Ridge Farm
Rusper Road
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www.ridgefarm.com

Celebrations & Weddings

Celebration & Wedding hires at Ridge Farm are held over the course of a long weekend. For three days and nights you will have exclusive use of the farmhouse, bridal suite, poolhouse and surrounding grounds.

We encourage all our clients to put their own unique character on their celebrations by scheduling their function and decorating the venue as they see fit. The only things we ask during your preparations are to be kept informed of any plans you have and that you pass on our 'Contractors Info Sheets' to all the relevant suppliers and staff.

We have ample parking for all your guests and a camping ground with water and electrical outlets that can hold up to 10 tents and 3 motor-homes.

DAY 1

Our midday arrival time gives you and your houseguests plenty of time to settle in and begin to add your own personal touches to the venue. We appreciate that by now you will be raring to go but please respect this arrival time, we run a busy venue and need every spare minute to keep Ridge Farm looking at its best.

Our team will be on hand throughout the day to assist you as much as possible and we have ladders, trailers and barrows that you are welcome to use.

Below is a list of services from Ridge Farm that are included in your first day's hire.

- Staff on site throughout the day providing logistical and technical support.
- Function room dressed with white ceiling drapes and fairy lights.
- Reception dining furniture will be supplied and arranged according to your table plan, ready for settings.
- Requested ground matting will be laid and secured between your selected areas.
- Receiving / processing of deliveries.

Please note our reception furniture consists of :

- 15 round tables 5' 6" (170cm) diameter
- 30 rectangular tables 6' x 2' 6" (183 x 76cm)
- 150 cushioned wooden chairs.

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DAY 2

On the day of your event a member of our staff will be on-site from 10:00 am to check everything is running smoothly and to provide any assistance you may need. This member of staff will be available throughout the day to liaise with your contractors and help out wherever possible.

At 6pm another Ridge Farmer will take over the supervision duties of the evening reception. They will be able to help setup your DJ and/or band. This member of staff will be on-site until the end of your reception to provide assistance wherever needed. We also provide a car park attendant for the duration of your event to direct and advise your guests as they arrive and leave.

Staff for your evening bar will arrive and complete the set-up of the bar area whilst you are having your sit-down meal. They will also be able to assist caterers with the transition from dining room to reception room.

Below is a list of services from Ridge Farm that are included in your event day hire.

- On-site staff throughout the day providing logistical and technical support.
- Cabin style Portaloos (2 male & 2 female).
- Portable PA supplied for ceremony music and/or speeches.
- Set-up and clearance of ceremony / blessing area if required.
- Evening reception bar provided in Jacuzzi room with 2x staff until 01:00 am.*
- Funktion One PA system supplied in reception room.
- 12x multicolour static drape lights and 2x motorised cluster lasers supplied.
- Grounds illuminated with floodlights and fairy lights.
- Removal of unwanted dining furniture during transition of dining room to reception room.
- Sound engineer for reception entertainment.
- Car park / security attendant.
- Parking and direction signage.

*Please note we do not charge corkage or hold a licence to sell alcohol. The reception bar is set-up and staffed only and no paid bars are to be bought on site.

The finish time for evening receptions held at Ridge Farm is 01:00 am. From 01:00 am the function room will be closed when our staff will begin the clear up and start the transition back to a poolhouse.

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DAY 3

Ridge Farm staff will arrive at 08:00 am to finish the clearing of the reception room and transform it back into a pool house. The clear up essentially involves the entire building being hosed down and scrubbed so please encourage your guests to take their personal belongings with them when they leave your reception party. Our staff will carefully remove and store any flowers, decorations, props etc that may become damaged or obstructive during the clear up.

We aim to have the transition completed and the poolhouse ready for your use by 12 noon but please bear in mind that depending on the amount of cleaning required it may take a little longer.

Below is a list of services from Ridge Farm that are included in your third day hire.

- Team of staff from 08:00 am until 12:00 pm to clear and clean the reception room.
- Poolhouse restored to provide swimming, spa and sauna facilities by approx 12:00 noon.
- Cabin toilets cleaned and restocked.
- Professional gas barbecue provided for your use.
- Poolhouse sound system setup and ready to accept MP3 players, laptops etc. (for use until 08:00pm).

Although there will always be a member of staff on-site, after the poolhouse transition has been completed you will then be left alone to enjoy the remainder of your stay at Ridge Farm. The sound system in the poolhouse should finish at 08:00 pm after which you may continue to play music through the portable poolhouse hi-fi which has a CD player, radio and mini jack input for iPods, laptops etc.

On the morning of your departure we will be around to help gather your belongings and ensure you get off safely. If you can plan to be on the road by lunchtime that would be great but don't worry… we won't rush you.