

Ceremonies and Weddings at Ayscoughfee Hall Museum



Ayscoughfee Hall
Museum and Gardens

Terms and Conditions

Please read this document very carefully. It contains information about the roles and responsibilities of the hirer and Museum staff when hiring Ayscoughfee Hall Museum for a civil wedding ceremony.

Introduction

- Ayscoughfee Hall Museum is a **Grade 1** listed building dating from the 1450s, and much of this document is designed to protect this very important asset.
- The use of Ayscoughfee Hall Museum for civil ceremonies is restricted to two occasions per week and twenty-five ceremonies during the year.
- Ayscoughfee Hall Museum is operated by South Holland District Council (SHDC).
- Ayscoughfee Hall Museum has been licensed by Lincolnshire County Council to hold civil wedding ceremonies, civil partnership ceremonies and renewal of vows ceremonies.
- There are two rooms licensed for these functions in the Museum: the Spalding Gentleman's Society room and the Library.
- These rooms are located in the Museum's southern wing on the ground floor and are adjacent to one another (see the enclosed floorplan). It is envisaged that the ceremony will be held in the Spalding Gentleman's Society room and that the register will be signed in the Library.
- Neither South Holland District Council nor Ayscoughfee Hall Museum can be held responsible for damage to or loss of property for anyone attending a ceremony here; persons attending do so at their own risk.

Weddings and the Museum's opening hours

The Museum's opening hours are as follows:

Monday	closed (except Bank Holidays)
Tuesday	closed
Wednesday to Sunday	10.30am to 4.00pm
Bank Holiday Monday	10.30am to 4.00pm

- The Museum closes for three weeks over the Christmas Holidays. No bookings for ceremonies will be taken during this period.
- Subject to the above restrictions, ceremonies can take place at any time during Museum opening hours. It may be possible to hold your wedding on a Monday or Tuesday, but please discuss this with Museum staff.
- Please be aware that, during opening hours, visitors have access to the entire building except for the ground floor of the southern wing which will remain closed to the public for the duration of the ceremony.

Fees, Booking and Payment

- The standard cost of ceremony taking place on either a weekday or weekend cost **£600 (inclusive of VAT)**. This allows 5 hours for your ceremony and any pre or post ceremony reception. Should you require longer this can be arranged, but may be subject to additional costs.
- The date will be reserved for 12 weeks under a provisional booking.

- The hirer will be required to pay a non-refundable deposit of 50% of the fee to confirm the ceremony.
- The cost detailed above is for the hire of the ceremony room, and does not include any fees incurred in booking the Registrars for the ceremony.
- The balance to be paid **8 weeks** before the ceremony.
- Payment for the hire of the hall can be made by cash, card or cheque (made payable to South Holland District Council) at the museum reception during museum opening hours.
- If you have not paid the balance by the 8 weeks of the hire date, you will receive an invoice from South Holland District Council, which will detail ways in which you can pay.
- This sum is transferable if the ceremony has to be rearranged due to extenuating circumstances.
- A £100 deposit is also payable in advance, which will be returned in full if the hirer or their guests cause no damage to the Museum, its fixtures, fittings or collection. If any damage is greater than the deposit, then the hirer will be required to pay the outstanding balance.

Numbers attending

- For health and safety reasons, **a maximum of forty** people can attend a ceremony held in the Spalding Gentlemen's Society room. This number does not include the couple and the Registrars.
- Please note these room limits include babies and children.
- Chairs can be decorated by prior arrangement with Museum staff. The Museum can provide up to forty chairs, which is included in the hire fee.
- Particular seating requirements can reduce the number of guests, for example - performing musicians would take up seats that could be used for guests.

Timings

- Please discuss your preferred time of ceremony before booking the Registrar.

THE SERVICES PROVIDED BY THE MUSEUM

Hiring Details

- The hiring charge includes the exclusive use of the South Wing. This includes use of the Spalding Gentlemen's Society room, the Library and the Garden Room for the duration of the ceremony. The rooms will be available to decorate on the day of the ceremony if requested.
- The Museum's southern wing ground floor will be closed to the general visiting public for the ceremony duration.
- The rooms will be supplied empty of all object cases, furniture, exhibition panels and interactives, except those considered permanent fixtures. These will be shown to you by Ayscoughfee Hall Museum staff and rendered as unobtrusive as possible.
- You will have access to the Museum's toilets.

AHM Wedding Co-ordinators

- A member of Museum's staff will be assigned to liaise with those hiring the rooms and their contact details will be supplied.
- Please contact either if you have any questions. They will be your main point of contact at the Museum
- A member of staff will be in attendance during any pre-ceremony preparations to the Spalding Gentleman's Society room, the Library and the Garden Room and for the duration of the ceremony.

Access & Parking

- Entrance to the Museum for guests is via the front door.
- AHM wedding co-ordinator will meet and direct all guests.
- Cars transporting each of the couple may be parked at the front of the Museum during the ceremony.

- Any guests with mobility problems may alight at the Museum's front entrance but the car will not be allowed to park in front of the building.
- The Registrar(s) and your own ceremony/wedding co-ordinator (if applicable) will be allowed to park in the small car park at the Museum's north side. The Museum staff's parking needs take priority; spaces will be reserved only if there are spares.

Photography

- Photographs of the couple and guests may be taken throughout the Museum (except the Geest Gallery) as well as in Ayscoughfee Gardens.
- You will have access to Ayscoughfee Gardens for photographs via the Garden Room patio doors. Note that the Gardens are a public park and other events may be scheduled by SHDC. We will inform you in advance of any events taking place on the same day as your ceremony.
- We will provide a pen and book for you to sign while being photographed after the ceremony (photographs of the couple are not allowed as they sign the Registrar's book).

THE HIRER'S RESPONSIBILITIES

Registrars

- The hirer will be expected to arrange and pay the Registrars.
- A wedding ceremony requires two Registrars in attendance - one to conduct the ceremony and the other to register the marriage; a civil partnership requires only one Registrar.
- It is strongly recommended that you book the Registrar(s) well in advance, and before you confirm your booking with the Museum.

Timings

- Please pay careful attention to any times given by your AHM co-ordinator - you are expected to adhere to them.

Flowers, Confetti, Bubbles and Decorations

- The hirer may bring decorations for the room. Decorations must be table top or freestanding, as decorations cannot be physically attached to the walls.
- The hirer is responsible for ordering, the delivery and cost of any flowers or decorations. These can be delivered to the Museum at a mutually convenient time, arranged with one of the AHM co-ordinators.
- Flowers and plants brought into the Museum will be inspected for insects by the AHM co-ordinator. The Museum reserves the right to refuse entry to any plant found to be carrying any insects.
- Any plants or flowers must be removed from the building within 24 hours, or immediately if the Museum is to re-open to the public straight after the room hire. You will be advised of the specific requirements as they relate to your hire by the AHM co-ordinator.
- No confetti or glitter is to be used in the Museum or the Gardens. If it is, then the hirer will incur costs to have it cleared away. The use of bubbles is allowed only outside the Museum building.
- Decorations must be removed from the building within 24 hours unless prior arrangements have been agreed.

Conduct & Damage

- The hirer will take full responsibility for the conduct of all their guests during the time of the hire.
- The hirer will be liable for the cost any repairs to damage caused to Ayscoughfee Hall Museum resulting from actions of themselves, their guests or contractors.
- Nothing can be physically attached to the walls in either the Library or the Spalding Gentleman's Society room in any way whatsoever.
- Any containers or other decorative objects intended for the Library or the Spalding Gentleman's Society room must be positioned so that they will not mark any surfaces.

- The Museum reserves the right to prevent the use of any object that may damage surfaces. These will be examined by the AHM co-ordinator and we reserve the right to refuse entry to any objects that do not comply with this rule.

Electrical Equipment

- Any equipment requiring mains electricity and intended for use by the hirer, guests or anyone else connected with the ceremony, must have a valid portable appliance testing (PAT) sticker attached to the plug. If the equipment is not covered by a valid PAT sticker then its use will not be allowed.

Music and Musicians

- Please note that it is illegal for a civil ceremony to be accompanied by religious music. Music to be played during the ceremony must be agreed in advance with the AHM co-ordinator.
- Any musicians will also be allowed prior access to the designated rooms, if required. This should again be arranged via the wedding co-ordinators. Please note that the Museum cannot be held responsible for any damage to musical instruments while they are on the premises.
- All instruments or music stands must have rubber feet. These will be examined by the AHM co-ordinator and we reserve the right to refuse entry to any instruments or music stands that do not comply with this rule.

Pre-ceremony Access

- You or your representatives will be allowed access to the Spalding Gentleman's Society room and the Library prior to the ceremony in order to decorate and arrange both rooms appropriately (floral displays, for example). Please arrange a mutually convenient time by contacting the AHM co-ordinators.

Windows

- You will not be allowed to open any windows on the day without the prior permission of the AHM co-ordinators.

Receptions and Catering

- Pre- and post-ceremony drinks and light refreshments may be provided by the hirer's chosen caterers in the Garden Room
- All catering arrangements are the hirer's responsibility. We strongly recommend that caterers organise a meeting with AHM co-ordinators in order to establish arrangements.
- Only white, pale or colourless drinks can be served in the Museum (i.e., no red wine, port, sherry, etc). Any champagne or fizzy drinks must be opened either outside or in an area and manner designated by the AHM co-ordinator.
- Food must not contain ingredients that can stain floors, walls, furnishing or fixtures (i.e. curried or tomato based dishes).

GENERAL TERMS AND CONDITIONS

- No smoking is allowed in any part of the Museum at any time.
- Those attending the ceremony are not allowed to open any windows or doors for security reasons. Any requests for improved ventilation should be addressed to the AHM co-ordinator.
- Ayscoughfee Hall Museum and South Holland District Council reserve the right to cancel the event if any of the conditions outlined in this document are broken.
- Ayscoughfee Hall Museum and South Holland District Council reserves the right to vary and modify these terms and conditions without notice. Any decisions by these bodies on the interpretation of these terms and conditions shall be final.
- Ayscoughfee Hall Museum stands in Ayscoughfee Gardens, five acres of grounds that form a public park. The Museum management cannot take any responsibility for the behaviour of visitors to Ayscoughfee Gardens.