



INFORMATION, TERMS AND CONDITIONS



When can we visit Wold Top Brewery?

We are here Monday to Friday from 09:00 to 17:00 but if those times are not convenient then just let us know a more suitable day and time and we will do everything we can to fit in.

How do we reserve a date?

We are happy to provisionally reserve a date free of charge, to give you the opportunity to look around other places and make sure you have found your perfect venue! If someone else comes along and wants to book your chosen date however, although you will get first refusal, you will then have to make a decision. We will require a 10% deposit to confirm your booking.

Is there disabled access?

Yes, all of the wedding area is on ground level and we have ramps where necessary. There is also a disabled toilet and accessible showers.

What is included in the venue fee?

- Exclusive use of the venue from Friday lunchtime until Sunday lunchtime
- 9m x 18m Clearspan Frame Marquee with link, ivory pleated lining and swags, chandelier lighting and power distribution with dimmer, beige carpet, up to 12 x 5'6" round tables, 3 x 6' trestle tables and 6m x 4m dance floor
- Stunning gardens and views for photographs. The gardens will close once your guests have moved in to the marquee for the wedding breakfast.
- All staff involved with the venue, drinks and the bar.
- Toilets
- Design and manufacture of your own beer label (100) and pump clip so you can have your own beer at the bar and bottles on the table to give out as favours.
- Single point of contact with your designated event manager, who will work with you from start to finish
- Muddy Souls team members present throughout the day and evening so you don't need to worry about a thing
- A gorgeous wooden cabin for the bride and groom to use during the course of their day and overnight if they wish.
- Sustainable heating produced from our wind turbines wherever possible
- Use of a permanent catering area
- All glassware which includes wine glasses, pint and half pint glasses, champagne glasses, shot glasses and water jugs for the tables. When getting quotes from caterers, don't forget to let them know that all glassware and bar staff are provided
- Use of up to 3 barrels to site cakes, seating plan etc
- Staging for band if required
- Cake knife if required.

What isn't included?

Chairs, music, decorations, flowers, wedding cake and stand, master of ceremonies, place names, seating plans, table linen, catering and any staff connected with the catering.

The actual bottles of beer for your bespoke favours are not included in your fee but are available at a discounted price as they are intended to be taken home by your guests and drunk off site.

Chairs and any additional items such as lighting, extra tables, additional furniture, change of linings etc will be ordered from the marquee company through us. The marquee company charge a delivery fee of £60 including VAT.

If you choose to have a celebratory ceremony here at the brewery, we provide the space and you organise everything else. You will need to organise a registrar or celebrant – we have lot of contacts if you need them or it could be that you have a friend or member of the family you wish to ask. We have rustic benches available for seating at your ceremony which are £6 each and seat four people. You may also need to think about speakers, microphones etc and again we have a list of suppliers who are regularly here over the summer!

Can we choose our own caterers and other outside suppliers?

Yes of course! All outside caterers must prove that they hold up to date food safety and hygiene qualifications and public liability insurance of not less than £5 million. If you are providing your own food or staff are not provided by the outside caterers then it is your responsibility to organise staffing and insurance.

You choose your own outside suppliers to provide services such as music, photography and flowers, however they must hold Public Liability insurance of not less than £2 million and any portable electrical appliances they supply are officially tested and certified. We will check all supplier's insurance cover on your behalf but 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.

We do have lists available of suppliers we have loved working with if you need any help choosing!

Very occasionally we do have artistes and suppliers 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 outside suppliers to look after themselves unless any service is agreed with you in advance. If the bar is open they may purchase their own drinks or if you wish us to serve them food we factor that in to your plans. Any arrangements around this needs to be made very clear with your suppliers in advance so that we, or you are not put in an awkward position on your wedding day.

What are the ceremony options?

We are not licensed to hold the legal ceremony at Wold Top Brewery but we have the space to hold a celebratory ceremony. You have the option of either holding your legal ceremony on the same day at a local registered venue, or perhaps a day or so before so you can have a bespoke celebratory ceremony here at the brewery on the Saturday.

Is there a charge for an outdoor ceremony?

No there isn't – our price remains the same whatever you choose to do within the hire times.

Are there any other events on the same weekend?

No. We never hold weddings on consecutive days. You will have exclusive use of the venue from the afternoon before your wedding right through to midday the day after. We do show prospective couples around at weekends, but any visitors will have left at least 2 hours before your guests arrive.

What happens if it's raining?

We have various contingency plans in case of inclement weather which we will always discuss with you in advance.

Is confetti permitted?

Yes, but no paper confetti outside, only natural flower petals, lavender or rice. Paper confetti takes weeks to decompose and looks untidy for other weddings.

Can we get married on a Friday or Sunday?

We only host weddings on Saturdays between April and October as we are a working farm and brewery and it would be a little busy and noisy during the week. And November to March is just too cold!

Can our dog attend our ceremony?

Yes, as long as it is agreed in advance. Pets are not normally permitted on site except for those aiding disabled guests.

Are there any restrictions on the number of guests allowed?

There is no minimum number restriction. The maximum number depends on your preferred layout of the marquee but as a guide, during the day, a maximum of 120 is perfect and 180 for the evening. These are only given as a guide however and there are options available to allow for further guests.

Is there a sound limit for DJ's/Bands?

No!

Are coaches able to get up the hill to the brewery?

Yes they are! 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. We need to have any coach details prior to the day.

Do you have a list of local taxi firms?

Yes, we can give you details to include in your invitations. Guests are strongly recommended to arrange evening taxis well in advance as they are seldom available if called late on a weekend evening. Details of our recommended taxi firms are available by request and at the bar on your day.

Is there free parking on site?

We have plenty of free parking for your guests which is located in the grass paddock adjacent to the venue. There will be signs directing guests the right way. Disabled parking is also available and again, will be clearly sign posted. Cars can be left here overnight but they must be collected by midday on Sunday unless agreed with us in advance. Vehicles are left entirely at the owners' risk.

Do you have written directions?

Written directions and maps are available on our website under the 'Contact Us' section.

What accommodation does the venue offer?

Our lovely wooden cabin is included in your fee for you to use on your wedding night and there is also 'The Bakery' one bedroom apartment available to hire for a minimum of 2 nights.

We have room for lots of campers and offer showers and toilets. Tents, camper vans, motor homes and caravans are very welcome. Unfortunately we do not have electric hook up facilities on site. Our charge is £10 per tent per night. This charge still stands even if your guests have paid for glamping or accommodation through another company and is to cover the cost of showers and the use of our facilities. Please would you make sure your guests are aware of this charge in advance. We will issue shower tokens to a responsible person in your party and they will distribute them. It is fine for guests to stay on Friday night too but please be aware that on the night before your wedding, only the showers and toilets are open – the gardens and bar etc won't be and there are no other facilities on site – it is purely a grassed area!

Campfires are not permitted due to fire risk and safety issues however you are permitted to use purchased barbecues and camping stoves.

Do you provide breakfast for campers?

Breakfasts are only available on Sunday morning - on Saturday morning we are a bit busy! We will serve pre-booked and prepaid breakfasts of bacon sandwich/croissant, tea or coffee and fresh orange in the bar at 10 am on Sunday morning.

Are there B&B's and other hotels in the area for guests?

Yes, we have a list of local accommodation in the area.

What time can we arrive from?

You have access to the venue from 1300 hours on the Friday afternoon but we can be a little flexible if that isn't convenient - an earlier time may be permitted but it must be organised with us in advance. Campers may set up from 1600 hours on the day before.

When is check out time?

Check out time is midday on Sunday for all guests.

Do we have to be present to meet suppliers on the day?

No of course not! That will all be taken care of by us. We will liaise with you in advance regarding when and where each supplier needs to set up to ensure nothing overlaps and everything is achievable. We will liaise with your suppliers and be present at any site visits in the run up to your day too. All suppliers must adhere to fire regulations and not encroach upon or block fire exits and escape routes.

Muddy Souls Events accepts no responsibility for the safe keeping of any items you choose to store on site prior to your day.

Will someone from the Muddy Souls team be there on the day?

Yes, you will be allocated a dedicated member of our team to look after you and make sure everything runs smoothly and to plan. This will not necessarily be the person who conducted your planning meetings but we guarantee they will always be well informed of all details of your day. They will arrive at least 2 hours before your ceremony or reception and will look after your day right until the very end!

Are there any additional charges for bar staff?

Anything to do with the venue and drinks (staff, glassware, water jugs etc) are included in your fee. Anything connected to food (waiting staff, crockery, cutlery, linen) need to be organised with your caterer or other supplier.

Do you cater for special dietary requirements?

You will work with your chosen caterer to ensure there are food options for anyone with special dietary requirements. We always have gluten free beer available and can make sure we have any other special drinks you require in stock for your day.

Is there an option for dinner the night before?

Unfortunately not on site but we can recommend local pubs.

Will the band be able to set up beforehand or does it have to be during changeover?

This depends on what layout you choose for your marquee but if you opt for the dance floor to be concealed then the band/dj can set up during the wedding breakfast. There is a separate entrance for them to use so they do not disturb you.

Do you have microphones in the venue for the speeches?

Yes, we have a cordless microphone available for speeches.

Can I hook an iPod or device up to a sound system?

Yes, we have a sound system in the marquee which can be linked to your device. If you wish to provide your own background music you are welcome to use it - you will just need to provide the playlist! 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).

What time does the bar close?

We recommend that your music finishes at midnight as we call last orders at 00:15 so your guests can have one last nightcap before they leave. We stop serving alcohol at 00:30 and after 00:45 only serve tap water in plastic glasses! We ask that everyone is off site or back to their tents or on site accommodation by 01:00.

Can the bridal party get ready at the venue?

The 'Bakery' self catering accommodation is perfect for the bridal party to get ready with lots of natural light.

Is the venue child friendly?

Yes, we welcome children to Wold Top Brewery but ask that they are under the direct supervision of a responsible adult at all times. There are known hazards for children including ponds, uneven surfaces, gates, farm machinery and a general rural environment and we would be really grateful if you would inform parents of the risks.

Is smoking permitted?

Smoking is permitted in the designated smoking areas. All we ask is that you and your guests use the ashtrays provided and kindly avoid smoking in other areas so as to keep our venue pretty and uncluttered.

Is there a heated outdoor space for smoking or where guests can mingle?

Although it isn't heated, we have a very pretty designated smoking area and a large courtyard for your guests to mingle. There is also a heated covered area just outside the bar for any of your guests who just want a quieter place to chat and get a bit of fresh air.

Does the venue have public liability insurance?

Yes.

What is the payment plan?

10% deposit upon booking to confirm your date
50% of outstanding balance 26 weeks prior to your day
Balance 4 weeks before.

A cost estimate will be sent out 28 weeks prior to detail your requirements. This is in effect an estimate of what we know so far and 50% of the estimated balance is due at this point. A final cost estimate will be sent out 6 weeks prior. Any changes from the first cost estimate will be accounted for at this point.

Further changes to numbers are allowed until 4 weeks prior. Any changes in numbers of actual drinks consumption will be accounted for in a final reconciled account up to one week after the event.

What is the cancellation policy?

In the event of cancellation, the following charges will be made:

Cancellation of a confirmed booking – loss of deposit.

Cancellation of a confirmed booking with less than six months notice – loss of total payments made to date.

Do we need wedding insurance?

We would advise you to take out wedding cancellation insurance on confirming your booking as deposits are non returnable.

Can I decorate the venue?

Yes, we are happy for you to add your own decorations as long as you do not damage the premises in any way or use nails, screws, staples, glue or any other permanently damaging fixatives.

What decorations are already in place?

The fairy lights in the bar are a permanent fixture and will be on when appropriate throughout the day unless you state otherwise. There are always plenty of candles and lanterns dotted around too!

Can we use candles?

You are welcome to use candles and tea lights on the tables providing they are in containers to prevent the wax melting on to the table cloths/surfaces.

Do we have to do the clearing up on Sunday ourselves?

We do offer a clearing up service which is £100. If you choose to use this service, we take down all your decorations etc and box them up ready for you to collect. If you don't want us to clear up, then you must take down any outside decorations and fairy lights etc yourselves and you will be liable for any damages or excessive clearing up that we might incur. If any ladders or equipment are used, it is your responsibility to ensure the equipment is in good working order and the people using it are suitably trained.

Flowers, props, gifts, decorations and lost property left in the marquee or bar area at the end of the day need to be cleared by midday on Sunday. 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 at the end of the day however if this isn't possible, we can set up a secure area for gifts and cards to be gathered together.

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.

Can we have fireworks?

Fireworks are permitted if organised by a professional company. We have details of a 'firework' company if you would like further information.

Is there anything we definitely can't have?

We do not allow the use of Sky/Japanese lanterns, sparklers or open fires due to the risk of burns and fire as we are surrounded by arable land and livestock grazing.

As a result of recent advice we have taken the decision to not allow bouncy castles on site.

Can we provide our own drinks?

We have a fully stocked reasonably priced licensed bar and our carefully chosen wine and reception drinks are really popular. You can bring your own wine provided it has been agreed with Muddy Souls Events in advance and for which we would charge a corkage fee. The fee for 2018 is £7 per bottle of wine and £8 per bottle of sparkling wine/champagne. These charges may be subject to change.

Wine and champagne can be stored at Wold Top Brewery during the week running up to your wedding.

We have had some problems with guests sneaking in their own alcohol! We prefer not to bother you if this happens but if the offending guests won't adhere to our guidelines we will speak to you about it during the day. No alcohol may be brought on site without prior permission including drinks brought by guests for personal consumption. Muddy Souls Events reserves the right to confiscate any unauthorised alcohol and/or to ask offending guests to leave the site.

Are there any bar restrictions?

We try to ensure we have everything you want on our bar and stock most of the popular spirits but if there is something a little unusual that you know someone in your wedding party drinks, we will do our utmost to source it and have it available.

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.

Can guests have a bar tab?

We do not permit bar tabs by anyone other the bride and groom.

Can drinks be paid for by credit card?

Drinks can be paid for by cash or card (minimum spend £10 per transaction).

How and when do we pay the bar tab or any additional costs incurred during our day?

We ask that you complete a credit facility form and give it to your event manager prior to your 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 your credit for a bar tab later should you require one. It is a guarantee for us to ensure 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.

What if we forget something after our day?

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 01723 892222 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.

Is there anything else we need to know?

We don't like to have to say this but unfortunately and only very occasionally we may have to speak to guests about their behaviour.

Any guests behaving in an abusive or threatening manner will be asked to leave the site immediately even if they plan to stay overnight on site. Failure to leave the site when requested will result in the Police being called. Abusive and threatening behaviour will result in the termination of the event.

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. You will be liable for any costs arising from breached regulations or unreasonable behaviour by your guests or your suppliers.

Signed: _____

Date: _____

Signed: _____

Date: _____

All prices quoted may be subject to change.