

Venue Hire

The hire charge includes:

- Use of two function rooms
- Use of our spectacular grounds for photographs
 - A dedicated wedding coordinator
 - Carpet runner for civil ceremonies
- Chair covers for civil ceremony, wedding breakfast & evening reception
 - Easel for your table plan
 - Cake knife & cake stand
- A night's stay in the bridal suite with breakfast the following morning

Days	January - February	March & April	May - September	October & November	December
Monday – Thursday	£1,350	£2,000	£2,750	£1,550	£2,300
Friday (And Bank Holiday Mondays)	£2,000	£2,750	£3,450	£2,500	£2,700
Saturday & Sundays	£2,200	£2,900	£3,750	£2,700	£3,200

Civil Ceremonies & Partnerships

The fee for a civil ceremony at The Upper House Hotel Limited is **£250.00**.

The Novello room and Woodland Suite are licensed for ceremonies seating up to 100 guests.

Our outdoor Pavilion is licensed for ceremonies seating up to 90 guests.

Terms and conditions

- For a Friday or Saturday Wedding in **May, June, July** and **August**, a minimum number of 50 guests for a Wedding Breakfast and 100 guests for an Evening Reception are required.
- Signed Terms and Conditions and a £750 deposit is required to secure a date. The balance of the hire charge is due 6 months from then. If your wedding is less than 6 months away, the full hire charge fee is required on booking, as a deposit to secure the date. **These payments are non-refundable.**
- We will contact you to arrange a meeting 6 - 8 weeks before your wedding day to discuss final details and after the meeting we will send an invoice. Payment of the invoice will be due 4 weeks before your wedding date. **Once this invoice has been paid, no refunds can be given at this point.**
- In order that the Hotel can be set up and ready for your ceremony, we ask that you make the time of your ceremony after 1pm. Your ceremony will need to be booked directly with Stafford Registrars, for which they charge a fee. **Their contact number is 0300 111 8000.**
- The Upper House reserves the right to amend food and drink prices without notifying their clients. A firm price is confirmed approximately 4 - 8 weeks prior to the wedding.
- Wedding guests are offered a discounted rate on bedrooms, but they must pay in advance of the wedding date and this payment is **non refundable**; however wedding guests do not have priority over bedroom reservations. The Upper House Hotel Limited works on a first come first served basis for bedroom bookings, for both wedding and non-wedding guests.
- All food and drink must be provided by The Upper House Hotel Limited, with the exception of the wedding cake. No food provided by The Upper House Hotel Limited can be removed from the property for food hygiene reasons.
- Buffet food will be provided from the agreed time; however it can only be displayed for a maximum of an hour and a half for hygiene and health & safety reasons.
- The Upper House Hotel Limited does not take any responsibility for the wedding cake once - the risk remains with the owner of the cake. Any damage caused to the cake whilst in our possession will not be compensated for. We are happy to cut and serve the cake on request. Any remaining wedding cake must be removed from the premises by the end of the day following the wedding. If the cake has not been removed by that time, we reserve the right to discard the remains, at our discretion.
- The Client shall be responsible for the orderly conduct of their guests and shall ensure that they have regard to any regulations contained in these Terms and Conditions. A charge will be made to the Client for any damage to The Upper House Hotel caused by the Client or their guests and for the cost of replacing any missing items.

- No liability will be accepted for any property of the client or their guests, brought onto the premises.
- All children under 16 years of age must be fully supervised by a responsible adult.
- Due to Health and Safety responsibilities for all our guests, we do not allow Chinese lanterns, candles, dance floors, alcoholic favours or the use of any special effects such as smoke machines and strobe lighting. These are not allowed due to the licensee's responsibility for the safety of guests. Guests found consuming alcohol, other than that supplied by The Upper House Hotel Limited, will be asked to leave immediately.
- Venue dressers, florists or any other suppliers **must** pick up any belongings the day after the wedding. The Upper House Hotel Limited accepts no responsibility for any items left.
- If you employ entertainers to perform at The Upper House Hotel Limited, they must provide us with a copy of their Public Liability Insurance, which must be valid on the date of your function. If they wish to use any electrical equipment, they must provide us with a copy of their Portable Appliance Test (PAT) Certificate.
- The licensed bar and entertainment will finish at 12.00am. All non-residential guests and entertainment must leave the Hotel premises by 12.30am. All external doors will be locked by 1.00am.
- The Upper House Hotel Limited reserves the right to cancel any booking forthwith and without liability on its part, in the event of any damage or destruction of The Upper House Hotel. This is by fire or any other cause beyond the control of The Upper House Hotel Limited, which shall prevent it from performing its obligations in connection with any function.
- Jurisdiction: The Law governing this contract shall be the law of England and Wales and any dispute shall be dealt with in the Courts of England and Wales.

To confirm the booking of your Wedding, we would need a signed copy of the terms and conditions.

Today's Date	
Print Bride Name:	
Bride Signature:	
Print Groom:	
Groom Signature:	

Bedroom tariffs for wedding guests

These tariffs are at a **discounted rate**, we would therefore require advanced payment.
Once payment has been paid it is non refundable.

Single Occupancy - £75 bed & breakfast

Double Occupancy - £90 bed & breakfast

3 in a room - £115 bed & breakfast

4 in a room - £135 bed & breakfast

Useful Information:

The Upper House has 24 bedrooms in total (including the Bridal Suite)

This consists of:

21 x Double bedrooms

2 x Single bedrooms

1 x Family bedroom (holds up to 4 guests)

Z-Beds are available if more than two in a room is required

*We do follow a first come first serve basis.
If you wish to book a bedroom we recommend booking in
advance to save disappointment!*