



THE OLD  
HOUSE

# PRICES

(INCLUDING VAT)

## Old Hall Hire – Ceremony Room

Day	Current Fees
Monday – Friday 09:00 – 11:30 (inc)	£325
Monday – Friday 12:00 – 17:00 (inc)	£433
Saturday, Sunday, Bank Holiday	£541

Additions	Current Fees
Hire of Wedding Suite	£108
Hire of Reception Room for Drinks Reception (two hour booking)	£108
Corkage	£9 per bottle
Hire of chair sashes	£54
Floral Centrepiece	£50
Hanging decorations	£25
Candles and table confetti	£15
Floral Package - centrepiece and hanging decorations	£67.50
All items package – Floral centrepiece, hanging decorations, candles and table confetti	£80

*Please note that prices may be subject to an annual increase*



THE OLD  
HOUSE

# BOOKING FORM

Date: ..... Time: .....

Event type:  Civil Wedding  Renewal of Vows  Naming Ceremony

Names: ..... and .....

Address: .....

Main contact number: ..... Name: .....

Secondary contact number: ..... Name: .....

Emergency contact on day: ..... Name: .....

Include hire of sashes and table coverings?  Yes  No

Choice of sash colour:  Dusty Rose  Red wine  Gold  Ivory

Number of Guests (max. 24): .....

Include decorations?  Yes  No

Choice of decorations:  Floral centrepiece  Hanging decorations  Candles and table confetti

Include hire of Wedding Suite (two hour booking)  Yes  No

Include hire of reception rooms (two hour booking)  Yes  No

Deposit Paid £: ..... Balance Due £: .....

Signed Terms & Conditions returned

**Additional information** (can be provided closer to ceremony)

Decoration: .....

Set up time:..... Removal time: .....

Music (guest to operate):  CD  AUX device  Bluetooth device

Other: .....

Florist name and contact: .....

Photographer name and contact: .....

---

**How did you hear about the Old House?**

Hitched / Bridebook / other venue webpage (please state): .....

Facebook / Twitter / Instagram

Magazine ad / newspaper ad

Physical flyer or poster

Banner in Rochford / Hockley

Word of mouth

Search engine (e.g. Google)

Other (please state): .....

---

**OFFICIAL USE ONLY**

Diary Booked..... Schedule updated .....

Deposit Paid..... Finance sheet updated..... Confirmation Sent .....

Balance Paid..... Finance sheet updated..... Confirmation Sent .....

Attending Officers:..... and .....

Final details reminder .....



## THE OLD HOUSE

# TERMS & CONDITIONS

Please note the terms and conditions of hire set out below. Please sign the form and return a copy to Old House Celebrations, c/o Rochford District Council, South Street, Rochford, Essex, SS4 1BW.

- Venue hire charges vary and are dependent on the day and time of booking. A price list is included in the Old House brochure.
- Provisional bookings are held for 2 weeks; should there be interest in your chosen date in this time, we will contact you for an update. No booking is confirmed until we have received completed booking form, signed Terms and Conditions and a non-refundable 50% deposit.
- A non-refundable deposit of 50% is required at the time of booking, with the outstanding balance due for payment four weeks prior to the event. Should the venue not receive the balance payment within four weeks of the ceremony date, then the event will be cancelled.
- In the event of cancellation, notification must be given in writing by the hirer and confirmed in writing by the venue; the 50% deposit will not be refunded. In the event of a late cancellation (i.e four weeks or less prior to the date) we reserve the right to recover 100% of the hire charge.
- The venue will be available for you to decorate by prior arrangement. Access to the Old House on the day of your event includes time afterwards for photographs and removal of decorations, times to be confirmed. Removal of decorations can be arranged for an alternative time, but will be subject to the Old House's availability and an additional fee of £10.00 per hour (minimum charge three hours).
- The hirer is responsible for all decorations such as flowers etc. Please note that we will not be responsible for any arrangements made between the hirer and other service providers. Due to the historic nature of the Old House, no items may be attached to the walls or woodwork and no candles or naked flames are permitted.
- Biodegradable confetti only.
- If the Suite is hired, the booking shall commence two hours before the ceremony is scheduled to begin.
- Time allocated for Drink receptions at the Old House is two hours, commencing after the ceremony is completed.
- If the hirer has selected hire of our reception rooms for a drinks reception, they are permitted to supply their own alcohol for the event; provided they pay the corkage fee. If the hirer chooses to employ a bar/catering company to supply and serve the alcohol, the hirer or caterers shall need to apply for a temporary event notice for the day; the fee is £21.00. The form can be requested from our Licensing department at [licensing@rochford.gov.uk](mailto:licensing@rochford.gov.uk). The applicant must give at least ten working days' notice before the event.
- Food or drink may only be consumed in the areas of the Old House designated by the wedding co-ordinator. Any food and tableware will be the responsibility of the hirer. Due to the historic nature of the venue, red wine is not permitted to be served.

- Tables and chairs will be provided as required. The Old House can accommodate up to 24 guests (subject to national guidance in place) plus one table and two chairs provided for the officials.
- Final numbers, layout and ceremony plan must be confirmed, at the latest, one week before the event.
- A CD / Bluetooth speaker is available for your use in the Old House. Music is not supplied.
- No fireworks are permitted.
- No animals are permitted inside the building, although assistance dogs are welcome.
- All guests must remain within the Old House and its garden.
- No smoking is permitted at the Old House: there is a smoking area in the garden.
- Prices may be subject to an annual increase.
- The standard charge excludes:
  - Booking and cost of registrar and/or other officials
  - Decorations including flowers and balloons, etc.
- Chair sashes and table coverings can be hired from the Old House for the additional cost outlined in the price list.
- In the unlikely event of Rochford District Council having to cancel the hirer's event, a full refund will be made. However, Rochford District Council will not be liable for any additional costs that may be incurred due to the cancellation.
- Due to the historic nature and listed building status of the Old House, there are some access restrictions. Viewing prior to the event is advised if you or a guest has specific access requirements.
- The Terms and Conditions above are subject to any restrictions or national guidance in place, which will be communicated to you at the time of booking. For example, this may include a reduced number of guests for social distancing purposes.

We the undersigned agree to the above terms and conditions of hire for the Old House, Rochford.

Signed: ..... Date: .....

Name (BLOCK CAPITALS): .....