

Weddings and Celebrations at Sharpham Information, booking & marquee form - 2018



Thank you for your interest in holding your celebration at Sharpham.

Sharpham Estate is managed by a charity, The Sharpham Trust. The Trust limits the number of weddings in the House to around six to eight per year with all proceeds going to help support the work of the charity and upkeep of the Estate.

Sharpham House is a Georgian Palladian Villa built in 1765 for Philemon Pownoll, a naval captain who became wealthy when he helped capture a Spanish galleon laden with treasure. Philemon bought the Sharpham Estate and commissioned renowned architect Robert Taylor to build him a suitably impressive Italianate Villa. In addition, Capability Brown - the famous 18th century landscape gardener - was commissioned to create a new parkland landscape around the House. Taylor was famous for his amazing staircases and Sharpham features. Amongst his best work is the impressive elliptical oval staircase rising up to a dome with a skylight.

Unfortunately Philemon died in action soon after the House was built, leaving an orphan daughter Jane who (so the story goes) eloped to Gretna Green to marry Edmund Bastard. You can see portraits of these main protagonists in the Music Room when you tour the House.

Wedding Packages

To assist you with planning your wedding, we offer different wedding and event room packages. Our experienced House Manager Denise Scribbins is happy to show you around the House and talk through all the arrangements. Contact her on 01803 732842 and housemanager@sharphamtrust.org

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Spaces available

Within the House:



A. Entrance Hall

Octagonal main entrance hall featuring eight Doric pillars, sixteen-point compass design on floor and Barbara Hepworth sculpture.



B. Oval Staircase

Stunning, elliptical, cantilevered staircase rising two floors to ornamental dome with lantern skylight.

Maximum 60 people on staircase at any one time.



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C. Maurice Ash Room

28' x 18'

Room on north side on ground floor with artwork by Sarah Gillespie.



D. Octagonal Drawing Room

25' x 25'

Octagonal shaped reception room at front of House on the first floor featuring original Henry Cheere marbled fireplace, 1645 Aelbert Cuypp painting with views over the River Dart and vineyard.



E. Music Room

28' x 18'

Ornate room on first floor featuring original fireplace, a number of artworks and grand piano.



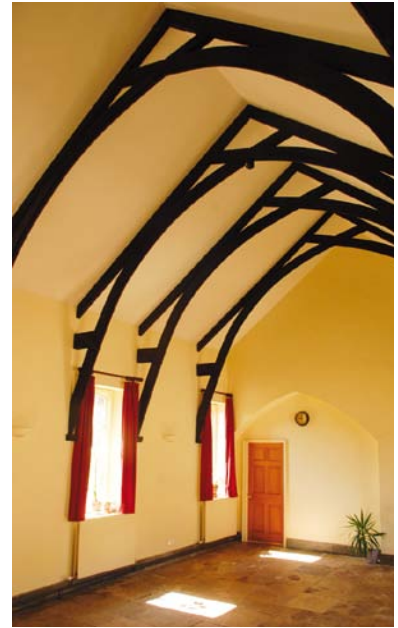
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F. South Wing Hall

28' 18'

Room on south side of House overlooking gardens accessed from rear courtyard. Flagstone floor and attached accessible toilet and kitchen.



In the grounds:

G. North Lawn

Location for marquees close to House.






H. Ornamental Gardens

Perfect for photography.



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Venue hire charges

A. Sharpham House Ceremony Rooms

The following rooms are available for ceremonies:

Octagonal Drawing Room (max 60 guests)

Oval Main Stairs (max 60 guests)

Octagonal Entrance Hall (max 60 guests)

Main Stairs and Entrance Hall combined (max 120 guests)

B. Private Hire of Sharpham House without accommodation

This includes use of all reception rooms and the formal gardens.

Monday – Thursday departing by midnight, 1 day £2500

C. Private Hire of Sharpham House with accommodation

Midweek and weekend hire subject to availability.

This includes:

- Accommodation for Bride & Groom and up to 33 guests on a bed & breakfast basis in 18 bedrooms. Another 6 bedrooms are available at an additional cost of £40 per person per night for bed & breakfast, taking the maximum number of guests to 44, including the Bride & Groom.
- Complementary bridal room
- Use of all ceremony rooms, receptions rooms and formal gardens

Monday –Thursday (departing by 12 noon the next day): 1 night £4,000, 2 nights £5,000

Weekends 2 nights Friday from 4pm –Sunday (departing by 12 noon) £6,000

Additional nights - £1,800 (for up to 33 guests)



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We have 24 bedrooms in the House sleeping up to 44. The rooms vary in size and outlook:

South side 1st floor:

Ruth Ash – double/twin
Philemon Pownoll – double bed (hand-basin)
Thomas De Sharpham – double bed (hand-basin)



South side 2nd floor:

Walnut – double/twin (en-suite)
Beech – triple (en-suite)
Chestnut - twin
Tulip - triple



Rear 1st floor:

Edmund Bastard – single/small double
Elizabeth Durant - single

Rear 2nd floor:

Oak – twin
Elm – twin



North side ground floor:

Claire Milne – single (en-suite accessible)

North side 1st floor:

Monkey Puzzle – single

North Side 2nd floor:

Holly - twin

North side 3rd floor:

Lime – triple (hand-basin)
Cherry – twin



Front of House:

Yew – twin
Ash – twin (hand-basin)

West Wing:

Apollo - single
Favourite - single
Hermione – single

South Wing:

Capability Brown - twin
Richard Durant – double/twin
Robert Taylor – double/twin



We have 8 shared bathrooms and 3 en-suites.

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Wedding ceremonies

We have five spaces/rooms licensed for weddings. Ceremonies can be held in The Entrance Hall/staircase, in the Maurice Ash Room, in the Music Room and the Octagonal Room and the South Wing Hall.

The Entrance Hall and staircase can be used together, to accommodate up to 120 people. The other rooms can each accommodate up to 60 people.

Up to 120 chairs are provided.

Off -Peak Discount:

**20% off accommodation prices
November – March**

The fee for the House does **not** include the Registrar's fee. This is applied for and paid direct by the client, who books the time and date with the Devon Registrar's office before confirming the date with Sharpham.



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Dining

The Wedding Breakfast can take place either in the House or outside in a marquee. If in the House then there are three rooms that take 40 people comfortably: the Maurice Ash Room, the Octagonal Room and the Music Room. The maximum number for a sit-down Wedding Breakfast in the House is 120.

If a marquee is used for the Wedding Breakfast then up to **200** can be accommodated depending on the size of marquee selected. However, please note that numbers in the House are limited to a maximum of 120.

The marquee site area has a capacity to seat up to 200 people and the House can seat a maximum of 120 guests in three different dining rooms (max 40 per room).

Sharpham House has 120 chairs with blue seat pads and various tables that may be used inside the House only. To hire the tables, there is a cover charge of £10 per person.

Clients may need to hire more tables depending on their needs.

Clients can select from the following options:

A. One of our nominated caterers

Please see the sample menus and then **contact the caterers directly** to discuss your needs including hire of glass, silverware and linen.

1. The Dartmoor Kitchen – award-winning Devon-based wedding catering
www.dartmoorkitchen.com



2. The Kitchen Table – Sima Cutting operates the successful Kitchen Table catering, specialising in locally-sourced, seasonal produce. www.thekitchentable.org.uk
3. Field to Fork – offering locally-sourced, organic produce. www.fieldtoforkcatering.co.uk

B. In-house catering provided by the Trust

We can offer simple low-cost buffet options, with wholesome, tasty vegetarian food that has garnered many plaudits. Please discuss with the House Manager.

C. A Hog Roast

Our nominated provider is South Devon Hog Roast www.southdevonhogroast.co.uk

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Wedding Breakfast wines and reception drinks

Sharpham House holds a Premises Licence for the provision of entertainment and the consumption of alcohol from **11am to midnight**. This may be extended on request. The House Manager holds a Personal Licence and the Trust provides a qualified SIA security steward for all weddings.

Clients can select from the following options:

A. Sharpham Wine can be supplied with a 10% discount direct from Sharpham Vineyard.

Contact info@sharpham.com to arrange for a complementary wine tasting for the Bride and Groom.

You will also need to arrange glasses either from a supplier or through your caterer.

B. Clients may provide their own wine and drinks.

We request that some Sharpham Wine is included.

You will also need to arrange glasses either from a supplier or through your caterer.

C. The caterer selected by the client can be asked to supply wine and drinks.

We request that some Sharpham Wine is included.

Post-reception bar

The Trust employs a trained security steward on the night of the wedding. Clients can select from the following options:

A. The caterer selected by the client can be asked to run a cash bar.

Clients arrange directly with the caterer. A £150 charge is made by the Trust.

Clients are not permitted to operate a bar themselves under the terms of our licence. In the event of any guest's behaviour being unacceptable e.g. disruptive, drunken or abusive, we reserve the right to refuse to serve them drinks and if necessary, to request that they leave the premises.

B. New Lion Brewery

Clients can request that our local brewery run the bar and provide the beer. A £150 charge is made by the Trust. New Lion Brewery can also offer Hen or Stag parties. They are at www.newlionbrewery.co.uk and can be contacted on 01803 226277 and info@newlionbrewery.co.uk

Cakes

Please arrange these directly with your supplier of choice.

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Marquees

Clients often hire a marquee in which to hold the wedding breakfast or entertainments. Marquees can be set up on the lawn which is on the north side of the House which is level ground and has power close by (1 x 32 amp and 2 x 16 amp outdoor plug sockets). An additional catering tent maybe required. Please discuss your marquee requirements with the House Manager, fill in the Marquee Consent Form (*below*) and then hire your marquee directly with a reputable supplier.

You will need to hire chairs and tables for the marquee – you cannot use Sharpham chairs in the marquee or outside.

If you are having more than 100 guests then extra portable toilets will be needed, at the expense of the client.

Marquees should be erected on the day before the wedding and must be removed the day after. Please confirm this with your marquee supplier.

Music

All musical entertainment is by arrangement only. Music in the marquee on the north lawn or in the House has to stop by 11.45pm. Music is **not** allowed outside on the south side patio under our licence.

Travel

Rail - the Estate is situated close to Totnes which is served by mainline rail.

Bus – Ashprington only has a weekly bus but Totnes is well served.

Coach – only minibuses can reach the House. PLEASE NOTE only single level coaches can access the top of the Estate with a maximum length of 10 metres (32ft) and a maximum width of 2.62 metres (8ft 6in). Guests must then walk 5 minutes down to the House.

Taxi – taxis are available for the short trip from Totnes.

Boat – the venue can be reached by boat on the River Dart via North Quay which is below the Vineyard. This is dependent on the tides and **MUST** be checked prior to booking.

You must provide all coach and boat companies with Sharpham contact details and they are requested to confirm access before an event. Please also inform Sharpham of the companies you are using and contact details.

Car Parking

We have limited car parking at Sharpham. Please encourage car sharing or minibus hire amongst your guests.

There are 30 spaces at the House with an additional 20 spaces at Reservoir car park at the entrance to the Estate, 10 minutes' walk from the House.

We can provide a member of staff to supervise car parking before the wedding.

Guests **must not** park at the Vineyard Café.

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Accessibility

Disabled or less able visitors can be dropped off at the front of the House. There is level access to the lawns, marquee, ground floor of the House and toilets. There is access to the upper floors of the House via a small lift. Please consult the House Manager about disabled access and use of the lift.

Departing the event

Our licence is until midnight and we request that all members of the party leave the site no later than 30 minutes after the agreed end time. We also ask that members leave quietly so as not to disturb our neighbours.

Candles

Due to fire regulations, a limited amount of candles can be used. These can only be alight during the ceremony & meal and must be extinguished prior to an evening dance.

Confetti

Biodegradable confetti or rose petals are perfect, however if you choose to use any other type of confetti there will be a clearing charge of £200.

Fireworks

These are not permissible due to animals being located close to the site.

Flowers

These are not included as part of the wedding package & you are most welcome to decorate the rooms with your own floral arrangements.

Smoking

The marquee & house are recognised as a smoke-free zone and therefore we request that your guests smoke outside. Please ask your guests to use the sand buckets provided.

Health and Safety

We take the safety of our guests seriously and expect all participants to act in a way that will not endanger themselves, others or property. A member of Trust staff will be on duty throughout the wedding day. An SIA steward is on duty from 10pm through the night and will ask anyone acting in an unsafe manner to leave the event. If alcohol is to be consumed a member of staff with a personal licence will be present and monitor that the conditions of our licence are abided by. We request that wedding guests do not consume excessive amounts of alcohol and bar staff will be told not to serve individuals that clearly have had enough.

Security Deposit

We take a 10% security deposit at the same time as we take your balance (2 months before the wedding date) which is refunded after the event - minus any additional costs incurred in relation to cleaning, repairs, damaged property or extra staff time.

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Booking

Once you have discussed your arrangements and you wish to book you will be asked to fill in a booking form and agree our terms & conditions. Bookings and dates **cannot** be confirmed until you have paid a deposit.

Cancellations

Please see our Terms & Conditions on our Booking Form for our cancellation policy.

Insurance

It is recommended that you insure against cancellation. The Sharpham Trust cannot accept any liability for any loss or damage to the personal property of any clients or their guests whilst on the premises. The clients will be liable for any loss or damage sustained to the property including furnishings, themselves, their guests & children.



Sharpham House Wedding Booking Form 2018



Full name of Bride:					
Full name of Groom:					
Address:					
Home tel:			Work tel:		
Email:					
Date of wedding at Sharpham:					
Wedding venue hire details					
Date from:			Date to:		
Time from: 4pm			Time to: midday		
Time of ceremony:			Numbers attending:		
Location of ceremony:					
Wedding Breakfast					
Start Time:			End Time:		
Number of guests for Wedding Breakfast:					
Location of Wedding Breakfast		Entrance Hall (40)		yes	no
Music Room (40)	yes	no	Maurice Ash Room (40)	yes	no
Octagonal Room (40)	yes	no	Marquee (200)	yes	no
Type & size of marquee:					
Number of nights accommodation booked:					
Number of guests for accommodation:					
Choice of Caterer	External caterer	In-house catering	Hog Roast		
Provision of wines	Sharpham Vineyard	Client	Caterer		
Provision of Bar	Caterer operated		New Lion Brewery		
Musical Entertainment					
Location:			Timings:		
Venue hire cost			£		

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Additional nights (£1,800 per night)	£	
Additional bedrooms above 18, £40 pppn	£	
In-house catering cost	£	
Cover charge for tables, per person	£	
Charge for bar £150	£	
Charge for portaloos @ £50 per day + VAT per toilet	£	
Off-peak discount	£	
TOTAL	£	
30% deposit	£	
10% security deposit	£	Due date:
Balance	£	Due date:
Please sign below to confirm that you have read and understood our Terms & Conditions.		
Signed:	Date:	
Print Name:		

Payment can be made in the following ways:

Debit/credit card - please telephone 01803 732542 weekdays (9am - 3.30pm)

Bank transfer: Lloyds Bank - sort code: 30 98 69 account no: 02268066

Terms and conditions

Please pay a non-returnable deposit of 30% on confirmation of your booking. The balance – and the 10% security deposit - is due two months before the wedding date.

Cancellation Policy

All cancellations must be made in writing. A booking cancelled prior to a wedding hire will incur the following charges:

Cancellation date	Result
More than 6 months before the wedding hire	Loss of booking deposit (paid at time of booking)
Within 6 months of the wedding hire	Loss of 50% of the total hire cost
Within 4 weeks of the wedding hire	Loss of 100% of the total hire cost

Please return this form to:

Programme Administrator, Sharpham Trust, Sharpham House, Ashprington, Totnes, Devon, TQ9 7UT

Email: bookings@sharphamtrust.org Tel: 01803 732542

Contact Denise Scribbins, House Manager, on 01803 732842 & housemanager@sharphamtrust.org

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Sharpham House wedding marquee consent form 2018

Full name of Bride:	
Full name of Groom:	
Date of wedding at Sharpham:	
Marquee company:	
Company contact:	
Type & size of marquee:	
Date erected:	Date removed:
Amount of guests:	
Power requirements:	
Furnishings:	
Catering tent position:	TO BE BETWEEN TREES & MARQUEE ON NORTH LAWN
Bar situation:	
Water supply:	
Portaloos & contractor:	
Signature of bride/groom:	

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