

Revised February 2020  
Lower Grange Farm  
Grange Lane, Sanding, Kent, ME14 3DA



We hope you have a wonderful wedding at Lower Grange farm and that the following information will help you plan your special day. If you have any questions please just let us know.

## **The Barn**

### **Tables and chairs**

There are 5' and 6' round tables plus 120 banquet chairs included in your wedding package.

### **Music**

The barn is the area that is licensed for playing live or recorded music on the day of your event. Please note that the licence does not include the days either side. To comply with our license and ensure we are good neighbours there is a noise limiter fitted, set to approx. 85db and we take sound level readings during the evening. The large barn doors are closed by 10.30pm and both live and recorded music must be finished by 11pm.

### **Stage area**

The stage area by the barn window can be left in or removed. It consists of 6 blocks each measuring 1m by 1m and 20cm high.

### **Heating**

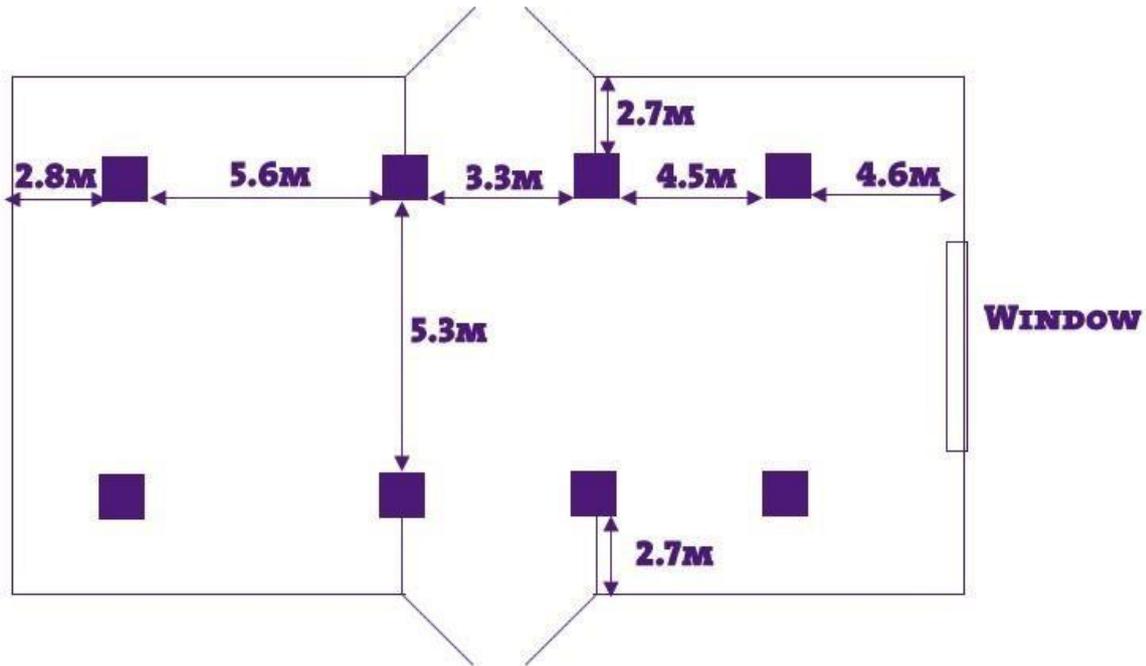
We have a diesel powered heater in the barn and because of the rustic nature of the building it takes time to warm up. If you anticipate needing it then please let us know beforehand or on the Friday when you arrive, if it isn't already on.

### **Decorating inside Barn**

Fairy lights cover the inside of the roof and while you are welcome to hang decorations from beams, please make everything is securely tied up. We recommend at least 2 ties per item. Please use things that won't show afterwards, so no screws, nails or glue.

## Barn Measurements

Below is a diagram showing the internal layout of the barn and its internal measurements:



## Window and Door Sizes

The barn window is approx. 2.2m by 2.2 m

Main door Measurements (approx.)

3.1m wide

4.4m High

Rear door measurements (approx.)

3.1m wide

2.7m high



## **Tea lights**

You are welcome to use tea lights in your decorations but please ensure they are in glass jars or containers and placed on tables, not on the floor.

## **Power**

In the barn there 2 x 16amp sockets for the music, plus 4 double plug sockets on one side and 3 double plug sockets on the other. In the courtyard there are two 32amp power sockets beside the catering kitchen and one 16amp socket by the stables.

## **Toilets and showers**

Feel free to add your own decorative touches here. Decorating the outside and adding toiletries and flowers inside are popular. We'll check them every half hour to keep things clean and tidy until 11pm.

Men's – 3 urinals and 2 toilet cubicles and 3 showers

Women's – 3 cubicles and 3 showers

1 wheelchair accessible toilet / shower room

The men's washroom is approx. 2.9m high by 8.5m long and 3m wide.

The women's is approx. 2.7m high by 7.2m long by 3m wide

## **Kitchen**

The modern catering kitchen facility is included in the wedding and reception package. There is a full inventory list available, should you need it.

The kitchen has

2 x 6 Burner gas hobs with ovens

1 x Gas grill

1 x Dishwasher

1 x Under counter freezer

1 x Large two door fridge

3 x Large sinks

1 x Wall mounted Burco water boiler



## **Outside**

There is plenty of space for sitting, playing and camping....

## **Tents and Marquees**

Adding a marquee behind the barn is very popular and we recommend you use a professional company to put it up. The site is in a valley which can become windy so if you are putting up tents or gazebos, please make sure that they are of sturdy construction and that you have good long pegs and ropes to tie them down.

## **Glass and Bottles**

To comply with our license, glass and glass bottles must not be taken outside the Kentish Barn. Most bar companies will bring Polycarbonate glasses which look the same as glass if requested.

## **Fireworks**

No fireworks, rockets, Chinese lanterns or outdoor light shows are permitted.

## **Camp Fires**

We have a campfire circle where you can have a campfire. Please confirm if you will be using it in advance of the day. You will need to provide your own wood.

## **Staying Overnight**

You and your guests are welcome to stay overnight on the Friday and Saturday nights either camping or in the 4 and 8 bed bunk rooms. Guests not staying overnight must leave the site by midnight.

## **Parking**

There is parking for approximately 80 cars at the front of the site but extra parking can be made available – just let us know if you need it. Vehicles delivering goods for the day can drop off at the front of the barn before returning to the car park.



## **Outside Suppliers**

If you are hiring a caterer, music, bar or any other service we require copies of the company's insurance and risk assessments 30 days prior to the event. If they will need a power supply outside the barn please talk to us about this in advance.

## **Other people on site**

On Saturday mornings a group do keep fit on the field from 9 – 10am. The climbing barn is open to the public every Saturday evening from 4pm till 10pm. They have their own toilets and parking area in front of the climbing barn and do not disrupt the running of a wedding.

## **Footpath**

There is a footpath running from the main gate, down the side of the stables to the stream on the southern side of the site. It is seldom used but there are occasional dog walkers and hikers.



# Wedding Booking Form

Date of Wedding		Ceremony at Lower Grange Farm?	Yes / No
Package		Time of Ceremony	
Number of guests for Ceremony		Number of additional evening guests	
Bell tent hire @£100 each	Yes / No	No. of Bell tents	
Details of couple getting married			
Title		Title	
Forename		Forename	
Other Names		Other Names	
Surname		Surname	
The name you would like to be called during the ceremony i.e. Len/Leonard, Mel/Melanie		The name you would like to be called during the ceremony i.e. Len/Leonard, Mel/Melanie	
Address		Address	
Postcode		Postcode	
Home telephone number		Home telephone number	
Mobile		Mobile	
Email		Email	
Primary contact name, email/ telephone number			
Total Cost	£		
Non-Returnable Deposit	£ 500		



A non-refundable deposit of £500 must be paid within 7 days of making a provisional booking by phone or email.

The remaining balance will be due 90 days prior to the event.

Please make cheques payable to "Kent County Scout Council".

Alternatively you may pay by electronic bank transfer

Sort Code: 40 52 40

Bank Account No: 00015563

**Please use the bride or groom's surname plus "wedding" as the reference when sending payments**



# Terms and Conditions of Hire

Please find listed below the terms and conditions for your wedding booking. Our terms and conditions must be signed and returned with the booking form and deposit to secure the wedding booking.

January 2019

This document is designed to help both the client and the venue to be aware of the responsibilities and conditions of hire. In doing so, both parties should understand their obligations, but should you have any queries, please contact us.

**Definitions** Unless otherwise stated, the following definitions apply to this document: - "we", "us", "our", "the venue", "Lower Grange Farm" are references to the venue owned and managed by Kent County Scout Council; - "you", "your", "client", "organiser" and "customer" are references to the person paying for hiring Lower Grange Farm and associated services from Kent County Scout Council, having entered into this agreement. - "guests" – attendees invited by the client. - "manager" - or a duty manager is responsible for the safe running of the venue. - "contact" may be made by email, telephone, letter depending on the details provided to us. Your details will not be given to any third party without your expressed permission.

## **Bookings**

We recommend that clients take a tour of Lower Grange Farm and ask any questions before making a booking.

1.1 The cost of hire will be agreed before a booking is made. We will detail the areas to be used and any special requirements in writing. It is up to the client to ensure this covers their needs. A non-refundable deposit £500 is required to secure your booking within 7 days.

1.2 All bookings must be confirmed in writing either by email or letter by the client. If a deposit is required the booking will remain provisional until the deposit is received.

1.3 Lower Grange Farm is a site that is constantly being developed. As such it can have minor or major building works occurring throughout the year. At the time of booking we will advise to the best of our ability any projects we expect to be complete and future upcoming works. These can change quickly. If for some reason there is a relevant change to the schedule of works we will contact you as soon as is practical.



1.4 At the time of booking we will agree the areas available to you. All bookings for weddings/receptions have the following areas – barn, toilets and shower facilities, kitchen, conference room, 4 bed and 8 bed accommodation. If there are any changes due to building or related works we will contact you as soon as practical.

1.5 Any variation to your booking should be discussed and recorded with us as soon as possible to enable us to assist if possible. Changes may incur additional cost.

1.6 Hirers are to provide copies of all external company's insurance and risk assessments prior to the event.

### **Using the site**

2.1 Ongoing building works will, as far as possible, be screened and cleared to make disruption to ongoing events as minimal as possible. For reasons of safety and aesthetics, areas may be out of bounds and access routes may change.

2.2 Unless agreed otherwise, we may have multiple groups using the site at any one time. As a youth provider this may include young visitors. We expect all clients and their guests to follow our policy of safe guarding for young people as per the Scout Associations code of behaviour. Information on the policy can be found at:

<http://members.scouts.org.uk/supportresources/search?cat=299,304>

2.2.1 The Climbing Barn. Archery and cavebus may be in use while the site is hired out in an exclusive capacity. This is a self-contained resource that has its own parking and facilities.

2.2.2 On Saturday mornings there is a regular group using the top field of the site by the cavebus from 9 – 10am.

2.3 Any equipment, decoration, electrical devices etc. should be first discussed and agreed with the Manager.

2.3.1 You must ensure that nothing is nailed, screwed or adhered in any way to any wall, beam, door or other part of Lower Grange Farm without prior permission from the Manager. We may be able to suggest alternative methods of hanging or securing items and would suggest discussing with us in advance to avoid disappointment.

2.4 Parking is available for 80 cars in front of the climbing barn and to the side of the field. Extra parking can be provided if the main field is suitable for driving on. If not suitable then it may be necessary to park extra vehicles off site. Suitable access along the roadway must be maintained at all times for emergency vehicles and farm vehicles.

2.5 We accept no responsibility for damage or loss of property whilst using our site.

2.6 It is the clients' responsibility to ensure any external providers (for example caterers, DJs, marquee providers) have adequate insurance, public liability insurance and any required licenses for the activity or service provided. We require proof of such insurance and licenses at least 30 days in advance of the event. All activities should be risk assessed by the provider, a copy of which should be available for inspection.



- 2.7 It is the clients' responsibility to ensure external providers have equipment that is safe and tested to the relevant standards.
- 2.8 "The main barn" is covered by a PRS license allowing the playback of recorded music and live performances. Other areas can be licensed on request at the clients' expense. The showing of films requires an additional license which is the responsibility of the client.
- 2.9 The client is responsible for charges and any time incurred by our staff for additional licenses required or because of incorrect information provided by the client.
- 2.10 All entertainment must cease by 11pm. Outdoor entertainment should cease by 10.30pm. Reasonable levels of noise must be controlled at all times. The manager is the sole arbitrator of what may be deemed reasonable and may require levels to be lowered for the benefit of neighbours, wildlife and other site users. If this request is continually ignored we will be required to end your entertainment early.
- 2.11 Entertainment (amplified music) can only happen on the day of the event. This cannot happen on the days of set up and clearing away.
- 2.12 All vehicles to do with the event, unless staying overnight, must be removed from site by 12 midnight on the evening of the event.
- 2.13 The client and their contractors must comply with our fire regulations and risk assessments. These are regularly updated and copies are available on request.
- 2.14 Lower Grange Farm is a no smoking site. Smoking is only prohibited in the designated smoking area.
- 2.15 We do not permit the use fireworks or any form of outdoor rocket, Chinese lantern or outdoor light show.
- 2.16 Glassware and bottles must be kept within the Kentish Barn, or adjoined marquee as appropriate, during the event.
- 2.17 If you wish for your guests to throw confetti we request they use bio-degradable confetti which is better for the environment and the surrounding farm land.
- 2.18 Events must be cleared within the pre-arranged time frame (normally 12pm the day after the event) as booked with the manager. Any overrun not pre-arranged will incur a £50 per hour hire charge.
- 2.19 Waste should be taken away or disposed of in the main site bins provided. We encourage recycling as far as possible. Coloured bin liners and marked bins are provided on request to assist this. We would also ask clients to consider the life cycle of the products they purchase (for example buying recyclable cups rather than standard polystyrene cups). We can only dispose of standard waste items. Goods such as disposable or empty gas cylinders, etc. must be taken away from site and are the clients' responsibility to dispose of safely. If items are left that are not considered standard waste then you will be invoiced for disposal accordingly.
- 2.20 Items left uncollected after 14 days will be disposed of unless otherwise arranged with the centre manager and may incur additional charges to be invoiced accordingly.



2.21 The client is responsible for any loss or damage to equipment or property as a result of the event and will be invoiced appropriately.

2.22 The client is responsible for the areas of use to be tidy and clean at the end of the event. If area is not acceptably cleaned or tidy after the event the client may be invoiced appropriately for the time it takes to clean and tidy the areas.

2.23 Lower Grange Farm is covered by 24 hour recorded CCTV coverage. This is provided for the safety and security of our guests and to help with the management of the venue.

2.24 The Manager and staff have the right to feel safe in their work place. Guests acting in a disorderly, abusive, aggressive or improper way, or who refuse to comply with reasonable requests from our staff may be asked to leave. In this instance we reserve the right to terminate your event should this continue. No refund will be made.

2.25 The Manager/ warden/staff are there to help make your stay on site as smooth and comfortable as possible. Please consult the Manager before doing anything not previously agreed.

2.26 The lift in the conference room is for use by disabled or wheelchairs users only as access to the conference room and not to move items. Any damage caused to lift will require payment for servicing or fixing.

2.27 Site items, furniture and appliances must not be moved from the conference room, or 4 and 8 bed accommodation for use in other areas.

2.28 The conference room and smaller upstairs meeting room are not to be used as sleeping accommodation for visitors whilst on site for wedding/ reception. The 4 and 8 bed bunks and camping fields are provided for this.

2.29 Hirers of the site are to inform us of the number of visitors staying on site overnight on the Friday and Saturday night, both camping and staying in the accommodation rooms.

2.30 The Manager's decision is final.

### **Payment**

3.1 The remaining balance will be due 90 days before the event unless otherwise agreed with the Manager.

3.2 Our charges do not include the registrar fee as set and charged directly by KCC.



**Cancellation**

The rural setting of the venue can, in extreme and rare circumstances, make it susceptible to snow and flooding. We will always do all we can to make the venue functional. Please consider how you would reach the site in bad weather.

4.1 If we are unable to provide the facilities or any other requirements for your event due to circumstances beyond our control we will not be responsible for costs, damages or expenses that you may incur. This includes but is not limited to:

Fire or flood, road closure, snow, Act of God. You may wish to consider insurance to cover your event against cancellation.

4.2 Upon written acceptance and confirmation of your booking by Lower Grange Farm, a legally binding contract exists. Should you decide to cancel your event we reserve the right to make a cancellation charge.

4.3 Deposits paid are non-refundable.

4.3 Cancellations less than 60 days before the event will incur a charge 100% of the total hire charge.

4.4 All cancellations or changes must be made in writing.

4.5 Lower Grange Farm reserves the right to cancel an event if:

- Payments due from the client are more than 60 days in arrears.
- Inadequate licenses, insurance and or documentation (such as risk assessments) are not made available.
- Child safeguarding policy is not followed.
- The client or their guests ignore the conditions as stated in this document.
- If Lower Grange Farm is closed due to circumstances beyond our control deposits paid for using the venue would be refunded.

By signing this you agreed to the terms and conditions above. Any breaches of the terms and conditions may result in loss of booking and or deposit.

Signed .....

On behalf of .....

Date .....