



STRAWBERRY HILL
Horace Walpole's Gothic Castle

PRE/POST CEREMONY PHOTOSHOOTS

Would you like to use our luxurious environment as the perfect backdrop for your pre/post wedding photos? We happily accommodate an expanse of needs and desires, including shoots on our pristinely manicured grounds, as well as inside the House's gilded halls and rooms.



Courtesy of Maria Di Facci



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Pre-Wedding Shoots

£200 per hour + VAT (exclusive hire of the house) a glass of fizz can be provided upon request.

Please note that this shoots can only take place in the house when we are closed to the public. This can be arranged with the Functions Manager:-

Valerie Beard
Functions Manager
Strawberry Hill House
268 Waldegrave Road
Twickenham TW1 4ST
www.strawberryhillhouse.org.uk
0208 744 1241

Please note that Strawberry Hill House is a registered charity – any funds raised from private hire/filming/photo-shoots help to fund further restoration of the house.



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STRAWBERRY HILL TRUST

HIRE CONTRACT BETWEEN STRAWBERRY HILL TRUST (SHT) AND *****

DATE AND TIME OF HIRE: *****

TYPE OF FUNCTION: **PRE/POST WEDDING PHOTO-SHOOTS**

ROOMS HIRED: *****

COST OF HIRE: *****

1. GENERAL BOOKING CONDITIONS

- i. These terms and conditions form the basis of the booking between the Hirer and Strawberry Hill Trust (the venue). The venue will not enter into, accept or sign and third party's terms and conditions. The Terms and conditions will not be varied except in writing and agreed by both parties.
- ii. The venue reserves the right to decline any Booking or part thereof at any time without liability.
- iii. The venue will not accept Bookings of a political nature. It is the Hirer's responsibility to declare the nature of the booking in advance.
- iv. All bookings must be made by an eligible Hirer (solvent individual, freelancer or company able to trade in the UK) who shall be the contracting party for the purposes of the Booking made with the venue.
- v. All bookings are provisional until a signed Booking Form agreeing to these terms and conditions of hire from the venue, before the due date as agreed.

2. BOOKING FORMS

- i. The Strawberry Hill Trust will only confirm bookings for hire of venues after receiving a completed booking form.



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3. CONTRACTED ACCESS TIME

- i. All areas of rooms within the venue to which hirer has been granted access, including agreed access times are detailed on the booking form.
- ii. The Hirer must arrive and vacate by the agreed time, as stated on the booking form. Failure to adhere to the agreed times will incur additional charges. In the event of unauthorised over-running (after the verbal warning from the Functions Manager) the venue withholds the right to interrupt the Hire, cut the power supply and exclude hire and third parties from the Venue. If this occurs the Venue will charge additional charges to the Hirer accordingly.
- iii. Use of the room(s) details on the Booking Form does not imply any right to use any other part of the building, for deliveries, green rooms or storage

4. EQUIPMENT

- i. The venue will not supply any equipment to the Hirer unless specified in writing before the period of hire.
- ii. If any is used, the Hirer agrees to use the equipment belonging to the Venue in a safe manner and return it in good working order. Where equipment is damaged charges will be made to the Hirer's account
- iii. Access to the venue for your suppliers must be negotiated directly with us.
- iv. Where the Hirer is providing their own electronic equipment, the Hirer agrees to Annually PAT test all the equipment before Installation. If the equipment is found to be not PAT tested the venue will have the equipment PAT tested at a cost of £25 per item.
- v. The venue must be clear of all the Hirers property by the time stated on the Booking Form. Failure to comply with this may result in the Venue disposing of the property and charging the Hirer for expenses.



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5. AMENDMENT, CANCELLATION AND TERMINATION

- i. The venue will acknowledge receipt of all the amendments/cancellations/terminations in writing via letter/e-mail to the Hirer indicating whether the amendments/cancellation/termination has been accepted.
- ii. The Venue properly and reasonably reserves the right to cancel or terminate wholly or in part any booking at any time and for any reason including, but not limited, to the following:
 - The Hirer becomes bankrupt or insolvent or enters into liquidation or receivership
 - If the Hirer is more than 30 days in arrears in respect of payments due to the venue in respect of previous and/or current bookings or part(s) thereof.
 - If the booking, in the Venues reasonable opinion, prejudice the reputation of the Venue.
 - If the behaviour of the Hirer/guests/delegates (whether as individuals or as a group) is deemed by the venue to be unacceptable. Partial termination could s/delegates being asked to leave the Venue.
 - If the activity of the Hirer/guests/delegates (whether as individuals or as a group) breaches Fire/Health and Safety or any legislation in any other way or deemed unsafe for staff or the public.

Any such amendment/cancellation /termination shall be without prejudice to any right of action of the Venue in respect of non-payment or any breach of terms and conditions.



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- vi. Force majeure. If due to an event beyond its control, the Venue is (in its opinion) unable wholly or substantially to perform its obligations to a Hirer, the payment made in respect of the Booking to the Hirer.

6. CATERING

- i. No catering is supplied for location hire bookings unless organised in advance.

7. LIABILITY AND INSURANCE

- i. To the fullest extent permitted by law the Venue shall not be liable for any loss or damage to property of the Hirer or their guests/delegates
- ii. The Hirer will conduct a risk assessment in respect of their event and will provide to the Venue, on request, full details of this risk assessment. A risk assessment template can be e-mailed to you upon request.
- iii. If insurance is deemed necessary, the Hirer will provide to the Venue on request full details of any insurance obtained.

8. USE AND CARE OF THE VENUE/PROPERTY AND PREMISES

- i. The Venue and any additional services requested may only be used for the purpose(s) for which they are hired.
- ii. Smoking or naked flame is not permitted anywhere in the Venue. The Hirers/guests/delegates are asked to refrain from smoking outside the main entrance door.
- iii. Flowers containing pollen are not permitted in the Venue. Flower arrangers must remove stamens off-site. Berries and soft fruit are not permitted within the arrangements.
- iv. Stiletto heels are may not be worn in the Venue.
- v. The Hirer and their guests/delegates are responsible for any wilful or negligent loss and/or damage to the Venue, furniture and equipment. Any costs of making good will be charged to the Hirer. The Functions Manager will check the area before and after the event to note any



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- damage. We encourage you as the Hirer to allocate a member of your party to accompany the Functions Manager during the inspection.
- vi. All furniture and equipment has been inventoried and may not be transferred between rooms without prior agreement to the venue.
 - vii. No notices, decorations or signs may be attached to the fabric of the Venue without prior agreement of the Venue. Under NO circumstances can tape, staples, or any fixing be attached to the pillars, railings, walls or balconies. Where appropriate the aforementioned will be removed without warning. Subsequent costs of making good any damage will be charged to the hirer.
 - viii. Health and Safety incidents or Accidents are to be reported to the Duty Manager/Functions Manager.
 - ix. Rules, regulations, technical advice or any other requests made during the running of an event by the Duty Manager/Functions Manager should be adhered to.
 - x. Hirers are responsible for crew and their behaviour and welfare.

9. HIRER/CREW CONDUCT AND THIRD PARTY RIGHTS

- i. The Hirer and crew must conduct themselves in a responsible manner with due consideration to any other guests/delegates.
- ii. The hirer and their crew must refrain from any behaviour, which would bring the venue into disrepute or cause discomfort to others.
- iii. The Venue is grade I listed building. All Hirers/guests/delegates/crew are asked to respect his environment.
- iv. The Hirer has an obligation to tell all crew about these terms and conditions give those details and ensure they comply with them. It is a condition of the Booking that the Hirer accepts the terms and conditions and has made all those who are party to the Booking aware of them. Each person must individually agree to comply with the terms



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and conditions. The Venue will enforce the terms and conditions against individuals where relevant.

10.COMPLAINTS AND DISPUTES

In the first instance any problems or complaints relating to the Venue, additional services or these terms and conditions should be referred to the Venue, to the Duty Manager, during the event and followed up by email or phone call to the Director. The Hirer may be required to make a formal written prior to any formal investigation.

Nicholas Smith for Strawberry Hill Trust

HIRER: _____

Date:

Print Name:



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GUIDELINES FOR LOCATION HIRE

STRAWBERRY HILL HOUSE

Strawberry Hill House is a grade I listed building. Therefore please respect this environment and adhered to all the restrictions below:-

- No food or drink to be consumed in any of the rooms (drinks/food can be consumed in the café downstairs or a room will be made available for this)
- The venue will not supply any equipment to the Hirer unless agreed in writing beforehand
- Smoking or naked flame is not permitted in the venue
- No flowers containing pollen, berries or soft fruit are allowed.
- No leaning on any of the walls, door frames, fittings or fixtures – no feet on any of the furniture. Absolutely no standing on any of the furniture in the house.
- No dressing or make up/hair spray, perfumes should be applied in any of the historic rooms – a specific room will be provided for this
- Nothing should be removed from any of the rooms without prior approval from the Duty Manager
- Stiletto heels must not be worn
- No notices, decorations or signs may be attached to the fabric of the venue without prior approval. Under **NO** circumstances can tape, staples or any fixing be attached to pillars, railings, walls or balconies.
- Any equipment provided by the hirer must be supported by mats underneath the equipment – any tripods/cameras; large equipment must have rubberised feet underneath to protect all floors.



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- Hirers are not permitted to enter any other area/room other than those agreed for the filming/photo-shoots.
- Any accidents must be reported to the Duty Manager immediately.