



PENSHURST PLACE  
AND GARDENS

*The Place for your Wedding*

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

BANQUETING & EVENTS TEAM:  
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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 on-site. A list of local hotels and bed & breakfasts is enclosed and can assist you & your guests find somewhere to stay overnight. This list is also available via the client site.
- 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 and/or 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.
- BAR** Your bar may be located in either the Buttery or the marquee depending on the size of your marquee and number of guests.
- 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 are 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. Candelabras 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). When considering candelabra for marquee tables, please remember that tall candelabra can only be used on the central tables. The sloping roof means centre-pieces on the side tables may only be 18" tall. Please note that candelabras are not permitted in the Buttery.
- CAR PARKING** During the winter months (November – mid-February inclusive), 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 must be moved by 10.30am the next day prior to the House opening.
- 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.

Please liaise with Leith's regarding children's menus and rates.

## 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 outside instead!

## DANCE FLOOR

The smallest marquee is equipped with a 15ft x 15ft dance floor, the largest marquee with a 20ft x 25ft. These are included in the cost. Larger, illuminated or black & white chequered floors can all be arranged at an additional cost.

## DELIVERIES & COLLECTIONS

Deliveries 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: 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.

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.

## 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. There is a decibel limit of 95 and music must conclude by midnight.

Please liaise with your disco or band to ensure the marquee gives sufficient headroom for their gantries and lighting.

When the wedding breakfast is also in the marquee we recommend that your band or disco set up before you and your guests take your seats for the wedding breakfast.

## 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 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

The fire is lit in Baron's Hall during events in the winter months and, depending on the weather & seating plans, may also be lit in the Buttery & Sunderland Room. The Sunderland Room fire cannot be lit when guest numbers for the wedding breakfast exceed 78.

## 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. Additionally, we can arrange a 'Celebration Avenue' for the Bride & Groom's departure; however this is not suitable for open-top cars. Out of courtesy, please inform your car hire company of these arrangements.

## 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 do advise of delivery time and note there is no access to Baron's Hall before 4pm, when the House is open mid-February to 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.

## 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 wedding 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.
- ❖ They may wish to arrive approx 30 minutes prior to the start of the 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 or departing by train, they 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 have taxis readily available and it is a long walk without footpaths 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 (for any element of the day, except for ceremony only), the side, fixed trestle tables will be clothed.

## MARQUEE CAPACITY

We have three sizes of marquee:

- ❖ A 30ft x 40ft marquee will accommodate up to 100 guests for the evening entertainment.
- ❖ A 40ft x 50ft marquee will accommodate up to 120 guests for dining and up to 140 guests in total for the evening entertainment.
- ❖ A 40ft x 90ft marquee will accommodate 160 for dining and up to 210 guests in total, with a separate dining and disco area.

## 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 [leiths@penshurstplace.com](mailto:leiths@penshurstplace.com) or 01892 870342 to discuss all your food and beverage requirements. Please remember that all food (except the wedding cakes and favours) 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.

### Please note

- ❖ All entertainment must finish by midnight.
- ❖ If you would like to book a band through external sources, there is a noise limitation of 95 decibels and you will need to ensure there is sufficient space in the marquee. Generally speaking a 5-piece band is ideal for most weddings.
- ❖ 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. Payments 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 less may wish to take reception drinks in the Buttery. When the wedding breakfast is to be held in the Sunderland Room then drinks may be taken in the marquee. If the wedding breakfast is held in the marquee we would recommend reception drinks are hosted in the Sunderland Room. For larger parties necessitating the use of Baron's Hall we would recommend drinks receptions are limited to one hour as the only heating is provided by the central fire.

## 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 £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.

## SPECIAL DIETS

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

## TABLE PLANS FOR WEDDING BREAKFASTS

Guests will usually be seated at 5ft round tables of up to 10 people. We also have four 6ft round tables which can accommodate up to 12 people for use in marquees. The top table is limited to a total of 8 guests. 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.

When eating in the marquee, depending on numbers, some tables may need to be positioned on the dance floor, which is laid before the function. Once the wedding breakfast is over and the speeches have finished these will be removed prior to the evening entertainment and the bar is open for your guests. 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 wedding breakfast 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 wedding breakfast location just before your guests are called to dine.

## TOASTMASTER

A Master of Ceremonies does make the day run smoothly. Please see our Recommended Suppliers list. Prices start 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](http://www.weddingsatpenshurstplace.com)) There is also a guide to table planning with table plan samples. The user name and password are sent to you on booking, but please let us know if you require a reminder.

## WEDDING CAKE

When ordering your wedding cake, please ensure that we are aware of delivery time and storage conditions. We are not able to refrigerate your wedding cake and can only take

delivery a maximum of 24 hours before your wedding, depending on other functions booked. Wedding cake may be served as the dessert but a full 3-course price applies to cover plating and service. Leith's are happy to cut and serve your wedding cake, with your evening refreshments. You should make arrangements with your supplier regarding the delivery and assembly of your cake. Penshurst Place & Leith's are not able to assemble cakes.

We have either a round (3' wide) or rectangular (3''2' x 2''2') table and a round or square cake stand, plus a knife, available for your use.

## 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