



PENSHURST PLACE
AND GARDENS

The Place for your Wedding

A - Z OF HOSTING YOUR
WEDDING CEREMONY
AT
PENSHURST PLACE
(NOVEMBER TO APRIL)

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This document aims to give some useful details and information to assist you when organising your winter wedding 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 ceremonies & background music, which are usually located in Baron's Hall and the Sunderland Room and both can be connected to an ipod. The sound system in Baron's Hall has a wireless, hand-held, radio microphone which can be used for speeches and 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 the 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.

CANDELABRA For all events where Baron's Hall is used, the four floor-standing candelabra in the windows will be lit. Candelabra's may be used as central table decorations in the Sunderland Room and are available for hire from Perfect Settings (details on our Recommended Suppliers list). Please note that candelabra's are not permitted in the Buttery.

CAR PARKING During the winter months (early November–mid-February), car parking is in Stable Yard (to the side of the House) and at other times in Church car park (to the front of the House). Cars may be left overnight, but they must be cleared 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. 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 ceremony room to drinks reception 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.
CHRISTMAS TREES	Decorated Christmas trees will be placed in Baron's Hall and in the Sunderland Room over the festive period.
CONFETTI	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 instead!
DELIVERIES & COLLECTIONS	<p>Deliveries & collections are to be arranged with the Banqueting & Events Team and depend on whether other functions occurring. Items that you may wish to deliver before your wedding day may include additional decorations and CDs/ipod.</p> <p>Any property of the customer (flowers, gifts, equipment, etc) should be removed from Penshurst Place on the day of the function.</p> <p>During the winter months later collections, by prior arrangement with the Banqueting & Events Team, will be limited to normal office hours, Monday to Friday. Collection on Saturday or Sunday may not always be possible but do check prior to the event.</p>
ENTRANCE	All functions have the use of the private entrance to the front of the House.
EVENT SUMMARY FORM	Approximately one month prior to your wedding ceremony 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.
FIRES	In the winter months the fire is lit in Baron's Hall during functions and may also be lit in the Buttery and Sunderland Room depending on the temperature and room capacities.
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. Out of season the Gardens are available for wedding photographs until 6pm or dusk, whichever is earlier. Please note that no food or drink is permitted in the Gardens.
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.
INSURANCE	For peace of mind, we would recommend you take out your own personal wedding insurance. Penshurst Place has insurance for accidental damage.
INVITATIONS	<p>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.</p> <p>On the invitations you may wish to advise your guests of the following</p> <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 in Baron's Hall, smaller parties of 50 guests or fewer may wish to take reception drinks in the Buttery. For drinks receptions in Baron's Hall we would recommend they are limited to one hour as the only heating is provided by the central fire.

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 01892 870342/leiths@penshurstplace.com to discuss all your food and beverage requirements. Please note that all food and beverages are to be supplied by *Leith's*

REGISTRARS

When 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 regarding fees, paperwork and the ceremony.

All fees are payable directly to the Kent Registration Service and vary from £436 - £678 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. Please see our Recommended Suppliers list. Prices are from £385. If a toastmaster has not been hired, it is usual for the best man to make any 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.

**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