



PENSHURST PLACE  
AND GARDENS

*The Place to Meet*

A - Z OF HOSTING  
YOUR EVENT  
AT PENSHURST PLACE

BANQUETING & EVENTS TEAM:  
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**This document aims to give some useful details and information to assist you when organising your event at Penshurst Place.**

**ACCOMMODATION** There is no accommodation onsite; however we provide a list of local hotels and bed & breakfasts to assist you & your guests find somewhere to stay overnight.

**APPOINTMENTS** If you would like to visit Penshurst Place (to show friends/family/suppliers or just to re-acquaint yourselves) please make an appointment in advance, so that we can ensure the relevant rooms are available and that a member of staff is on hand to answer any queries.

**ARTEFACTS** The suits of armour and other valuable artefacts within the banqueting rooms should not be touched.

**AUDIO-VISUAL EQUIPMENT** We have two sound systems, for suitable for background music which are usually located in Baron's Hall and the Sunderland Room. Both can be connected to your ipod. The sound system in Baron's Hall also has a wireless, hand-held, radio microphone which can be used for speeches. Only original CDs (not home-made compilations) can be played on this sound system. The sound system in the Sunderland Room does not have a microphone. During the event it is the responsibility of the organiser or nominated guest to operate our PA system.

We are able to arrange other additional AV requirements if required including projector, screen, flipcharts, lectern, table top microphone stand, pads/pencils, cake stands (round or square). Prices upon request.

**BANQUETING STAFF** We are committed to provide an enthusiastic, friendly service to all our clients and can assist with any aspect of planning your event. A member of the Banqueting & Events Team is on duty throughout each function.

**CANDLES** Candles are permitted; however please ensure that any arrangements are designed so that the candles are contained, so wax does not drip on the tables, window sills or floor. The maximum height for a pillar candle is 6". Please discuss with the Banqueting & Events Team where candles can be placed, in addition to the dining tables. If you or your florist is supplying tea-light candles, these should be the 8-hour burning variety to remain alight throughout your event.

**CANDELABRA** For all events where Baron's Hall is used, the four floor-standing candelabra in the windows will be lit. Additional candelabras for dining tables, which look especially effective in Baron's Hall, can be hired via your florist or from 'Perfect Settings' – please see our Recommended Suppliers list for contact details. **Please note** that candelabras are not permitted in the Buttery.

**CAR PARKING** From mid February - October, parking is in Church Park (at the front of the House) which is signposted on the right hand side when entering through the private entrance. Between November – mid-February inclusive, parking is in Stable Yard (to the side of the House). Cars may be left overnight, but must be moved by 10.30am the next day.

Coaches and minibuses should drop off and pick up guests from the turning circle at the front of the House.

**CHAIR COVERS** Please see our Recommended Suppliers list for suggestions of chair cover suppliers. Please ensure that they provide staff to dress the chairs onsite at the appropriate time, as Penshurst Place staff will be looking after you and your guests during this time. Should the location of the chair covers need to change during the course of the day the chair cover company must facilitate this too.

## CHILDREN

Children are welcome at Penshurst Place, however they must be accompanied by an adult at all times and responsibility for their health & safety lies solely with the parent/guardian. There are areas of unfenced deep water and uneven surfaces, so children must be supervised at all times. Please liaise with Leith's regarding children's menus and rates.

## DANCE FLOOR

The standard dance floor in Baron's Hall is 20ft x 20ft. A larger dance floor of 20ft x 27ft can be provided, if required. Marquee dance floors are dependent on size of marquee booked/number of guests.

## DELIVERIES & COLLECTIONS

Deliveries & collections are to be arranged with the Banqueting & Events Team depending on whether the House and Gardens are open and other functions occurring. Items that you may wish to deliver before your event day may include: display table plans, table name cards, place cards, menus, additional decorations and CDs/ipod.

Any property of the customer (flowers, gifts, equipment, etc) should be removed from Penshurst Place on the day of the function, unless prior arrangements have been made.

## DISCOS

Please see our Recommended Suppliers list for suppliers of top quality discos. If you would like to hire your own disco for your function, please make sure they have the relevant public liability insurance. They will also need to supply Penshurst Place with a copy of their P.A.T. (Portable Appliance Tested) certificate before the day, for insurance purposes. It is recommended that discos/bands set up to be ready before your meal service commences, if dining in the same room. There is a decibel limit of 95 and music must conclude by midnight.

## ENTRANCE

All functions have the use of the private entrance to the front of the House and a detailed location map is available to give to your guests.

## EVENT SUMMARY FORM

Approximately **one** month prior to your event we will forward to you an Event Summary Form. Information you supply will allow us to liaise with your suppliers where necessary and provide the service that you require on the day. This should be completed and returned to us at least **two** weeks before your event day.

## FIRES

The fire is lit in Baron's Hall during functions in the Winter months and, depending on the temperature and table layout, in Spring and Autumn. During the warmer months, fires are lit only on request. The fire in Baron's Hall cannot be lit when guest numbers for a sit-down meal exceed 118. The fire in the Sunderland Room cannot be lit when guest numbers for the event breakfast exceed 78. The fire in the Buttery can also be lit for any event if required.

## FIREWORKS

Penshurst Place can organize firework displays, via Phoenix Fireworks, to take place before 10.30pm at the front of the House. **Please note** that firework displays cannot be booked independently.

## FLORISTS

A list of local florists can be found on our Recommended Suppliers list. Please note we do not have the facilities for florists to make up arrangements onsite. Please advise of delivery time and also note there is no access to Baron's Hall before 4pm, when the House is open mid-February – early November.

## GARDENS

Access to the Gardens is permitted to guests (and also to the visiting public) before they close at 6pm. Please note that no food or drink is permitted in the Gardens. Also, private garden tours can be arranged during your events at £50 per group (maximum of 25) and are available only during open season.

## GUESTS WITH SPECIAL REQUIREMENTS

Please let us know in advance if you have any guests with mobility difficulties or who use a wheelchair, so access arrangements can be made. There is a toilet for the disabled onsite, accessed via Stable Yard.

## HIGHCHAIRS

Six highchairs are available onsite; any more must be hired in advance, at the customer's expense.

## INSURANCE

For peace of mind, we would recommend you take out your own personal event insurance. Penshurst Place has insurance for accidental damage.

## INVITATIONS

When sending out your invitations, please consider including a map showing the private entrance to Penshurst Place; copies are available on request. The postcode for the private entrance is TN11 8DH (not '8DG' for the visitor entrance), using most satellite navigation systems.

On your invitations you may wish to advise your guests of the following

- ❖ If holding any part of your day in Baron's Hall, to note that it is an unheated medieval hall and therefore to dress accordingly.
- ❖ It is not possible for beverages to be purchased from the bar by credit/debit cards or cheque. If guests are to purchase their own beverages, please advise them that they should bring cash.
- ❖ To pre-book their taxi prior to arriving at Penshurst Place, as we have experienced problems booking taxis – please see the separate Taxi List. If you require a copy of this via email, please let us know. Please ask all taxis to use the private entrance of Penshurst Place on the road to Leigh.
- ❖ That mobile phone signal in and around Penshurst is weak or sometimes non-existent, except for those using the o2 network. There is a payphone for guests' use.
- ❖ If arriving or departing by train, guests should use Tonbridge station, rather than Penshurst station. Trains are more frequent to and from Tonbridge, which also has a taxi rank. (Penshurst station does not readily have taxis available and it is a long walk without footpaths from Penshurst station to Penshurst Place!)

A copy of our list of local accommodation can be email or downloaded from the client site, to then be included with your invitations, if you wish

## LICENSING HOURS

Evening functions finish at midnight with last orders being called at 11.15pm and the bar licensed until 11.30pm.

## LINEN

Leith's catering rates include appropriate linen in either white or cream. Alternatively coloured linen can be arranged at an additional cost. Where Baron's Hall is being used the side, fixed trestle tables will be clothed.

## MENUS

Our sole caterers, Leith's, chosen for their excellent standards in cuisine, will look after all your catering requirements. They offer an exceptionally high standard of catering with a tempting selection of menus to choose from. Please contact them at Penshurst Place on 01892 870342 / [leiths@penshurstplace.com](mailto:leiths@penshurstplace.com) to discuss all your food and beverage requirements. Please remember that all food and beverages are to be supplied by Leith's.

## MUSICAL ENTERTAINMENT

For all your musical requirements, we recommend *The Wedding Music Company* – please see our Recommended Suppliers list. They will be pleased to discuss your requirements with you and find musicians to suit your taste and budget.

*Penshurst String Quartet* has played regularly at Penshurst Place for around the past 20 years for either ceremonies and/or reception drinks - for contact details, please see our Recommended Suppliers list.

Additionally, Baron's Hall is a great setting for a Country Dance or a Ceildh. *'Barn Dance to Banquet'* specializes in this field - for contact details, please see our Recommended Suppliers list.

**Please note**

- ❖ All entertainment must finish by midnight.
- ❖ if you would like to book a band through external sources, due to the space available (4m x 2.5m) and noise limitations (95 decibels), bands must not exceed a 5-piece in Baron's Hall.
- ❖ If booking a harpist that the only entrance to the Sunderland Room is via a spiral staircase; therefore it is their responsibility to make suitable arrangements for safe carriage of their instrument.

**PAYMENT**

A non-refundable deposit of 30% of the facility fee is required to secure a date. A further 30% is required six months prior to your event with the remainder due one month beforehand. Please see our Terms and Conditions for booking conditions and cancellation policies.

Payment can be made by cheque (made payable to *'Penshurst Place'*) or by bank transfer (our bank details can be found on our invoices).

**PHOTOGRAPHERS**

A list of photographers who frequently come to Penshurst Place can be found on our Recommended Suppliers list. If you are hiring a photographer who has not been to Penshurst Place before, we recommend that they visit beforehand, if possible.

**RECEPTION  
DRINKS & CANAPÉS**

Reception drinks can be held in the Inner Courtyard, if the weather is fine, or in Baron's Hall or the Sunderland Room, depending on which room is being used for dining.

**SKY LANTERNS**

Due to the historic nature of Penshurst Place and its proximity to arable land, sky lanterns are not permitted.

**SMOKING**

Smoking is only permitted in the Inner Courtyard, where ashtrays will be provided.

**SPECIAL DIETS**

Any special dietary requirements can be catered for. Please discuss this with Leith's to arrange suitable alternatives.

**TABLE PLANS FOR  
DINING**

Guests will be seated at 5ft round tables of up to 10 people and we also have four 6ft round tables which can accommodate up to 12 people. Please bear in mind that if a child requires a highchair, this will take up one space around a table. Wheelchairs may take up more than one space around a dining table.

Depending on numbers, some tables may need to be positioned on the dance floor, which is laid before the function. These will be removed prior to the evening entertainment, once the meal is over - this takes approximately 5 minutes. All other tables will remain.

**TABLE PLANS FOR  
DISPLAY**

We have **two** easels on which to place your framed A1 table plans and two A1 size boards on which to pin your table plans, should these be required. Usually one plan is placed in the location of the drinks reception and another is placed where the meal will be served. If you are supplying only one table plan for display, this will be relocated from your reception drink area to the entrance of your dining location just before your guests are called for their meal.

**TOASTMASTER**

A Master of Ceremonies does make an event run seamlessly and can be arranged if required. Prices are from £385. If a toastmaster has not been hired, it is usual for the host to nominate a guest to announce dinner, introduce the speeches and make any other announcements.

## **WINES**

Leith's offer an extensive wine list to accompany your meal. We do not permit beverages to be brought in from any other sources. From time to time Leith's are able to offer bin ends – please liaise with them regarding selections available.

**IF YOU HAVE ANY QUESTIONS, PLEASE DO NOT HESITATE TO CONTACT THE  
BANQUETING & EVENTS TEAM AT PENSHURST PLACE.**

**ALL RATES AND DETAILS CORRECT AT TIME OF GOING TO PRESS, BUT ARE SUBJECT TO CHANGE**

Penshurst Place – April 2014