

Papplewick Pumping Station



Wedding Reception Site Hire

Rigg Lane, Ravenshead, Nottingham NG15 9AJ
www.papplewickpumpingstation.org.uk

Papplewick Pumping Station

Site Hire for Wedding Receptions

Thank you for your enquiry regarding the hire of one of Europe's great Industrial Monuments. This former Nottingham City Waterworks is under the care of the Papplewick Pumping Station Trust a registered charity and maintained and operated by staff and volunteers.

The Hire Fee

The full cost for hiring the site for a wedding reception is **£1000**. A non returnable deposit of £500 is required to confirm your booking. You may pay via cheque payable to Papplewick Pumping Station Trust or by BACS.

The hire of the Pumping Station will entitle you to exclusive use of the site for your wedding breakfast, photos, disco etc for a maximum of 9 hours, between 2pm and 11pm. If you wish the hire time to commence earlier, an additional £100 per hour is required.

Please note you can hire the site for both your ceremony and reception for **£1,750**. Please contact the Museum Director for further information director@papplewickpumpingstation.org.uk

Reception arrangements

Arrangements for catering, marquee, music, bar, toilets, lighting, generators etc. and any necessary licences are left to you so the reception is how you would like it.

Your reception, including live music/disco, must finish no later than 11pm prompt with all guests departed by 11:30pm. Receptions can of course finish earlier if you require.

Please read the full terms & conditions that accompany this brochure.

Some important notes

The Pumping Station is a Scheduled Ancient Monument, the highest preservation order that can be bestowed upon a structure in England. As a consequence there are certain things you must take into account when planning your reception:

1. Certain areas of the grounds are cobbled and uneven which may not be suitable for certain types of high heeled shoe or wheel chair users.
2. The Cooling Pond does not have handrails and therefore will be closed to wedding guests at dusk to avoid any unnecessary accidents.
3. The Pumping Station is an industrial heritage site and guests must stay within the confines of the reception area after dark and not wander off.
4. The Pumping Station remains an operational site and occasionally Severn Trent Water personnel may need to come on site. This should not interfere with your reception.

It is your responsibility to ensure your guests are aware of the above. The Pumping Station will accept no responsibility for damaged clothing, footwear or personal injuries, no matter how caused.

Location & Parking

Papplewick Pumping Station is located on Rigg Lane just off the A60 between Nottingham and Ravenshead and is within easy reach of Junction 27 of the M1.
The Station's postcode is **NG15 9AJ**.

There are also several brown tourist signs in the area to help direct guests to the venue.

Please note that the Pumping Station is not located in Papplewick Village!

For small receptions we are able to discreetly accommodate the vehicles of wedding guests on site but if it is a large reception it is advisable to have a coach bring your guests to the venue or request your guests to car share or arrive/depart by taxi.

With regard to classic group vehicles, our main gates are able to accommodate various modes of transport and can easily accept vintage Charabangs and Routemaster buses. More modern types of coach will need to drop people off across the road in the main car park.

For further information & booking

Terms and conditions of hire are enclosed with this information. Should you be interested in hiring Papplewick Pumping Station to host your wedding reception, it is recommended that you contact us as soon as possible to arrange an appointment to visit the site:

Papplewick Pumping Station
Rigg Lane
Ravenshead
Nottingham
NG15 9AJ

director@papplewickpumpingstation.org.uk

Tel: 07547 000020 (Mon-Fri)

www.papplewickpumpingstation.org.uk

www.facebook.com/PapplewickPumpingStation



Papplewick Pumping Station

Reception site hire terms & conditions

Throughout this document 'we & us' means the Papplewick Pumping Station Trust and 'you & your' means the hirer (the person who signs the booking form). To ensure other couples in future can continue to hire this beautiful venue for receptions please read carefully the following terms and conditions.

You **must** abide by these conditions. You are responsible for the preservation of good order amongst your guests and that they are aware of the historical nature of the site.

1. Booking & Payment

1.1 The hire charge will be agreed at the time of booking.

1.2 The person who signs the booking form will be personally responsible for the payments incurred. You must be over 18.

1.3 We will confirm your booking once we receive:

- Your copy of the booking form
- A signed copy of the terms and conditions of hire
- A non refundable booking fee of **£500** (£875 if you choose to have both ceremony & reception at the Station)

1.4 Two months before the booking date you will be sent an invoice for the second instalment of the hire fee. Failure to pay the balance of the hire fee charge at least eight weeks in advance of the reception may result in the cancellation of the booking.

1.5 Your hire time commences from 2pm and runs until 11pm.

2. Cancellation fees

2.1 If the reception is cancelled 3 months or less before the booking date you will liable for the full hire charge. No refunds will be given.

2.2 No compensation shall be payable to you should the booking have to be cancelled for any reason outside the Trust's control. You are advised to take out specialist wedding insurance.

3. The site and its Scheduled Ancient Monument status

3.1 The Pumping Station is a Scheduled Ancient Monument and regarded as one of the finest surviving Victorian water works in England. Its elaborate decoration, landscape and completeness make it a historically important and unique site. Please take note of the following safety precautions to eliminate any risk to these beautiful buildings:

- THE USE OF NAKED FLAME INSIDE ANY BUILDINGS OR MARQUEES IS FORBIDDEN.

- SMOKING IS NOT PERMITTED INSIDE ANY BUILDINGS OR MARQUEES AT ANY TIME.
- YOU MAY NOT USE ANY FLAMMABLE SUBSTANCE, COMPRESSED GAS, EXPLOSIVE OR ITEMS CONTAINING SUCH WHILST ON SITE.
- GUESTS MUST NOT CLIMB UPON ANY OUTDOOR EXHIBITS/INSTALLATIONS.
- NOTHING MAY BE FITTED OR FIXED TO THE WALLS, DOORS etc OF THE PUMPING STATION. PLEASE KEEP DECORATIONS FREE STANDING OR WITHIN YOUR MARQUEE(S).

3.2 It is **YOUR** responsibility to ensure that you have informed your guests about the historical nature of the site, i.e. uneven ground, cobble stones, open water, etc.

3.3 No artefacts or fragments should be removed from the site under any circumstances.

3.4 Only bio-degradable confetti may be used on site.

4. The Reception

4.1 Arrangement and provision for catering, marquee, music, bar, toilets, lighting, power etc. and any necessary licences is **YOUR** responsibility as the hirer. The hire does not include service staff or Master of Ceremonies.

NB: Please provide contact details of the marquee and catering suppliers.

4.2 Table plans and place cards for your guests are the responsibility of the hirer.

4.3 The reception, including live music/disco, must finish no later than 11pm prompt with all guests departed by 11:30pm. Please ensure your band/DJ understands this.

4.4 A generator **MUST** be hired to power all electrical equipment during the reception. Low noise generators can be hired from Patco Events Ltd (kevin@thepatco.co.uk) or similar suppliers.

4.5 You are strongly advised to hire portable toilets for large receptions due to the small capacity and distance of the on site toilets from the reception area.

4.6 The hire includes the use of the Pumping Station's kitchen by your catering staff. If used it must be left clean and tidy after the event. Items may not be left in the kitchen or tea room overnight.

4.7 The hirer must provide the Pumping Station with a basic itinerary for the day's events. Remember that the format and schedule of the day is **YOUR** responsibility.

5. Site access

5.1 Pumping Station staff will provide access to the site for contractors before and after the reception i.e. erection and dismantling of marquees. These times must be agreed at least two weeks before the reception.

5.2 On Sundays the Pumping Station is accessible between 9am-2pm. Cleaning, tidying up and collection of marquees and cars etc **MUST** be done within this time frame. After this time, the gates will be locked.

6. Clearing up and items left at the venue

6.1 The hirer **MUST** tidy the site the morning after their reception has been held at the Pumping Station. This includes the removal of any decorations you may have set up in the grounds or in the trees. Please see Section 5 regarding access times for Sundays. No items must be left at the Pumping Station.

7. Security

7.1 The site is monitored by CCTV cameras.

7.2 Papplewick Pumping Station staff will provide additional security and generally maintain a presence throughout the event. They will also be responsible for the safe evacuation of the site if necessary.

8. Public Safety

8.1 The Pumping Station is regularly risk assessed but it is important that **YOU** inform your guests of the historical nature of the site prior to your ceremony. These include informing them of:

- Uneven ground
- Cobblestones
- Open water (the Cooling Pond)
- Industrial objects displayed around the site
- Access times for the collection of cars

8.2 Areas of the site such as the Cooling Pond and areas with no over head lighting will be closed off once dusk falls. Pumping Station staff will patrol such areas to ensure guests keep to the designated reception areas of the main lawn.

8.3 Unruly, aggressive or wildly inebriated behaviour by guests will not be tolerated and they will be asked to leave.

8.4 Taxi bookings: The Pumping Station is a remote location. DO NOT leave it until the end of the night to book taxis as this delays clearing the site and you and your guests may be asked to wait on the pavement outside the Pumping Station so staff can lock up.

9. The Management reserves the following rights to:

9.1 Accept or refuse a booking at our absolute discretion.

9.2 Cancel any booking if felt necessary to do so. In such a case all monies will be refunded to the hirer but neither the Management nor the Papplewick Pumping Station Trust will liable to pay compensation to the hirer.

10. Disclaimer

10.1 The Papplewick Pumping Station Trust will not be held liable for any loss, damage or injury that is suffered to person or property whilst reception guests are within the grounds of the Pumping Station (however such loss, damage or injury is caused). The hirer and their guests accept that they come onto the Pumping Station site at their own risk. It is **YOUR** responsibility to make your guests aware of this.

Please ensure you have read this document carefully. By signing the Reception booking form you accept, understand and agree to the Terms and Conditions of Hire as set out above.