



Useful Guide for Clients

The property has been our home for the last 35 years and for the last six years a large number of weddings and social events have been held here under family management. This has enabled continuing restoration of our fine old listed buildings and improvements to the house, gardens, grounds and amenities we provide.

The following notes are for your information, guidance and convenience including a comprehensive list of frequently asked questions broken down into helpful sections indexed below. If you can't find the answers to any further questions you may have please do not hesitate to get in touch.

Our normal operating office hours are Monday - Friday, 9.00am to 5.00pm (the office is closed at weekends & on bank holidays). You are very welcome to revisit us as many times as you like however please speak to the office to arrange a time to come for an 'autopilot' so we know when to expect you and to ensure there are no private functions happening at the same time.

Index:

- 1. Accommodation & Camping** **(page.1)**
(Room allocation, 4 berth rooms, breakfast, campers, gypsy caravans, local accommodation, travel cots, wheelchair access)
- 2. Decorations** **(page.1)**
(Candles, confetti, fairy lights, flowers, rules & regs, napkins, sky/japanes lanterns & fireworks, table numbers, table sizes)
- 3. Drinks** **(page.2)**
(Bar info, corkage, favours,)
- 4. Facilities** **(page.2)**
(Facilities provided and those that are not)
- 5. Food** **(page.2)**
(Outside Caterers, Multi-choice menus, dietary requirements, wedding cakes, staff gratuities)
- 6. Guests** **(page.3)**
(Compliance, alcohol, threatening behaviour, children, disabled access, smoking)
- 7. Invoicing** **(page.4)**
- 8. On the Day** **(page.4)**
(Ceremony seating, check in and access, credit facility form, event management, music, outdoor ceremonies, pets, timings, service delays)
- 9. Other Services** **(page.5)**
(Garden Games, Sweetie Buffet, Ice Cream & Dance Floor)
- 10. Planning** **(page.5)**
(Communication, invitations, planning meetings, table plans, final deadlines)
- 11. Post Event – Your Possessions and Lost Property** **(page.5)**
(Your possessions, lost property)
- 12. Suppliers** **(page.6)**
(Legal requirements, access and set up, bouncy castles, supplier meals, music suppliers and noise control, noise limiter, bands and djs, ceilidh bands and barn dances, supplier demands, changing facilities, own music)
- 13. Transport** **(page.6)**
(Parking, the courtyard, directions, one way traffic, coaches, taxis)

1. Accommodation & Camping:

- **Allocation of rooms** – There are 5 bedrooms and 4 Gypsy Caravans for your use and we only take room bookings through our Bride & Grooms. You'll find a box to complete in your wedding planner denoting who you want in each room (we will not fill any rooms you keep free). Please add addresses for your guests where appropriate as we will invoice them directly before the wedding – we do not have a reception so it is easier for us to collect payment in advance to prevent your event manager having to find everyone on the day to settle up. Please note that you are liable for any unpaid rooms and campers post event.
- **4 berth bedrooms** – bedrooms able to sleep up to a maximum of 4 people are The Dove Cote (1x double bed + a set of adult sized bunk beds), The Stable Room (2x doubles – the mezzanine level is not suitable for children) and the Bridal Suite (1x double + 1x sofa bed). All other rooms sleep a max of 2 people.
- **Breakfast** – breakfast is included with all booked bedrooms and Gypsy caravans and is usually served in the Barn at 9am – with regret we are unable to provide breakfast for campers. Breakfast costs for children are dependent on their age and what they prefer to eat. Please discuss this in more detail with the office team to see if we can offer you a reduced rate.
- **Campers** - We have room for lots of campers and offer a shower, toilets and the Granary as a changing room. Tents, Camper Vans, Motor Homes and Caravans are very welcome and the price p/person is the same regardless of what they bring to sleep in. Unfortunately we do not have electric hook up facilities on site. Campfires, bbq's and camping stoves are not permitted due to fire risk and safety issues. Payment is due before the ceremony/drinks reception – please allocate a trustworthy and efficient member of your party to collect it for you.
- **Gypsy caravans** – Each Caravan sleeps a maximum of 2 people and is fully heated, with electrical lighting and tea and coffee making facilities. Toilets & showers (exclusively for the Caravan guests only – not campers) are located a short walk across the car park. For health and safety and fire reasons, guests are not permitted to sleep on the floor or bench seats in the caravans. Children must be accompanied by adults if staying in the caravans for obvious reasons.
- **Local Accommodation** – there are plenty of local B&B's and hotels in the area, please see the supplier section for details.
- **Travel-cots for babies** – we do not have these on site. Please make sure any guests requiring one know to bring it with them. The Parrots Room in the house and the Tack Room both have space for a cot.
- **Wheelchair access** – The Stable Room, Dovecote and Tack Room are the best rooms off the Courtyard with good access but all have a bit of a step to overcome. Please speak to us directly about your individual requirements and we will advise you more efficiently.

2. Decorations:

- **Rules & Regs:** please do not damage the premises in any way or use nails, screws, staples, glue or any other permanently damaging fixatives to decorate or adorn the property and grounds. You must take down any outside decorations & fairy lights etc yourselves and you will be liable for any damages or excessive clearing up that we might incur. If you require ladders you must bring them with you – by law we are not permitted to lend you any.
- **Candles** - you are welcome to use candles and tea lights on the tables providing they are in containers to prevent the wax melting onto the table cloths/work surfaces. We do not permit candles between the beams on the walls, on the pillars in the barn or on the wooden walkway for obvious fire reasons – please be sensible, the majority of our buildings are wooden framed!
- **Confetti:** Please ask your guests to only use natural flower petals, lavender or rice. We do not permit any kind of paper confetti as it takes weeks to decompose and looks untidy for other weddings. If this guideline is flouted we reserve the right to make a clear up charge. We provide complimentary suitable confetti if you wish.
- **The Old Dairy fairy lights** - these are a permanent fixture and will be on when appropriate throughout the day unless you state otherwise.
- **Fairy lights in the Barn** – fairy lights look lovely wrapped around the pillars and you are welcome to do this but it is our responsibility to remove them at the end of your event/the morning after. Each pillar has a convenient plug socket and we recommend allowing around 5m+ per string. Any lights/electrical kit you bring must be PAT tested please.
- **Flowers** – we generally leave flowers up to you but it's worth considering using your top table decoration on the registry table during the ceremony and we can then move it over to the barn before the meal for you. The same goes for large pedestals. We have 2 wicker flower cones that your florist is welcome to use on the day. For more info please refer to the florist factsheet in the venue section or ask the office for a copy.
- **Napkins** – we supply white linen napkins as standard which you can collect in advance if you wish to decorate them (please let us know). We can get coloured napkins and table cloths for you and have lots of colour swatches to choose
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- from but there is a small admin fee to do this. Please talk to us at your planning meeting if you are interested and we can talk through the logistics with you.
- **Sky/Japanese lanterns or fireworks** - our buildings are predominantly wooden and we are surrounded by arable fields therefore such items pose a serious fire risk and are not permitted under any circumstances.

- **Table Number stands** – We have 12 x 8” simple silver number stands and table numbers you are welcome to use on the day.
 - **Table sizes** - Oval top table= 8ft x 6ft, 14 seater long = 10ft x 3ft, small long = 6ft x 3ft, registrar table – 5ft x 2ft, large round = 6ft dia, med round = 5ft 6ins dia, small round = 5ft dia, cake table 3ft dia
- 3. [Drinks](#)**
- **Bar info** – There are two bars onsite; one in the garden usually only open during the day and the main bar in the Barn which can be open during the meal and in the evening.
 - **Pre-ceremony** - we are not permitted to serve alcohol before on-site ceremonies by order of the registrars as it could result in the nullification of the ceremony therefore the bar will not open until the drinks reception.
 - **Under-age drinking** - we operate a strict “**Think 25**” policy and will only serve alcohol to over 18’s with valid identification. Please advise any young looking over 18’s to bring valid ID to prevent any embarrassment and disappointment on the day.
 - **Own alcohol** – no alcohol may be brought on site without prior permission including drinks brought by guests for personal consumption. South Farm reserves the right to confiscate any unauthorised alcohol and/or to ask offending guests to leave site.
 - **Tabs** – we do not permit bar tabs by anyone other than the Bride & Groom.
 - **Payment** – drinks can be paid for by cash or card (minimum spend £10 p/transaction) and we are able to offer cash-back to debit card users.
 - **Cigarettes** – we sell a small selection of cigarettes behind the main bar.
 - **Corkage** - We operate a corkage system whereby you may bring certain drinks with you that have been pre agreed with South Farm in advance – please discuss this with us in full before you proceed. Please note that storage is limited here in the busier months so please do not bring excessive amounts of spare alcohol as we may not have room for it – please talk to us before you order!
 - **Favours** - We have a responsibility as licensees to ensure that alcohol is drunk responsibly on our site and therefore alcoholic favours are only allowed by agreement. We always charge a corkage fee for alcohol brought on the day.
 - **Wine & Reception Drinks**- We have a full list of carefully chosen Wine & Reception drinks. Full details available on our website. We also offer a full corkage service to allow maximum flexibility.
- 4. [Facilities](#)**
- **Facilities provided:** You may use the car park, grounds and gardens, the entrance hall, drawing room and dining room of the main house, the Granary and Old Dairy, Courtyard, toilets, Tudor Barn and accommodation (charged separately where appropriate). Also included within the hire fee are all utilities consumed and the items detailed on the attached Venue Proposal.
 - **Facilities not provided.** Music, decorations, flowers, dance floor, wedding cake, master of ceremonies, place names, seating plans, menu but we do offer introductions to all other recommended suppliers under the supplier section of the website. If required, you can rent our dance floor (of up to 400 square feet) for a charge of £150 + VAT.
- 5. [Food](#)**
- We have a broad selection of menus which offer a range styles and accommodate a range of budgets. Our menus rely heavily on our own home-grown produce. Couples are invited to a complimentary menu tasting usually held in November and February or March to aid menu decisions. Should you wish to devise your own menu we are happy to work with you on this.
- **Using outside caterers or bringing your own food**
Please note that we do not allow any food to be brought for consumption at events without prior permission, with the exception of the wedding cake. Should we agree to food being brought to site there will most likely be a corkage fee applied and all food must be prepared in a suitable manner. The corkage fee will be approximately 50% of the charge we would make for providing the service but this may vary depending upon the equipment and level of service required. If supplied by outside caterers they must prove that they hold up to date food safety and hygiene qualifications and public liability insurance of not less than £5 million.
 - **Dietary requirements** - we are quite used to vegetarians and anyone with allergies and dietary requirements and will cater for them free of charge. Please discuss this during your planning meeting and we will arrange for them to have suitable alternatives in line with your chosen menu.
 - **Multi choice menus** - Included in the price of the Wedding Breakfast you may choose 1 starter, main and dessert for all your guests to have the same (except where dietary requirements are required). You may offer your guests a choice but there will be a minimal additional cost per person involved to cover the considerable extra admin the office & kitchen incurs. Please see the guide for [choosing menus](#) for further information. Please note that if you do have a multiple choice menu you will create a considerable amount of extra work for yourselves in order to collate all the info from your guests into the tailor-made spreadsheet we will issue you with.

- **Staff Gratuities** - Tips to staff are entirely at your discretion, but are very much appreciated if you are pleased with the service you receive. Tips are divided in full between staff on duty on the day.
- **Wedding cakes** –standard wedding cakes and wedding cheese cakes are the only sorts of food we allow you to bring in free of charge if you are using our catering service. Please discuss anything unusual with us in advance. With regret we do not make wedding cakes.
- **Wedding cake stands** – we do not have a cake stand so you will need to arrange this personally if you need one.

6. Guests

- **Alcohol:** As mentioned above, we operate a strict “Think 25” policy and will only serve alcohol to young people with valid identification. Please advise any young looking over 18’s to bring valid ID to prevent any embarrassment and disappointment on the day. No alcohol may be brought on to site without prior permission. South Farm Ltd reserves the right to confiscate any unauthorised alcohol and/or to ask offending guests to leave site.
- **Children:** Children are very welcome here but must be under the direct supervision of their own parents at all times unless a fully regulated crèche is in operation. There are known hazards here for children, including three ponds, animals, uneven surfaces, numerous barriers, gates, farm machinery and a general rural environment. Please acquaint the parents of the risks and issues. We reserve the right to ask parents of unsupervised children to remove them from the premises. Please distribute this notice to parents (you’ll find a printable pdf version in the wedding section of the website):

Notice to Parents

Health and Safety of Children attending Functions at South Farm

We have invited you to bring your children to our Wedding at South Farm. The owners and management of South Farm welcome children to their premises. There are many attractions to children including domestic animals, the gardens and grounds and we hope they will enjoy their visit. South Farm have assessed the risks to children arising from the presence of ponds, fences, gates, trees, uneven ground, domestic animals, traffic, the adjoining highway and other hazards to be expected in a rural environment. They have also recognised that the main risk occurs when parents are preoccupied with events of the day and fail to supervise their children, who may then encounter risks without parental safeguard. They have taken prudent precautions to provide warning signage, instructions at point of entry, provision of safety equipment, appointment of staff trained in first aid and fire marshalling and appointment of an experienced event manager on the wedding day. They have also specifically required us as a condition of our contract to pass this Notice to you to make you aware of the hazards and to inform you that you must take personal responsibility for the care and supervision of your children at all times. If you are in any doubt or require more information please contact South Farm in advance or speak to the Event Manager on the day. South Farm reserve the right to require parents of children whom they consider to be inadequately supervised and or at risk to remove their children from the site immediately and without previous notice.

Health & Safety is everyone’s responsibility. Please do your part to ensure everyone has a safe and enjoyable day.

Contact

South Farm

Tel- 01223 207581

Email- info@south-farm.co.uk

Website- www.south-farm.co.uk

- **Compliance:** guests must comply with the reasonable requirements of management for the preservation of safety, law and order, to all licensing regulations and not cause annoyance or disturbance to neighbours. You will be liable for any costs arising from breached regulations or unreasonable behaviour by your guests or your suppliers.
- **Disabled Access:** The majority of the wedding area is on ground level (excluding the Middle Room) and we have ramps where necessary. There is a small step through the front door of the house which unfortunately we cannot build a ramp on as it is a listed building. However, there is a side gate to the garden which is accessible to wheelchair users. Please see [disabled access site plan](#) for more information.
- **Smoking:** Smoking is permitted outdoors and in the gardens. Please use ashtrays provided and kindly avoid throwing butts on the ground in the garden, on the paths or in the courtyard as all detract from the appearance of the site. Aside from keeping South Farm clean, pretty and uncluttered, there is a very real fire risk here due to the nature of our ancient wooden buildings so please be respectful
- **Threatening Behaviour:** Any guests behaving in an abusive or threatening manner will be asked to leave site immediately even if they plan to stay on site. Failure to leave site when requested will result in the Police being called. Abusive or threatening behaviour will result in the termination of the event.

7. Invoicing

Deposit upon booking

50% of outstanding balance 26 weeks prior

Balance 4 weeks prior

- A cost estimate will be sent out 28 weeks prior for you to detail your requirements. These should be promptly completed and returned to enable invoicing and payment to be made 26 weeks prior. This is in effect an estimate of your requirements and 50% of the estimated balance is due at this point.
- A final cost estimate will be sent out 6 weeks prior. Again this should be completed and returned promptly to allow for invoices to be raised and paid by 4 weeks prior. Any changes from the first cost estimate will be accounted for at this point.
- Further changes to numbers are allowed until 2 weeks prior. Any changes in numbers of actual drinks consumption will be accounted for in a final reconciled account one week after the event.

8. On the day

- **Access and Check in** – You have access to all the public rooms from 10am and you may check in to the bedrooms & Campers may set up from 12pm.
- **Ceremony seating** – in the garden the chairs are set in a semicircle with 2 rows of five at the front then 6 on either side next, then 7 and so on. In the Granary seats are set in rows of 4 either side of the aisle. In the Barn chairs are in rows of 4's, 5's and 6 depending on where the pillars fall and your guest numbers. Remember to save enough seats on the front left for whoever is walking down the aisle with the bride (nice little job for an Usher)!
- **Credit Facility Form** – We require you to fill this in and give it to your event manager on the day. It covers you for any additional drinks or items you may require on the day to save you carrying cash with you, and allows us to extend you credit for a bar tab later should you and your immediate family require one etc. It is a guarantee for us ensuring we have a way of recouping costs post event however we do not put anything against it without your permission. We also reserve the right to charge for any unreasonable damages and excessive breakages but not without discussing this with you first.
- **Guest books** – this is your responsibility to manage and we suggest asking a bridesmaid/best man to make sure it is passed around and signed. In our experience the guest book usually gets left somewhere and many people neglect to sign it. What works best is if it is passed around for guests to write in during the meal while everyone is comfortable seated.
- **Rough timings:** Every Wedding is different, but as a general guide we have found the following timings work well:
 - * Ceremony Service = 30 minutes
 - * Drinks and photo Reception = 60-90 minutes
 - * Moving guests, e.g. into the Barn for the Wedding Breakfast = 15 minutes
 - * Receiving lines = 30mins +
 - * Formal 3 course wedding breakfast / buffet = 120 minutes approx
 - * Formal 2 course wedding breakfast / buffet = 90 minutes approx
 - * Speeches = approx 30 minutes (wireless mic available if required). This is often where time slippage occurs!
 - * Coffee after Wedding Breakfast 30-45 minutes served in the Granary while the Barn is tidied up and rearranged, the dance floor also goes down and music is set up.

In other words, if a Ceremony starts at 3PM, the Reception gets under way around 3.30PM and the formal proceedings usually end around 8PM, generally followed by a party lasting until midnight.
- **Event Management** –You will be allocated an event manager for the day to look after you. This will not necessarily be the person who conducted your planning meeting as staffing is allocated nearer the time. They will arrive around noon if your wedding is on a weekend day or 2hours before the ceremony if you are getting married during the week and will look after your day until you no longer need them.
- **Music** – we have permanent sound systems in the Barn and Old Dairy you may use for ceremony and back ground music. We also have a portable sound system we can set up for you in the garden (inc with outdoor ceremonies). All will play CD's, MP3's, Ipod's, laptops and similar devices but we advise you test your music in advance.
- **Ceremony music** – if you are providing the music in CD form (preferable) or on an ipod we will need you to write on the cover the following: **Track 1. Bridal entry, Track 2 – 4 signing the register (minimum of 10 mins needed) and track 5. Exit.** Please note that we will control your music for the most part and will start it and stop it appropriately during the service i.e. we won't allow your signing music to run straight in to your exit music so please don't feel rushed!

- **Outdoor ceremonies** – these are set up later in the day when we are more sure of the weather but you are welcome to decorate the Summer House before this is set if you wish. Indoor ceremonies are usually set by 10am regardless of the weather just in case.
- **Pets** – pets are not permitted on site with the exception of those aiding disabled guests.
- **Service delays:** We rely on our customers to keep to the agreed timetable set out in your Wedding Planner 5 weeks prior. If you cause delays by changing plans on the day there are two consequences. Firstly the food will be ready according to the original plan and will then have to rest until served spoiling it somewhat. Secondly we will have a large brigade of staff on duty but potentially not working until the schedule resumes, typically 16 for a wedding with 100 guests, at a cost of about £200 an hour. Within reason, if you cause a delay of more than half an hour we reserve the right to charge you for the extra staff work time (at cost) required to cover the delay. Serious delays have occurred a few times, usually due to arriving late from Ceremonies elsewhere, where the transport time has not been calculated accurately or photos go on at the Church for longer than planned. Other cases have been when a drinks reception has been extended at the wish of the Bridal Couple or where speeches have seriously over run.

9. Other Services

- [Garden Games](#) – we have a fantastic range of Jacques garden games available for hire.
- [Sweetie buffets](#) – we can provide a traditional pick and mix sweetie buffet service for your evening reception
- **Ice Creams**- we have a traditional Pashley ice cream tricycle which can be used to serve delicious homemade ice cream during your drinks reception.
- **Dance Floor**- If required we can hire you a dance floor for a charge of £150 +VAT. The dance floor comes in sections of wooden parquet flooring and we usually lay down approx 5m x 5m but it can be made bigger if needed/possible.

10. Planning

- **Communication** - Most of our communication with you will be via phone and email.
- **Final deadlines** - for all your documents are detailed on the last page of your planner. These are set to coincide with our internal schedules so please stick to them if you can to prevent any hold ups. When we request final documents we really do mean final please ☺.
- **Invitations** - Give people as much notice as you can by sending out 'Save the date cards'. We prefer you to come in for your planning meeting before you send your detailed official invites out. This is to ensure all your timings/choices etc are achievable and that you are requesting all the info you'll need back from your guests in one hit to save you time later (i.e. dietary requirements / kids / accommodation / transport etc).
- **Planning Meetings** – We invite you in for one planning meeting 4 to 6 months in advance. Planning meetings are always during office hours on week days only! We do not conduct planning meetings out of hours or at weekends so please factor this important appointment in to your holiday schedule well in advance if necessary. Meetings usually last around 1 ½ hours where we go through your entire wedding planner with you to try to get everything fleshed out well in advance.
- [Table plans](#) – we'll discuss the best possible table plan for you during your planning meeting - please bear in mind that the table plan we give you is not to scale and we are restricted in layout due to the size of the tables and the locations of the pillars. We need you to complete it following the colour key and return it to us no less than 3 weeks prior. We request you make no further changes to it past this deadline where possible due to the amount of extra work involved for us to update all our departments.

11. Post Event - Collecting Your Possessions and Lost Property

- **Lost Property:** We will inform you of any items we find as soon as we come across them and will store them for you for up to 3 months afterwards for you to collect - we regret we cannot parcel and post but are happy for owners of said items to arrange courier collection if necessary. Any guests who think they may have left items here should ring our office on 01223 207581 during office hours. Any items unclaimed or uncollected after the 3 month period will be disposed of or donated to charity as we deem appropriate.
- **Your possessions:** Flowers, props, gifts, decorations and lost property left in the Barn or the Granary at the end of the day will be stored for you in the horse barn for you to collect after breakfast - please note the Horse Barn is not secure and anything left there is at your own risk. Any surplus wines you may have supplied on a corkage basis will be stored overnight behind the bar and remaining wedding cake will be in the catering kitchen for you to pick up. We recommend that wedding presents and other valuable items are taken away or stored overnight in the Bridal Suite. It may help you to make an advance check list of items to collect and nominate a responsible friend/family member to gather these for you.

12. Suppliers:

- **Access / set up** – You have access to the premises from 10am on the day. If there is nothing on the day before it may be possible for you to come in from 2pm that day to set up. Please liaise with a member of the office team regarding when and where each supplier needs to set up to ensure nothing overlaps and everything is achievable. South Farm accepts no responsibility for the safe keeping of any items you choose to store on site.
- **Bands & DJ's** - We ask that you liaise with your music supplier and make any site visits with them to determine space requirements. We can provide a detailed plan of the barn designed specifically to help them know what space they have and where power supply is etc – please ask a member of the office team if you would like one of these. Bands and DJs must adhere to the fire regulations and not encroach upon or block fire exits and escape routes.
- **Bouncy Castles:** Bouncy Castle suppliers must have public liability insurance and all equipment must be PAT tested – please note that if you have a bouncy castle it must be manned at ALL TIMES by a responsible non-drinking adult!
- **Changing room** - We can provide the Old Dairy for bands to change in but disabled guests and mothers needing the baby changing facilities will also need access to this area.
- **Ceilidh Bands & Barn Dances** - Ceilidhs are fantastic fun and work very well in our Barn (please see our recommended supplier list for good Band Info). We usually turn the barn around after the meal to allow you to have the length of the Barn to 'run' leaving tables at the sides for guests to collapse and recover at. Like all other bands they must comply with the noise limiter.
- **Chocolate Fountains**- We do permit chocolate fountains here but we do insist your supplier provide suitable flooring covering around the fountain.
- **How the noise limiter works** - we ask that you make it a condition with any music suppliers you appoint that they undertake to maintain their noise levels below the 85 decibel limit. It is best to obtain this undertaking in writing. We operate a sound volume control system which cuts off power to the music supply if the level of 90 decibels is exceeded for ten seconds continuously. There is a visual light warning system in place like a traffic light. Green light signifies noise level is acceptable, amber shows the level is approaching upper level and red shows level is exceeding 90 decibels. If red shows continuously for ten seconds power will be temporarily cut off. Please explain this system to your suppliers. There is usually a mixed age group at weddings and guests spend as much time chatting and socialising as dancing and we are confident that the levels we apply are in the best interests of all present.
- **Music Suppliers and Noise control:** In the interests of health and safety, the comfort of guests, welfare of our staff and out of consideration for our neighbours, we limit the noise level to 85 decibels, spiking at 90, as measured at the bar. This is a substantial noise level. The legal "nuisance level" is 57 decibels. Permanent damage to hearing occurs above 87 decibels. Decibels are measured on an exponential scale, so that a level of 90 is ten times louder than 80.
- **Supplier demands** - very occasionally we do have artistes who are very demanding and expect service from our staff, such as waitress service for drinks, or food at critical times during the meal service. Our contract is with you and your guests and as such we expect artistes to look after themselves unless any service is agreed with you in advance. If the bar is open they can purchase their own drinks or if you wish us to serve them food we factor that into your planner. Any arrangements around this needs to be made very clear with your band in advance by you so that we are not put in an awkward position on your Wedding Day.
- **Supplier legal requirements** - You choose your outside suppliers to provide other services such as music and flowers etc. They hold Public Liability insurance of not less than £5 million and any portable electrical appliances they supply are PAT certified. By entering into this Agreement, you acknowledge that it is your responsibility to ensure this cover is in place and that you are liable if not.
- **Supplier Meals** – Some suppliers spend a great deal of time working hard for you and it is often nice for you to provide them with something to eat (usually photographers and videographers). Less often some demand food as part of their contract with you – this is entirely up to you and you shouldn't feel pushed to meet their sometimes inappropriate demands. That said we can do Panini's or bacon butties for suppliers or a main meal (the same as what your guests are having) depending on the time of day. Please speak to a member of the office team regarding pricing.
- **Providing your own music** - If you wish to provide your own background music we have sound systems in the Barn, Old Dairy and in the Summer House which will play CD's, MP3's, Ipod's, laptops and similar devices. These systems are not suitable for louder music such as music to dance to later on so we suggest you hire a more substantial sound system (and disco lights to create atmosphere) from our local supplier – details can be found in the supplier section of the website.

13. Transport

Parking:

- **The courtyard** - We exclude cars from the courtyard and the gravel in front of the house on wedding days so that the area looks good for photographs. The gravel is raked about two hours before arrival and then sectioned off. Exceptions are for Bridal cars and disabled people. In addition if the weather is bad we allow cars into the courtyard to drop passengers off and we give the drivers an umbrella to take with them to car park.
- **Parking spaces** - there are 15 parking spaces in the gravel car park behind the barn available for guests. When these are full there is sufficient extra parking for an additional 30 + in the grass paddock behind. Please note the first parking bay is reserved for the Registrar, but it may be used by guests if a Registrar is not attending.

- **Overnight parking** - Cars may be left at South Farm overnight but they must be collected next day by 11am at the latest please. Cars are left entirely at owners' risk.
- **Directions:** Written directions and maps are available on our website under the "Contact Us" section. We are signposted from the A1198.
- **One Way Traffic System:** On wedding days we now operate a one way traffic system. Please follow the signs. All cars coming on site must adhere to this to avoid congestion on the drive.
- **Coaches:** In the interests of convenience, the environment and reducing local traffic we recommend that you consider using minibuses and coaches where appropriate to drop off and collect your guests. You can find recommended carriers in the Suppliers section. Only minibuses are permitted to enter via the driveway, larger coaches (max 12m long) must use our coach route through the vegetable paddock as they do not fit down the drive. We need to have any coach details included on your wedding planner please and ask you to brief them thoroughly and provide them with our coach map so they know where to go. If a coach does not use the coach route it will be your responsibility if any damage is caused to the driveway at South Farm.
- **Taxis:** Guests are strongly recommended to arrange evening taxis well in advance as they are seldom available if called late on a weekend evening. Non-resident guests are asked to leave site no more than 30mins after the event has finished as we close the site for the night – please bare this in mind when booking a pick up time – we do not have an out of hours late bar or lounge room. Details of our recommended taxi firms are on our website.