

Wedding Booking Terms and Conditions

Please note that when making a Wedding booking please contact the COUNCIL administration team on 01626 775030 or email enquiries@teignmouth-devon.gov.uk. Please DO NOT use the online room booking system. We have different bookings terms and conditions for weddings, equipment and room bookings. Please ensure that you state what you are booking the room for upon booking.

1) Definitions

- a) The HIRER is the individual or organisation making the booking
- b) The COUNCIL shall include its officers or agents, or any persons authorised by them

2) Purpose

The HIRER shall only use the room that has been requested at booking

The HIRER can only use the room for the purpose that it was booked for

The HIRER can only use the room for the times that have been booked. Please note that you are allowed 15 minutes each side of the booking time for setting up and clearing away. If the room is not left in the same condition that it is found in when entering the HIRER might lose all or part of their deposit.

3) Times of the event / room booking

Rooms are only available to hire at set times and dates as below:

Monday – Friday: 09:00 until 23:00

Saturday: 10.00 until 23:00

Sunday: 10.00 until 22:00

Please be aware that Bitton House is not available on Bank Holidays or over the Xmas break each year.

4) Alcohol at an event / room booking

Bitton House Premises Licence does not cover the selling of alcohol. Any event at which alcohol is going to be sold will require the HIRER to apply a Temporary Event Notice (TEN). HIRER must do the following when applying for a TEN:

- a) The HIRER needs to gain written permission from the COUNCIL to sell alcohol at the premises.
- b) If the permission is granted, the HIRER needs to apply for the TENS (the COUNCIL is not held responsible for applying for the TEN)
- c) If a TEN has been approved, the HIRER needs to have 4 copies. One needs to be sent to the COUNCIL, one should be sent to Teignbridge Council, one given to the Police, and one kept with the HIRER at Bitton House when the alcohol is being sold.
- d) If the TEN has been approved then the COUNCIL may request that the HIRER employs registered door staff during the event. The registered door staff member must hold a current SIA and ensure that it is on show for the duration of event.
- e) If there is no selling of Alcohol, but there will still be Alcohol, the HIRER stills needs to ask permission from the COUNCIL to have it at the room booking/event. Please note that the COUNCIL hold the right to refuse any Alcohol being in Bitton House.

5) Stewards

At the discretion of the COUNCIL, it may be requested that the HIRER employ a steward to monitor the activity and footfall within the building. This is to ensure that the maximum capacity stays within the limits of each room and to monitor any potential anti-social behaviour. If the COUNCIL do request that there be a Steward, then the HIRER must employ and pay for it.

6) Capacity

The COUNCIL have up to date Health and Safety regulations at Bitton House, as part of this, there is a maximum compacity set for each room. The maximum capacity is not to be breached under any circumstances.

The Mayor's Parlour: 30 people

Council Chamber 1: 30 people

Council Chamber 2: 30 people

Council Chamber 1 and 2: 60 people

There is also an overriding maximum of 60 people at all events at any one time.

7) Health and Safety

The COUNCIL have a Fire Risk assessment for Bitton House. The risk assessment is available upon request. It is the responsibility of the HIRER to carry out their own risk assessment for their event. HIRERs are responsible for ensuring that all activities comply with the requirements of any current legislation (Health and Safety at Work act)

8) Security and Alarms

The COUNCIL will allocate a staff member for any Wedding, who will open and lock Bitton House.

9) Food Hygiene

As part of any Wedding, the HIRER has use of the kitchen for basic tea and coffee facilities. The COUNCIL will provide hot water, filtered cold tap water, and cups. The COUNCIL will not provide anything else.

The HIRER needs to request written permission from the COUNCIL to have catering at the Wedding. There is an additional charge of £25 for this to allow for cleaning after the event.

In the event of the COUNCIL approving the request, the HIRER can bring in a 3rd party catering company. It can only be done by a suitably insured and licensed catering company. The HIRER is responsible for supplying the Public Liability Insurance (PLI) certificate, risk assessment, food hygiene certificate, and any other documentation that the COUNCIL may request.

Please be aware that it is the responsibility of the HIRER to ensure that the kitchen is kept in good order when leaving the kitchen, otherwise, the COUNCIL reserves the right to invoice the HIRER for the cleaning charge.

There is a handbook in the Kitchen that explains how the dishwasher works.

10) Good Order

The HIRER shall be responsible for keeping good order in the room that they are hiring, and any common areas used to access the hired room.

Please note that Bitton House is a Grade 2 listed building. Not decoration are allowed to be pinned or tacked anywhere within or outside of the building.

The HIRER does not need to put away the chairs and tables after the wedding. It is, however, the responsibility of the HIRER to take away any extra decorations that they have brought in (this includes any extra glasses that the HIRER brings in.)

The HIRER needs to be aware that Bitton House is in a residential area and not to make too much noise when entering or leaving Bitton House.

Glasses cannot be taken outside of the house, if the HIRER is planning on using the park, the HIRER needs to provide their own plastic cups and plates to take outside. If any of these plastic cups or plates are left outside, the COUNCIL will raise an extra cleaning charge.

If anything does not work, or the HIRER notices any flooding, gas leaks, or fire, the HIRER must notify the COUNCIL immediately. If it happens outside of working hours, the HIRER will be given an emergency contact number to get hold of the COUNCIL.

Smoking is not permitted anywhere within Bitton House, this includes all and any e-cigs, vapes and disposable vapes. All smoking needs to be at the smoking area which is located by the East (side) door of the building where a receptacle is provide for used butts.

Dogs are not permitted anywhere within the House. This excludes accessibility dogs. The HIRER is responsible for the accessibility dog that is part of their Wedding. If the dog causes any damage or does any accidents within the building the HIRER will be charged by the COUNCIL for the cost of repairs or specialist cleaning. The COUNCIL also reserves the right to invoice the HIRER.

11) Damage of Property and Property Contents

The HIRER is responsible for everyone attending the Wedding and any damage that may occur. It is the responsibility of the HIRER to cover the cost of any damage caused. The COUNCIL reserves the right to invoice the HIRER for any damage that may occur during the event.

12) Billing and Payment

The HIRER must pay a £100 deposit up booking to secure the time and room they have requested. No booking will be confirmed until the deposit has been received. Payment should be made through our online payment service [Gov.Pay](#) (details will be on the invoice that is sent to the HIRER) through the COUNCIL website <https://www.teignmouth-devon.gov.uk/>

A £100 deposit will be put automatically to each room hire. This is a non-refundable deposit. The £100 will be taken off the total invoice.

The total balance needs to be cleared at least 3 months before the date of the Wedding.

13) Cancellation

The HIRER needs to make the COUNCIL aware of any cancellation with a minimum of a 3 months' notice to get a full refund and deposit back for their hire. If less than 3 months' notice has been given the COUNCIL reserves the right to keep all / part of the money to cover admin costs.

14) No Show

If the HIRER does not attend their hire booking, the COUNCIL reserves the right to retain all the money from the hire. This also includes the deposit that was made.

15) Parking

There are three car parks at Bitton House. One right outside Bitton House, one halfway down Park Hill Road on the right and another one at the bottom of Park Hill Road also on the right. Please be aware that these are 'Pay and Display' car parks that are controlled by Devon County Council. The car park is on a first come basis and the COUNCIL cannot reserve any parking for the HIRER.

16) Registrar

It is the responsibility of the HIRER to book and organise the Registrar including, telling them the date and time of the Wedding, getting a marriage license, and going through the interview.

Please note that the Registrar can arrive up to 15 minutes before the ceremony is due to start. The COUNCIL take no responsibility with the Registrar and cannot be held accountable if they are late or do not show.