



Kimbolton School Enterprises Ltd.

WE EXTEND A WARM WELCOME TO ALL OUR GUESTS AT KIMBOLTON CASTLE

We hope that you will enjoy the spectacular and tranquil environment of the Castle which dates back to the late Stuart period.

TERMS AND CONDITIONS WEDDINGS

All correspondence should be directed to the Company Secretary at the address at the end of this document

1. Bookings

Bookings must be made on the appropriate form (enclosed) and are provisional until Kimbolton School Enterprises Limited (KSEL), issues written confirmation of acceptance.

KSEL reserve the right to refuse any application. No reasons need be given.

2. State Room(s) Hire

The charge for exclusive hire of the Castle State Rooms:

£3,400.00 – 2019

£3,550.00 – 2020

£3,700.00 – 2021

This price is per day, including VAT @20%. This does not include hire of the grounds, although the Grounds are available for photographs. This price will be subject to review each September.

Charges for the use of the State Rooms shall be those laid down from time to time by the Directors of KSEL, who reserve the right to vary the charges with one month's notice prior to the booking date.

3. Deposit

A deposit of £750 shall be made on confirmation of booking to secure the date. The date is not secured unless, and until, the deposit is received by KSEL in cleared funds.

The deposit may be forfeited in whole or in part (as appropriate) if there is any contravention of the rules outlined in the "Conditions of Hire", e.g. smoking and/or use of confetti/rice/rose petals.

4. Payment

Cheque should be made payable to "Kimbolton School Enterprises Limited", or by **Bank Transfer to: Kimbolton School Enterprises Ltd, Sort Code: 20-74-99, Account Number: 10551058, quoting the Invoice Number, or Surname, in the reference field.**

5. Payment Terms

An initial deposit invoice will be raised on confirmation of booking for £750.00.

An invoice will be raised 6 weeks prior to the date of the wedding covering 50% of the State Room hire, estimated cost of food and beverages and any additional items agreed with the Catering Manager. This invoice must be paid in full within 7 days of receipt.

A second invoice will be issued 7 days before the wedding function following confirmation of final numbers covering the remaining balance. This must be paid in full prior to the event.

A final invoice, inclusive of any additional minor expenses, or credits, will be issued after the event together with refund of deposit. This must be settled within 14 days.

KSEL reserves the right to cancel a booking if any of the payments is not made by the due date.

6. Cancellation

Cancellation by KSEL

- i) KSEL reserves the right to prohibit the use of the premises if they are deemed unfit for use for whatever reason or if the facilities are not available for any reasons beyond KSEL's reasonable control. Should this situation occur, KSEL will not be liable for any loss sustained by the Hirer whether directly or indirectly - In this event, the deposit(s) will be refunded. We recommend that the Hirer take out insurance to cover such an event.

Cancellation by Hirer

- ii) Deposits are refundable on cancellation by the Hirer **only** if another reservation can be secured for the same date.

Should the Hirer cancel the event less than six weeks in advance, fifty per cent of the total cost will be due.

7. Advertising

All advertising must clearly show the names of the promoting organisation or person and must not imply that the function is organised or supported by KSEL of Kimbolton School.

8. Insurance, Damage and Conduct

KSEL has public liability insurance cover. The cost is included in the full hire charge. Malicious damage is not covered. The Hirer shall be responsible for any damage, breakage or loss to the premises or property.

The Hirer shall use his/her best endeavours to ensure that guests behave with propriety and show due regard to the fabric of the Castle and all estate property. The Hire includes use of the State Rooms only; all other areas of the Castle are off limits (this stipulation includes past pupils of the School).

9. Clearing the Premises

The Hirer shall, at the end of the period of hire ensure that the facilities are left in a tidy and reasonable condition. A charge will be levied should the property be left in an unreasonable state.

10. Lost Property

KSEL accepts no responsibility for personal loss or injury (save to the extent caused by its negligence or that of its employees or others for whom it is responsible) or loss of, or damage to, any personal property.

11. Repairs to Castle

Since Kimbolton School uses the Castle for most of the year, the school holidays are the only time that essential repair work on the building and its environs can be carried out. Although every effort is made to ensure that maintenance is done when the Castle is not in use, it is possible that repair work (which could possibly include the use of scaffolding) may be evident during functions.

12. Grounds

Hirers should also be aware that the Estate grounds are available during school holidays for lettings to caravan rallies, fairs and sports clubs. The Hirer acknowledges this. The Hire of the Castle does not include hire of the Grounds, although the Grounds are available for photographs.

13. Catering

The Hirer(s) agree to meet with KSEL Catering Manager or Front of House Manager to discuss:

- i)** menu, seating arrangements and indicative numbers at least 6 weeks before the function
- ii)** final numbers and arrangements at least 14 days before the function

All catering will be provided by KSEL's own appointed caterers.

The provision of specialist bespoke catering extras (not including Wedding Cake) will incur a cover charge of £5 per head, for example, but not exclusively: Hog Roast, Tapas, Chocolate Fountain, Ice Cream, Pizza etc. These can only be ordered by prior agreement and are in addition to Wedding Breakfast/Bufferet. A £8.50 per bottle corkage charge for wine, and £10.00 per bottle corkage charge for champagne, will be made for drinks not supplied by KSEL.

KSEL endeavours to offer the highest quality of food and drink at all times, enclosed are extensive menus for all occasions and budgets. Personalised menus can be arranged by prior discussion with the Catering Manager. Please do not hesitate to telephone the Catering Manager to discuss the choices available to you or speak to the Enterprises Co-ordinator for general queries.

For Wedding Breakfasts, there is a minimum charge of £45.00 per cover (excluding drinks). We accept a minimum number of 60 guests to the Wedding breakfast - even if numbers fall below that number the price will be based on that minimum. (All prices are current and may be subject to change).

14. The State Rooms

THE WHITE HALL: Seating capacity: 120 (formal dining layout)

The only late 17C room in the Castle surviving more or less intact, this is an ideal venue for larger function Weddings, gatherings and formal receptions

THE SALOON: Seating capacity: 70 (formal dining layout)

This room is the Grand Entrance to the Castle boasting superb views over the estate and is a popular choice for a variety of formal occasions

THE GREEN ROOM: Seating capacity: 60 (formal dining layout)

Ideal for intimate Weddings or formal lunches and dinners
(We would recommend up to 8 guests per round table)

THE COURTYARD

Situated at the heart of the Castle, the Courtyard provides a splendid venue for an outside Civil Ceremony. Also, offers a perfect setting for pre-dinner drinks and for memorable photographs with an elegant backdrop.

15. Disabled Access

Due to the age of the Castle we have no facilities for disabled access.

16. Smoking Policy

Please note that Kimbolton Castle operates a no naked flame and no smoking policy. Smoking is not permitted inside the Castle; however smoking is permitted outside the Saloon or on the Portico Steps using the facilities provided.

17. Animals

No animals shall be taken into the premises.

18. Children

Due to the nature of the Building and its grounds (which includes a pond) children, whilst very welcome, are the responsibility of the host throughout their visit.

19. Vehicles

Persons entering the estate must park their vehicles on the hard surfaces and not on any grassed areas. At your own risk cars may be left on site overnight for collection no later than 11am the next day.

20. Permitted Hours (Entertainments Licence)

The Castle premises are licensed for use during the following hours:-

Monday	10.00 am to 11.30 pm
Tuesday	10.00 am to 11.30 pm
Wednesday	10.00 am to 11.30 pm
Thursday	10.00 am to 11.30 pm
Friday	10.00 am to 11.30 pm
Saturday	10.00 am to 11.30 pm

21. Bar (Licensed until 11.30 pm)

Fee for bar services (up to five hours) - £170.00 Inc VAT. Please ask the Catering Manager for further details.

22. Hours Over and Above

For every hour which guests are on the premises after 12.30 am there will be an additional £420.00 (Inc. VAT) service charge per hour. This will be billed at 30 minute intervals.

23. Helicopter Fly In

Helicopters may land on the playing field between the Saloon steps and the Cricket Square with permission.

24. Fairground Rides

Permission to bring Fairground rides (and similar amusement activities) must be sought from KSEL and a copy of the hiree's current public liability insurance and risk assessment furnished to KSEL before approval is given. An additional supplement of £150 will apply for fairground rides such as, and not exclusively: Dodgems, Carousel and Bouncy Castle etc.

25. Fireworks

Permission for firework displays must be sought from KSEL. A charge of £150 will be added to your invoice.

Titanium Fireworks are the only company permitted to be used for firework displays in the Castle grounds. No self-fired displays are permitted.

The Hirer must inform KSEL of any displays a full six weeks in advance. This enables the local community to be informed. Any contract for Fireworks should be made directly with the Firework Company. The Firework Company will need to provide KSEL with copies of their Risk Assessment for the Castle site, together with a copy of their public liability insurance cover.

26. Other Restrictions

The piano in the Saloon may not be moved without consent.
No tape or blu-tack should be used on any surface (including floors)
Confetti/rice/rose petals are not to be used within the Castle or the estate.
No smoking is permitted inside the premises.
No naked flames – including candles, are permitted inside the Castle.
The Hirer must comply with any other regulations notified by KSEL

Contact Us

Company Secretary:

E F P VALLETTA
Company Secretary
Kimbolton School Enterprises Ltd
Kimbolton
Huntingdon
Cams
PE28 0EA

Catering Manager

Stephen Collins
Sc1@kimbolton.cambs.sch.uk
01470 862251

Deputy Catering Manager

Stuart Cox
01480 862251

Lesley Parker

Enterprises Coordinator
bursarysec@kimbolton.cambs.sch.uk
01480 862227

Front of House

Claire Ferrante
cmf@kimbolton.cambs.sch.uk
01480 862251



Wedding Booking Form

Wedding Booking Form			
Venue Requirement:		Civil Ceremony & Reception <input type="checkbox"/> Reception only <input type="checkbox"/> Marquee <input type="checkbox"/>	
Date & Times: (include preparation and set up times)		Date:	Times:
Approximate Numbers attending:		Day:	Evening:
Name of Bride and Groom:			
Name of Hirers: (if different to above)			
Address:			
Postcode:			
Email address:			
Contact No. Bride:		Contact No. Groom:	
Fireworks: (Additional £150 clean up charge)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Bar: (Additional £170 charge)	Yes <input type="checkbox"/> No <input type="checkbox"/>
£750 Deposit Enclosed: (£500 deposit Room Hire, £250 deposit Catering) Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Deposit is refundable after event)</i>			
Payment method: Cheque/Card/Bacs Cheque made payable to "Kimbolton School Enterprises Limited", or by Bank Transfer to: Kimbolton School Enterprises, Sort Code: 20-74-99, Account Number: 10551058, quoting Invoice No. or Surname, in the reference field.			
Additional Information:			
PRIVACY NOTICE The information that you provide on this form will only be processed for the purpose for which it has been given. It will not be used for other reasons without your consent. All personal data, including special categories of personal data, is collected and processed in compliance with the principles of the General Data Protection Regulation (GDPR) and you have certain rights in respect of your information. These rights and further information about how the School uses your personal data can be seen in full, in the School's Privacy Notice, and can be viewed on the School's website at www.kimbolton.cambs.sch.uk/policies . Consent notice I have read the information about data protection, and agree to my personal data, including special categories of personal data, being used in the way described above.			
Signature:		Date:.....	
Email: bursarysec@kimbolton.cambs.sch.uk	Tel: 01480 862227	Post: Kimbolton School, Kimbolton, Huntingdon, Cambs, PE28 0EA	
NB: Charges will be those current at the time of the function and for a minimum of 60 guests Dates are not confirmed until issue of acceptance letter. The premises are to be left clean and tidy after use			
VAT Registration No 57 6757 580 - Company Registration No 02655855			