

Smedmore House Weddings & Events

Frequently Asked Questions

General

Who is responsible for Contractors?

You are responsible for all Contractors that you employ on site, including arranging access to and from the site with the House Manager and making sure any gates opened are closed after access. Please ensure that all your Contractors adhere to all current Health & Safety Regulations and they are fully insured, including Public Liability.

All contractors, including friends and family, using electrical equipment at Smedmore House and in the grounds must have Public Liability Insurance (minimum £5 million) and all appliances must be PAT tested. Smedmore will require a copy of your contractor's Public Liability before they are allowed to operate.

Do I have to use your listed suppliers?

No, but it is helpful to use the suppliers on our list as they know and understand the logistics of the site. If for any unlikely reason the caterers and marquee providers on our list are unable to provide what you want, you may bring in your own suppliers but there would be an extra charge of £250.

Do I need insurance?

We strongly recommend that event insurance is taken out. Some household policies may cover certain points but please read and check this thoroughly. Smedmore House will require a copy of your Insurance.

Please note:

- . a) Smedmore House can sue you e.g. for damage
- . b) Your guests can sue you e.g. for Public Liability
- . c) Make your suppliers liable so you can sue them if necessary

Do we need to pay a damage deposit and is this refundable?

Yes a damage deposit is required. We take a deposit of £500, which is

usually in the form of a cheque, prior to the start date of your Contract period. Subject to satisfactory completion of the Contract this will be refunded within 7 days of the end of the Contract period. This cheque will only be cashed if problems arise.

Does the venue have a license to hold Civil Ceremonies?

Yes, five rooms within the house and the Summer House in the garden are all licensed. Elsewhere you can only have a blessing or a symbolic ceremony. It is possible to hold a ceremony in unlicensed parts of the grounds as long as the legal part of the proceedings takes place under a fixed roof in one of the licensed places.

For Civil Ceremonies, who will contact the registrar?

For a Civil Ceremony, the law stipulates that you must make your booking with the Local Registrar (Dorset Registration Service) who can be contacted on 01305 or (01202) 225153 registrationinformation@dorsetcc.gov.uk Please bear in mind that a booking at Smedmore House does not imply a booking with the Registrar and that a third party cannot make a booking on your behalf. Please contact the Registrar to arrange your Civil Ceremony date before you finally confirm your booking with Smedmore .

Can I use confetti?

No, but you can have natural rose or flower petals.

Do I need a Temporary Event Notice?

If you are supplying alcohol for free you do not require either a Temporary Event Notice or an Alcohol License.

Do I need a license for alcohol?

If you are intending to have a bar at your wedding or event where you are planning to sell alcohol then in addition to a Temporary Event Notice, you will require at least 1 person who holds a personal alcohol license to run the bar. Most companies offering mobile bar facilities have this license but please check with them.

It is strongly recommended that you hire extra refrigeration (Country Coolers 01258 840212) to chill your wines and other drinks. This cannot be done in the fridges in the house.

Is there any external lighting?

There is a small amount on the front of house and on the path to the side garden but it is up to the hirer to provide extra if necessary. Please follow and consider all Health & Safety Regulations and provide ample lighting where necessary e.g. to guide guests to toilets, car parking etc.

Are there rubbish bins on site?

No, it is up to the hirer to remove all rubbish. Often caterers will take responsibility for a large amount but it may be best to hire a skip. The cost of removing any rubbish left on site by yourselves or your contractors will be subtracted from your damage deposit. This includes bottles.

What entrance should be used by lorries and delivery vehicles?

They use the main drive.

What entrance should guests use?

They use the main drive.

Can I have fireworks or Chinese Lanterns?

We do not normally allow fireworks because of the surrounding woodland and the livestock on the estate. However, in certain periods of the year, "Quiet Fireworks", can be allowed so please enquire.

Chinese lanterns are never allowed.

Can I have straw bales?

We only allow straw bales on the Front Lawn. Unfortunately we do not allow them within the Walled Garden.

Is there water available?

There is a single tap with a 30mm screw end feed from a 25mm pipe with good pressure.

Where are the electricity points for an outside event?

We strongly advise all marquee events to hire a generator. Smedmore is in the middle of the countryside and power cuts are not unknown.

Charges based on a meter reading will be made for use of any electricity from Smedmore's supply.

There is a fully waterproofed exterior power supply box on the side of the House next to the kitchen with 3no 240v 32amp (max) industrial outlet sockets, fed from the building with a 63 amp total supply. However, it is undoubtedly a much better solution if you can provide your own generator.

Is there on site car parking and is it free?

There is car parking on the Front Lawn behind the marquee site and this is free. Please ensure you have Ushers on hand to marshal the car parking. Signage to the different areas is recommended. If very wet, you may be asked to park the cars along the side of the drive to prevent cars getting stuck.

Is it possible for coaches to access the site?

Yes. It is advisable to check that they can get down the road from Steeple. The very biggest sometimes have problems there as it is very winding.

Are there Toilets?

No, it is the hirer's responsibility to hire self-contained toilets and arrange for them to be emptied. These are best located as close to the marquee as possible for ease of access.

What access do we have to the house during the Wedding Reception?

Only those staying in the house will be allowed access to the house during the wedding reception. Before the event, a list of houseguests should be provided to the House Manager and only these people will be allowed into the house during the event. The exceptions will be any children being cared for by a nanny in the house or any guests requiring access to the Disabled toilet. Their names should be added to the list of houseguests.

The fridges and cooking facilities in the house are provided for the house rental element of your booking only and must not be used by outside caterers for the marquee. It is suggested that you either arrange with your caterers for adequate refrigeration for your drinks or that you contact Country Coolers on 01258 840 212 or 07734 055 913

Can I camp on site?

With special permission, it may be possible to allow up to 5 tents on the night of the event free of charge. No campfires are allowed in the camping area.

Do you have special rates with local hotels?

We have a list of local hotels ranging from pubs offering accommodation through to hotels. This can be found on the Smedmore House website.