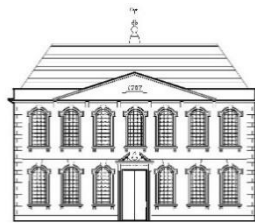




ROOK LANE CHAPEL

Wedding Information & Booking Form



Rook Lane Chapel Bath Street Frome BA11 1DN

Hire Rates

All charges inclusive of VAT

Ceremony only (2 hour booking)

£950

Ceremony and Drinks Reception (up to 4 hours)

£1,100

Reception Only (from 3pm to 11.30pm)

Additional hours at £150.00 per hour

£1,500

Ceremony, Drinks & Evening Reception (until 11.30pm)

£2,050

Booking the Chapel

A non-refundable reservation deposit of 20% of the total fee will be necessary with a signed copy of the Booking Agreement to confirm your booking. The remaining wedding hire fee, plus £100 damage deposit, are payable no later than 28 days prior to the booking. An invoice will be sent 5 weeks before the date of your booking. The damage deposit is fully refundable, and will be returned a week after the wedding, provided there is no reason to withhold it.

Should you require an earlier start for the reception only option, then this will be charged at an additional £150 per hour.

The Ceremony

Wedding and civil partnership ceremonies are carried out by the Somerset Council Registration 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) www.somersetweddingservice.org.uk

Rook Lane is a venue for civil marriages & partnership and as such any reading, words or performance which forms part of the registrar's ceremony of marriage must be secular in nature.

Rook Lane can seat up to 160 guests for ceremony only and ceremony and drinks reception bookings, and 120 maximum, for sit down wedding breakfasts, additional evening guests are allowed up to total of 180. Unless you choose to hire in furniture from elsewhere, Rook Lane will set up chairs, an 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, or you may use the piano.

It is also possible to hire the chapel to carry out alternative ceremonies such as renewals of vows, Celebrant led services, Handfasting's, etc.(above rates apply).

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 with the Venue Manager.
The bar will open at the time you choose, and close at the latest 11.30pm. We take card and cash payments.
- **Tab Options**
You can set up a pre-paid tab for a set amount, alternatively a token or other system can be used. Any additional on the day bar tab, will need to be settled at the end of the night.
- **Corkage**
In addition to having the bar, you are welcome to provide your own wine for the tables and the welcome drinks. Corkage is charged at £10 a bottle on all alcohol by prior agreement of the Venue Manager. We are flexible about what you can provide and can also offer a set fee package for larger weddings, allowing you to provide a greater variety of drinks for your guests.
- **Drinks reception and/or toast**
Pre-paid Prosecco, Champagne or pre made cocktails, pitchers of Pimm's for your guests after your ceremony. We can source Prosecco or Champagne etc. for this if you wish, bottles will be chargeable at our retail rate to be agreed with the Hirer before they are ordered, or for other drinks such as cocktails, charged per head, and paid before the wedding. Let us know your budget and we will see what we can do.
- You may need to hire in additional refrigeration if you have over 100 guests.

Additional Information

- Rook Lane acts as a venue only, additional arrangements such as booking the registrar, flowers, musicians, DJ, caterers, furniture hire, decorations etc. are the responsibility of the hirer, although we are happy to supply a list of local suppliers.
- Rook Lane do not provide a coordinator on the day, although the front of house manager will be here to assist you with your schedule. A running order for the day will be provided.
- If you are planning on hiring Rook Lane for your ceremony and wedding breakfast, tables must be set up prior to the ceremony, to the sides of the chairs, or you must provide a team 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 set up the evening before from 4.30pm, deliveries can take place before this time by arrangement with the Venue Manager. It is possible to hire the Chapel for the whole day (10am -6pm) before the Wedding to set up, at an additional cost of £200 subject to availability. If hiring the chapel between the hours of 8am to 6pm, on the Friday, please note there is a working office above the main chapel space and we ask that you respect the working conditions and keep all noise to a minimum.
- If suppliers need access to the building before the designated setting up/booking times please arrange this beforehand with the Venue Manager, inc. the delivery of tables, caterers setting up, delivery of catering equipment etc.
- The use of confetti other than biodegradable confetti is prohibited. Natural petals are preferred and confetti 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. Smoking/Vaping within the building is prohibited. Smoking/ vaping outside the building is permitted, but cigarette butts must be disposed of in ash-trays provided. Cost of litter collection is recoverable from the deposit.
- 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, the wedding vehicle, and (with permission) food vans.
- All rubbish must be removed at the end of the hire and no food waste is to be left on the premises. Arrangements can be made for collection of food waste, there will be an additional charge for this of £35 (30l container), £42 if this arrangement has not been previously booked.
- We strive to be environmentally responsible in our choice of products, practices, and companies we deal with, and encourage you to consider this and recycling where possible. We have recycling for cardboard paper, glass and plastic, but would ask that your caterers deal with food waste, and disposable tableware.

Weddings at Rook Lane

Booking Agreement

Names:

Email: **Phone:**

Address:

..... **Postcode:**

Event Details

Date of Wedding: **Time of Ceremony:**

Ceremony Only
Reception
2 hour booking

Ceremony and Drinks
4 hour booking

Reception Only
3pm to 11.30pm

Ceremony and Reception
Until 11.30pm

Number of Guests:

Additional Set-up Time Required:

I have read and understood the following Terms and Conditions of Hire and agree to abide by them. If I am in any doubt as to the meaning of the T&C, I understand I must consult the Venue Manager immediately.

I understand my reservation is only confirmed on the receipt of this form along with 20% non-refundable deposit. This will be retained towards the final payment plus £100.00 refundable deposit due 28 days prior to the booking.

Signed: **Dated:**

Payment by bank transfer to 'Rook Lane' Account No: 63486834 Sort Code: 20-12-25

Please quote Hirer(s) name and event start date on payment.

Cheques payable to 'Rook Lane.'

Weddings at Rook Lane

Booking Agreement

TERMS AND CONDITIONS OF HIRE (Page 1 of 2)

RESPONSIBILITIES AND BREAKAGES

01. Rook Lane acts as a venue only, all 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, its care, safety from damage however slight or change of any sort, and the behavior 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 for any consequential losses incurred. Should a fire extinguisher be let off accidentally, there will be a charge of £100.00 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 bar 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 likewise. The Entrance doors, Emergency Exits and Gangways must be kept clear at all times.
05. The Hirer shall not exceed the maximum occupancy limit of 200. Fixed seating capacity of 160 persons.

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. Unless with permission and supervision of a member of Rook Lane Staff.
08. Smoking/Vaping within the building is prohibited. Smoking/Vaping outside the building is permitted, but cigarette butts must be disposed of in ash-trays provided. Cost of litter collection is recoverable from the deposit.
09. With the exception of assistance Dogs, animals are not admitted inside the Chapel without prior agreement of the Venue Manager.
10. The volume of any live or amplified music must be kept at a level under 78(dB) inside the building, and outside, not louder than the sound of passing traffic. The main doors and all windows should be kept closed when loud music is playing, including the doors to the link.
11. Under no circumstances shall the building be occupied outside the approved hours of; Saturdays: 8am–12 midnight, and Sundays: 9am–10pm. (except where a license extension has been issued).
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 and or the Venue Manager.
14. The use of confetti other than biodegradable confetti is prohibited.
15. Children must be supervised at all times.

CHARGES

16. Reservations:
 - a) Charges as set out (see 'Hire Rates' attached) will be adhered to, so far as possible, but the NVB Directors reserve 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 20% of the package price which is non-refundable. The initial payment of 20% will be retained towards the full charge. A provisional reservation will continue until 28 days prior to the date of the booking when payment in full is required, plus £100 refundable damage deposit. The damage deposit will be returned at the discretion of the NVB directors after satisfactory inspection of the premises establishes there are no damages.

Weddings at Rook Lane

Booking Agreement

TERMS AND CONDITIONS OF HIRE (Page 2 of 2)

- c) Confirmation of a reservation and hire is conditional upon payment of the full letting charges and damage deposit.
17. Cancellations:
- 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.
 - 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.
18. The damage deposit of £100 is refundable on completion of a satisfactory inspection of premises.
19. The NVB Directors reserve the right to refuse to let the Chapel, or any part thereof.

FACILITIES AND DECORATION

20. Parking to the front of Rook Lane Chapel and on the Driveway is prohibited, with the exception of disabled parking and the wedding vehicle and service access for loading and unloading only.
21. Signposts/advertising on the outside of the building and in the grounds is permitted only with the prior agreement of the Venue Manager, and should not be affixed to the fabric of the building.
22. No cooking or heating equipment other than that provided may be used, unless by prior arrangement with the Venue Manager.
23. The 'kitchen' is licensed for use only as a servery. Cooking and food preparation on the premises is permitted only by agreement with the Venue Manager and undertaken by professional caterers who must adhere to all food safety regulations.
24. 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.
25. Furniture and equipment are to be lifted from place to place and not dragged so as to avoid damage to the floor and fabric.
26. 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 if repairs are necessary to the floor surface/ heating system.
27. PAT Testing certificates need to be provided for any and all additional appliances and equipment used in the space, including by third party companies.
28. 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. The use of any fixings to any part of the Chapel is prohibited, unless by prior agreement.
29. 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

30. 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

31. 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/NVB Architects against all such liability.