

USEFUL INFORMATION FOR GUESTS

We are delighted your Bride and Groom have chosen South Farm to celebrate their Wedding and we warmly welcome you to our home for the occasion. The following notes are for your guidance and convenience.

The property has been our home for the last 35 years and for the last five 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. We very much hope you will enjoy your day here.

Please note that we are a private house and not a hotel – we therefore do not have a reception but will be here to greet you when you arrive. With that in mind, if you need to get in touch it is advisable to do so during our office hours: Monday - Friday, 9.00am to 5.00pm (the office is closed at weekends & on bank holidays).

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1. Accommodation

- Booking a Room

We ask the Bride & Groom to allocate the rooms to guests themselves and therefore we cannot take bookings from guests directly. Please contact your Bride and Groom if you are interested in staying on site.

- B&B Payment

South Farm is a private house (not hotel) and we do not have a reception so collecting payment on the day can often be time consuming and difficult. Unless the Bride & Groom have stated otherwise, we email the invoice directly out to you around 2 weeks before. Payment therefore can be made by cheque, BACS or by card over the phone. Please note that we have to make a charge to cover our credit card fees of 1.5% but there is no charge for the use of debit cards.

- Check In

Residents and campers are welcome to check in from 12 noon onwards.

- Check Out

The following morning at 10.30am.

- Breakfast

For residents is served at 9.00am consisting of continental and a traditional full English breakfast.

- Travel-cots for Babies

We have 2 Travel Cots on site which we rent out free of charge but ask the parents to please bring appropriate bedding for. The Middle Room in the house, the Dove Cote and the Tack Room both have space for a cot.

- Gypsy Caravan Info

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 an adult if staying in the caravans for obvious reasons.

- Camping Facilities

Campers should use the main lavatory block at the left hand end of the courtyard walkway. They may also use the shower, large disabled toilet / baby change facilities to change in (there is a full length mirror and access to a plug for hair driers and straighteners etc.) situated at the far end of the Granary – the room adjoining the Old Dairy. Campfires, BBQ's and camping stoves are not permitted due to fire risk and safety issues. Campers can opt to have breakfast which consists of a Bacon Buttie & Cup of Tea being brought out to their tent. This is an additional £7.50 per person (£12.50 to stay and have breakfast).

- Camper Payment

Campers are charged £5 p/head p/night to stay onsite whether in a tent, motor home or caravan (we do not have electric hook ups). Payment should be made directly to the Bride and Groom please.

- After Hours Noise

Residents remaining on site as B&B guests, caravan guests or campers are requested to behave in a quiet and orderly manner after the end of the festivities. In particular please do not make excessive noise out of respect to those of us living and staying here, our neighbours and the environment in general.

- Alternative Local Accommodation

If all our rooms have been allocated there are plenty of local B&B's and hotels in the area, please see the supplier section for details. We also have Fen Bridge Farm which is our B&B located just 1.4 miles down the road, this is automatically reserved for the Bride & Groom and further information can be found here: [Fen Bridge Farm](#)

2. Alcohol

- Bringing Your Own

No alcohol may be brought here for consumption on site. A substantial corkage charge will be enforced if this condition is broken and we reserve the right to confiscate any alcohol found to have been brought in from offsite – this will be returned to you the next day to take away.

- Under & Over 18's

We observe the licensing regulations strictly and follow the 'Think 25 rule' meaning we will not serve alcohol to guests under 18 and will request ID from all those we believe to look under the age of 25. If you are over 18 and look under 25 please bring valid ID with you to save any disappointment or embarrassment on the day. We will confiscate any alcohol being consumed by those who cannot provide valid ID or those who we know to be under the legal age.

- Inappropriate behaviour

We refuse to serve drunk and disorderly guests. Police will be called and charges pressed against any guest who threatens, assaults or abuses our staff verbally or physically, or against disorderly guests who refuse to leave when requested to do so after due warning.

3. Bar

We have 3 main bars, one in the garden, one in the Granary and one in the Tudor Barn. The garden & Granary bars are generally open during the day only and the main barn bar opens during the meal and evening. If the ceremony is held on site please be aware that we are not permitted by law to sell any alcohol beforehand due to registrar's rules. If you arrive early and want a drink you will be directed to the nearest pub which is approx. 1.5m away.

4. Confetti

If you would like to throw confetti you may do so indoors or outside, but please only use real flower petals, fresh or dried, lavender seeds or rice. Paper, even so called biodegradable, is prohibited as it is very difficult to clean up before another wedding and a substantial charge applies if it is used, so please spare your Bride and Groom the expense! We do supply our own biodegradable flower petals for your use on the day so you need not bring any at all if you prefer.

5. Children & Parents

Children 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 fairly open ponds, animals, uneven surfaces, numerous barriers, gates, farm machinery and a general rural environment. Please be aware of the risks and issues. We reserve the right to ask parents of unsupervised children to remove them from the premises if they are excessively unruly or at risk of hurting themselves through a lack of supervision. Please see Notice to parents below:

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

6. Dietary requirements

If you are vegetarian/vegan etc. or have any allergies or dietary requirements we need to know in advance! Please let your Bride and Groom know well in advance so they can order the correct food from us in due course (due to the volume of events we host each year and to allow our kitchen to prepare in advance, this info is requested from them 5 weeks prior at the very latest when we send their order through). With regret we are unable to cook any last minute alternative meals on the day due to guests forgetting to tell the couple of their specific needs in advance.

7. Dining beforehand or the next day

If you would like a delightful rendezvous for lunch before the wedding or a leisurely brunch the next day please have a look at our rendezvous suppliers on our [website](#).

8. 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 accessible to wheelchair users. Please see disabled access site plan for more information.

9. Guest Arrival

- Day guests

Please arrive no more than 30mins before the ceremony time unless you are checking in to a room. Please be aware that we are not permitted to open the bar prior to onsite ceremonies due to registrar rules. If you arrive early and want an alcoholic drink you'll be directed to the nearest pub 1.5m away.

- Evening guests

Please follow directions to the correct room when you arrive.

10. Inappropriate behaviour

Guests, staff and owners alike and especially the Bride and Groom themselves all want to have a wonderful, happy and memorable day. Should inconsiderate behaviour threaten we earnestly ask all others to remind the unruly to moderate their behaviour to ensure the day ends happily and successfully. Reluctantly we have to flag up our security, health and safety and legal obligations. Regrettably but perhaps inevitably given the number of events held here and the prevalence of heavy drinking, we have on rare occasions encountered anti-social, drunken and abusive behaviour from guests, invariably resulting from excessive drinking. We want all guests to have a wonderful time but within civilised limits. If disorderly conduct continues after due warning any such guests will be required to leave the premises immediately irrespective of whether they have booked to stay with us.

11. Lost Property

Any lost property we find is stored for you for a maximum of 3 months. Any guests who think they may have left items here should ring our office on 01223 207581 during office hours. Guests may either collect items if we find them or arrange courier collection. We regret we cannot parcel and post.

12. 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 the 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.

13. Smoking

Smoking is allowed outside and in the gardens, but do please use the ashtrays provided and kindly avoid throwing butts away on the ground. There is a very real fire risk here due to the nature of our ancient wooden framed buildings, and cigarette butts discarded in the garden, on the paths or in the courtyard all detract from the appearance of the site and affect other guests another day. A small selection of cigarettes are available for purchase behind the main bar.

14. At the end

- Drinking after hours

With regret we do not have a late bar or location for you to continue drinking once the party has ended. With that in mind we request all non-residents head home no later than 30mins after the event has finished.

- Leaving cars overnight

At your own risk cars may be left on site overnight for collection not later than 11am the next day.

- Non-residents

Are requested to leave the site within half an hour of the end of the festivities, at which time we need to turn the site around and close up for the night. Non-residents are not allowed in any bedrooms for security reasons at any time.