

LOSELEY PARK

Wedding Ceremony and/or Reception Booking Form

Please don't hesitate to contact our Events Office on 01483 405120 or 405126 to make a provisional booking. If you would like to proceed with the booking, please complete and return this booking form to us, promptly.

We will write to confirm the booking, enclosing our full terms and conditions and we will email an invoice for the deposit of 25% of the full facility fee, minimum deposit £1,000 (or the full facility fee if your Wedding is within the next 9 months). Payment of the invoice and return of a signed copy of the terms and conditions will secure the date. If your Wedding is more than 9 months away, the remainder of the facility fee will be invoiced 9 months prior to your Wedding.

Methods of payment: Cheque / BACS / credit card (2% handling fee for credit cards).

Catering

Except in very unusual circumstances, all catering for events will be supplied by Caper and Berry, the Loseley Park caterers, and details about catering requirements will be arranged directly with them. All charges for catering services will be invoiced to you separately by Caper and Berry and they will require a deposit payment of £1,500 to secure the booking.

Special Considerations

Loseley House is a 400 year old stately home with many precious items within it. It is a venue only suitable for events of appropriate decorum. Please remember that any children present must be kept under control, but irrespective of age anyone behaving in an inappropriate manner may be asked to leave. All guests are expected to dress smartly.

Confetti

Regrettably, commensurate with the status of Loseley, no form of confetti or flower petals can be used or thrown in the House or in the Grounds. The Client should advise their guests accordingly. Loseley reserves the right to impose a charge for clearing up any mess arising from failing to adhere to this. Bubbles are a popular alternative and are welcome when used outside.

Dress

To prevent damage to our wooden floors in Loseley House and the Tithe Barn, we would ask that lady guests do not wear metal tipped stiletto heels.

Noise

Discos & live bands are only permissible in the Tithe Barn and Chestnut Lodge. Only silent fireworks are permitted on the Estate.

Chinese lanterns are not permitted.

Parking

There is free unlimited parking space available. If vehicles are to be left overnight, please advise us in advance to ensure that the parking space is not needed for subsequent events early the following day.

Booking of Registrar

It is the responsibility of the Client to book the Registrar for a Civil Ceremony for the date, time and place required. Loseley cannot accept responsibility for any errors in these arrangements. Please call Surrey Ceremonies Office on 0300 200 1002 or e-mail registration.ceremonies@surreycc.gov.uk.

Capacities

Numbers must not exceed the capacity listed, as these are laid down by the Fire Safety Regulations.

Exclusivity

Weddings can be held throughout the year and we offer exclusive use of Loseley House, the Walled Garden and the Tithe Barn on Fridays and Saturdays throughout the year.

Licence

Loseley Park is licensed until midnight and Wedding Receptions would need to be drawn to a close at this time. Licence extension by prior arrangement.

Cancellations

If the Wedding is cancelled by the Client, no refund of payments can be made.

If circumstances beyond the reasonable control of Loseley Park cause the event to be cancelled or curtailed, Loseley Park's liability is limited to the sum of the fees payable and paid by the Client. No additional liability whatsoever will be accepted for circumstances over which Loseley has no control.

Booking Details

Civil Wedding Ceremony: Yes / No (delete as appropriate)

Wedding Reception: Yes / No (delete as appropriate)

Signed by Client:

Client's Name (Printed):

Today's Date:

Day and Date of Wedding:

Bride's Name:

Address:

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..... Post Code:

Groom's Name:

Address:

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..... Post Code:

Daytime Number:

Mobile No.:

E-mail:

Time of Church/Civil Ceremony (delete as appropriate):

Invoice Name & Address (if different):

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Email:

Daytime Telephone Number:

Please return to:

The Estate Office, Loseley Park, Guildford, Surrey GU3 1HS

Please note that your booking is not confirmed with us until we receive the deposit payment.

