



There is a lot to consider when you're starting to plan a big event.  
We hope this will make things a little clearer.

### **CEREMONY**

We offer a choice of locations within the estate that are licensed for wedding ceremonies. Inside the house we have the option of three spectacular rooms, the music room, the library, and the drawing room. For a more intimate indoor ceremony the Tea Rooms with its remarkable vaulted ceilings is the perfect size. If you would prefer your marriage ceremony outdoors, we can offer some wonderfully romantic options around the grounds. If the weather lets us down on the day, we will provide an alternative in one of our licensed rooms in the house.

### **EXCLUSIVITY**

We only run one event at a time, so you have exclusive use of the walled gardens for the duration of the event. The House, shop and café are closed on a Saturday, but the gardens are still open to the public so there may be some members of the public walking in the wild gardens. The formal gardens are kept clear for your wedding party.

### **VIEWING**

Viewings for weddings and events are by appointment only.

The House & Gardens are open as stated on the Pencarrow website : [www.pencarrow.co.uk](http://www.pencarrow.co.uk)

### **DEPOSIT**

Clients are required to pay a £1,000 venue holding fee on booking to secure their chosen date. £500 of the venue holding fee is deducted from your final invoice total. The other £500 of the venue holding fee is kept back as an Events Deposit. The events deposit is paid back minus any incurred charges; breakages, damage etc after the event.

### **MARQUEE**

Our marquee is handmade in India from sailcloth and block printed inside. Dimensions are - length 24m x width 14.25m with 3 x 6m upright centre poles, the side walls are 2.2m high.



## FURNITURE

Furniture for the marquee (tables & chairs for the meal) is priced based on your number of guests and requirements it is not included in the venue hire. Chairs for the ceremony are included in the ceremony price.

## CATERING / FOOD VANS

We have a list of recommended caterers who we think are brilliant and have worked at our venue before, we would be happy to send you their contacts. If you want to source your own catering company, that's fine too. It is really important that you discuss with us before confirming your booking with a catering company so we can ensure they have all the information they need before agreeing to cater your event.

If you would like to have food vans/hog roasts, please check that they are self-sufficient and will be providing their own full clearing and serving team.

With any catering company booked for our venue you need to make sure that they have their own serving and clearing team before booking them, it is not part of the venue hire to provide staff for this.

It is your catering companies' responsibility to remove all their rubbish, including all food waste. If they leave their waste on site a removal charge will be passed onto you.

## ACCESS

For Saturday weddings and events access is;

Friday | 10am-5pm | For set up only

Saturday 10am – 2pm Sunday

You will be able to drop things off on site from Thursday at a time agreed with us.

## CAMPING

Overnight camping is for the event night only and must be booked in advance.

See camping document for more details and pricing. If any of your guests haven't settled their invoices before the event the outstanding amount will be taken from your events deposit.



## **MUSIC**

Live bands and DJs are welcome to play at your reception party, live music has to finish at 11pm. Playlists can be played until midnight, the volume has to be turned down at 11pm. We have sound level monitors in place, if your music is too loud you will have to turn it down – we want to keep our neighbours happy.

Please make sure you are aware of bands/DJ's requirements – PA, stage, lighting before confirming your booking.

If you are booking musicians for your ceremony and celebration drinks, please let them know where they will be playing ahead of time, Pencarrow is a big estate, you want them to be set up in the right place.

## **BAR**

We run a paying bar in our marquee, we ask couples to agree to a minimum spend which will be discussed on booking. We do not allow outside companies to sell alcohol alongside our paying bar. Corkage options can be discussed.

## **LOOS & SHOWERS**

The loos and showers are included in the venue hire, there are disabled facilities at the house, if you need a disabled loo at the marquee site, we need to know this on booking.

## **PETS**

There are horses, peacocks and livestock on the estate, guests are welcome to bring well behaved dogs on leads. Dogs are not allowed inside the House. Dogs are not allowed to stay overnight in our accommodation.

## **RUBBISH, RECYCLING & WASTE**

Everything brought onto the site will need to be removed at the end of the event unless otherwise agreed. This includes all bottles from celebration drinks, table drinks and nightcap bar.

## **FIREWORKS**

Fireworks aren't permitted due to the horses and livestock that live at Pencarrow.