst Place is open to the public from mid-February to early November. During this period the Baron's Hall is unavailable for set up before 4pm.

Deliveries to Baron's Hall requiring the suppliers' attention on the day must be made at 4pm. Deliveries that can be placed in situ by a member of the Banqueting & Events staff can be delivered up to two hours before guests' arrival or the previous day by prior arrangement.

Deliveries for the Sunderland Room are not affected by day visitors and can be delivered at anytime, subject to availability and previously agreed with the Banqueting Department. Please note that access to this room is via a spiral staircase.

If you are supplying any electrical equipment, this must be PAT certificated and a copy of that certificate must be supplied to Penshurst Place prior to the event, via fax on 01892 870866 or by email to: banqueting@penshurstplace.com

All deliveries are to be made via the private entrance (rather than the main visitor's entrance). This entrance can be found off the B2176, Penshurst Road. The postcode for most satellite navigation devices is TN11 8DH. Parking is in Stable Yard behind the House, on your right (the yard has a tree in its centre). The archway to access the yard is 10'3" high and 10' wide. If your vehicle is larger than this, please let us know before a delivery is made, so we can suggest an alternative off-load location.

All goods must be collected at the end of the evening unless alternative arrangements have already been agreed with the Banqueting & Events Team.

Suppliers must make their own arrangements with the client regarding refreshments, where appropriate.

FLORISTS

Please be aware that there are no opportunities to make up displays on site. All arrangements should be delivered to the venue ready-made.

All pedestals, vases and candelabra should be removed on the night or the following day, at the latest, and then only by prior arrangement.

Candles are permitted in all rooms and marquees but must be supplied with bases/holders to protect the furniture from overflowing wax. Please liaise regarding the acceptable height of pillar candles and the practical height of candelabra in the marquee. Also please ensure that floral arrangements are a safe distance from candles to prevent them burning once candles lit. Also please ensure that floral arrangements are a safe distance from candles to prevent them burning once candles lit.

BANDS/DJS

When playing in Baron's Hall if the House is open to the public, the set up time is between 4pm and 5.30pm.

When playing in a marquee, please confirm with Penshurst Place the timings for catering and arrange to be set up prior to that time.

The finish time for all forms of music is midnight, including encores and background music. Our maximum sound level is 95 decibels.

The area available in Baron's Hall for bands and DJs to set up is 4m x 2.5m. There are 4 power sockets running from 2 ring mains in this area. When playing in a marquee, the available space is dependant on the marquee size. Bands and DJs should check with Penshurst Place what space is available and the power required before the event.

OTHER MUSICIANS

Harpists: please note that it is possible to take a full sized harp up the spiral staircase to the Sunderland Room, but the musician is responsible for making the arrangements to do so.

Entertainers supplying background music for reception drinks in the Inner Courtyard, please note that power can be supplied via an extension cable run from the Buttery.

All bands, DJs and other entertainers must carry the appropriate public liability insurance.

CAKE MAKERS

Where a cake needs to be set up by the supplier, it can only be delivered after 4pm on the day from mid-February to early November. At other times of the year, please liaise with the Banqueting & Events team.

It is the cake maker's responsibility to deliver and set up the cake at the appropriate time. Please note we have no facilities to refrigerate a cake.

PHOTOGRAPHERS

Photography in Baron's Hall is not permitted when it is open to the public (from 12 noon to 4pm from mid-February to early November).

Please note the gardens are only available for photography until 6pm, or dusk – whichever is earlier.

The client has worked closely with us to create a schedule – please liaise with us regarding timings on the day

CHAIR COVERS

Chairs must be dressed by the supplier, although Penshurst Place staff will remove and bag them up at the end of the evening if required, if bags are left. Please note the time limitations for delivery as given above.

CHOCOLATE FOUNTAINS

If supplied by a company other than Leith's, that company should be aware that they do not have access to the kitchens and will need to bring all foods ready prepared.

Please note we do not advise the use of a chocolate fountain in Baron's Hall during the winter months.

Where a chocolate fountain is located on a carpeted area, a plastic sheet to protect our carpet must also be supplied.