

## **Ceremonies and Celebrations in the Great Barn at Manor Farm Site, Ruislip**

The Great Barn is a seven hundred year old, Grade II listed building and one of the oldest timber framed buildings of its type still standing and a very special and desirable place to have your ceremony. To ensure that your event runs as smoothly as possible we ask you to provide us with as much information as possible and, whilst we will make every effort to accommodate all of your needs, due to the age of the buildings and the residential vicinity of the site, there will be some ideas or suggestions that we cannot allow.

**The following points are not negotiable as these conditions are imposed on us in our Premises Licence.**

**Any proceedings conducted on approved premises shall not be religious in nature.** In particular the proceedings shall not:

- include extracts from an authorised religious service or from sacred religious texts
- be led by a minister of religion or other religious leader
- involve a religious ritual or series of rituals
- include hymns or other religious chants or,
- involve any form of worship

### **Times for your Ceremony**

There are two sessions available for wedding ceremonies to take place at the Manor Farm Site 9am to 1pm or 2pm to 6pm. Music may only be played between 12 midday and 10.30pm.

### **Named Representative**

All bookings require a named representative to be the main point of contact in the run up to the event and on the day itself. This person will be the first on site on the day to sign in and the same last person to sign out.

### **Your Contractors / Service Providers**

Catering companies are required to provide us with proof of their Public Liability Insurance, Hygiene certification and Risk Assessments (dependant on the activities being undertaken) no later than a month before the hire period. You will need to provide us with full contact details of any contracted service providers such as musicians, performers and wedding planners and we recommend that all contractors have a site visit and we will discuss their requirements on an individual basis.



## **Ceremonies and Celebrations in the Great Barn at Manor Farm Site, Ruislip**

### **Entertainment**

Due to the Great Barn's construction, fragility and importance we have some restrictions on the equipment that can be brought into the venue. All entertainment must take place in the South end of the barn.

### **Capacity**

<b>Theatre Style</b>	152 seated in 19 rows of 8 seats / 200 all standing
<b>Ceremony</b>	98 seated - 14 rows of 3 seats and 14 rows of 4 seats, either side of aisle
<b>Table Plan 1</b>	160 seated - 10 at top table + 15 round tables of 10
<b>Table Plan 2</b>	160 seated - 8 at top table + 18 round tables of 8, 3 removed for dance floor
<b>Table Plan 3</b>	110 seated - 10 at top table + 10 round tables of 10 + dance floor
<b>Table Plan 4</b>	114 seated - 10 at top table + 13 round tables of 8 + dance floor

We will refuse access to people once the capacity of your chosen layout has been reached.

### **Ceremony: Pre-Recorded Music**

We have provision for playing music throughout the ceremony. You will need to advise us in advance which playing format you require (CD / MP3 player) and provide someone to operate the CD Player / MP3 Player for you.

### **Ceremony: Live Music**

Live music can accompany your ceremony, but only as background music and we will need to make contact with your chosen musicians before the ceremony, before giving permission for them to play.



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### **Music Amplification**

All amplified music must be played through the Great Barn's PA which is limited via a high quality volume reducing limiter. The components to the system and inputs are:

1x Formula Sound AVC2, 1x BOSE Controller, 1x Yamaha P2500s, 4x BOSE 802II

Inputs: 2x mono XLR (L+R)

NB on request we can supply a notepad mixer and radio microphone. This also allows inputs from RCA and Jack sources including ipods and MP3 players.

### **Reception DJ**

Your DJ can connect directly to our system and bring all the equipment they need for playback *except* their speakers. We recommend they provide us with a stereo output from their mixer this can be XLR, Jack or RCA. We recommend a minimum cable length of 3 metres as our system is in a fixed location. Small DJ style lights are fine to use in the building however larger stage lights would need to be approved on a case by case basis, the venue has a limited power supply and may not be able to accommodate these larger lights.

### **Reception Bands**

No one can use acoustic drums or monitor amps. Electric drums can be used because we can control the output level along with the other instruments. Your band must provide us with a stereo output from their mixer. If they require a monitor they may turn one of our Bose 802's round to face them. Music may be played from 12 midday to 10.30pm. We allow background music to be played from 10.30pm to 11pm to allow a soft close to the event and the Officers on duty will set this level.

### **Your Music Providers are required to provide us with**

- Comprehensive list of equipment being brought on site
- Proof of Public Liability Insurance
- Proof of PAT testing for all electrical items

## **Ceremonies and Celebrations in the Great Barn at Manor Farm Site, Ruislip**

### **Decorations**

Because of the heritage nature of the Barn, some types of decoration are not allowed: Blu-Tak or similar, Sellotape or similar, candelabras, Chinese Lanterns, firework style candle or fireworks cannot be used to decorate the barn or on the site and we cannot allow the use of adhesives, tapes or pins anywhere.

All decorations must be flame proofed before they are brought into the building.

You must provide your own free-standing ladders / access equipment to decorate the venue, but patrons who have consumed alcohol will not be allowed to then use the equipment at the end of the function.

All decorations must be put in place and removed within the paid hire period. Penalties will be incurred against your deposit if items are not removed.

### **Lighting**

The barn has very good lighting already installed that can be as gentle or bright as required. Any additional lighting would only be for decorative purposes.

No live flames are permitted, including gas heaters or candles (even for catering purposes).

Small DJ style lights are fine to use in the building however larger stage lights would need to be approved on a case by case basis, the venue has a limited power supply and may not be able to accommodate these larger lights.

The Main Venue lighting can be turned down on the dance floor, and dimmed in the rest of the venue. For health & safety reasons we will not turn all lights off in the venue.

LED Fairy Lights may be wrapped around the wooden beams; approximately 5 metres of lights provide 7 turns around the beams and would need to approximately 3.5 metres of cable to reach the floor sockets in each bay. They can then either be attached to the metal lighting collars at the top of each bay or gardening wire can be wrapped around the top of the beam securing the cable.

Decorative electrical lighting must have a valid PAT (Portable Appliance Test) certificate.

Whilst there are plenty of outlets, there is limited electrical capacity in the Barn so we recommend the use of battery powered fairy lights / tea lights .

## **Ceremonies and Celebrations in the Great Barn at Manor Farm Site, Ruislip**

### **Catering**

Due to the Great Barns construction, fragility and importance we have some restrictions on the catering equipment that can be brought into the building.

Wedding Ceremonies: for an hour *before* the ceremony takes place, food and drink is not permitted in the main seated area of the Great Barn. If you want to serve food and drink *after* your ceremony, these can be prepared and stored behind the partition wall.

The Barn has no fixed kitchen; we suggest you hire the Stables which has a modern kitchen and plenty of space for your caterers needs. We recommend your caterers make a site visit if they haven't worked in the venue before, by calling the office on 01895 277643 or emailing [manorfarmsite@hillington.gov.uk](mailto:manorfarmsite@hillington.gov.uk)

### **Your Caterers are required to provide us with:**

- A comprehensive list of the cooking equipment they will be bringing
- Proof of Public Liability Insurance
- Proof a PAT Testing for all electrical items
- Proof of Hygiene Certification

### **Catering Conditions**

- We do not allow deep fat fryers, shallow fryers or gas cylinders inside.
- All equipment and materials must be delivered and collected during your hire period.
- When using oil, the floor / ground must be covered so as to avoid oil stains
- All oil must be removed off site, not dispose of down the drains.
- Our premises licence stipulates that all catering and bar equipment must be out of the building and loaded before 11pm.

## **Ceremonies and Celebrations in the Great Barn at Manor Farm Site, Ruislip**

### **Bar**

The Great Barn has a premises licence. We will provide a copy of this to you and if you wish to serve alcohol, it must be displayed at your bar throughout the function. The bar will be operating under the London Borough of Hillingdon's Licence which means all serving staff will be required to sign an authorisation form which shows that our DPS has given you temporary permission to serve alcohol in the Great Barn.

**Licence Times; Fridays and Saturdays 12pm to 10.30pm / Sundays 10am to 4.30pm**

**No alcohol is to be served outside of these times.**

**No Glassware** is allowed throughout the function.

Please use polycarbonate or disposable plastic glassware for your function.

There is no fixed bar area, but can be setup in any of the barn's bays.

### **Your Bar Service will be required to provide:**

- Proof of Public Liability Insurance
- A comprehensive list of any electrical equipment being brought to site
- Proof of PAT testing for all electrical items

### **Bar Conditions**

- All catering equipment and materials must be delivered and collected during your paid hire period.
- All recyclable material must be disposed of in the black recycling bin situated in the Gravel Courtyard.
- Our premises licence stipulates that all catering equipment must be out of the building and loaded before 11pm



## **Ceremonies and Celebrations in the Great Barn at Manor Farm Site, Ruislip**

### **Parking and Drop Off**

The Wedding Couple may be dropped off in the gravel courtyard on the Bury Street side of the Barn, however only the vehicle that will be taking them away after the event is allowed to remain in the courtyard during the ceremony and it must not obstruct our emergency exits. Your guests will not have access to the Winston Churchill Hall car park, but there is ample parking around the site. The nearest public car park is situated on St Martin's Approach, approximately 2 minutes away from the Great Barn by foot.

### **Address**

The Great Barn, Manor Farm Site, Bury Street, Ruislip HA4 7SU  
St Martins Approach Car Park, St Martins Approach, Ruislip HA4 8BD

### **Wedding Registrar**

After provisionally booking the room for your ceremony you must contact the Superintendent Registrar and inform them of your intention to marry.

The Register Office, Civic Centre, High Street, Uxbridge UB8 1UW  
01895 250418 [registeroffice@hillington.gov.uk](mailto:registeroffice@hillington.gov.uk)

Without the presence of the Superintendent Registrar and a Registrar there can be no marriage and any arrangements for the use of the premises depend entirely on their availability. It is therefore essential that you make an advance booking with the Superintendent Registrar as soon as a booking can be accepted, this is usually one year before. A fee for their attendance will be payable before the ceremony.

If you are not a Hillingdon resident you will also need to give notice of your intended marriage to the Superintendent Registrar in the district in which you live. This notice must be given by each person and is then valid for twelve months. There is a 15 day waiting period after the notice has been given before the marriage can take place. When notice is given in a different district from where the marriage is taking place you will have to collect the authority before the ceremony and ensure that it is delivered to the registrar who will be attending the ceremony.

**To Begin the Booking for Your Event please visit:**

**<http://www.compasstheatre.co.uk/index.php/hire/booking-forms/function-forms/>**