



Shotton Hall Banqueting Suites

Wedding Information Package
April 2015 - March 2016

Shotton Hall, Old Shotton, Peterlee, Co. Durham. SR8 2PH
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www.shottonhall.com

Contents.

3	Brief Introduction
4-6	All Inclusive Wedding Package Deals
7	Suggested Upgrades & Additions
8	Room Layout Map
9	Table Plan
10-11	Wedding Banquet Menus
12	Finger Buffets
13	Fork Buffets
14	Gala Buffets
15	Drink Packages
16	Make Your Own Notes
17	Conditions of Payment
18-20	Terms & Conditions
21	Application for Civil Ceremonies
22	Booking Form

Introduction

From our beautifully lawned terrace and extensive gardens, to our stunning wedding rooms complete with period style furniture, we have the settings and the facilities to create whatever kind of wedding/partnership you desire. With more than 40 years' worth of banqueting/wedding experience between them, let the staff; Julian, Chris and Dan help make your special day truly unforgettable.

With near endless options and the ability to make your dream wedding bespoke to yourselves, or the 'All Inclusive Wedding Package' deals that we offer, Shotton Hall provides the ideal venue to create perfect memories.

Shotton Hall has two function suites, wedding rooms and several smaller rooms, decorated and furnished in the style of the period.

Banqueting Suites

These beautifully appointed suites, the Brandling and Burdon Suites are available for wedding receptions, dinner dances, seminars, fayres, fashion shows etc. Both suites have the advantage of being served by their own entrance, restrooms, cloakrooms, bar and independent access to a lawned terrace.

The Brandlings Suite can comfortably accommodate around 150 people for a formal dinner / reception and 180 people for an evening function with dancing / entertainment.

The Burdon Suite will hold approximately 100 and 120 people respectively. These suites can be combined into one room for larger functions, accommodating up to 350 people.

Wedding Rooms

We have a number of variously sized rooms licensed for civil ceremonies/ partnerships that will provide the ideal setting, from an intimate small ceremony to a 350 person extravaganza. All of the rooms are stylish and complimented by period style furniture.

Ancillary rooms can be made available for the bride and groom to make last minute adjustments to their outfits and to allow them the opportunity to change prior to the evening reception, if required.

Please note that Shotton Hall is an approved Premises for Civil Ceremonies only and Religious Ceremonies are not permitted. The hirer's attention is particularly brought to this matter, as any breach of this Regulation may lead to the revocation of the Town Council's approval as approved premises for Civil Ceremonies.

Facilities include:

- Full in-house catering service
- Two fully licensed bars
- Secure Car Parking
- Free Wi-Fi throughout
- Disabled access / toilets
- Public address system
- Highchair and baby changing facilities
- Loop system
- Toast master, table plan and consultancy service

Grounds:

Shotton Hall is set in extensive beautifully landscaped grounds and offers an excellent location for photo opportunities including:-

- Entrances complete with porticos leading to formal lawned terraces with Ha-Ha wall
- 170 metres of sweeping driveway
- A natural lake and mature woodland
- Formal rose gardens with planted beds
- Attractive, ornamental Gazebo

All Inclusive Wedding Package Deals.

PACKAGE 1 – ELEGANCE

Package includes:

All Venue Hire Charges with a Midnight Bar Service.

4 Course Dinner (From our 'The Yoden' Menu)

Glass of Bucks Fizz/OJ Reception Drink

Sparkling Wine Toast

Table Cloths

Disco

Dance Floor

Finger Buffet (From our 'Finger Buffet 3' Options or Hot Beef/Pork Baguettes)

Cake Stand & Knife

Toast Master

£2800.00*

*Price Based on 60 Day Time Guests, 100 Evening Guests. (Min. Requirement)

Additional Day Time Supplement from £21.00 per person.

Additional Evening Guest Supplement from 6.00 per person.

Many Upgrades available. (See 'Suggested Upgrades & Additions')

All Inclusive Wedding Package Deals.

PACKAGE 2 – PRESTIGE

Package includes:

All Venue Hire Charges with a Midnight Bar Service.

5 Course Dinner (From our 'The Hatfield' Menu)

Glass of Bucks Fizz/OJ Reception Drink

Glass of Table Wine with Meal

Sparkling Wine Toast

Table Cloths

Disco

Dance Floor

Fork Buffet (From our 'Fork Buffet 3' Options)

Cake Stand & Knife

Chair Covers & Sashes (Day Time)

Mood Uplighters

Staging (if Required)

PA System

Toast Master

£3400.00*

*Price Based on 60 Day Time Guests, 100 Evening Guests. (Min. Requirement)

Additional Day Time Supplement from £27.00 per person.

Additional Evening Guest Supplement from £7.50 per person.

Many Upgrades available. (See 'Suggested Upgrades & Additions')

All Inclusive Wedding Package Deals.

PACKAGE 3 – GRANDEUR

Package includes:

All Venue Hire Charges with a Midnight Bar Service.

Luxury Head-Chef's 6 Course Dinner (From our 'The Eden' Menu)

Glass of Bucks Fizz/OJ Reception Drink

Glass of Table Wine with Meal

Sparkling Wine Toast

Red Carpet Arrival

Table Cloths

Linen Napkins

Disco

Dance Floor

Fork Buffet (From our 'Fork Buffet 3' Options or Hot Beef/Pork Baguettes)

Cake Stand & Knife

Chair Covers & Sashes (Day Time)

Table Runners

Evening Sweetie Cart

Starlit Backdrop

Mood Uplighters

Staging (if Required)

PA System

Toast Master

£4350.00*

*Price Based on 60 Day Time Guests, 100 Evening Guests. (Min. Requirement)

Additional Day Time Supplement from £32.50 per person.

Additional Evening Guest Supplement from £7.50 per person.

Many Upgrades available. (See 'Suggested Upgrades & Additions')

Suggested Upgrades & Additions.

Catering Upgrades:

Selection of Canapés	2.00 per Head
Pre-Reception Tapas	2.00 per Head
Replace World Cheeses with Luxury Cheeseboard	+1.00 per Head
Evening Table Savoury Snacks	1.50 per Head

*Also see '*Designing your Own*' Menus

Drink Upgrades:

Exchange Bucksfizz reception drink to- Pimms & Lemonade	+30p per Head
Vodka & Fruit Punch	+40p per Head
Wine	+20p per Head
Sparkling Wine	+40p per Head
Bottled Beers	+1.50 per Head
Strawberry Daiquiri	+1.50 per Head

Exchange Sparkling Wine toast drink to- Cava	+50p per Head
Rose Cava	+1.00 per Head
Prosecco	+1.00 per Head
Champagne	+3.60 per Head

Additional Glass of Wine with meal	1.95 per Head
Bottles of Wine on dining table from	9.50 per Bottle
Supply own Table Wine with meal (corkage fee)	4.00 per Bottle
After Dinner Digestif (Port/Brandy)	2.50 per Head

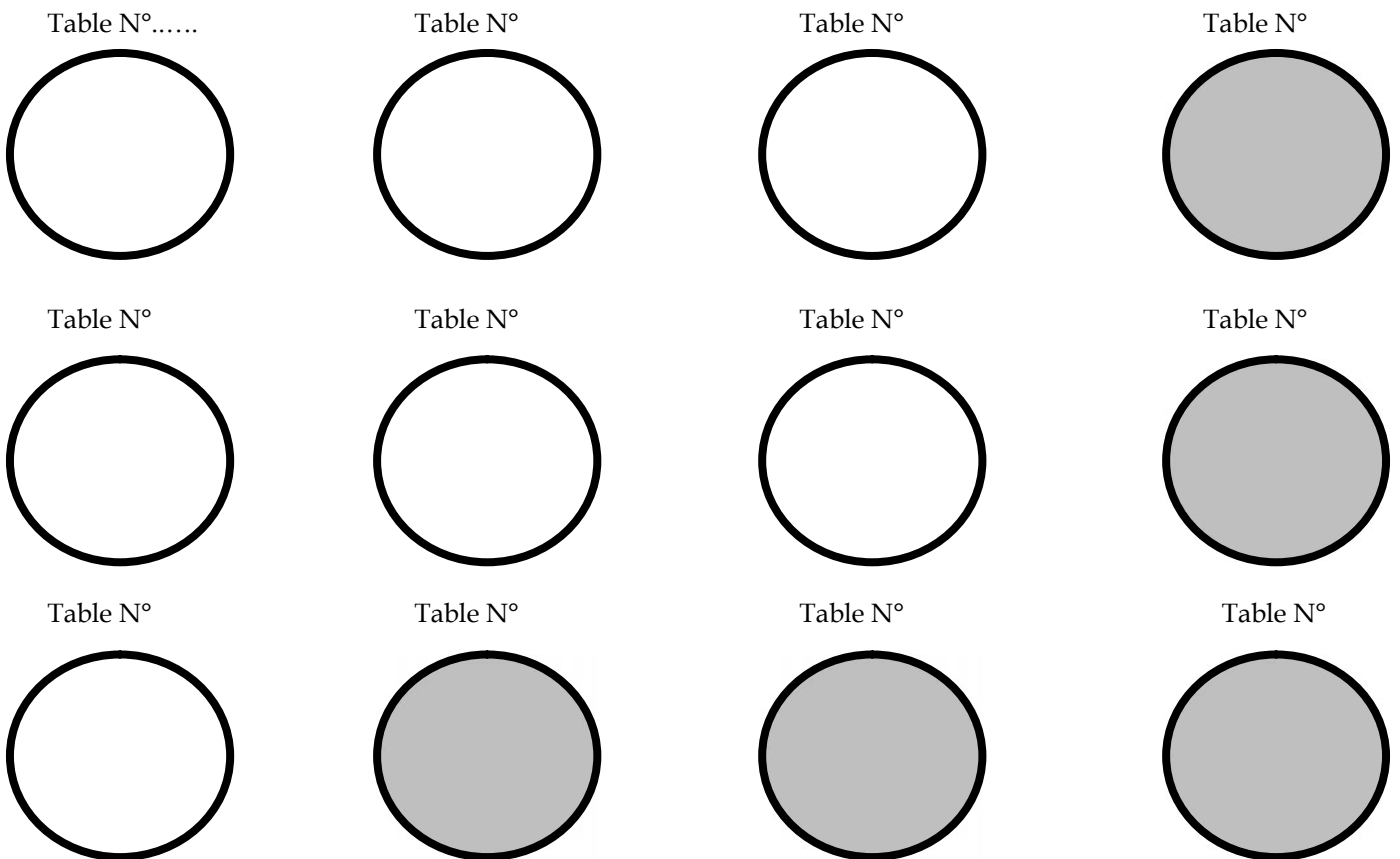
Package Additions/Ideas:

Additional Table Cloth	4.50 ea.
Chair Cover with Sash	3.80 ea.
Pair of Bay Trees with Lights (4ft.)	45.00
Linen Napkin	1.00 ea.
Top Table Swag	40.00
Bride & Groom Thrones	220.00
Vintage Post Box	50.00
Wishing Tree	50.00
Red Carpet	80.00
Top Table Centre Piece	40.00
Fish Bowl Table Centres on Mirror	22.00 ea.
Balloon Cluster Centre Piece	10.00 ea.
Bouncy Castle	60.00
Room Mood Lighting	150.00
Starlight Backdrop	250.00
Sweetie Cart Hire Only	50.00
Sweetie Cart (Filled)	100.00/140.00

Room Layout Map.

CAPACITES	Disco	Reception
Burdon Suite	120	-
Burdon Suite - Round Tables	-	80
Burdon Suite - Straight Tables	-	100
Brandling Suite	180	-
Brandling Suite - Round Tables	-	160
Brandling Suite - Straight Tables	-	180
Combined Suites	300	260

Top Table (max 16 people)



NB Not available in Burdon Suite
 (All 13 tables available in Brandlings Suite)
 Please mark the unwanted table with an X =

Table Plan.

Top Table:
.....

Table

Table :.....

Table :.....

Table :.....

Table :.....

Table :.....

Table :.....

Table :.....

Table :.....

Table :.....

Table :.....

Table :.....

NB. Maximum 16 Persons on Top Table, 12 Persons per Round Table.

Wedding Banquet Menus.

The Yoden:

£16.50 per Adult
£12.50 per Child

1# Starter:

Seasonal Vegetable Soup with Bread Roll.

2# Main:

Roast Durham Beef, Fondant Potato, Salted Carrot, Seasonal Veg & Red Wine Jus.

(V) Hazelnut and Apricot Roast, with Fondant Potato, Salted Carrot and Vegetarian Jus.

3# Dessert:

Apple Crumble Tart with Vanilla Ice-Cream.

4# Coffee & Mints

The Hatfield*:

£17.50 per Adult
£13.50 per Child

1# Starters:

Choice of Soup with a Bread Roll.

or

Classic Prawn Cocktail with Marie Rose dressing and Baby Gem.

2# Mains:

Roast Topside of Beef, Fondant Potato, Salted Carrot, Seasonal Veg & Red Wine Jus.

or

Slow-Cooked Pork Belly with Bubble & Squeak, Rosti Potato and Pepper Sauce.

or

Roast Chicken Breast with Baby Onion and Cider Sauce, Portobello Mushrooms, Fondant Potato and Mediterranean Vegetables.

(V) Stuffed Portobello Mushrooms with Blue Cheese and Peppers.

3# Desserts:

White and Dark Chocolate Swirl Tart.

or

Apple crumble Tart with Vanilla Ice-Cream and Red Berry Compote.

or

Sticky Toffee Pudding in Butterscotch Sauce.

4# Cheeses from Around the World

5# Coffee & Mints

- Separate children's meals available upon request.
- Table cloths included with these meals.

* Select one Starter, one Main and one Dessert. With the exception of Vegetarians all guests receive the same meal.

.....Continued.

The Eden:**

£23.00 per Adult
£19.00 per Child

1# Canapés:

Head Chef's Selection of Pre-Reception Canapés.

2# Starters:

Choice of Soup with Cheesy Crouton.

or

Classic Prawn Cocktail with Marie Rose Dressing and Baby Gem.

or

Chicken Liver Parfait with Melba Toast and Balsamic Dressing.

(V) Welsh Rarebit with Mature Cheddar Cheese.

3# Mains:

Roast Topside of Beef, Fondant Potato, Salted Carrot, Seasonal Veg & Red Wine Jus.

or

Slow-Cooked Pork belly with Bubble & Squeak, Rosti Potato and Pepper Sauce.

or

Roast Chicken Breast with Baby Onion and Cider Sauce, Portobello Mushrooms, Fondant Potato and Mediterranean Vegetables.

(V) Grilled Goats Cheese and Pepper Tartlet.

4# Desserts:

Warm Chocolate Brownie with Vanilla Ice-Cream.

or

Lemon Posset with Shortbread Biscuit.

or

Warm Eccles Cake and Ginger Custard.

5# Luxury Cheese Board

6# Coffee & Mints

Banquet Menu Alternatives Ideas:

Afternoon Teas* from £14.50 per Head.

2 Course Carvery Dinners* from £14.50 per Head.

Christmas Menus* from £18.00 per Head.

Separate children's meals available upon request.

*Table Cloths included.

** Served restaurant style. Each guest gets to pre-select their own individual menu from the choices provided above. Also includes table cloths and linen napkins.

Designing your own

Finger Buffet.

BAND A (Sandwiches)

Cheese Savoury
Tuna & Mayonnaise
Ham & Pease Pudding
Coronation Chicken
Egg Mayonnaise
Pork & Stuffing

BAND B (Savouries)

Quiche Pick-Ups
Corned Beef Pie
Pork Pies
Sausage Rolls
Fish Goujons
Chicken Goujons

BAND C (Sides)

Veg Sticks & Dips
Cheese & Pickles
Crisps
Mixed Salad
Fruit Bowl
Pretzels

FINGER BUFFET 2

Select 2x Band A, 2x Band B, 2x Band C - £4.50 per head.

FINGER BUFFET 3

Select 3x Band A, 3x Band B, 3x Band C - £6.00 per head.

FINGER BUFFET 4

Select 4x Band A, 4x Band B, 4x Band C - £7.50 per head.

FINGER BUFFET 5

Select 5x Band A, 5x Band B, 5x Band C - £9.00 per head.

Popular Additions:

Add any two additional items from above to your menu for an extra £1.00 per head

Add chips/roast potatoes to your finger buffet for £1.00 per head.

Add a meat platter or seafood platter to your finger buffet for £2.50 per head.

Add assorted cream cakes to your finger buffet for £2.00 per head.

Add tea and coffee to your menu for £1.00 per head.

Any other ideas?.....Ask us!!!

Buffet Alternative Ideas:

Broth & Bun £4.50 per Head.

Bacon/Sausage Baps £4.50 per Head.

Hot Pork/Beef Baguette £6.00 per Head.

Designing your own

Fork Buffet.

BAND A (Sandwiches)

Open Cheese Savoury
Open Tuna & Mayonnaise
Open Ham & Pease Pudding Sand.
Open Mexican Chicken
Open Egg Mayonnaise
Open Pork & Stuffing

BAND B (Savouries)

Mini Kievs
Coated, Stuffed Jalepenos
Vegetable Fritters
Chicken Satay Sticks
Mince Pie
Chicken Wings

BAND C (Sides)

Tomato Salad
Coleslaw
Savoury Rice
Potato Salad
Garlic Bread
Savoury Eggs

FORK BUFFET 3

Select 3x Band A, 3x Band B, 3x Band C - £7.50 per head.

FORK BUFFET 4

Select 4x Band A, 4x Band B, 4x Band C - £10.50 per head.

FORK BUFFET 5

Select 5x Band A, 5x Band B, 5x Band C - £13.50 per head.

Popular Additions:

Add any two items from finger buffet menus for an extra £1.00 per head.

Add any two additional items from above to your menu for an extra £1.50 per head.

Add chips/roast potatoes to your fork buffet for £1.00 per head.

Add a meat platter or seafood platter to your fork buffet for £2.50 per head.

Add a Luxury Cheeseboard to your fork buffet for £2.00 per head.

Add assorted cream cakes to your fork buffet for £2.00 per head.

Add tea and coffee to your menu for £1.00 per head.

Any other ideas?.....Ask us!!!

Designing your own
Gala Buffet.

BAND A (Dishes)

Hot Pork/Beef Baguette
Sausage Casserole
Indian Style Curry (Medium)
Chille con Carne
Lasagne/Veg Lasagne
Slow cooked Beef

BAND B (Sides)

Boiled Vegetables
Roast Root Vegetables
Chips
Roast Potatoes
Rice
House Salad

BAND C (Desserts)

Gateaux Selection
Chocolate Tart
Apple Crumble
Sticky Toffee Pudding
Brandy Basket & Fruit
Cheese & Biscuits

GALA BUFFET 3

Select 3x Band A, 3x Band B, 3x Band C - £12.50 per head.

GALA BUFFET 4

Select 4x Band A, 4x Band B, 4x Band C - £15.50 per head.

Popular Additions:

Add any two items from finger buffet menus for an extra £1.00 per head.

Add any two additional items fork buffet menus for an extra £1.50 per head.

Add any additional item from above to your menu for an extra £2.50 per head.

Add a meat platter or seafood platter to your Gala buffet for £2.50 per head.

Add a Luxury Cheeseboard to your Gala buffet for £2.00 per head.

Add tea and coffee to your menu for £1.00 per head.

Any other ideas?.....Ask us!!!

Drink Packages.

These are merely suggestive, alternatives can be made available. Feel free to request more options:

A)	Reception Toast	Glass of Whisky or Sherry Glass of Sparkling Wine	£3.80
B)	Reception with Meal Toast	Glass of Whisky or Sherry Glass of Red or White Wine Glass of Sparkling Wine	£5.50
C)	Reception Toast	Glass of Bucksfizz Glass of Sparkling Wine	£4.00
D)	Reception with Meal Toast	Glass of Bucksfizz Glass of Red or White Wine Glass of Sparkling Wine	£5.70
E)	Reception Toast	Glass of Pimms & Lemonade Glass of Sparkling Wine	£4.30
F)	Reception with Meal Toast	Glass of Pimms & Lemonade Glass of Red or White Wine Glass of Sparkling Wine	£6.00
G)	Reception Toast	Glass of Vodka & Fruit Punch Glass of Sparkling Wine	£4.50
H)	Reception with Meal Toast	Glass of Vodka & Fruit Punch Glass of Red or White Glass of Sparkling Wine	£6.20

NB For any of the above, replace Sparkling Wine with:

- *Rose Cava* +£1.00
- *Champagne* +£3.60

Shotton Hall 'House Wine', Red, Rose, Medium White or Dry White can be added to your Drinks Package for £9.50 per 75cl per bottle.

No drinks, alcoholic or otherwise, may be brought onto the Shotton Hall premises. The only exception to this rule is with regards to bottles of Table Wine to accompany a Banquet Dinner. This is only possible with the prior permission of the Facilities Manager/ Deputy Facilities Manager, and in this instance a 'corkage fee' of £4.00 per 75cl bottle will be charged.

Make Your Own Notes.

Conditions of Payment.

FOR WEDDINGS ONLY

- All prices are inclusive of 20% VAT and are subject to change without notice.
- A 2% service toll will be applied on all credit card transactions.
- All cheques are payable to 'PETERLEE TOWN COUNCIL'
- No food, or drinks (alcoholic or otherwise), will be allowed onto the Shotton Hall premises. The only exception to this ruling is for Celebratory Cakes. Table Wine, and only after the prior arrangement with the Facilities Manager/ Deputy Facilities Manager, may also be brought onto site, where a 'corkage charge' will be levied of £4.00 per 75cl bottle.
- We will endeavour to meet your every need, however if we can not provide your first choice a close alternative may be given on the day.
- A deposit totalling £700.00 must be paid at the time of booking your Wedding to secure the venue.
- The venue hire charge of £600.00, coupled with a returnable damage bond of £100.00 Must be paid within 12 weeks of the initial deposit.
- **Final numbers and any outstanding payments must be received by Peterlee Town Council, no later than 14 days prior to your wedding.**

Terms & Conditions.

FOR WEDDINGS ONLY

Information for Hirer:

Hirer to Obtain a) All Food and Beverages from Shotton Hall and; b) any Entertainment/Disco, they require, who must have a valid Electrical Portable Appliance Test (PAT Certificate) and this must be shown to the Facilities Manager / Deputy Facilities Manager prior to the function.

The bringing of Table Wine onto the Premises will not be allowed unless prior arrangements have been made with the Manager where a corkage charge will be levied. All other beverages are to be purchased from the bar at Shotton Hall.

Charges for Brandlings and Burdon Suite:

A completed booking form together with the deposit must be paid within two weeks of making a provisional booking. A damage bond of £100.00 is also required, along with the venue hire charges after 12 weeks of booking. The damage bond is returnable after the event being held, subject to no damage being caused. The return of the bond is solely at the discretion of the Facilities Manager. Any other room charges are to be paid in full on the day of booking. Any additional charges will follow after the event if necessary (e.g. extended period of hire).

Cancellation Fee:

- 50% of the monies paid will be returned to the hirer if the function is cancelled up to one year prior to the date of the function. Any cancellations must be made in writing.
- All damage bonds and cancellation fees will be returned by cheque only.
- Customers are permitted, with the permission of the Facilities Manager/Deputy Facilities Manager, to transfer their booking to a new date on one single occasion and no charges will be levied.
- If a cancellation occurs, in the instance where a booking has been transferred to a new date. Any notice of cancellation will be in respect of the original and first booking.

Conditions of Hire:

- All applications for hire of the Suite/s must be in writing on the printed form provided and forwarded, on completion, with the deposit to Peterlee Town Council (hereinafter called "the Owner"). The person by whom this application form is signed shall be considered the hirer (hereinafter called "the Hirer"). Where a promoting organisation is named, that organisation also shall be considered the hirer and shall be jointly and severally liable with the person who signs the form for any breach of the Conditions of Hire or the payments of any damages pursuant to any such breach.
- All charges must be paid at the time specified in the application form to hire the Suite (s). No booking shall be made until such payment has been made in full. Provisional bookings shall be held for two weeks only.
- No table wine, alcoholic or otherwise, will be brought onto the premises by the Hirer without the specific authority of the Owner. If such authority is obtained then the Hirer will need pay to the Owner such corkage charges as may be determined. All other drinks to be purchased from the bar.
- The Owner is dedicated to the Suite/s being:
Places of excellence and good taste, and to this end the Hirer must accept and ensure that anything that is done (entertainment included) must not violate this aim.

The Owner reserves absolutely the right to veto anything that might be said or done that would be at variance with this aim. The Hirer must accept, and act upon immediately, any direction from the Owner or it's duly authorised agent that may be given in this respect.

The Owner reserves the right to be the sole arbiter of what might be considered acceptable, bearing in mind the aim previously expressed in the conduct of activities in the Suite (s).

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- The Hirer shall be responsible for the good behaviour and order of people in the Suite (s) during any hiring. The Owner that may be incurred in engaging Police to preserve order prior to, during, or after any entertainment or meeting not properly conducted.
- No Copyright dramatic or musical work shall be performed without the licence of the 'Owner of the Copyright' and all such licences shall be produced to the Owner before the start of the function. The Hirer shall indemnify the Owner against any infringement of Copyright, which may occur during the hiring.
- All scenery and costumes used for stage performances or the like must be fireproof.
- All the conditions attached to the Public Entertainments Licence for the Suite (s) shall be duly observed. A copy of such licence may be seen on application to the Owner and the Hirer shall indemnify the Owner against any infringement of copyright, which may occur during the hiring.
- Any person hiring the Suite (s) for the purpose of a performance being the Hypnotist must give the Owner 5 weeks notice prior to the function and must make application to Durham County Council for necessary permissions.
- The hiring of the Suite (s) does not entitle the Hirer to use, or enter, the premises at any time other than the specified hours for which the Banqueting Suite (s) is hired unless prior arrangements have been made with the Owner.
- The hirer shall not sub-let the Banqueting Suite (s) nor any part thereof, without prior permission from the Owner.
- The hirer is responsible for all damage, which may occur during the period of hire or whilst people are entering or leaving the Suite (s) pursuant to the hire howsoever, and by whomsoever, caused to the following:-

To the Suite (s) and to any adjacent or adjoining premises belonging to the Owner.

To any fixtures and fittings or any other property in the Suite (s) or in any adjoining adjacent premises, and without detracting from the forgoing, specifically to any cars, lighting units etc, in the car parking areas and access roads.
- **The Owner reserves that right to withhold the £100.00 bond to cover any damage or cleaning costs that may occur during the period of hire.**
- The Owner shall not be responsible for:
Any loss of, or damage to any property, nor any loss, damage or injury which may be sustained by, or be done to, or happen to any person or persons, before, during or after hiring arising from any cause whatsoever.

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- The Owner shall not be responsible for:
Any loss due to any breakdown of machinery, failure relating to the supply of electricity, gas, leakage of water, fire, government restriction or Act of God, which may cause the Suite (s) to be either temporarily closed or the hiring to be interrupted or cancelled.
- The Hirer shall indemnify the Owner against any claim, which may arise out of the hiring, or which may be made by any person visiting the Suite (s) during the hiring in respect of any loss, damage or injury.
- The right of entry to the Suite (s) is reserved to the Owner and its agents and any Police Officer, Health and Safety, Officer, Environmental Health Officer, or Trading Standards Representative or other at any time during the hiring.
- No Flags, emblems or other decorations shall be displayed outside any part of the Suite (s) without the previous consent of the Owner.
- No bolts, nails, tacks, screws, bits, pins or other like objects shall be driven into any part of the Suite (s), nor shall placards or other articles be fixed thereto.
- The Hirer, shall at the end of period of hiring, leave the Suite (s) in a clean, neat, tidy and orderly state.
- The property of the Hirer and / or Hirer's agents must be removed immediately following the period of hiring, or fees will be charged for each day or part of a day until the same is removed. The Owner accepts no responsibility for any property left on the premises outside hours of hiring. Any such property left is done so at the owner's risk and may be moved by the Facilities Manager to facilitate other hiring's.
- No exits may be blocked. Chairs or other obstructions should not be placed in corridors. Fire appliances shall not be removed nor tampered with.
- No additional lights nor extensions from the existing electric light fittings or other power points shall be used without the previous consent of the Owner.
- No part of the Suite (s) shall be used for the sale of carpets or furniture or real property by auction or otherwise, although Trade Fairs shall be allowed.
- The seating and dancing capacity of the Suite (s) is given in the schedule hereto and is the maximum allowed by the Owner and the Hirer undertakes that these limits will not be exceeded.
- The Hirer will ensure that nothing is done during the period of hire, or while people are entering or leaving the Suite (s) pursuant to the hire, that can be construed as a nuisance or annoyance to the residents of houses adjoining Shotton Hall Grounds. In this respect the Hirer will immediately accept any direction given by the Owner and will take all necessary action to abate any such nuisance or annoyance.
- Note to Booking Agencies – Please note the Town Council does not pay any commission on the fees and charges set out in the Application For Hire Form without the prior consent of the Council in writing.
- The Council has a strict policy that the use of fireworks is not permitted in the premises / grounds of Shotton Hall.
- The use of candles is not permitted. This includes all types of candles including tealites, votives, pillars and tapers (non-drip candles). The only exception to this ruling is the use of candles on birthday cakes, with the permission of the Owner.

Application for Civil Ceremonies.

Allocated Times for Civil Wedding Ceremonies at Shotton Hall:
11am, 1.00pm, 2.30pm & 4.00pm (subject to availability)

Name..... Date.....

Room Hired..... Time.....

Address.....

.....

Telephone No..... Email.....

Customers are advised to consult with the Principle Registration Officer as soon as the chosen Civil Wedding Room has been booked at Shotton Hall:

Principle Registration Officer

St. Johns Square, Seaham

Tel: 0300 0262501

Monday – Friday 9.30am – 4.00pm

Registrar's Guidance Notes and their Applicable Fees.

(Revised from 1st January 2015)

Marriage & Civil Partnerships

Monday – Thursday £360

Friday £400

Saturday £450

Sunday / Bank Holidays £530

- Notice of at least 5 working days must be given for the use of the Heritage Centre, Mayors Ante-Chamber or Banqueting Suites and for the attendance of the Registrar.
- Video recording equipment will be allowed during the service although photographs are not allowed during the service.
- No food or drink may be sold or consumed in the chosen Civil Wedding Room prior to any ceremony.
- Any readings, music, words or performance which forms part of a ceremony of marriage must be secular in nature and be by pre-arrangement with the Registrar; for this purpose any such material used by way of introduction to, in any interval between parts of, or by way of conclusion to the ceremony shall be treated as forming part of the Ceremony.

NOTE TO ALL HIRERS OF SHOTTON HALL

Please note that Shotton Hall is an approved Premise for *Civil Marriages and Civil Partnerships only and Religious Marriage Ceremonies are not permitted*. The Hirer's attention is particularly brought to this matter as any breach of this Regulation may lead to the revocation of the Town Council's approval as an approved premise for Civil Marriages.

Your co-operation in this matter would be gratefully appreciated.

Wedding Booking Form.

FOR WEDDINGS ONLY

Names.....Telephone No.....

Full Postal Address.....

.....

Email.....Post Code.....

Date of Wedding.....Time of Ceremony.....

Approx No. Attending: Day.....Night.....

Room(s) Hired.....All Inclusive Package.....Y/N.....

Times of Hiream / pm. untilpm

Payment Details

Deposit £700.00 (To Secure Wedding Date)

Venue Hire Charges £600.00 (To Be Paid Within 12 Weeks of Deposit)

Damage Bond (Returnable) £100.00 (To Be Paid Within 12 Weeks of Deposit)

Please give the name for cheque (Returnable Damage Bond)

.....

Signed.....Date.....

Please Forward Balance to: Peterlee Town Council, Shotton Hall, Old Shotton,
Peterlee, Co. Durham. SR8 2PH Tel: (0191)5862491 or council@peterlee.gov.uk

Office Use Only.

Deposit Paid. Receipt No.....Date.....Intital.....

Charges/Bond Paid. Receipt No.....Date.....Initial.....