

The Hunsbury Hill Centre



Weddings Information Pack 2012

The Perfect Venue for Business or Pleasure

Beautiful 18th century setting only 2 miles from Northampton town centre and the M1

The Hunsbury Hill Centre

Harksome Hill
Northampton
Northamptonshire
NN4 9QX

The Hunsbury Hill Centre Events Line 01604 702444

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Events Team email: louis.wright@hunsburyhillcentre.co.uk

Northamptonshire ACRE: 01604 765888

www.hunsburyhillcentre.co.uk

This Pack contains our standard conditions of hire, booking forms and location map. If you need help completing your application form then please contact the Events Team.

The Hunsbury Hill Centre



Civil Ceremonies at The Hunsbury Hill Centre

The Hunsbury Hill Centre is fully licensed to hold your Civil Ceremony in the beautiful High Barn or the quaint Derrick Dunn Room.

A fee for holding the ceremony at The Hunsbury Hill Centre is applicable.

Catering at The Hunsbury Hill Centre

This beautiful venue prides itself on being one of the most flexible for meeting your individual requirements.

We are proud to offer you full Wedding Reception catering through our partnership with Impressions Caterers. All catering will be done on site in our commercial kitchen and you can discuss any specific requirements with the Events Team. We can provide anything you wish from a traditional three course Wedding Breakfast to a more informal Hog Roast and BBQ.

We have very attractive Wedding Breakfast Packages to suit all budgets.

You are welcome to provide your own catering although there will be a small fee if our kitchen facilities are needed.

Bar at The Hunsbury Hill Centre

A fully licensed bar is included in the hire of The High Barn at The Hunsbury Hill Centre. The Hunsbury Hill Centre Bar is located in a covered patio area leading from The High Barn.

We are pleased to offer Reception Drinks Packages to suit all budgets. These make it easy to order arrival drinks, wines and toast drinks for during the meal.

Entertainment at The Hunsbury Hill Centre

The Hunsbury Hill Centre is licensed for music and entertainment.

We have a resident DJ who knows our specific set up. He can be hired from £250.00 for the night.

We are happy for you to arrange your own DJ or live music in the High Barn, if you prefer.

All other types of entertainment are also welcome including Bouncy Castles, Bucking Broncos, Children's Entertainers and Line Dancing.

The Hunsbury Hill Centre

Conditions of Hire

THE HIRER will, during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care and safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever the capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

THE HIRER shall not sublet or use the premises for any unlawful purposes or in any unlawful way nor do anything or bring into the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission. The serving of food and beverages (including alcoholic drink) is to cease at least 30 minutes before the end of the function and must be in accordance with licences obtained.

FIRE REGULATIONS. The passages, doors and staircases shall be kept clear and unobstructed and no chairs or other articles shall be placed there. The doors of all rooms and all external doors are to be unlocked unless by prior consent of the management.

THE HIRER shall provide Northamptonshire ACRE with a £ 250.00 refundable deposit to indemnify for the cost of cleaning, repair or redecoration of any damage done to any part of the property including the surrounding area or the contents of the buildings which may occur during the period of hiring and as a result of the hiring. The fixing of posters, pictures and the like by some form of adhesive or other method to any part of the interior walls or woodwork is not allowed without the prior consent of the Management. Hirers are specifically requested not to allow the use of confetti, streamers etc. inside or outside the Centre. The deposit can also be forfeit along with cancellation of the function on the day with no refund of monies paid for infringement of these terms and conditions.

NUMBER OF PERSONS ON PREMISES. The number of persons (including staff and attendants) to be allowed at any one time on the premises shall not exceed 200, each room having the following limits: High Barn & Patio 150, Derrick Dunn Room 50.

THE HIRER shall be responsible for leaving the premises and surrounds and any utensils used, in a clean and tidy condition, and any contents temporarily removed from their usual positions properly replaced. All rubbish must be removed from the site at the time of departure unless prior arrangements has made between the Hirer and Northamptonshire ACRE, otherwise Northamptonshire ACRE shall be at liberty to make an additional charge.

If **THE HIRER** wishes to site marquees, awnings, bouncy castles, BBQ's or any other form of semi-permanent structure, this may only be done with the prior consent of the management and a small charge will be made.

Bookings can be taken for full day rate hires in excess of 3 calendar months in advance, however for shorter hourly rated events these will normally only be accepted within 3 calendar months of the event date, unless by prior consent of the management.

A deposit of 50% of the venue hire is required to secure the booking. The balance is to be paid in 2 instalments with final payment due 2 weeks before the event. (*first instalment is due 12 weeks prior to event, the remaining balance due 2 weeks prior to event*).

If **THE HIRER** wishes to alter the date by moving to a new Calendar year then a £50.00 administration fee is applicable and the difference between the current rate and the new rate will be due immediately.

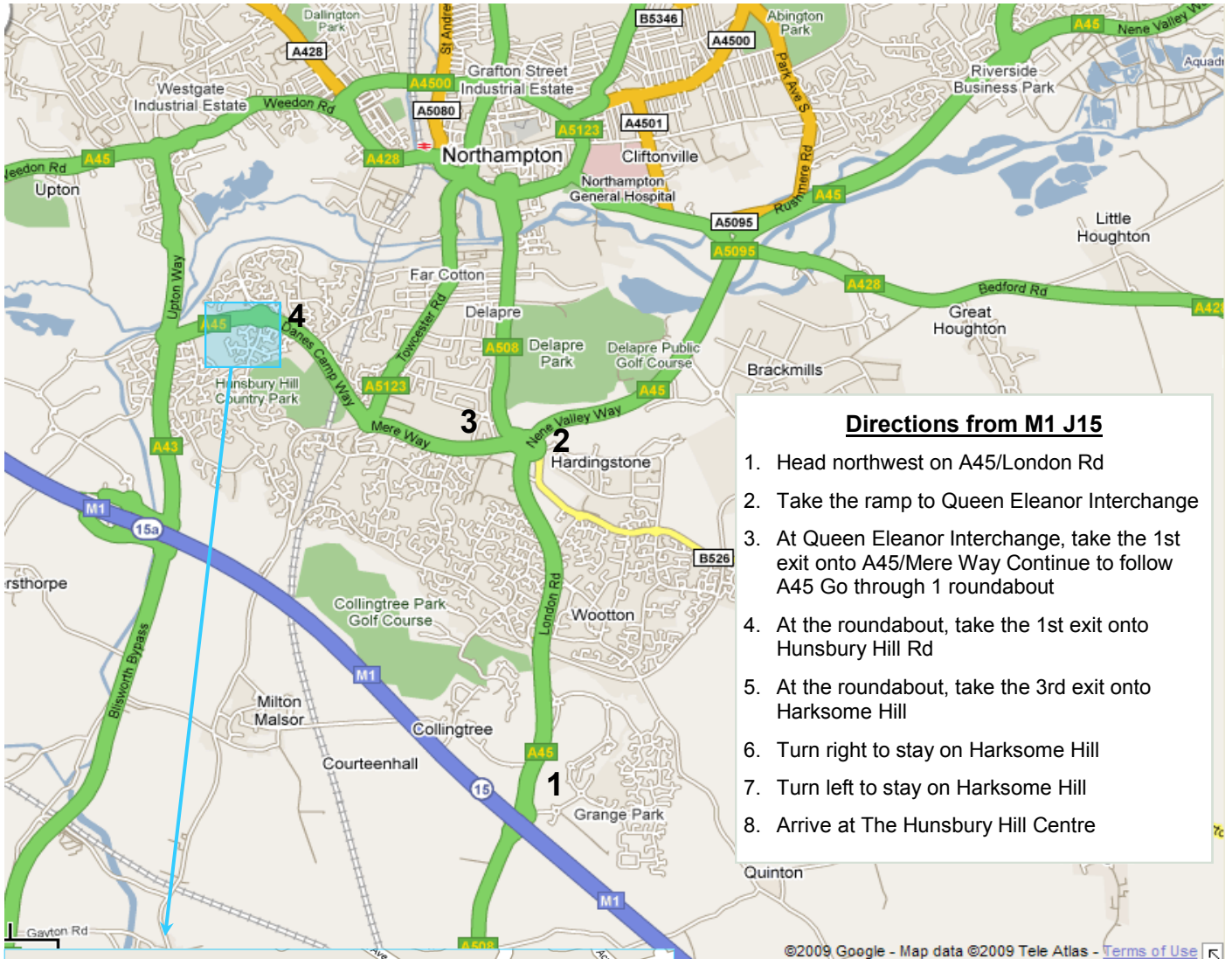
If **THE HIRER** wishes to cancel the booking before the date of the event the following will apply: if cancellation is within 6 calendar months of the event date, then the deposit is non-refundable. (Or a charge equal to 50% of the intended room hire charges will be applicable). If cancellation notice is greater than 6 calendar months then 50% of the deposit will be refundable . (Or a charge equal to 25% of the intended room hire charges will be applicable).

Northamptonshire ACRE reserve the right to suspend or cancel any booking at any time. In the event of the Centre or any part thereof being rendered unfit for use for which it has been hired, Northamptonshire ACRE shall not be liable to the hirer for any resulting loss or damage whatsoever.

Signature..... Date.....

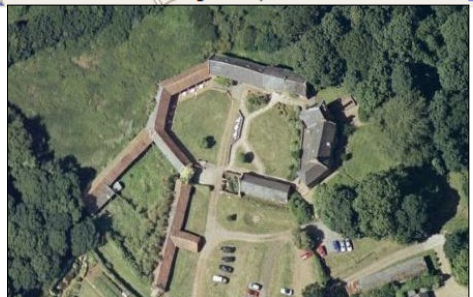
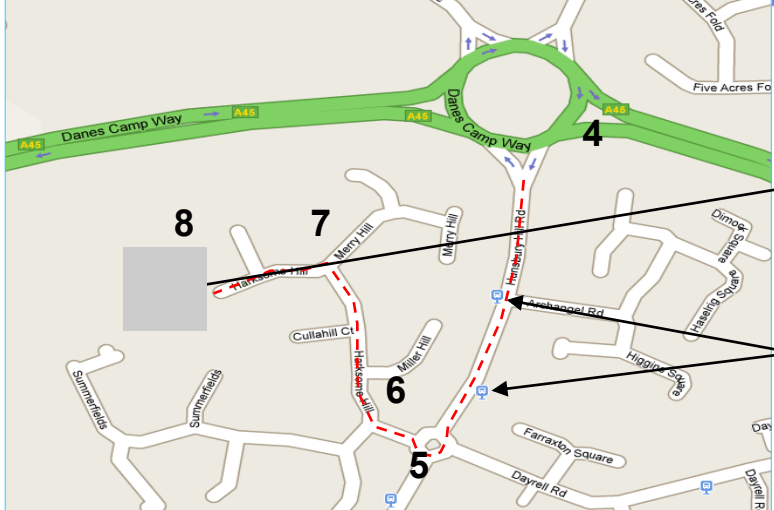
The Hunsbury Hill Centre

Location Map



Directions from M1 J15

1. Head northwest on A45/London Rd
2. Take the ramp to Queen Eleanor Interchange
3. At Queen Eleanor Interchange, take the 1st exit onto A45/Mere Way Continue to follow A45 Go through 1 roundabout
4. At the roundabout, take the 1st exit onto Hunsbury Hill Rd
5. At the roundabout, take the 3rd exit onto Harksome Hill
6. Turn right to stay on Harksome Hill
7. Turn left to stay on Harksome Hill
8. Arrive at The Hunsbury Hill Centre



Buses No 26 / 27 from Northampton Town Centre
 Silver Link Trains from Euston
 Main Line trains to Northampton station

Operated by Northamptonshire ACRE, The Hunsbury Hill Centre, Harksome Hill, Northampton, NN4 9QX, Tel: 01604 702444; Fax: 01604 708571
 Email: louis.wright@hunsburyhillcentre.co.uk; website: www.hunsburyhillcentre.co.uk
 Registered charity no. 1080038
 Company limited by guarantee 3937576

The Hunsbury Hill Centre

Price List for events between
1st January 2012 to 31st December 2012

Day Rates

High Barn & Derrick Dunn Room

Saturday (9am to midnight)	-	£1,800.00
Sunday (9am to 10.30pm)	-	£1,640.00
Mon - Fri (9am to midnight)	-	£1,374.00

High Barn (Max 120 persons)

Saturday (9am to midnight)	-	£1,600.00
Sunday (9am to 10.30pm)	-	£1,440.00
Mon - Fri (9am to midnight)	-	£1,120.00

Hourly Rates for shorter events

High Barn (Max 120 persons)

Hourly rate of £80.00

Derrick Dunn Room (Max 50 persons)

Hourly rate of £43.00

- A minimum three hour hire period applies for all the rooms mentioned above.
- See full conditions of hire for further information.
- The Civil Ceremony Fee is in addition to above rates. Please contact Events Team for details.

Hourly rates double for the last hour between 11pm to Midnight.

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Booking Form

Name of applicant(s) /
Organisation

Mr/Mrs/Miss/Ms _____

Address _____

Post code _____

Telephone (day) _____

(eve) _____

E-mail _____

Event Details

Function type/ Title _____

Day:- _____

Numbers attending _____

Date:- _____

Rooms required (please tick)

		<u>From</u>	<u>To</u>
High Barn	<input type="checkbox"/>	_____	_____
Derrick Dunn Room	<input type="checkbox"/>	_____	_____
Lilly Rose Room	<input type="checkbox"/>	_____	_____
Low Barn Kitchen	<input type="checkbox"/>	_____	_____

Admin Only

*Please note that setting up, preparation and clearing time must be included in these hire times.
If you would like the Hunsbury Hill Centre to arrange this please discuss with the Events Team*

Please continue to complete the form overleaf, to provide us with more details about your event.

I agree to fulfill the provisions and stipulations contained or referred to in the **Hunsbury Hill Centre Conditions of Hire** which I have read and understood. I enclose a deposit of £..... (50% of total room hire charge) and agree to pay the remaining 50% no later than 14 days before my event takes place.

Cheques should be made payable to "Northamptonshire ACRE"

Signature of
Applicant _____

Name in Capitals _____

Date _____

The Hunsbury Hill Centre

Continuation of Booking Form

Furniture / equipment requirements

Rooms will be set out by The Hunsbury Hill Centre/ Hirer * (Delete as appropriate)

Please note. If you require Northamptonshire ACRE to set up please enclose a layout plan and instructions. There will be a charge for this service which will be negotiated separately at the discretion of Northamptonshire ACRE Should you be using furniture / equipment from an external source please give details of your provider including delivery / pickup times.

Number of tables
(1.83m*0.69m)

Number of tables
(0.92m*0.69m)

Number of chairs

Name of
Company

Delivery

Pick up

Contact Name

Date

Telephone

Day

Additional details:

Time

Catering arrangements

Do you require a licensed bar to be provided (please if yes)

If you are not using the Hunsbury Hill Centre Catering for your Reception then please give details of your caterer.

Caterer:

Have they catered here before YES / NO

Contact Name:

Caterer will be on site from

Telephone:

to

Entertainment

Please indicate below the entertainment you will be providing for your guests (please if yes)

Disco

Live Band

Pre-recorded
music

Other

(Please specify below)

None

Other

Stage Name

Stage Name

Contact Name

Contact Name

Telephone

Telephone

Do you have any requirements to site marquees / awnings / bouncy castles/BBQ's (please if yes)

Please provide further details :-

Do you require an after event cleaning service (for which an additional charge is payable) (please if yes)

We appreciate that you may not have all your arrangements confirmed at this time but we would be grateful of the information at your earliest convenience, as this will enable us to help your event run smoothly.