

Updated for bookings made since January 2024

### Please Note

In some cases, individual arrangements have been made which are in contradiction to the info in this pack, if in doubt, contact us.

### Deans Court Contact

01202 849314 | weddings@deanscourt.org 2 Deans Court Lane, Wimborne, Dorset, BH21 1EE www.deanscourt.org

### Frequently Asked Questions...

### General Venue FAQs

Which entrance should our guests use? | All access to and from Deans Court (for weddings) is via Deans Court Lane (BH21 1EE). A map and directions have been included in this pack, you can also direct guests to: www.deanscourt.org/weddingguest Some of our other events make use of our Poole Road entrance – but this will not be open on a wedding day.

**Can guests park at Deans Court?** | Yes - guests can park along the drive just over the bridge, where there is space for plenty of cars. If this area is too wet to use (hasn't happened yet!), guests will be directed to park on the gravel at the front of the house, where there is space for around 30 cars. Cars can be left overnight, we just ask the cars are collected by 11:30am the next day - access to pick up cars is via Deans Court Lane.

**Can we have confetti?** | So long as it is a truly natural product (dried petals / stamped leaves, etc) then that is OK outside only. But paper (even "biodegradable") is not allowed.

What garden games do you have? | We have giant Jenga, giant Connect Four, croquet and boules. You are welcome to bring your own also.

What are the toilet facilities? | We have our own Shepherd's Hut style w/c trailer next to the marquee, which is included in the venue hire. It has three ladies cubicles, one gents, and two urinals. There is also a step-free loo, with a baby-changing unit, for those unable to use stairs, please let us know asap if any of your guests have additional accessibility requirements.

Will the marquee be cool/warm enough? | The marquee is in a nicely shaded area, so the sun does not beat down on it all day - and we will roll up one side to keep the air flowing. Also the marquee is double lined, so it keeps it's warmth in the evening (especially with all those bodies dancing!) Touch wood - we've never had a problem - but if you are concerned, rest assured a marquee heater on standby is included in the hire.

Do you have a cloakroom we can use? | Sadly not - however a coat rail is available.

**Do you have a sound system for the speeches or background music?** | Yes – two cordless microphones and speakers are available in the marquee. We can also play your music during / just after your meal – connection via 3.5mm headphone jack. Note that this is not suitable for evening party music, but bands / DJs will usually prefer to bring their own equipment anyway.

**Do we need 'Marquee Cover' included in our Wedding insurance?** | No - we own the marquee - and so it is covered for fire/damage under our insurance. Naturally if there was severe damage and we could no longer host your wedding, we would refund all the money you have paid us. External insurance might cover the money you had paid to other suppliers (ie, florist, photographer, band etc) in the event that we could no longer host your wedding.

**Can we use Fireworks or Sky Lanterns?** | Unfortunately not - with livestock close by, fireworks send them into a mad rush, and sky lanterns and floating candles cause problems. Have you thought about low-level silent fireworks, like Catherine Wheels or perhaps sparklers?

When can we arrive to decorate? | If you leave us a box of decorations, place names, favours, guest book etc. with instructions, we will do this part for you.

**Can we hang things from the roof?** Unfortunately not the roof itself - it is fabric... but you can always hang things from the wall. Talk to us if you would like your flowers on hanging installations.

Are we allowed candles in the marquee? | Yes - Do note, however, tall candelabras are not suitable as they bring the flame too close to the lining. Also wax must not be able to drip onto the table cloths.

Do you have an easel? | Yes - we have two !

**How do we pay?** | A simple bank transfer - the details are on your wedding notes. Use your last name as a reference, and let us know, we'll confirm asap.



There is a **no smoking/vaping** policy in the marquee & a "Zero Tolerance" Policy for drugs.

### Ceremony EAQs

#### Does Deans Court organise the

**ceremony?** | No - of course we are here to help as much as possible, but Dorset Registrar Service are the ones to contact. Lots of useful information can be found here: <u>Getting</u> <u>married in Dorset</u> and you can call them on 01305 225153.

The below are ceremony EAQs specific to Deans Court, rather than the ceremony itself...

Do you charge extra for ceremonies? |

Yes, it's  $\pm 350$  to host your ceremony in addition to the reception - this covers ceremony chairs, sound systems, and the extra time on site, such as the rehearsal prior to the big day - do bear in mind the registrar's fees will be on top of this.

Where will the ceremony take place? | In good weather the bride, groom, two registrars and two witnesses will stand in our garden structure, guests will be seated on the lawn.

What about poor weather? | We have two suitable rooms inside the house. For up to 80 standing guests, we would use the Dining Room (red painted walls). For up to 120 standing guests, we would use the Main Hall (wood panelled walls).

In each case, one 'seated' guest would take one-and-a-half 'standing' guests. So for example in the Main Hall, for 100 guests, we could host 40 seated + 60 standing. It is important to note that access into the house is stepped and there is no lift or ramp. While wheelchairs can be used once inside the house, regrettably mobility scooters are not permitted, as they are too large and lack the level of manoeuvrability needed for safe entry and exit.

What if my guests don't fit inside? | It's possible. However, guests will be able to stand in the 'Entrance Hall' with the door open to see in, and ceremonies only last around 20 minutes so hopefully not too uncomfortable for those that need to stand - and don't forget, this is only in the case of 'poor weather'.

Where can I find out about 'Giving Notice', what the ceremony actually involves and other technical things? | These are definitely questions for the registrar service - lots of useful information can be found here: <u>Getting married in Dorset</u> and you can call them on 01305 225153.

Frequently Asked Questions Continued...

Food EAQs

Can we use a caterer for the day that is not on your list? | Yes. However we do have an arrangement with our 'on-list' caterers that they pay us  $\pounds$ 15 (inc. VAT) per day adult, to cover kitchen equipment & service-ware (plates, cutlery, linens, and some staffing hours). If you go 'off-list', we would simply add this charge onto your wedding total. Do also bear in mind that any caterer that comes here must be reputable (ie, have appropriate insurances and be registered with the EHO and a Food Hygiene rating of 4 or 5). Regrettably, we do not allow deep-fat fryers in our marquee kitchen.

**Can we have different evening caterers to the day?** | Of course ! And we make no charge for this.

What advice would you give us on canapés? | A good rule of thumb is 4 to 6 canapés for every hour to hour and a half of service. But do consider the start time of your ceremony - will your guests have lunch first? Or will the canapés be the first thing since breakfast? Also the size of the canapés makes a big difference - your caterer will advise, too.

When do I need to confirm final guest numbers and choices? | This will be down to your caterer, we can be flexible right up until the moment you arrive !

What is the difference between an 'Adult' and a 'Child'? | Check this with your caterer, it is usually all about portion size. And for that reason, we use the same for drinks charges. Even though a seventeen year old can't drink alcohol, they can certainly make their way through the soft drink options ! Typically teenagers are counted as 'adults' (albeit *young adults*, and those 12 and under are 'children').

**Do you have a knife and cake stand?** | Yes – the base is 16 inch square and we have a matching decorative silver knife you can use also, but as ever, you are welcome to arrange your own.



Drinks FAQs

Can we use a caterer for the day that is not on your list? | Yes. However we do have an included in the venue hire, and is unaffected by quantities served.

What does the included corkage cover? | Receiving the drinks (either from you, or directly from your supplier), handling, chilling, staff to serve, glassware, and recycling of bottles.

**How long does this included corkage last?** | It covers post ceremony drinks, drinks on the table, and toasts. Any drinks not yet served by the end of the wedding breakfast/toasts will be stored ready for your collection the next day. They won't be served during the evening.

What advice would you give us on quantities? | Rule Number One - you don't want to run out. What makes this easier is that most suppliers will offer to take back unused bottles. There is no exact science on how much will be consumed, it all depends on your guests, timings, and even the weather ! To be on the (very) safe side, if Deans Court were suppling, we would have at least the following: (for these numbers, 'cases' are boxes of 6, and you need to round up)

case of Prosecco for every 10 adults (for post ceremony drinks) / OR...
 case of Pimms (6x 70cl bottles) for every 25 adults and 2 litres of Lemonade for each bottle of Pimms For Pimms fruit, bring (very approximately) for "less than" / "more than" 100 guest:
 10 / 15 oranges, 2 / 3 cucumbers, 4 / 6 punnets of strawberries, and a couple of packets of mint leaves
 case of Red Wine for every 20 guests - this is usually less popular than the White Wine
 case of White / Rosé Wine for every 15 guests
 case of Prosecco for every 25 guests (for toasting drinks)
 case of Sparkling Elderflower pressé for every 50 guests - this would cover <u>arrival and toast</u>

Are there any restrictions on what we can bring? | You are welcome to bring beer/cider on arrival and to offer guests Gin & Tonics and (simple!) Cocktails that can be made on mass. We can't, however, serve spirits as the table drinks, these can only be served at the bar; this also applies to spirts as a guest favour - sorry ! (But can offer guests shots for the speeches).

**Can we bring a keg?** | Yes - up until the end of the wedding breakfast, there is no corkage. If it isn't fully used by then, we can continue serving at the bar for the rest of the evening at  $\pounds 2$  per serving. If the keg is only for the evening, we would charge  $\pounds 2.50$  per serving. Either way, this cost can be covered by you or your guests on the night.

**Can I upgrade from Prosecco to Champagne?** | Yes - add £10pp to our 'day drinks' package for flowing 'post ceremony' Champagne, and/or £5pp for Champagne for the toast.

**Can we provide our own drinks into the evening?** | Yes - for a maximum of 3 varieties, and the corkage on these is charged at  $\pounds 2.50$  per serving. If you have supplied your own drinks for the day and you want these to continue to be served into the evening, this charge would reduce to  $\pounds 2$  per serving.

Are there any restrictions on the 'Free Bar'? | Yes - it excludes Champagne, neat spirits and shots (Jägerbombs are shots), and wine is served by the glass only. Other than that, beer, wine, soft drinks and spirits served with mixers are all free flowing - including 'doubles' !

We want to provide our own day drinks, but also want a free bar, is this possible? | Yes - so long as you provide the above quantities of day drinks (or agreed equivalent), then simply add  $\pounds 5$  per day guest to our usual 'free bar' charges.

What are the bar and music end times? | Our Venue Hire covers music until 11pm, and the bar until 11:30pm. (You can ask about extending for 1 hour, on Fridays and Saturdays only, if all of our accommodation is booked for your wedding guests - for this, we charge  $\pounds$ 350 for music to end at midnight and bar to close at 12:30am).

**Can we see the bar price list?** | Some of our 2023 prices were... Coca Cola, Fever-Tree Lemonade: £2.25, Fever-Tree Tonic Water: £2.60, Red Bull: £3.25 Corona, Birra Moretti: £4.90, Doombar, Boondoggle, Thatcher's Apple Cider: £5.50 175ml Glass of Wine: £6.40 to £7.50 25ml Serving of brand name spirits £3.75 - £4.75 We can take cash & cards.

Frequently Asked Questions Continued...

## Supplier FAQs

Can I make a recce visit? | Yes, but these are strictly by prior arrangement and usually only once per supplier – preferably in the week preceding the wedding.

How do I get there, and am I able to park? | Please arrive via Deans Court Lane (BH21 1EE) and if the gates are closed, 'buzz' for 'Events'. When you go through the gates, follow the gravel path around to the left, and head straight on to the large 'stable yard'. If you are going to the marquee, follow the gravel path straight past the stable yard, and you will arrive at the marquee. If needed, call (01202) 849314 option 1 for specific instructions, even on a weekend, there will be the option for an 'out of office hours mobile' - that's us !

What facilities will you provide me with? | It depends on what you are here for... You will have access to power, water (for drinking and for the florist) and a stage (approximately 2.4m x 4.9m). If needs be, speak to your client regarding getting yourselves added to the catering.

We're a band and we need somewhere to change ... is this provided? | Sadly, given that we are in a marquee with just the 'party side' and 'kitchen side', there is no greenroom we can offer. We will try to be as accommodating as possible, but we only have what we have.

And what time should we, the band, arrive? | It's best to arrive towards the end of the speeches. You can't set up during, so you won't be able to begin setting up until these have finished anyway. Or you could arrive much earlier and set up before the marquee opens.

Are there any time limits? | Yes – our Venue Hire covers music until 11pm, and the bar until 11:30pm, and we are particularly strict here. Music must end at 11pm, and if this does not happen, your power may be cut. Music should also begin to 'wind down' from 30 minutes prior to the terminal hour. (An extension may have been pre-arranged by the couple, and they should let you know if this is the case - but if you are a band or other live performer, we require all live music to end at 11pm anyway).

**Do you have noise controls in place?** | Yes - Remember, we are in a marquee, often with a side fully rolled-up, so the sound can travel far and we do need to be respectful to our neighbours. To date, we have had no major issues with noise, and hence have not been instructed to install a sound limiter ... and like many bands/DJs, we would like to keep it that way ! To help with this, we do ask that acoustic drum kits are not brought into the marquee and digital drum kits are used instead.

Will I have access to a secure storage room? | Unfortunately not - could you leave any valuables in your vehicle?

We're supplying inflatables (bouncy castles, or similar) ... what do you need from me? | Where 'portable inflatable devices' or other 'portable amusement devices' where people climb on or in are being brought to Deans Court, any contractor supplying/operating such equipment must belong to one of the following equipment inspection schemes: either the "Professional Inflatable Play Association" scheme (PIPA) or "Amusement Device Inspection Procedures Scheme" (ADIPS) - with proof of such supplied to Deans Court in advance.

Will I have access to power? | Yes. And if you are a band/DJ, you will have as standard 4 x 3-pin domestic sockets on a designated 16amp main. If you need more, this can be arranged - let us know. Please remember, all equipment brought in by you must be tested, and proofs of such may be requested by us.

Is there anything else you need from me? | If you consider your work to be of greater than 'negligible' risk (floristry, photography and band/DJ are usually negligible risk), please submit a copy of your risk assessment and Public Liability Insurance to weddings@deanscourt.org.

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Am I included in the catering? | You will need to agree this with your client.

Who can I speak to at Deans Court? | The Wedding Team can be contacted on - 01202 849314 (Option 1)



Updated January '24

### Marquee Layout

## Layout Advice

Here we've put together some example table layouts ... but they are by no means fixed. The stage and dance floor, however, are rather tricky to move – and the bar impossible – but it works well to keep them separate (so there is not a big crunch at one end !)

The tables and chairs are free to move wherever you like.

The 'Party' side of the marquee is 12.5m x 20m, and there is no central pole to worry about. The 20m stretch facing the pond is wall-to-wall clear plastic - which will be rolled up (unless it is particularly cold), giving a beautiful panoramic view over the marquee garden and pond.

To the **top right** is our classic layout – by removing the tables not needed (or adding a few more), it works really well for guests from 60 to 160 (without any tables on the dance floor). **Below that**, you can see a layout with a long top table. We advice putting it along this wall so

you don't have the stage or bar behind you ... and so you are not 'back-lit' from the open side.

Want long tables instead? Not a problem, the **bottom right image** shows how this could look. Each row is made up of 6ft trestle tables and we say 3 guests can sit along each side of the table. Put 5 of these together and you can fit 30 guests along each row !

And at the bottom of the page is a blank version for you to draw your own layouts in - we'll also send you an electronic version for you to complete a little nearer the time, but if you want this now, just ask.

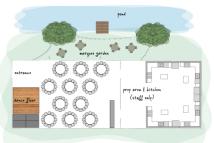
As standard, we use 6ft round tables - say they seat... 8 with plenty of space, 10 is optimum, and 12 is the maximum - a 'Long Top Table' can sit as many as you like.

And we have plenty of tables for gift table/guest book/sweet tables, etc.

**Some Advice** | If you plan for us to take some tables away after the meal, try to avoid putting older guests on these (they like to have a table to return to all night) ... and with that in mind, best to keep them further from the stage and dance floor where it is a little quieter.

Also ... if you choose to go for a 'Round Top Table' – it's good to put it in the corner closest to the entrance (in a corner so speeches are easily seen by everyone, and closest to the entrance so you don't have to squeeze past your guests to get to your seats).

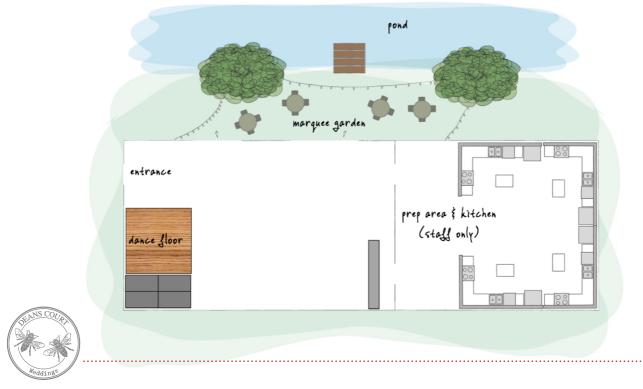
## Samples







### Sketch your plan here...



## Countdown to the Big Day

As Soon As Possible	<ul> <li>Choose a wonderful venue and set the date !</li> <li>Contact the Registrar Service (if hosting at Deans Court): you can call them on 01305 225153</li> <li>Look into Wedding Insurance and advise us if you do not want to arrange any</li> <li>Think about your guest list and budget</li> <li>Don't forget to book leave from work !</li> </ul>
12 Months	<ul> <li>Choose your other suppliers (caterer, florist, cake baker, photographer, band/DJ, etc)</li> <li>Plan your honeymoon</li> <li>Arrange Wedding day transport</li> <li>Traditionally, invites are sent out around 3 months before the day, so maybe think of sending 'save the date' cards?</li> <li>If you're having a honeymoon abroad, it's probably a good time to apply for any visas (if needed), research vaccinations (if appropriate), and check passports will be valid !</li> </ul>
6 Months	If you're planning to DIY some aspects of your wedding – such as making your own invitations, table centres, cake or favours - then you will also need to build in time for practice, as well as production just to be on the safe side ! Now is the time to start
3 Months	<ul> <li>Send Invites: Traditionally they are sent out 6-12 weeks before the wedding but you can send them sooner if you prefer. Include information for your guests on overnight accommodation, transport, parking and any dress code if appropriate. Include reply cards to ensure they all RSVP, and ask your guests if they have any specific dietary or accessibility requirements</li> <li>Don't forget to direct them to our wedding guest web page: www.deanscourt.org/weddingguest</li> <li>Begin to get ready for your '2-months-to-go' meeting</li> </ul>
2 Months	<ul> <li>Have your '2-months-to-go' meeting with us to go over all the details and any other queries</li> <li>After this, the balance will be due, so review all of your notes to make sure everything is as accurate as it can be (timing, guest numbers, food and drink options, dietary requirements etc)</li> </ul>
1 Month	<ul> <li>Contact anyone who has not responded to their wedding invitation</li> <li>Get started on the seating plan - ask us to send you our spreadsheet if we haven't already</li> <li>Notify bank and other service providers of change of name (don't forget to tell your bank if you are going away you don't want your card blocked while you are honeymooning!)</li> <li>If you think they'll need one, make a wedding programme to hand out to the key wedding party, with all their jobs listed for them</li> <li>Meet with ushers and assign duties for the ceremony and reception (transport of gifts at the end of the night, return of hired items ie, clothing)</li> <li>Make all necessary arrangements for care of pets, plants and post while you're away on your honeymoon</li> </ul>
2 Weeks	<ul> <li>Re-confirm the details with all of your suppliers</li> <li>Next week might be a good time for your photographer to make a recce visit, as the light and the plant life will be similar to that of the day - so try to book that in (check with us first!)</li> </ul>
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## Countdown to the Big Day Continued...

1 Week	<ul> <li>Get in touch with your final guest numbers (including suppliers)</li> <li>Send though your final seating plan so we can start to lay up the tables</li> <li>Grooms get your hair trimmed !</li> <li>Brides wear-in your wedding shoes - don't wear them outside, but do wear them around the house to make sure they're comfy on the day</li> <li>Bridesmaids Create a wedding emergency kit. Include make-up, a compact mirror and powder, lipstick, tissues, repair kit (including safety pins) for the wedding dress – anything you think you might need on the day</li> <li>Find 'something old, something new, something borrowed, something blue'</li> <li>Collect foreign currency</li> <li>Try to have a romantic night or weekend - don't talk 'weddings'</li> </ul>
2-3 Days	<ul> <li>Arrange a delivery to Deans Court. This could include: seating plan (we have two easels if you would like to use them), place cards, favours, box for cards/gifts, decorations, and any drinks which you are providing - don't forget the alcohol free options for the drivers and children</li> <li>Write out a list of what you are delivering, and any special instructions which might go with it</li> </ul>
The Day Before	<ul> <li>Have the day off to relax!</li> <li>See who still has their wedding programme! Print them another, and perhaps a good time to make sure all of your key wedding people know exactly what they are doing on the day</li> <li>Carry out a wedding rehearsal at home, so there is no stress tomorrow !</li> <li>Relax and have an early night set your alarm!</li> </ul>
In The Morning	<ul> <li>Give yourself plenty of time; you want to soak it all in</li> <li>Don't miss breakfast</li> <li>Have a glass of bubbly (but only one!)</li> <li>Relax in the knowledge that your wedding party will: check the bouquet and buttonholes have arrived; have buttonholes delivered to ushers; give make-up to mum or bridesmaid; make sure best man has rings, copy of speeches and vows &amp; readings - because all of this was on their day plans(!)</li> <li>All you need to do is put your engagement ring on your left hand</li> </ul>

## The Day Has Arrived

See next page for more details on that

The Day After	At around 10:30am someone can come and collect any bits that have been left on the stage for collection. They can drive right around to the marquee to make this easier - and they can enter via Deans Court Lane BH21 1EE (ask them to Buzz for 'Events'). Our marquee is alarmed, so please make sure you do not walk on in if you are early or if it looks like a staff member is not already in there!
6 Days after	☐ If there is any outstanding balance (either you to us, or us to you) we can arrange that now - but there is no rush, and if you are on your honeymoon we can wait
SEANS COURT	

## On The Day

Getting Ready	<ul> <li>If hosted at Deans Court, the Groom (&amp; Co.) should arrive at least one hour before the ceremony to greet guests (who we expect will arrive with about half an hour to go)</li> <li>Chairs and sound system will be set up ready for arrival (we would have discussed the specifics of this, and of poor-weather plans, in the days before)</li> <li>If hosted elsewhere, we will ask if your best man (or someone with similar responsibilities) can call us to let us know when you are on your way to us</li> </ul>
Guest Arrival at Deans Court	<ul> <li>You and your guests will arrive via Deans Court Lane (BH21 1EE)</li> <li>Let guests know they can leave their cars overnight, with collection by 11:30 the next day</li> <li>Your guests will be able to park within the grounds, and your wedding cars can park at the front of the house</li> <li>If the weather is poor, guests can be directed to park at the front of the house</li> <li>The drive within the grounds is narrow, so coaches and buses or any other large vehicle, will need alternative arrangements - we suggest a drop off in town, a 2 minute walk away</li> </ul>
Post Ceremony Drinks & Canapés	<ul> <li>Drinks will be served initially from a table, then a flowing 'top-up' service will follow</li> <li>Canapés usually follow around 15 minutes later</li> <li>It takes around 30 minutes from opening the marquee through to eating, so we make sure we allow plenty of time to get guests in and settled</li> </ul>
Wedding Breakfast	<ul> <li>From the moment the marquee opens, the bar will also be open</li> <li>There will be jugs of iced tap water on the tables as standard</li> <li>If you want to bring a music device (like an iPod) for background music, just let us know and we can plug it in for you - it needs a 3.5mm headphone connection, so think about adaptors</li> </ul>
Speeches	<ul> <li>We will deliver the microphones for the speech as soon as the dessert is served and toasting drinks are out, that way you can start whenever you are ready</li> <li>Don't forget to ask a best man to collect any gifts you've asked us to look after just before the speeches start - or at least know where they are so he can collect during</li> <li>Traditionally you would cut the cake at the end of the speeches, but more and more people are saving it for later, preceding the first dance, to include evening guests in the moment – we will follow your lead</li> </ul>
In the Evening	<ul> <li>You can decide when you would like your wedding cake served - make sure you let us know how much you would like served, and how much you would like saved to take home!</li> <li>We'll also work with your caterer to deliver any 'evening food' you have arranged</li> </ul>
End of the Night	<ul> <li>The music will stop at 11pm, and the bar will close at 11:30pm (unless you have pre-arranged an extension)</li> <li>Guests should vacate by around 12:30am</li> <li>We will put your decorations, favours, etc on the stage ready for collection, although items may not be packed exactly as they were at drop-off as it will be a different set of team members</li> <li>It's best not to leave any cake in the marquee overnight - so we'll pop this in the fridge</li> </ul>
Next Day	At around 10:30am someone can come and collect any bits that have been left on the stage for collection. They can drive right around to the marquee to make this easier - and they can enter via Deans Court Lane BH21 1EE (ask them to Buzz for 'Events'). Our marquee is alarmed, so please make sure you do not walk on in if you are early or if it looks like a staff member is not already in there!
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### Local Accommodation

There are plenty of places to stay in and around Wimborne - here are a few of our favs... In order of distance - not preference!

If you know of any more great places, please let us know.

Apple & Plum Cottage and The Gate House Right here at Deans Court BH21 1EE (01202) 849314 www.deanscourt.org (sleeps between 6 and 28)

The Minster Arms 23 West Street, Wimborne BH21 1JS (0.4 miles) (01202) 840700

www.theminsterarms-wimborne.co.uk (10 rooms, £105 - £140, including breakfast - ask for 10% Deans Court Wedding discount. Contact directly about check-in times)

Beech House B&B Northleigh Lane, Wimborne, BH21 2PL (1.8 miles) 07702 811964 www.beechhousebandb.co.uk (single £70/night, double £90/night includes self-serve continental breakfast)

Launceston Farm Tarrant Launceston, Blandford Forum DT11 8BY (9.8 miles) (01258) 830528 www.launcestonfarm.co.uk (Two self catering cottages and

one farm house)

#### Also visit:

#### www.vivreretreats.co.uk

for more ...

The Albion

The Square, Wimborne BH21 1HR (0.1 miles) (01202) 887388 www.1777.co.uk (10 double rooms: £85-£135/room low season and £155-£215 high season)

> Garth Lodge 10 Rowlands Hills, Wimborne BH21 1AN (0.6 miles) (01202) 022356

vivreretreats.co.uk/accommodation/garth-

lodge

(Sleeps 12 - 6 bedrooms, 10 adults & 2 children. Breakfast can be arranged if requested. Swimming pool & tennis court. £50 - £100 pppn - 3-night minimum stay. 10% discount available for 2024. DEANSCOURT10)

> St Algars B&B Holt Lane, Holt, Wimborne, BH21 7DQ (3 miles) (01202) 883325 07986 423457 www.dorsetbedandbreakfast.co.uk (twin and double rooms available from £50pppn inc. breakfast)

All Hallows Farmhouse All Hallows, Wimborne St Giles, BH21 5NJ (10.2 miles) (01725) 551185 www.allhallowsfarmhouse.co.uk (Contemporary Holiday Cottage in Victorian Barn Conversion, £500/night for Six Guests & Cookery School beside the River Allen. Discount Available, please ask.)

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**The Town House** West Borough, Wimborne BH21 1LT (0.3 miles) 07738 883780

www.facebook.com/minstertownhouse

(Self catering Georgian property, sleeping 10 from £800 for two nights. For best rates, contact them directly)

> **The Log Cabin** 12 Dogdean, Wimborne BH21 4HA (1.5 miles) (01202) 882664 07564 241227

www.thelogcabinbnb-wimborne.co.uk (self contained log cabin, one person  $\pounds 100/n$  or two people  $\pounds 120/n$ inc. locally sourced continental breakfast)

> Old Oak Horton Road, Wimborne BH21 7JN (9.1 miles) 07970 506 813 www.theoldoakfarm.co.uk (5 Bedroom modern

(5 Bedroom modern Georgian style farm house, from £350 per night for midweek, from £2,000 for a weekend)

The Kings Head Hotel, Wimborne www.greenekinginns.co.uk/hotels/kingshead-wimborne/

The Crown Hotel, Blandford www.crownhotelblandford.co.uk

Updated January '24

## Directions to Deans Court - for all guests and all suppliers

**From London** | Take M3 and stay on until about 10 miles after the Winchester exit, when it divides into M27 East & M27 West. Take M27 West (to Bournemouth & Southampton). Stay on this road, which becomes A31, bypassing Ringwood, and follow signs to Dorchester until \*signs for Wimborne. Be sure to keep to the left at the 'hamburger roundabout' (which is actually Canford Bottom).

Follow road into Wimborne until you reach a roundabout with a modern circular building (brick and blue trim) – take right exit (to Town Centre). After 50 yards take first left just before Waitrose (to Town Centre) and continue to T-junction. Turn right (to Town Centre), go over bridge, past 'The Rising Sun' pub on left.

Continue for 50 yards until you see a TV shop on the left called Holmans; turn left here into Deans Court Lane - see below\*\*.

**From Dorchester and Blandford** | Drive into town centre, and follow one-way system back out of The Square, at the traffic lights, turn right. 100 yards later turn right into East Borough, which will bring you out into back into The Square. Go across the Square and down High Street, passing Minster on right. Follow road round double bend until you reach a junction, with a TV shop called Holmans opposite.

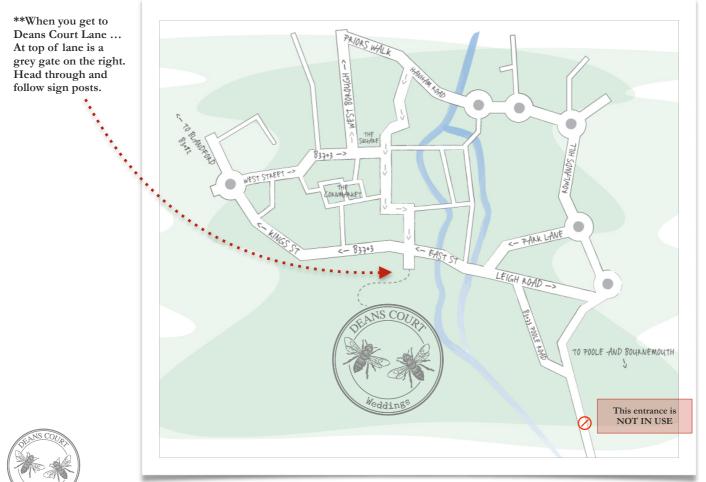
**From Cranborne** | Coming into Wimborne on West Borough you go over a bridge. Stay on road and at 2nd set of traffic lights you will be streamed left into Priors Walk. 100 yards later turn right into East Borough, which will bring you out into The Square. Go across the Square and down High Street, passing Minster on right. Follow road round double bend until you reach a junction, with a TV shop called Holmans

opposite. Go straight across junction into Deans Court Lane – see below\*\*.

Go straight across junction into Deans Court Lane - see below\*\*.

**From Bournemouth and Poole** | (only if <u>not</u> via Canford Bottom Roundabout - if you are, follow from the \* in 'From London') Coming into Wimborne on the Poole Road, follow road until you reach a roundabout with a modern circular building (brick and blue trim) – go straight over (to Town Centre). After 50 yards take first left just before Waitrose (to Town Centre) and continue to T-junction. Turn right (to Town Centre), go over bridge, past 'The Rising Sun' pub on left.

Continue for 50 yards until you see a TV shop on the left called Holmans; turn left here into Deans Court Lane - see below\*\*.



### Staying at the Gate House for your weddings?

This won't apply to everyone, but if you happen to have booked The Gate House, then please may we say how pleased we are to have you as our guest to stay at our beautiful holiday property over your wedding.

To ensure that you all enjoy your time there, while respecting the tranquility of our surroundings, we kindly ask that you to take a moment to acknowledge the following:

### Noise Related Gate House Rules:

Music must not be played outside the property after 10:30pm.

Voices must be kept to a minimum outside the property after 11:30pm.

When returning to the Gate House after your wedding, please refrain from playing music and try to remain indoors.

Should music or loud voices be heard by neighbouring properties after the designated times, resulting in a noise complaint and a member of staff needing to visit the Gate House, a £100 'call out' fee will be incurred.

## Spa (Hot Tub) Notices:

Due, in part, to the risk of mixing potentially intoxicated guests with water in an unsupervised environment, the Hot Tub will be unavailable on the night of the wedding; it will be locked from around 7pm until the next morning around 9am. If you wish to enjoy an early morning soak, please call us in the morning on 01202 849314 (option 1) for the access code.

To prevent damage caused by overuse, if more than 5 people are using the Hot Tub simultaneously, it may be powered off until a staff member can attend to it, refill, and rebalance the chemicals. Please note that a  $f_{100}$  'call out' fee will be charged in such instances.

At Deans Court, and especially at our Weddings and The Gate House, we really do prioritise the comfort and enjoyment of all our guests.

We understand that the holiday property, including the Hot Tub, is there to be enjoyed, but we urge you to do so responsibly.

Thank you for your cooperation - we hope your stay at The Gate House makes your wedding that little bit more special !



## Deans Court's General Terms & Conditions

### "The Small Print"

### General Terms & Conditions for Weddings / Events / Accommodation

#### Definitions

Agreement | means the Wedding/Event/Booking Notes, (the 'Guide for Brides & Grooms' in the case of a wedding) and these General Terms and Conditions

Waiting Services | means the provision of beverages, relevant personnel including bar and waiting staff and any other event services agreed and set out in the Wedding/Event Notes Deans Court | means any combination of Deans Court Weddings Ltd | Sir William Hanham trading as Deans Court Events | Deans Court Cottages Ltd | Deans Court Gate House Ltd Event | means the Event to be held by the Hirer as described in the Wedding/Event Notes Venue | means the Mansion House, grounds, marquee, cottage, gate house or other part of the

venue as described in the Wedding/Event/Booking Notes **Estimated Final Bill** | means the estimated total sum payable by the Hirer for the Venue and Waiting Services provided under this Agreement and set out in the Wedding/Event/Booking Notes

Hirer | means the individual or company hiring the Venue and/or Waiting Services from Deans Court as set out in the Wedding/Event/Booking Notes

Hire Period | means the period for which the Venue is hired as set out in the Wedding/Event/ Booking Notes

Wedding/Event/Booking Notes | means the document setting out the specific requirements and terms of the booking, taking into account any specific requirements in terms, which is agreed to by both parties upon receipt; save for written communication confirming nonagreement being issued within 7 days

Venue Owner | means the owner of the land and property

#### 2 Payment

2.1 The Hire Fee shall usually be paid by the Hirer in instalments, as set out in the Wedding/ Event/Booking Notes.

2.2 Bookings will not be considered confirmed until the agreed initial deposit has been paid in full and confirmation of receipt has been given.

2.3 Payment of invoices shall be in accordance with the details set out on the invoice – usually 7 days.

2.4 All charges shall be as set out in the Wedding/Event/Booking Notes or where no charge is given, shall be in accordance with Deans Court's price list at the date of acceptance of the Hirer's booking.

2.5 Charges may be subject to VAT at the current rate.

2.6 All queries relating to Deans Court's invoices must be notified in writing to Deans Court within 7 days of the invoice date.

2.7 Interest will be charged by Deans Court on overdue payments at the rate of 4% per annum above the current Bank of England base rate. Any interest so charged will be deemed to be an amount payable by the Hirer under the terms of this Agreement.

The Estimated Final Bill is an estimate only and is subject to change.

#### 3 Cancellation by the Hirer

3.1 Cancellation charges shall apply in the event that the Hirer cancels the booking. The booking shall only be deemed cancelled upon receipt of written notification of such from the Hirer. The charges will be as follows: Up to 14 days, 100% of the Estimated Final Bill | Up to 28 days, 75% of the Estimated Final Bill | Up to 2 months, 50% of the Estimated Final Bill | After receipt of deposit, 100% of the Deposit

3.2 If Deans Court is able to re-sell a cancelled hire period, the original Hirer's deposit may be refunded subject to the deductions of any discounts applied to the new hire, and any other reasonable costs already incurred by Deans Court in relation to the original hire.

#### 4 Cancellation by Deans Court

4.1 Deans Court reserves the right to cancel this Agreement at any time in the event that: (a) the Hirer commits a material breach of the Agreement and has not rectified such breach within 7 days of notice to do so; or

(b) the Hirer becomes bankrupt or enters into liquidation or has a receiver appointed over its assets or part thereof or an administration order is served upon it or (being an individual) dies; or

(c) the Venue or part of it has to be closed for reasons beyond Deans Court's control.
4.2 In the event of cancellation under 4.1(a) or (b) above, the Hirer shall be liable to pay the cancellation charges set out in section 3.1.

4.3 In the event of cancellation under 4.1(c) above, Deans Court shall not be liable whatsoever for any costs of losses incurred by the Hirer but shall reimburse the value of any deposit or charges paid by the Hirer to Deans Court.

#### 5 Use of the Venue

5.1 The Hirer shall not commit or cause to be committed any illegal activity at the Venue.

5.2 The Venue and the Waiting Services shall be used by the Hirer for the purposes of the Hire only.

5.3 The Hirer shall be responsible for the conduct of its staff/suppliers, attendees and guests whilst at the Venue.

5.4 The Hirer shall provide Deans Court with the final numbers attending the Venue no later than the date specified for such provision of information in the Wedding/Event/Booking Notes, and, where requested, shall provide Deans Court with a full guest list in alphabetical order for security purposes in accordance with the terms of the Wedding/Event/Booking Notes. The Hirer shall immediately notify Deans Court of any subsequent changes.

5.5 In the event of an emergency, the Hirer's staff/suppliers, attendees and guests shall comply with any instruction issued by Deans Court and shall immediately evacuate if so requested.
5.6 If required, the Hirer shall ensure that all of its staff/suppliers, attendees and guests have appropriate security passes as a means of entry. Official written invitations may act as such security passes provided that they include the words "Please bring this invitation with you as a means of entry". A sample of such shall be provided in advance by the Hirer to Deans Court.

5.7 The Hirer shall not permit the use of flash photography, filming, video or sound recording within the Mansion House without the prior written approval of Deans Court. [Not applicable to Weddings]

5.8 The Hirer shall not bring into or onto the Venue any equipment or temporary structures without the prior written approval of Deans Court.

5.9 The Hirer shall not fix anything to the walls, floors or ceilings of the Venue without the prior approval of Deans Court.

5.10 The Hirer shall keep all gangways, passages, staircases, doorways and emergency exits free from any obstruction during the Hire Period and shall immediately comply with any instructions given by Deans Court to remove any obstructions.

5.11 The Hirer shall not display any posters, directional signs or other material in the Venue without the prior approval of Deans Court.

5.12 The Hirer shall not use any logo, trademark, name or other such design owned or associated with Deans Court the Venue Owner or previous Events, without the prior written consent of Deans Court and/or the Venue Owner.

5.13 The Hirer shall ensure that its staff/suppliers, attendees and guests remain in the agreed areas at all times during the Hire Period, as directed by Deans Court.

5.14 The Hirer shall not allow any beverages to be brought into the Venue and only beverages supplied by Deans Court and/or described in the Wedding/Event Notes shall be consumed at the Venue, unless otherwise agreed by prior arrangement with Deans Court. [Not applicable to Accommodation Hire]

5.15 No unaccompanied under 16 year olds will be admitted into the premises

5.16 Deans Court reserve the right to refuse admission to the Venue for any reason whatsoever at all times.

#### 6 Liability

6.1 The Hirer shall be liable for any damage howsoever caused to the Venue, including without limitation the buildings and their contents, by bringing onto the premises or the removal from the premises of any item of equipment.

6.2 The Hirer shall be liable for any costs incurred by Deans Court as a result of any act or omission by persons for whom the Hirer is responsible.

6.3 All goods or items of any kind (including vehicles) brought into or onto, or placed at, the Venue by the Hirer or its staff/suppliers, attendees and guests shall be done so entirely at the owner's risk.

6.4 Deans Court shall not be liable to the Hirer for any delay or failure in performing services if such delay or failure is due to any cause beyond Deans Court's reasonable control.

6.5 Deans Court shall not be liable under this Agreement for any consequential or indirect loss to the Hirer and its total liability for any loss under this Agreement shall not exceed the price paid by the Hirer for the Venue and related services.

6.6 Nothing in these terms and conditions shall exclude either party's liability for death or personal injury resulting from negligence.

#### V Notices

7.1 Any notices required or permitted under this Agreement shall be in writing and shall be deemed to have been received within 2 working days of sending by first class mail. Notices given by email shall be deemed to have been served upon transmission if sent during business hours, or if not, the next working day.

#### 8 Premise License

8.1 The responsible person shall take all reasonable steps to ensure that staff at the Venue do not carry out, arrange or participate in any irresponsible promotions in relation to the premises. An irresponsible promotion means activities carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children.

#### 9 General

9.1 No variations to this Agreement shall be effective unless agreed in writing.

9.2 This Agreement constitutes the entire agreement between the parties and supersedes any previous agreement or arrangement between the parties relating to the subject matter of this Agreement.

9.3 Each of the provisions of this Agreement is severable and if any provision is or becomes illegal, invalid or unenforceable, the remaining provisions shall not in any way be affected or impaired by it.

9.4 No rights under this Agreement may be assigned by the Hirer without Deans Court's prior written consent.

9.5 This Agreement shall be governed by and construed in accordance with English Law and each party submits to the exclusive jurisdiction of the English Courts

9.6 Our Privacy Policy can be found on our website: www.deanscourt.org/privacy