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# ROOK LANE CHAPEL

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Wedding Information & Booking Form



Rook Lane Chapel Bath Street Frome BA11 1DN



## **Hire Rates**

Ceremony only (2 hour booking)  
£750

Ceremony and drinks reception (up to 4 hours)  
£875

Reception Only (from 5pm to 11.30pm)  
£1200

Ceremony and wedding breakfast reception (until 11.30pm)  
£1600

## **Booking the Chapel**

A non-refundable reservation deposit of 10% of the total fee will be necessary with a signed copy of the Booking Agreement to confirm. In addition to this a £100 damage deposit which is fully refundable, and will be returned a week after the wedding, provided the chapel has not been damaged in any way. The remaining wedding hire fee is payable no later than 28 days prior to the booking. An invoice will be sent 5 weeks before the date of your booking.

## **The Ceremony**

Wedding and civil partnership ceremonies are carried out by the Somerset County Council registry service. Once you have decided on a date to hire Rook Lane Chapel, your next step is to contact the Superintendent Registrar to confirm their availability for your chosen date. Superintendent Registrar (01823 282251).

Rook Lane is a venue for civil marriages & partnership and as such any reading, words or performance which forms part of the ceremony of marriage must be secular in nature. It is also possible to hire the chapel to carry out alternative ceremonies such as renewals of vows.

Rook Lane can seat up to 160 guests for the ceremony. Unless you choose to hire in furniture from elsewhere, Rook Lane will set up chairs, aisle runner and a top table for signing the register. Music can be played through our basic PA set up via headphone jack or CD.

## Drinks

Before your big day the venue manager will arrange to meet you to discuss the finer details of the day and tailor a drinks package to suit you. We offer a range of flexible drinks options based on one or a combination of the following:

- Full pay bar - guests pay for their own drinks. The bar offers a small range of drinks and spirits, these can be tailored to your requirements, by prior arrangement.
- Tab Options - You can set up a pre-paid tab for a set amount, alternatively a token system can be used and the bar tab will need to be settled at the end of the night.
- Corkage - As well as the bar you are welcome to provide your own drinks to serve. Corkage is charged at £6 per bottle on all alcohol by prior arrangement only.
- Drinks reception and/or toast: Pre-paid Prosecco or Champagne for your guests after your ceremony or toast. We can source Prosecco or Champagne for this if you wish, bottles will be chargeable at our retail rate to be agreed with the hirer before they are ordered, and paid before the wedding. Let us know your budget and we will see what we can do.
- Table Wine - You can buy a set number of bottles for your wedding breakfast tables:

Mirabella Pinot Grigio Rose 12% - £15 per bottle  
Reserve Saint Marc Sauvignon Blanc 12.50% - £14 per bottle  
Reserve Saint Marc Cabernet Sauvignon 13% - £14 per bottle  
\*Subject to change according to supplier

## Additional Information

- Rook Lane acts as a venue only, additional arrangements such as booking the registrar, flowers, musicians, caterers etc. are the responsibility of the hirer, although we are happy to supply a list of local suppliers.
- You will not have a co-ordinator on the day although the front of house manager will be here to assist you with your schedule.
- If you are planning on hiring Rook Lane for your ceremony and wedding breakfast, tables must be set up prior to the ceremony or a team must be designated to set up the tables. The Rook Lane staff may be available to assist you, but it is the responsibility of the hirer to organize the set up. A team can be arranged for you at an extra charge.
- The hire fee includes two hours of set up the morning of the wedding. It may be possible to set up the day before the Wedding after 4pm providing there are no other bookings on that date. It is possible to hire the Chapel the day before the Wedding to set up at a cost of £150 subject to availability.
- If suppliers need access to the building before the designated opening times please arrange this beforehand with the venue manager, for the delivery of tables etc.
- The use of confetti other than biodegradable confetti is prohibited and must only be thrown outside. The piano is available for use by skilled personnel only, tuning is the responsibility of the hirer.
- Smoking at the front of the Chapel is prohibited.
- Parking at the front of Rook Lane Chapel and on the driveway is prohibited with the exception of disabled parking, access for loading and unloading and the wedding vehicle.

# Weddings at Rook Lane Booking Agreement



Name \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Ceremony Only  
2 hour booking

Ceremony and Drinks Reception  
4 hour booking

Reception Only  
5pm to 11.30pm

Ceremony and Reception  
Until 11.30pm

Date of Wedding \_\_\_\_\_

Time of Ceremony \_\_\_\_\_

Additional set up  
time required \_\_\_\_\_

Number of Guests \_\_\_\_\_

I have read and understood the following standard conditions of hire. If I am in any doubt as to the meaning of the following, I understand I must consult the Venue Manager immediately.

I understand my reservation is only confirmed on the receipt of this form along with a 10% non refundable deposit, this will be retained towards the final payment due 28 days prior to the booking. I also include a £100 refundable damage deposit, which is held separately.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Payment by bank transfer to "Rook Lane" Account No: 63486834 Sort Code: 20-12-25  
Please make cheques payable to "Rook Lane"

# Weddings at Rook Lane

## Booking Agreement



### TERMS AND CONDITIONS OF HIRE

#### RESPONSIBILITIES AND BREAKAGES

01. Rook Lane acts as a venue only, additional arrangements are the responsibility of the hirer.
02. The hirer will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort, and the behaviour of all persons using the premises whatever their capacity. This includes proper supervision of car parking arrangements so as to avoid obstruction of the highway and nearby residential parking. Any breakages or damage must be reported forthwith and made good to the satisfaction of the NVB Directors. If not done in a reasonable time, the NVB Directors reserve the right to have the repairs done and re-charge the hirer any consequential losses incurred. Should a fire extinguisher be let off accidentally, there will be a charge of £50.00 to the hirer.
03. The hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do or fail to do anything or bring onto the premises anything, which may endanger the same, or any insurance policies relating thereto.
04. The hirer shall be responsible for compliance with the licensing conditions as displayed in the reception area of the building and for the observance of the same and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority and the Local Magistrates Court or otherwise. The Entrance Halls, Emergency Exits and Gangways must be kept clear at all times.
05. The hirer shall not exceed the maximum occupancy limit of (160 persons seated) 200

#### RESTRICTIONS

06. Rook Lane is a venue for civil marriages and partnerships and as such any reading, words or performance which forms part of the ceremony of marriage must be secular in nature.
07. The hirer is prohibited to use any part of the Chapel other than those areas as specified in the Booking Agreement, with the exception of emergency escape purposes only.
08. Smoking inside the Premises is prohibited throughout.
09. With the exception of Guide Dogs, animals are not admitted to the Chapel without prior agreement of the venue manager.
10. There must be no use or playing of amplified music that exceeds a volume of 45dB outside the venue.
11. Under no circumstances shall the building be occupied outside the approved hours of; Saturdays: 8am–12 midnight, and Sundays: 9am–10pm.
12. No hirer booking the facility may grant broadcast (whether sound, television, cable or satellite) rights to any third party in respect of any event to be held at the Chapel, without the prior written consent of the NVB Directors. If such consent is given, the NVB Directors reserve the right to take part in negotiations, to be party to the terms and conditions of any agreement reached and to take all or share in any income and publicity delivered there from.
13. Photographs for professional use and publication thereof must not be taken in the Hall, without the permission of the NVB Directors. The use of video recording equipment is likewise not allowed in the Hall without the permission of the NVB Directors.
14. The use of confetti other than biodegradable confetti is prohibited.

#### CHARGES

15. a) Charges as set out (see 'Prices' attached) will be adhered to, so far as possible, but the NVB Directors reserves the right to alter or amend at their discretion prior to confirmation of booking.  
b) A provisional reservation may be made upon the payment of £100 damage deposit and 10% of the package price which is non-refundable . The damage deposit will be returned after satisfactory inspection of the premises establishes there are no damages, at the discretion of the NVB directors. A provisional reservation will continue until 28 days prior to the date of the booking when payment in full is required. The initial payment of 10% will be retained towards the full charge.  
c) Confirmation of a reservation and hire is conditional upon payment of the full letting charges and damage deposit.
16. a) The hirer may cancel a booking at any time prior to commencement of the hire period but will forfeit all payments made. At the absolute discretion of the NVB Directors, the NVB Directors may repay all or part of the sums forfeited upon the rehiring of the facilities.  
b) The NVB Directors reserve the right to cancel any booking at any time and the hirer, on receipt of a notice from NVB Architects to that effect, shall give up, without right to compensation, any or all of the accommodation booked. The deposit and any charges paid in respect thereof will be refunded to the hirer. Such cancellations will occur only in exceptional circumstances.
17. The NVB Directors reserve the right to refuse to let the Chapel, or any part thereof.

#### FACILITIES AND DECORATION

18. Parking to the front of Rook Lane and on the Driveway is prohibited, with the exception of disabled parking and service access for loading and unloading only.
19. Signposts/ Advertising on the outside of the building and in the grounds is permitted only with the prior agreement of the NVB Directors.
20. No cooking or heating equipment other than that provided may be used, unless by prior arrangement.
21. The 'kitchen' is licensed only for use as a servery. Cooking and food preparation on the premises is prohibited.
22. Arrangements must be made with the NVB Directors before any alterations or additions are made to the existing light installations. 13 amp power points are provided.
23. Furniture and equipment are to be lifted from place to place and not dragged so as to avoid damage to the floor and fabric.
24. Special care must be taken not to damage the floor surface, due to an under floor heating system being in place. The hirer shall be liable for any costs incurred in repairs made necessary to the floor surface/heating system.
25. The use of any fixings to any part of the Chapel is prohibited, unless by prior agreement.
26. Any requirements to alter or add to the decoration of the Chapel must be submitted to the Venue Manager in writing no later than 30 days prior to the booking, and consent from the NVB Directors received in writing.
27. Please follow the instructions given within the building relating to specific equipment and installations. The hirer is liable for any damages caused by misuse.

#### END OF HIRE

28. At the end of each hire, the hirer shall be responsible for making good any alterations to decoration, replacing any contents temporarily removed from their usual position, shutting all windows and doors, removal of rubbish, and generally leaving the premises and surrounds in a clean and tidy condition. The handover of the premises to the caretaker must take place at the previously agreed time in order to make final checks and set the alarm, otherwise the NVB Directors shall be at liberty to make an additional charge.

#### DISCLAIMER

29. Rook Lane / NVB Architects. accepts no liability; a) for damage to, or loss of, any property or articles or things whatsoever, placed or left in the Chapel or any part thereof, by any organisation or any individual; b) for any liability, loss or claim (excepting personal injury or death) to or by any third party in respect of the use of the Chapel, and the hirer indemnifies Rook Lane against all such liability.