



PENSHURST PLACE
AND GARDENS

The Place for your Wedding

A - Z OF HOSTING YOUR
WEDDING CEREMONY
AT
PENSHURST PLACE
(MAY – OCTOBER)

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This document aims to give some useful details and information to assist you when organising your wedding ceremony 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.

Artifacts The suits of armour and other valuable artifacts within the banqueting rooms should not be touched.

Audio-visual equipment We have two sound systems, for ceremony/background music which are usually located in Baron's Hall and the Sunderland Room and 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 wedding ceremony it is the responsibility of an usher or other nominated guest to operate our PA system.

We are able to arrange other additional AV requirements - 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 day.

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 During the summer months, car 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. Cars may be left overnight but must be collected 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. Your chosen supplier must provide staff to dress the chairs onsite at the appropriate time, as Penshurst Place staff will not be able to do this. Should the location of the chair covers need to change during the course of the day (i.e. from the ceremony room to the dining room) 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.

<i>Confetti</i>	Due to the historic significance of Penshurst Place, the site is unsuitable for confetti within the House and Gardens. You may wish your guests to blow bubbles outside instead!
<i>Deliveries & collections</i>	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 wedding day may include; display table plans, table name cards, place cards, favours, 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.
<i>Entrance</i>	All functions have the use of the private entrance to the front of the House.
<i>Event Summary Form</i>	Approximately one month prior to your wedding 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 wedding day.
<i>Fires</i>	The fire is lit in Baron's Hall during functions in Spring and Autumn, dependent on temperature and final numbers. During the warmer months, fires are lit only on request.
<i>Florists</i>	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.
<i>Gardens</i>	Access to the gardens is permitted to guests (and also the visiting public) before they close at 6pm. Please note that no food or drink is permitted in the gardens.
<i>Guests with special requirements</i>	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.
<i>Insurance</i>	For peace of mind, we would recommend you take out your own personal wedding insurance. Penshurst Place has insurance for accidental damage.
<i>Invitations</i>	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 8D <u>H</u> (not '8DG' for the visitor entrance), using most satellite navigation systems. On the invitations you may wish to advise your guests of the following <ul style="list-style-type: none"> ❖ 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. ❖ They may wish to arrive approximately 30 minutes prior to the start of your ceremony. ❖ 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 by train, they 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

Linen

Leith's catering rates include appropriate linen in either white or cream. Alternatively coloured linen can be arranged at an additional cost. Where the Baron's Hall is being used for a ceremony only, the side fixed trestle tables will be not clothed.

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.

Please note 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 your date. A further 30% is required six months prior to your wedding 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

Our gardens are extensive and offer many photographic opportunities for the bridal party. A list of wedding photographers who frequently come to Penshurst Place can be found on our Recommended Suppliers list. If your chosen photographer has not been to Penshurst Place before, we recommend that they visit beforehand, if possible. .

Reception drinks and canapés

Following a ceremony Reception drinks can be held in the Inner Courtyard if the weather is fine or in Baron's Hall or the Sunderland Room. We generally suggest an hour and a half for a drinks reception.

Our sole caterers, *Leith's*, will look after all your catering requirements. They offer an exceptionally high standard of catering with a tempting selection of canapes to choose from. Please contact them at Penshurst Place on leiths@penshurstplace.com / 01892 870342 to discuss all your food and beverage requirements. **Please note** that all food and beverages are to be supplied by *Leith's*

Registrars

If you are hosting your wedding ceremony at Penshurst Place, we will make the initial booking for the Registrar & Celebrant on your behalf. The Kent Registration Service will then liaise with you directly.

All fees are payable directly to the Kent Registration Service; prices vary from £398 - £657 for a Marriage Ceremony, depending on the day of the week.

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.

Toastmaster

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

Website

There is a Client Site on the weddings page of our website where you can access electronic copies of our accommodation list, location map and taxi list, among other documents (www.weddingsatpenshurstplace.com). The user name and password are sent to you on booking, but please let us know if you require a reminder.

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.