



Please ask for Graham Ibberson
Direct Line:
Fax: 01246 345252
Email: committee.services@chesterfield.gov.uk

The Chair and Members of Licensing
Committee - Group 1

Dear Councillor,

AGENDA SUPPLEMENT

Please see attached the documents for the agenda item(s) listed below for the meeting of the LICENSING COMMITTEE - GROUP 1 to be held on MONDAY, 13 NOVEMBER 2023, the agenda for which has already been published.

3. Application for a New Premises Licence by Dunston Hall Leisure Ltd
(Pages 3 - 60)

Yours sincerely,

A handwritten signature in black ink, appearing to be "Graham Ibberson", written over a horizontal line.

Head of Regulatory Law and Monitoring Officer

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For publication

Application for a New Premises Licence by Dunston Hall Leisure Ltd, in respect of

Meeting: Licensing Committee

Date: Monday 13th November 2023

Cabinet portfolio: Health and Wellbeing

Report by: Glenn Holden, Licensing Officer

Ward Dunston

Dunston Hall, Dunston Road, Dunston, Chesterfield, S41 9RL

For publication

1.0 Purpose of report

- 1.1 For Members to hear details of an application for a new premises alcohol licence made by Dunston Hall Leisure Ltd in respect of

Dunston Hall,
Dunston Road,
Dunston,
Chesterfield,
Derbyshire,
S41 9RL

and determine whether it be

- Granted
- granted with modification
- or refused.

1.2 Further supporting information was received by the applicant's representative on 10/11/23, now attached at Appendix C.

2.0 **Recommendation**

2.1 That the Committee

- Consider the details and impact of the new premises licence application and the concerns identified in the representation received.
- and determines whether the application be granted, granted with modification, or refused.

Glenn Holden
LICENSING OFFICER

For more information on this report please contact the author,
Glenn Holden on 01246 936354,
email glenn.holden@chesterfield.gov.uk

Dunston Hall, Dunston Road, Dunston, Chesterfield, S41 9RL
Documents in support of Premises Licence application

Document	Pages
Wedding Licence	1
Extracts from wedding brochure	2 – 9
Wedding Event Menus	10 – 18
Wedding Contract	19 – 26
Function sheet showing typical running order for wedding event	27 – 31
Night Porter dispersal document	32
Bistro example menus	33 – 35
CCTV camera location – written list	36 – 37
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Site plan – car parking provision	39
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Website screenshot – contact number	53
Relevant sections of Licensing Act Guidance	54

Approval for premises to be used as a venue for Civil Ceremonies

Derbyshire Registration Service has granted approval for the premises shown below to be regularly used as a venue for the solemnisation of marriages under the provisions of Section 26(1) (bb) of the Marriage Act 1949 and for Civil Partnerships under section 6(3A)(a) of the Civil Partnership Act 2004.

***Dunston Hall
Dunston Road
Dunston
Chesterfield S41 9RL***

Ceremonies may only take place in the following licensed areas:

The Ceremony Room The Reception Room

***This approval will continue, subject to revocation until:
22nd July 2024***

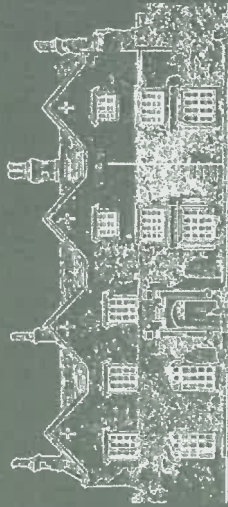
The Marriages & Civil Partnerships (Approved Premises) Regulations 2005 set out the conditions under which ceremonies may take place in Approved Premise venues. It is a requirement of the Regulations that a suitably qualified Responsible Person (or their Deputy) be present and available one hour before and during each ceremony on the premises to ensure that all the conditions are met in full.

Signed:

Date : 22nd July 2021



County Superintendent Registrar



DUNSTON HALL ESTATE 1576



—
YOUR

EXCLUSIVE USE

UNIQUE WEDDING

VENUE

—

In 2021 Dunston Hall Estate was gracefully restored to create a beautiful, authentic space in which you can gather with the ones you cherish the most.

Although it no longer has permanent residents, the hall is your idyllic home away from home, and the estate is now an outstanding venue for weddings and events with its timelessly elegant setting.

Dunston Hall Estate oozes character and style and provides a hidden gem that's peacefully tucked away from the bustle of the neighbouring market town. Our team are on hand to bring to life your dream wedding day, and ensure that you leave us with memories that will last a lifetime.







YOUR
WEDDING
YOUR
WAY

Dunston Hall Estate is hired on an exclusive basis (from 12pm until 12pm the following day) meaning you get sole use of the hall and grounds for the duration of your stay with us, along with The Stables for your wedding reception.

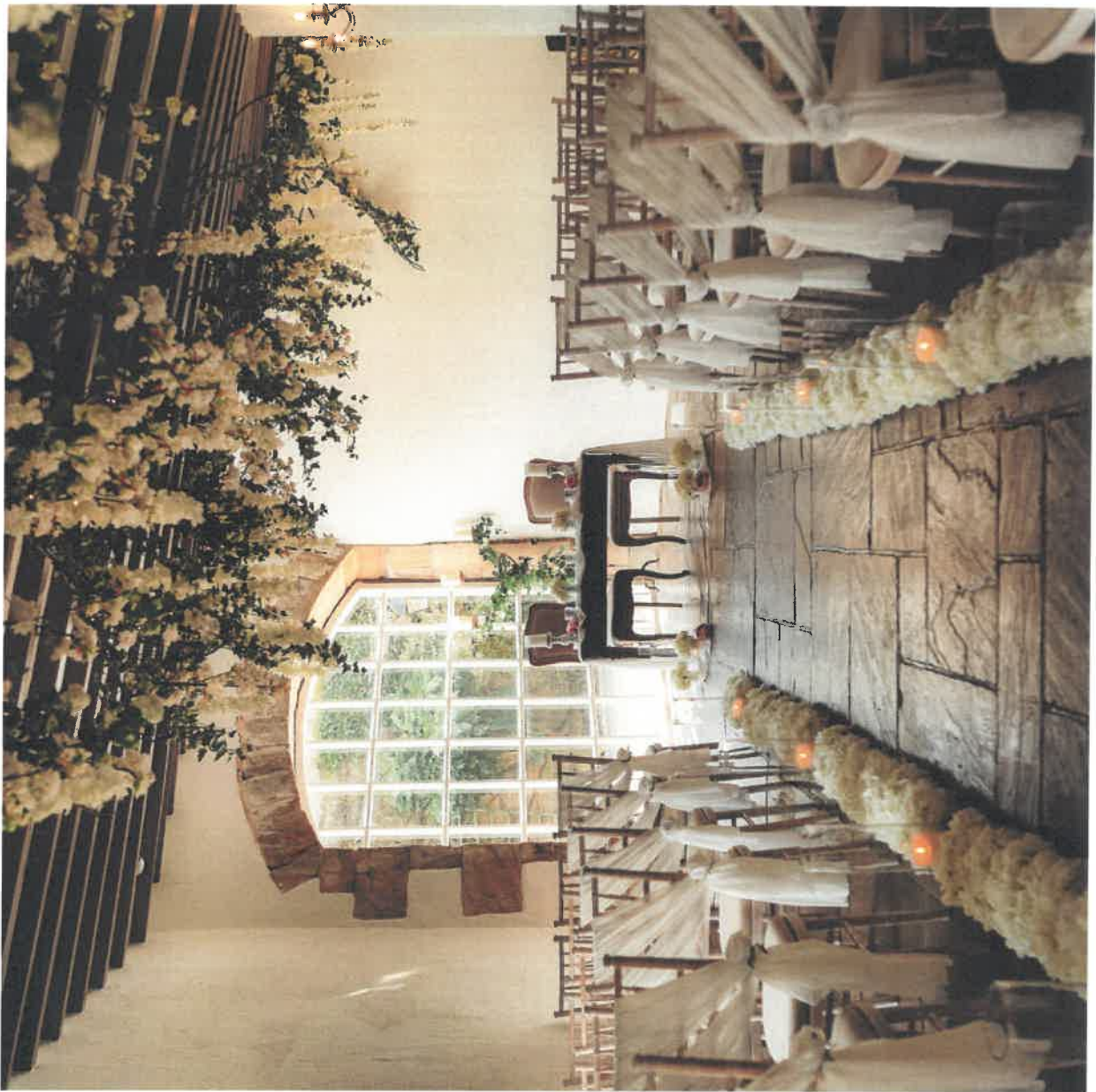
We can accommodate indoor ceremonies in our dedicated ceremony space The Garden Room, or outdoors on the front lawn.

Whether you wish to have a midweek or a weekend gathering, we have a flexible approach to the flow of a day, meaning you can create an experience that is unique and personal to you.

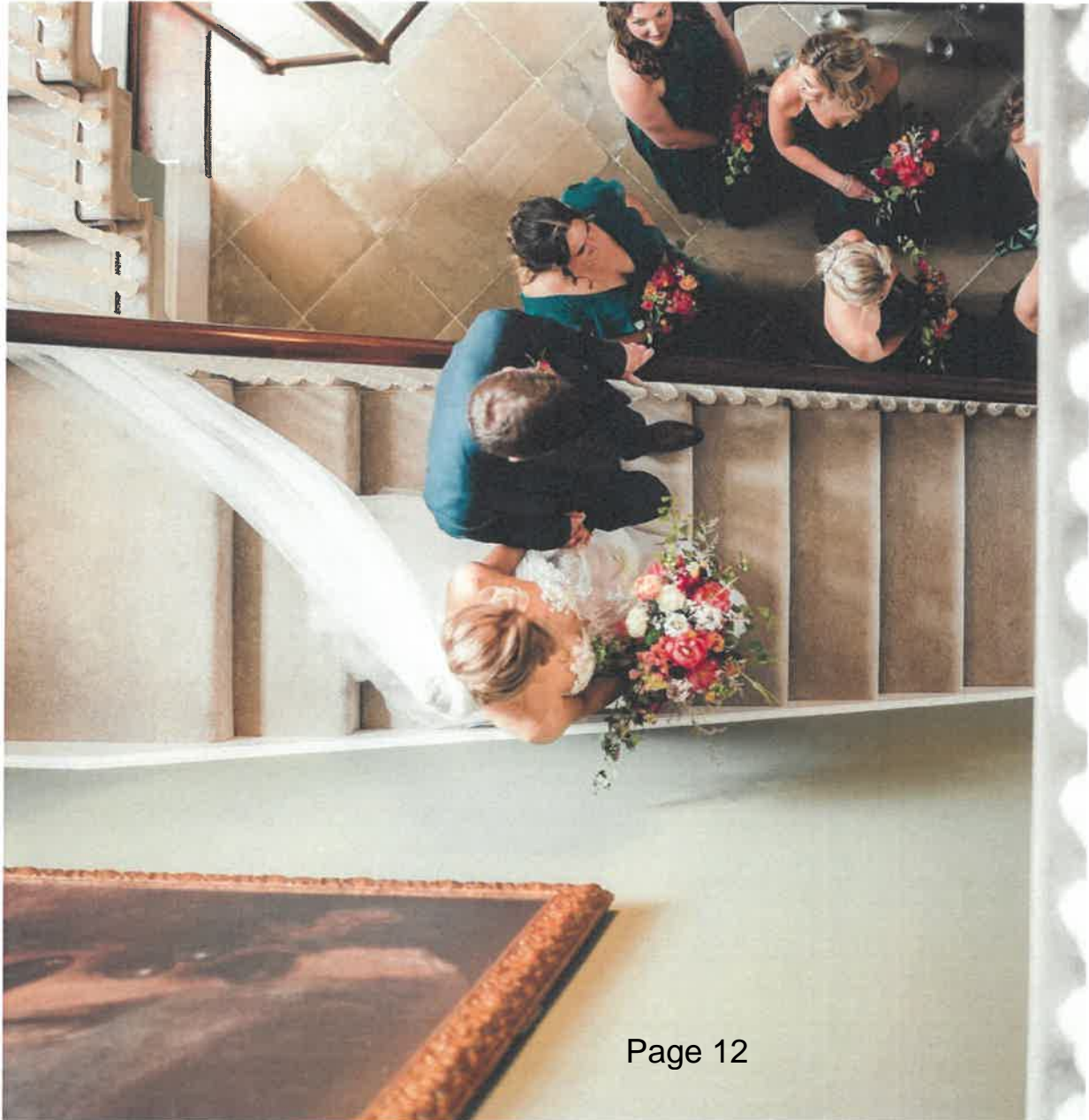
Our in house chefs will cater for your arrival, wedding breakfast and reception requirements. We will cover all aspects of your catering and service needs. We will provide all of the drinks for your day, whether you choose to opt for a drinks package or let your guests order for themselves from our bar.

Our events team will be present throughout to coordinate the day, act as your master of ceremonies, serve the food and drink and ensure that everything runs perfectly.

Everything else is up to you, but please let us know if you would like us to point you in the direction of some very talented suppliers.







WHAT IS INCLUDED IN YOUR PACKAGE

- Exclusive use of Dunston Hall, The Garden Room and The Stables for the duration of your stay, with capacity for 80-120 daytime and up to 120 evening guests.
- Three licenced areas for civil ceremonies, both indoor and outdoor (registrars to be booked and paid for separately).
- 10 en-suite bedrooms including a beautiful bridal suite, all of which can be used exclusively by you and your guests for the night of your wedding (a maximum of 23 guests).
- Our chivari chairs for your ceremony, round banqueting tables and wooded cross back chairs for your reception, plus white tablecloths and napkins, all cutlery, crockery and glassware.
- Use of our accessories, including our easel and cake table, stand and knife.
- Our microphone and speaker system for your speeches and music.
- The gardens and grounds, a perfect backdrop for photos.
- Use of our two outdoor hot tubs for you and your overnight guests.
- A locally sourced continental breakfast the following morning after your stay for all overnight guests.
- Free on-site parking for all of your guests.
- Our expertise and support, both during your planning and on the day, to ensure that everything runs perfectly.





— WE

WOULD LOVE TO HEAR FROM YOU

—

Please get in touch to make an appointment to meet one of our wedding coordinators who would be happy to show you around and talk through all the finer details.

Call: 01246 450005 option 2

Email: anna.weddingsandevents@dunstonhall.co.uk

Dunston Hall Estate, Chesterfield, Derbyshire, S41 9RL

For more information please visit:

www.dunstonhall.co.uk

Instagram: [@dunstonhallestate](https://www.instagram.com/dunstonhallestate)

Facebook: [@dunstonhall](https://www.facebook.com/dunstonhall)



CANAPÉS

Please choose three canapés from the selection below

Honey & Sesame Chipolatas

Mini Jacket Potatoes with Cream Cheese & Bacon

Parmesan Arancini with Red Pepper Purée

Mini Lamb Kofta with Mint Yoghurt

Smoked Salmon & Cream Cheese Blini

Sun-dried Tomato & Parma Ham Crostini

Coronation Chicken Vol-au-vent

Goats Cheese Mousse Au Croûte

Sun-dried Tomato & Olive Tapenade Crostini ⑤



STARTERS

Please choose one meat and one vegetarian starter from the selection below.

Roasted Tomato & Red Pepper Soup with a Bread Roll & Butter ⑤

Ham Hock Terrine with a Croûte & Pickled Vegetables

Tomato & Mozzarella Salad with Croutons ⑤

Prawn Cocktail with Baby Gem Lettuce, Bread & Butter

Baked Goats Cheese with Roasted Baby Beetroot ⑤

Chicken Liver Parfait with Red Onion Chutney & Toasted Brioche

Wild Mushrooms in Madeira Cream Sauce on Toasted Sourdough ⑤



MAINS

Please choose one meat and one vegetarian main from the selection below

Chicken Breast with Fondant Potatoes, Mushroom & Leek Fricassée, Seasonal Greens & Red Wine Jus

Butternut Squash Risotto with Asparagus Spears & Chives ⑤

Brisket of Beef with Roast Potatoes, Seasonal Greens, Roasted Shallot, Yorkshire Pudding & Red Wine Jus

Salmon Fillet with Crushed Lemon & Thyme New Potatoes, Seasonal Greens & Chive Cream Sauce

Loin of Pork with Creamed Potatoes, Seasonal Greens & Cider Jus

Caramelised Shallot & Feta Tart with Red Onion Chutney & Dressed Salad ⑤

Rack of Lamb with Dauphinoise Potatoes, Garlic Greens & Red Wine Jus



DESSERTS

Please choose one dessert from the selection below.

Dark Chocolate Brownie with Chocolate Ganache Raspberries ⑤

Sticky Toffee Pudding with Toffee Sauce & Vanilla Ice Cream ⑤

Lemon Tart with Chantilly Cream, Blackberries & Candied Lemon Zest ⑤

Bakewell Tart with Pouring Cream & Freeze Dried Raspberries ⑤

Crème Brûlée with Blueberries & Shortbread Biscuit ⑤

Vanilla Cheesecake with Seasonal Berries & Mixed Berry Coulis ⑤

Lemon Posset with Seasonal Berries & Shortbread Biscuit ⑤



CHILDREN'S

Please choose one starter, one main and one dessert from the selection below

STARTERS

Tomato Soup

Garlic Bread

Melon and Grapes

MAINS

Chicken Goujons with Fries

Cheese & Tomato Pitta Pizza with Fries

Cheese & Tomato Penne Pasta

DESSERTS

Chocolate Brownie

Selection of Ice Cream

Fruit Salad



BUFFET

Please choose five buffet items from the selection below.

Char-grilled Chicken Skewer

BBQ Pork Belly

Honey Roast Ham

Selection of Cured Meats & Manchego Cheese

Homemade Sausage Roll

Highfield House Farm Mini Pork Pie

Homemade Scotch Egg

King Prawn Skewer with Sweet Chilli & Mango Dressing

Teriyaki Salmon Skewer

Tomato & Mozzarella Salad ⑤

Italian Style Couscous Salad ⑤

Potato & Wholegrain Mustard Salad ⑤

Roasted Vegetable Pasta Salad ⑤

Lemon & Herb Roasted New Potatoes ⑤

Crudités, Breads & Dips Platter ⑤

Cheese Board with Celery, Grapes, Crackers & Chutney ⑤

Olive & Sun-Dried Tomato Focaccia ⑤



HOG ROAST

Available May to September only for a minimum of 80 guests

Hand carved spit-roasted pork and crackling

Vegetarian Sausages ⑤

Bread Rolls ⑤

Homemade Stuffing ⑤

Apple Sauce ⑤

Mixed Green Leaf Salad ⑤

Homemade Coleslaw ⑤

Homemade Potato Salad ⑤



BBQ

Available May to September only for a minimum of 80 guests

Highfield House Farm Sausages

Vegetarian Sausages ⑤

Homemade Beef Burgers

Chicken and Chorizo Skewers

Halloumi and Vegetable Skewers ⑤

Bread Rolls ⑤

Charred Corn on the Cob ⑤

Homemade Potato Salad ⑤

Mixed Green Leaf Salad ⑤

Homemade Coleslaw ⑤



DUNSTON HALL
ESTATE

LIGHT BITES

Please choose one light bite or a combination from the selection below

PULLED PORK

Slow cooked shoulder of pork with bread rolls, homemade BBQ sauce and homemade coleslaw

MINI FISH AND CHIPS

Hand battered haddock goujons with chips & pea puree

BACON ROLLS

Dry cured bacon with bread rolls & sauces

FRIES

Seasoned fries with sauces and condiments



DUNSTON HALL ESTATE

Dunston Hall Estate – Wedding Contract

Clients Contact Details:	Our Contact Details:
	Dunston Hall Estate Dunston Road Chesterfield Derbyshire S41 9RL 01246 450005 anna.weddingsandevents@dunstonhall.co.uk

Booking Reference:	Wedding Date:	Arrival/Departure Date:	Total Price:

Payments:	Due Date:	Amount:
Deposit		
50% of the Remaining Balance		
Final Balance		
Damage Deposit <i>Not incl. in the total price, to be invoiced separately</i>		

Minimum Agreed Day Guest Numbers:	Minimum Agreed Evening Guest Numbers:

Package Overview:
<p>Venue Hire: Exclusive use of Dunston Hall, the Front Lawn and the Walled Gardens. Access from 12pm on the arrival date until 12pm on the departure date. A one-night stay at Dunston Hall Estate in all 10 ensuite bedrooms with continental breakfast included. The Garden Room for your Ceremony on the wedding date. The Stables for your wedding reception on the wedding date.</p> <p>Catering: A choice of 3 canapes per person for you and your day guests . An arrival drink of One glass of Prosecco or Bottled Beer for you and your adult day guests One glass of Fruit Juice or a Fruit Shoot on arrival and at the table for your child day guests A 3-course Wedding Breakfast for you and your adult day guests A 3-Course Wedding Breakfast for your child day guests 1/4 bottle of our White, Rose or Red House Wine at the table . A toast drink of one glass of Prosecco for you and your adult day guests A Hog Roast for you and your evening guests A pay at bar accepting cash and card payments will be available for you and your guests to purchase alcoholic and non-alcoholic beverages from.</p> <p>Included as Standard: Use of our table and chairs for your ceremony. Use of our tables and chairs, tablecloths and napkins, cutlery, crockery, and glassware for your wedding reception. Use of our easel to display your table plan. Use of our cake table and knife. A Master of Ceremonies. All necessary staff on your wedding date. Our Resident DJ to play during your evening reception.</p>

Terms and Conditions:



Dunston Hall Estate – Wedding Contract

These terms and conditions, together with the rest of this document in its entirety, form the contract between you and us for your wedding at Dunston Hall Estate.

In these terms and conditions, the following terms shall have the following meanings:

"Dunston Hall Estate", "us", "we" or "our" means Dunston Hall Leisure Limited, a company registered in England and Wales with the company number 12947578, whose registered office is Dunston Hall Estate, Dunston Road, Chesterfield, Derbyshire, S41 9RL.

"you" or "your" means you, the person(s) named in the Contract and these Terms and Conditions shall apply to each such person jointly and severally.

"Venue" means Dunston Hall Estate, where your wedding is agreed to be held, and means either or all the Hall, the Garden Room, the Stables, the Front Lawn or the Walled Gardens as indicated on the contract.

"VAT" means value added tax.

"Deposit" means an amount of £1000.00 payable by you at the point you make your wedding booking.

"Damage Deposit" means an amount of £1000.00 to be paid by you and held by us as provided in Clause 5.2.4.

"Total Price" means the total charges payable by you under the contract as set out in the contract, or as subsequently notified by us in writing.

"Final Balance" means the balance of the total price payable to include any additional guest numbers or services as agreed.

"Contract" means this document signed by you which confirms the details of your wedding booking.

"Quotation" means an itemised quotation for the wedding package you have chosen based on your minimum or final guest numbers.

"Package" means the facilities and services relating to your wedding which we agree to provide to you.

"Minimum Guest Numbers" means numbers in respect of day guests and evening guests who will be attending the wedding and will be agreed on booking.

"Maximum Numbers" means the maximum number of guests to be accommodated at the venue as indicated in these terms.

"Final Guest Numbers" means numbers in respect of day guests and evening guests who will be attending the wedding and will be agreed no later than 6 weeks before the wedding date.

"Wedding" means the event to which your booking relates as indicated in the contract.

"Guests" means the individuals attending or planned to be attending the wedding.

"Terms" means these terms and conditions.

"Working Day" means a day other than a Saturday, Sunday, or public holiday in England when banks in England are open for business.

1. Provisional Bookings

1.1 If we agree to you making a provisional booking, we will hold it for a maximum of 14 days from the time we confirm to you in writing that it has been made. If during this period we receive a booking enquiry from another customer for the same date, we agree not to release the date to the other customer, without first contacting you and giving you 24 hours to confirm your provisional booking by following the procedure set out in clause 2.1 below. If you do not confirm your booking during this period, or if you have not confirmed your booking within 14 days from the time we confirmed to you in writing that it had been made, we may release the date to another customer without liability to you.

1.2 You may cancel a provisional booking without any liability to us.

2. Confirming Your Booking

2.1 To confirm your wedding booking at Dunston Hall Estate you must:

2.1.1 Sign and return a copy of the contract to us by email, post or in person, and;
2.1.2 At the same time, pay the deposit of £1000.00.

2.2 Until you have complied with clause 2.1 above, we will have no obligation to hold your chosen date for you.

2.3 At the time of both a signed copy of the contract and the deposit payment is received by us, the booking is confirmed and is subject to our cancellation terms.

2.4 By signing and returning a copy of the contract you will be deemed to have agreed to the terms. Please therefore read this document carefully before signing. If you have any questions regarding this document or if you believe any of the detail within it is incorrect, please contact us.

3. Your Package

3.1 The content of your package shall be confirmed on page 1 of this contract. We may finalise certain details of your package with you in the period leading up to your event, in accordance with these terms.

3.2 We will make the venue available for the wedding during the times indicated in the contract and in accordance with these terms. The venue may not be used for any other purpose.

3.3 As part of your package, you have exclusive use of the venue as stated in the contract.



DUNSTON HALL ESTATE LTD

Dunston Hall Estate – Wedding Contract

- 3.4 If you are intending to have a civil ceremony at the venue, we are not responsible for booking the Registrar. It is your responsibility to book the Registrar by contacting the Derbyshire Register Office (Chesterfield) and it is your responsibility to pay the appropriate fee directly to the Registrar. The total price does not include any Registrar's fee.
- 3.5 If you do have a civil ceremony at Dunston Hall Estate, the time you have booked with the Registrar must be adhered to as the Registrar will leave 30 minutes after their due time. We cannot be held responsible for any delays outside of our control.
- 3.6 We will invite you to a meeting with us no less than six weeks before the date of your wedding to confirm final details of your booking. At the final details meeting you must confirm all final details including final guest numbers, menu pre-order, all timings and any special needs or requirements. You will also be required to sign and return to us, no later than 4 weeks prior to the wedding date, a document agreeing that no further changes will be permitted.
- 3.7 If you or any of your guests have any special needs or requirements e.g., wheelchair user/food allergies or intolerances, please contact us at your earliest convenience to inform us of the additional requirements. Without doing so, we cannot guarantee that all needs will be catered for on the day and we will not be held responsible for any inconvenience that arises as a result.
- 3.8 We may allow access to the venue on the day before your wedding, provided it is not being used for another booking. Please ask us if you would like to request such access.
- 3.9 Unless otherwise pre-agreed, access to the venue for you and your guests will be from 12pm on the wedding date and unless staying overnight at the venue, you and your guests must depart by 12:30am.
- 3.10 If your package includes an overnight stay, unless otherwise pre-agreed, access to the venue's accommodation will be from 12pm on the date of arrival and must be vacated by 12pm on the date of departure. Please make sure that the members of your party are aware of this, as we may charge you for extra costs incurred if they do not leave rooms on time.
- 3.11 An earlier time of arrival may be available for an additional charge and can be requested but not guaranteed. To guarantee an earlier arrival time, we recommend you book an additional night's stay, subject to availability.
- 3.12 We will send you a bedroom allocations list which must be completed and returned to us no later than 6 weeks prior to the wedding date.
- 3.13 You must provide your guests with such information we may reasonably request regarding arrangements to be followed at the venue (for example, in relation to car parking or the storage of valuables).
- 3.14 If you include any images of the venue on your celebration invitations or other materials, you must ensure that you have the permission of the appropriate copyright holder.
- 3.15 We regret any price increases, however, in certain circumstances where our suppliers may impose increases and/or surcharges, it may be necessary to pass on these price increases. Where applicable, we will factor into the total price of your package a 5% year on year price increase to cover costs of inflation, rise in living wage and increased food costs, etc.
- 3.16 As part of your package, our Resident DJ will perform during your evening reception as stated in the contract. If you wish to use an alternative DJ or a Band then you may do so, providing you follow the conditions set out in clause 10, and there will be no reduction in your total price.

4. Guest Numbers

- 4.1 We will agree with you at the time of booking the minimum guest numbers for your wedding, and we will charge for the facilities and services booked based on those numbers.
- 4.2 No later than 6 weeks prior to the wedding date, you must provide us with final guest numbers.
- 4.3 Guest numbers may be increased at any time after booking until no later than 6 weeks prior to the wedding date, and only with our prior agreement in writing. You will be required to pay for each additional guest in full and the cost will be added to the final balance.
- 4.4 Should your numbers fall below the agreed minimum guest numbers, the total price will still apply as set out in the contract.
- 4.5 After your final balance payment has been made, should you wish to increase numbers, we will consider any request to increase the number of guests which is received up to 2 weeks before the date of your wedding provided the increase would not breach the terms of our operating licence. We will not be obliged to agree such a request but if we do agree, you will be required to pay for each additional guest in full immediately.
- 4.6 All guests attending the wedding must be counted within the minimum or final guest numbers, and be catered for by us for the daytime and evening.
- 4.7 Maximum numbers in the Hall are 23 guests in all 10 bedrooms for overnight stays. Maximum numbers in the Garden Room are 80 for a civil ceremony. Maximum numbers in the Stables are 80 for a wedding breakfast and 120 for an evening reception. Maximum numbers in the Hall are 44 for a wedding breakfast and 80 for an evening reception.

5. Payment

- 5.1 The total price is inclusive of VAT and needs to be settled in full by you, together with any additional services incurred by you and any guests that are not included in the total price.
- 5.2 The total price of your wedding is set out in the contract and is payable in instalments as follows:
- 5.2.1 A non-refundable deposit payment of £1000.00 on booking.
- 5.2.2 No later than 6 months before the wedding date, 50% of the remaining balance.
- 5.2.3 No later than 6 weeks before the wedding date, the final balance (including any additional guest numbers as agreed)
- 5.2.4 A damage deposit payment of £1,000.00 will also be payable 6 weeks prior to the wedding date. Any damage caused to the venue, its equipment, contents, or fittings will be deducted from your £1,000.00 damage deposit. If the value of the damage exceeds this amount, the additional cost will be invoiced to you directly and payment will be due immediately. Following a full site inspection, should no damage have occurred, we will endeavour to return the damage deposit payment to you within 10 working days following your departure date.



Dunston Hall Estate – Wedding Contract

- 5.3 If your wedding is booked less than one year prior to the wedding date, bespoke payment terms will apply as agreed between you and us.
- 5.4 We will revise the total price if you make an amendment to your booking which causes a change to the price.
- 5.5 We will send you an invoice for each instalment and all invoices are payable immediately.
- 5.6 Our preferred method of payment is bank transfer. We can accept a payment of £100.00 towards the total deposit by credit card by prior arrangement, and the remaining £900.00 of the total deposit or the total deposit and all other payments due must be made by bank transfer.
- 5.7 Payments must be made to Dunston Hall Leisure Limited to the account specified in the relevant invoice, or as otherwise notified by us in writing.
- 5.8 All invoices should be paid in full by the due date, late payments will be charged an administration fee or result in cancellation of your booking.
- 5.9 We reserve the right to treat any failure by you to make these payments, by the times indicated in the contract, as a cancellation of the contract and legal costs will be recovered should the need to be incurred.
- 5.10 If you request any additional items on the day of your wedding and we agree to supply them, we will issue an additional invoice for such items which you must pay before your departure.

6. Altering or Cancelling Your Booking

- 6.1 You may request alterations to your booking up to the point we issue the final balance invoice. We will try to agree any such request, but we reserve the right to refuse where it is not practical for us to do so. If we are able to agree to your request, we will confirm the changes to the contract in writing.
- 6.2 Once we have issued the final balance invoice, you will not be permitted to make any further changes to your booking, except as set out in clause 4.4.
- 6.3 If you wish to cancel your booking, we will not accept any cancellation until we have received confirmation of it in writing by email or post which is signed by you or arises as a result of non-payment under Clause 5.8, and the date of the cancellation shall be deemed to be the date we receive your notification.
- 6.4 You acknowledge that in the case of cancellation by you, our ability to rebook the date of the wedding under a substitute contract reduces by reference to the period of time available before that date. You recognise that the following provisions are fair to ensure that Dunston Hall Estate can recover its losses in the event of cancellation at certain periods before the date of the wedding.
- 6.5 As soon as possible after receiving your cancellation notice, we will confirm the cancellation in writing by email or post, including details of any charges we are entitled to keep and if applicable, any further charges you must pay.
- 6.6 Where the final balance has yet to be finalised (for example, because you have not yet provided us with final guest numbers), we shall base the cancellation charges on the minimum agreed numbers set out in your contract.
- 6.7 If the booking is cancelled for any reason by your acts or omissions, we will return to you within 20 Working Days all sums paid to us under the contract having first deducted the cancellation charges (which shall be calculated to include any deposit paid) as follows:
 - 6.7.1 Where the period of cancellation is 12 months or more before the wedding date the cancellation charge shall be the deposit paid.
 - 6.7.2 Where the period of cancellation is 6 months or more and up to 12 months before the wedding date the cancellation charge is 25% of the total package cost.
 - 6.7.3 Where the period of cancellation is 3 months or more and up to 6 months before the wedding date the cancellation charge is 50% of the total package cost.
 - 6.7.4 Where the period of cancellation is less than 3 months before the wedding date the cancellation charge is 100% of the total package cost.
- 6.8 If you have not paid sufficient sums under the contract to cover the cancellation charges or any unrecovered part of them under clause 6.6, these shall be payable immediately on demand to us and legal costs will be recovered should the need to be incurred.
- 6.9 If you wish to cancel any items which we have already purchased on your behalf, you will be required to pay for them unless we are able to use them for another booking.
- 6.10 Should you wish to postpone your wedding, the acceptance of this will be at the sole discretion of Dunston Hall Estate and may be subject to an administration charge up to the value of the cancellation charge due at the date when the postponement is made. You agree to reimburse us for any costs incurred arising from the consequential cancellation or postponement of our arrangement with any third parties.
- 6.11 In the event of postponement of your wedding, the costs may vary dependent upon the new date chosen and your requirements. After moving your wedding date, subsequent cancellations charges will be based on the date of your original booking.

7. Alterations or Cancellations By Us

- 7.1 In the unlikely event that we need to cancel your booking or otherwise alter your booking, we will try to offer an alternative date or make alternative arrangements, that will cause you the minimum of disruption. If you choose not to accept our proposal, then save where clause 8 shall apply, we will give you a full refund of all sums paid but we will not have any further liability to you under this contract.
- 7.2 We may terminate the contract and cancel the wedding booking without liability to you by notice in writing if:
 - 7.2.1 You fail to make any payments when they are due and you are more than 14 days in arrears with any payment to Dunston Hall Estate, unless altered by a pre-arranged agreement with us at our discretion.
 - 7.2.2 You are declared bankrupt, or we have reasonable grounds to believe that you are unable to pay your debts as they fall due.
 - 7.2.3 We have reasonable grounds to believe that holding the wedding may lead to our reputation or our property being damaged or injury to people.
 - 7.2.4 We discover that you have deliberately concealed information, or deliberately given us incorrect information about your intended wedding in circumstances where (if you had not done so) it would have been reasonably foreseeable that we would not have accepted your booking.
- 7.3 If we terminate the contract for any of the reasons set out in clause 7.2, we will treat the termination as a cancellation by you and the terms of clause 6.7 regarding cancellation charges will apply.
- 7.4 If we cancel your booking due to no fault of our own (or any unexpected event) we will not be responsible for any costs that you may have or may continue to incur despite your booking being cancelled.



Dunston Hall Estate – Wedding Contract

7.5 We may terminate the contract forthwith where you are in serious breach. No charges will be refunded in the event that you commit a serious breach of the contract.

8. Unexpected Events

8.1 An unexpected event (otherwise known as a force majeure event) means a cause or circumstance not within our reasonable control which affects the performance of our obligations under your contract, and include but are not limited to:

- 8.1.2 Adverse weather conditions or a severe weather event, a flood, drought, earthquake or other natural disaster.
- 8.1.3 Collapse of buildings, fire, explosion or accident.
- 8.1.4 Epidemic or pandemic (this includes but is not limited to COVID-19), in each case including, but not limited to, any actions, recommendations, announcements or restrictions, related to its subject matter (whether made by a government body, authority, public health organisation or other similar official body) or outbreak at the venue.
- 8.1.5 Terrorist attack, civil war, civil commotion or riots, war, threat of or preparation for war armed conflict, imposition of sanctions, embargo, or breaking off of diplomatic relations.
- 8.1.6 Nuclear, chemical or biological contamination, or sonic boom.
- 8.1.7 Any law or any action taken by a government or public authority, including without limitation imposing an export or import restriction, quota or prohibition.
- 8.1.8 Interruption or failure of utility services.
- 8.1.9 Unforeseen closure of premises.

8.2 If we are delayed, hindered or prevented from providing the venue and/or performing any of the services due to an unexpected event, we will contact you as soon as possible to let you know. We will also take reasonable steps to minimise the impact of such unexpected event. Please note, we will not be in breach of our obligations to you under your contract to the extent we are delayed, hindered or prevented from doing so to you due to the unexpected event.

8.3 If an unexpected event occurs, we will discuss our proposed steps to minimise the impact of the unexpected event and your options with you. These options will differ on a case-by-case basis depending on the nature of your booking and the impact of the unexpected event.

8.4 If we are unable to agree on a suitable option with you to minimise the impact of the unexpected event, you may contact us (or we may contact you) to end your contract with us and cancel your booking.

8.5 If your Booking is cancelled as a result of an unexpected event, you will be entitled to a refund of monies paid (or, where applicable, a release from further liability to make payment) under your contract, less:

- 8.5.1 Our reasonable expenses incurred in relation to your booking up to the date of cancellation; and
 - 8.5.2 Our unavoidable expenses we will incur in relation to your booking after the date of cancellation (for example, expenses we are committed to pay to external suppliers and pre-ordered products that we cannot cancel).
- 8.6 When calculating our reasonable expenses incurred in relation to your booking, we may include within these calculations our overhead expenses relevant to your booked venue use and services (for example, staffing and venue maintenance costs to prepare the venue for and/or provide services associated with your Booking).
- 8.7 Upon your cancellation of your booking due to an unexpected event, if your payments towards the total price already made are more than the unexpected events retained costs, we will refund the balance to you within 10 working days of our confirming our total retained costs, if your payments towards the total price are less than the unexpected events retained costs, we may at our discretion issue an invoice to you for the balance, which you agree to pay to us (in cleared funds) within 10 working days of the date of the invoice.

9. Changes to the Venue

- 9.1 We reserve the right to make changes to the interior and/or exterior of the venue between the time we accept your booking and the date of your event. We also cannot guarantee that the venue and its surrounds will be free from additional structures (such as marquees or scaffolding).
- 9.2 We will use all reasonable endeavours to ensure that no components of your event must be altered. However, we reserve the right to make changes to certain components if this is necessary to comply with safety requirements or other changes in law or relevant codes of practice, or to make other minor changes which we reasonably believe will not be to the detriment of your overall wedding experience.
- 9.3 We will notify you of any significant changes covered by clauses 9.1 and 9.2, but unless the change is one which is likely to fundamentally change the nature of your experience, we will not offer any refund or compensation.

10. Services Provided by Third Parties

10.1 If you wish to use any external suppliers such as a wedding photographer, videographer or florist, they will need to be approved by us and you must obtain our prior written consent.

10.2 If we agree to such use, or if we provide details of any external suppliers to assist you in arranging other services to be provided for your wedding, the contract for the supply of the services will be between you and the third party. We accept no responsibility for their performance of services, and you should take up any complaints with them directly. We will not be responsible for any perceived breaches of contract and shall not be liable for any outstanding payments, you are also responsible for paying their charges directly.

10.3 Following our approval, each supplier must provide us with the following to us no later than 6 weeks prior to the wedding date:

- 10.3.1 A current Portable Appliance Test Certificate for any supplier providing electrical equipment.
- 10.3.2 Evidence of adequate Public Liability Insurance.
- 10.3.3 Any other qualification, licence or permit that we deem to be necessary.

10.4 We reserve the right to refuse access to any supplier that are unable to provide the valid documentation referred to above, or that we deem to be unsuitable.

10.5 We reserve the right to suspend the use of any equipment if it appears to be in poor working order.



Dunston Hall Estate – Wedding Contract

- 10.6 You must agree in advance with us any deliveries, collections or visits by any external supplier by contacting us. If any external supplier arrives at Dunston Hall Estate without us having agreed the visit in advance, we reserve the right to refuse access.
- 10.7 The supplier is responsible for providing their own equipment where needed and we accept no liability for any equipment that any supplier brings to the venue, they are to comply with the rules set out in the Health & Safety at Work Act.
- 10.8 All equipment and materials must be removed within 24 hours after your wedding. We will not be liable for any equipment or materials left on our premises in the event that they are lost, stolen or damaged.
- 10.9 We will treat any third-party supplier present on our premises as your guest. You will be responsible for ensuring they comply with our reasonable instructions and these terms relating to standards of behaviour and compliance with all applicable rules, policies and regulations.
- 10.10 Under no circumstances must any form of pyrotechnics, smoke machine or ice machine be used without our prior written consent.
- 10.11 Under no circumstances will we allow the use of external caterers.
- 10.12 Although every care is taken when accepting and handling wedding cakes, we do not accept any liability for damages. We advise that we cannot accept any wedding cakes before the day of the wedding. It is the responsibility of the supplier or individual bringing the cake to erect it and supply an appropriate stand for the cake. If you wish to save any leftover wedding cake this must be removed from our premises on your departure.
- 10.13 Should any floral decorations be arranged for the wedding day, we ask that you pre-arrange with the florist for delivery to be made on the wedding date. It is preferred that the florist is present to decorate the venue on the wedding date. If you wish to save any floral decorations, they must be removed from our premises on your departure.
- 10.14 In order to conform to environmental health and safety requirements, all DJ's, discos, bands and musicians must adhere to Dunston Hall Estate's Noise Management Policy. If your DJ, disco, band or musicians consistently refuse to comply with our policy the power will be turned off and they will be asked to leave the premises immediately. Noise must be kept at 45 decibels or lower at all times based on decibel readings from the roadside properties. Adherence to our Noise Management Policy is mandatory.
- 10.15 Under no circumstances do we allow any amplified music or sound to be played outside of the premises during the wedding, acoustic performances are acceptable.

11. Animals and Pets

- 11.1 We only allow dogs belonging to you (a maximum of 2) on the premises and only during the wedding ceremony and drinks reception. Dogs are not permitted at either the wedding breakfast or the evening reception or inside the Hall at any time. Dogs must be kept on a lead and be supervised at all times.
- 11.2 Save for as provided in this clause 11, we do not allow animals or pets of any kind on our premises. You are responsible for making sure that all members of your party are aware of these conditions.
- 11.3 These conditions shall not apply in respect of guide dogs for the visually impaired.

12. Food and Drink

- 12.1 You are welcome to bring your own wedding cake to the venue, but neither you nor any of your guests are permitted to bring any other food or drink to be consumed during the wedding onto our premises without our prior consent. In certain circumstances, we may allow you to bring your own food to be consumed during the wedding, but if we do, we shall have no liability whatsoever for any harm caused by the food to you or any of your guests.
- 12.2 You and your residential guests only may bring your own food and drink to be consumed inside the Hall during your stay, but strictly not at or during the wedding.
- 12.3 Buffets will be left out for a maximum of 2 hours at ambient temperatures and at the end of this time, the food will be taken away by us and disposed of. Unfortunately, due to food safety, we are unable to allow any left-over food to be taken off the premises.
- 12.4 No person under the age of 18 shall be permitted to purchase or consume alcoholic drinks. ID will be asked for if the person looks under 25 and failure to produce this will result in refusal of sale. In order to prove that any guest is over 18 and therefore able to be served alcohol, only one of the following forms of identification will be accepted:
- 12.4.1 Passport.
 - 12.4.2 Driving License.
 - 12.4.3 PASS accredited proof of age card.
- 12.5 Anyone found purchasing alcohol for a guest under 18 will have the alcohol confiscated from them and will be asked to leave the premises immediately.
- 12.6 Consumption of alcohol during the wedding on our premises, which is not supplied under the contract, is strictly prohibited and is against the responsible drinking policy at Dunston Hall Estate. Therefore, any such alcohol found will be confiscated and could result in eviction of any persons from the premises.
- 12.7 We do not offer corkage.

13. Confetti, Fireworks and Decorations

- 13.1 Only biodegradable or dried petals confetti may be used outside in any part of the Dunston Hall Estate premises (and it should be noted that dark colours such as red can cause staining to fabrics). Confetti cannons are not permitted on the premises under any circumstances.
- 13.2 Fireworks and Sky Lanterns are expressly forbidden due to the nature of our location.
- 13.3 Sparklers may only be used outdoors and only when pre-agreed by us in specific locations with adequate safety control measures in place.
- 13.4 LED and real candles are permitted in all areas of Dunston Hall Estate including the grounds.



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- 13.5 Blu Tack or any reusable adhesive, commonly used to attach lightweight objects (such as posters or sheets of paper) to walls or other dry surfaces cannot be used.
- 13.6 We may allow the use of your own decorations in the venue by prior agreement, provided they are not likely to cause damage or offence. If you would like to use your own decorations, please discuss this with us. You agree, however, to be liable for any costs of making good any damage caused to the walls, ceilings, or any other part of the function suite by your use of such decorations.
- 13.7 Table decorations, etc. can only be accepted on the day of the wedding unless prearranged with us. After the wedding reception has ended the venue is cleared down, so any decorations provided by you that you wish to keep must be collected the morning after the wedding. Any boxes or rubbish must be cleared away by the wedding party and not left behind.
- 13.8 You must make prior arrangements with us for any items which are to be delivered to the venue in advance of the wedding. While we will use reasonable endeavours to safeguard such items, these will remain at your risk and we cannot accept responsibility for any loss or theft or damage to them.

14. Behaviour On Our Premises

- 14.1 We reserve the right to judge acceptable levels of noise and behaviour of you and your guests during the wedding. You must ensure that you and your guests behave in such a way that they do not cause a nuisance or unreasonable disturbance to us, our employees, our neighbours, and any of our other guests.
- 14.2 You acknowledge that we must comply with certain statutory and common law obligations, such as fire regulations and health and safety regulations. You will comply with and ensure that your guests comply with any request that our staff may make (or any instructions or codes issued by us) in order to meet those obligations. We may immediately terminate the wedding without liability for any refund or compensation in the event of failure, refusal or neglect in complying with these requests.
- 14.3 We reserve the right to stop any activity which we reasonably believe is likely to cause damage to the interior or exterior of the venue, or to risk the safety of people at the venue.
- 14.4 You agree to pay us for any loss or liability of any kind which we incur as a result of you or any member of your party behaving in an unacceptable manner. This includes the cost of repairing any damage caused by you or any member of your party to the premises or for the cost of replacing any property which is stolen by any of your guests.
- 14.5 We will be entitled to require any guest who we feel is behaving inappropriately to leave our premises.
- 14.6 You agree that you will not exceed the permitted occupancy levels of our venue.
- 14.7 For the purpose of these terms, children are classified as persons under the age of 12 years old. Whilst we do welcome children at the venue, parents shall at all times be responsible for their own children and their behaviour.

15. Liability

- 15.1 You will become liable to pay the full sum of the total price of the booking.
- 15.2 We give no warranty that our venue is fit for any specific purpose and other than for death or personal injury caused by the negligence of Dunston Hall Estate, our liability to you, your guests and any third-party contractors is limited to the price of the booking.
- 15.3 We do not accept responsibility for loss of, damage to, or theft of yours, or your guest's personal property including wedding cakes, decorations, cards and gifts or equipment, and any damage to, or theft from, or theft of any vehicle parked at our premises.
- 15.4 We are not liable for failure to perform to the extent that the failure is caused by any factor beyond its reasonable control.
- 15.5 We reserve the right to evacuate the venue in the event of a fire alarm or other emergency, irrespective of whether it is a genuine emergency or not, in order to protect all guests and staff and in this event, we do not accept any liability for any consequent delay or disruption and will offer no refund or compensation.
- 15.6 You shall be responsible for any items and equipment brought onto our premises and the behaviour of any third-party contractors and of the guests. You shall indemnify us from and against any loss or damage to any of the property and facilities of Dunston Hall Estate and of any other party (including any of the third-party contractors or Guests) and from and against any claims, costs, demands, proceedings, and damages arising from the wedding except to the extent it is caused by our negligence. You agree that we may retain all or any part of the damage deposit in satisfaction of this indemnity and if the damage deposit is not sufficient then you shall pay us on demand any further amount required in excess of the damage deposit.
- 15.7 Nothing in these terms excludes or limits in any way our liability for death or personal injury caused by negligence, or for fraud or fraudulent misrepresentation, or for any other matter for which it would be illegal or unlawful for us to exclude or limit (or attempt to exclude or limit) our liability.
- 15.8 Nothing in this contract shall affect your statutory rights.

16. Insurance

- 16.1 You are required, as part of your booking with us, to obtain wedding insurance that provides (as a minimum) sufficient cover for the risk of your booking being unable to proceed as a result of an unexpected event. This is due to your financial commitments to us, if your booking is cancelled because of an unexpected event. You are also recommended to consider more comprehensive wedding insurance against your other risks (such as potential financial commitments to other suppliers for your event and also your own expenditure if, for any reason other than an unexpected event, your Booking is cancelled or otherwise disrupted).
- 16.2 If you choose not to or are otherwise unable to obtain wedding insurance that provides you with sufficient cover for your risks under your contract, you agree that this is at your own risk. We will, however, not treat you choosing not to take out insurance (or being unable to obtain insurance) as a breach by you of your contract.

17. Use of Your Personal Data



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- 17.1 We will process any personal data we collect from you in accordance with the requirements of the Data Protection Act 1998 or the General Data Protection Regulation, as applicable, and any other applicable data protection laws.
- 17.2 By accepting these terms, you accept that we will process your personal data in accordance with our Privacy Policy, and that we may use any feedback received or photographs taken by our staff on the premises during your wedding for social media and marketing uses. Any feedback received or photographs taken will be limited to the extent required for our social media marketing and we shall use our best endeavours to maintain your privacy and protect your personal data. Should you wish to opt out of having any feedback or photographs used in this way, you should inform us in advance of the wedding.

18. Contacting Us and Complaints

- 18.1 If you have any questions or complaints about the services and other items we supply to you, please contact us. You can contact us by telephoning 01246 450005 option 2, by emailing anna@dunstonhall.co.uk or by writing to us at FAO Anna Lotocka, Dunston Hall Estate, Dunston Road, Chesterfield, Derbyshire, S41 9RL.
- 18.2 Any complaints received will be considered by our management team and a response will be provided to you setting out our position and any proposed resolution.

19. General Provisions

- 19.1 Any failure, or delay by us, in insisting upon the strict performance of any of these terms shall not be construed as us giving up a claim or right under these terms and shall in no way affect our right to enforce such provision later.
- 19.2 These terms, and any document referred to in them, form the entire agreement between us in relation to the subject matter of the contract and replaces any prior agreement, understanding or arrangement between us, whether oral or in writing.
- 19.3 These terms shall apply notwithstanding any other terms proposed by you, and may only be varied by the agreement in writing of the you and us.
- 19.4 We each acknowledge that, in entering into the contract, neither of us has relied on any representation, undertaking or promise given by the other or implied from anything said or written in negotiations between us prior to this contract that is not set out in these terms.
- 19.5 Neither of us shall have any remedy in respect of any untrue statement made by the other, whether orally or in writing, prior to the date of the contract (unless such untrue statement was made fraudulently) and the other party's only remedy shall be for breach of contract as provided in these terms.
- 19.6 A person who is not a party to the contract shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any of its terms.
- 19.7 Each of the clauses of these terms operates separately. If any of these terms are held by a court, or other competent authority to be invalid, unenforceable or illegal, the validity of the other terms shall not be affected.
- 19.8 The contract shall be governed by and construed in all respects in accordance with English Law and the parties shall submit to the non-exclusive jurisdiction of the English Courts in respect of any dispute or matter arising out of or connected with the contract.

Please read the above terms and conditions carefully. By signing below, you are entering into a legally binding contract. If you are in any doubt as to the effect of these terms you should seek independent legal advice. If you agree to bound by the contract, please sign and date where indicated below to confirm your agreement.

Signed by the Client:	Signed On Behalf of Dunston Hall Estate:
Names:	Name:
Date:	Date:
Signatures:	Signature:

WEDDING DETAILS

Wedding Celebrations of: XXXXXXXXXXXXXXXXXXXXXXXX

Date: 5th August 2023

Package Details: 2-night stay

Please ensure you read and sign this document before returning it to us, along with making your final balance payment. All the details listed below are how we will prepare for your wedding day and how it will run. Should any details be incorrect or missing, please contact us as a matter of priority. A signed copy of this document is required on file no later than four weeks prior to your wedding date and no further amendments will be permitted after this point.

FUNCTION ROOMS

Accommodation	Check in on Friday 4 th August at 12.00pm / Check out on Sunday 6 th August
Civil Ceremony	On front lawn (Garden Room – back up) @ 2.00pm
Wedding Breakfast & Evening Reception	The Stables
Guest Numbers	78 adults, 6 children and 1 baby in a day and total of 120 in the evening
Residential Guests	16 on Friday night & 17 on Saturday night

GUIDELINE OF TIMINGS

Day one	Friday 4 th August 2023
12.00pm	Check in
2.00pm	Afternoon tea to be served in The Hall Kitchen x 16 – 1 x vegan & 2 x nut allergy
7.00pm	Evening meal in The Ball Room x 40 (Antipasti platters, lasagne, garlic bread, salad) – 1 x vegan & 2 x nut allergy
Day two	Saturday 5 th August 2023
7.45am	Continental breakfast to be served in The Hall Kitchen x 16 – 1 x vegan & 2 x nut allergy (Also, a spare platter for the bride – in the bridal suite)
12.00pm	Light lunch to be served in The Hall Kitchen x 16 – 1 x vegan & 2 x nut allergy
1.30pm	Day guests arrive
1.45pm	Groom and bride to be ready to meet with Registrars
2.00pm	Civil Ceremony to commence
2.30pm	Drinks reception, canapes to be served and photographs to be taken
4.00pm	All guests to be seated for the wedding breakfast, bride and groom to be announced into the room
4.15pm	Speeches before the meal x 4
5.00pm	Wedding Breakfast to be served
6.45pm	Vacate the Stables for the reception set up
7.00pm	Evening guests arrive (go through the green gate)
7.30pm	Cutting of the cake and first dance
9.00pm	Buffet to be served
11.30pm	Last orders
11.45pm	Bar to close
12.00am	Music to end and carriages
Day three	Sunday 6 th August 2023
9.30am	Cooked Breakfast to be served for all residential guests in The Ball Room x 19 – 2 x vegans & 2 x nut allergy

ROOM REQUIREMENTS

Ceremony Music	xxxxx to provide songs for the ceremony (guests to be seated and signing paperwork and exit song) – Spotify link requested xxxxx cousin – xxxxxx - to play the piano - walking down the aisle song		
Drinks reception	Singer –for about 1 hour – Location TBC		
Wedding Breakfast Music	Background music provided by Dunston Hall		
Table Centre Pieces	Dunston Hall to provide centre pieces for the evening meal on Friday – wreaths with candles xxxxxx to provide own centre pieces for Wedding Day, budvases with flowers	Top Table	X 8 people
Round Tables	8 oak tables to make 4 squares to fit 10 rounds for the Friday evening and 8 round tables for Wedding Day	Highchairs	X 1 required – xxxxxx on table 4
Table Linen & Napkins	Dunston Hall to provide	Favours	
Table Plan	xxxxxxxx to provide own seating plan on mirror	Table Numbers	xxxxxxxx to provide own table numbers
Name Cards	xxxxxxxx to provide own name cards	Welcome Sign	xxxxxxxx to provide own, Dunston Hall to provide easel for welcome sign
Gift Table	Requested	Cake Table / Stand	Close to the top table during wedding breakfast (on left side if possible) / Dunston Hall to provide wooden log and knife

AFTERNOON TEA – DAY BEFORE THE WEDDING @2.00PM

Afternoon Tea	Afternoon Tea served with teas and coffees 1 x vegan 2 x nut allergy	X 16
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EVENING FAMILY MEAL – NIGHT PRIOR TO WEDDING @ 7.00PM

Evening family meal	Antipasti platters, lasagne, garlic bread, salad 1 x vegan 2 x nut allergy (Set up- 4 tables of 10 with oak tables)	X 40
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BREAKFAST – MORNING OF THE WEDDING @ 7.45AM

Breakfast	Continental breakfast served in the Hall Kitchen Platter for the bride – served in Bridal Suite 1 x vegan 2 x nut allergy	X 16
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LIGHT LUNCH @ 12.00PM

Lunch	Light lunch of sandwiches and salad served in the Hall kitchen 1 x vegan 2 x nut allergy	X 16
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DRINKS

Bar	Bar to be open after the ceremony from 2.30pm to 11.45pm with last orders at 11.30pm	
Arrival Drinks	Glass of prosecco or bottled beers – provided by Bridal Couple & soft drink alternatives by Dunston Hall (J20s/water/non-alcoholic option of fizz)	78A 6C
Wine With Meal	Wine on tables provided by Bridal Couple - bottle of red and bottle of white wine per table and also fruit juice to be available	78A 6C
Toasting Drink	A glass of prosecco provided by Bridal Couple	78A

CANAPES @ 2.30PM

Canapés	Mini fish and chips	78A
	Cauliflower pakora	78A
	Mini lamb kofta	78A
	Mini jacket potatoes	78A
Please note: 2 x vegan / 2 x nut allergy / 2 x gluten free / 1 x veggie / 1 x mushroom allergy		

WEDDING BREAKFAST @ 5.00PM – THE STABLES

Starters	Roasted tomato and red pepper soup (inc. 1 x gluten free / 2 x vegan / 1 x nut allergy)	20A 3C
	Sautéed wild mushrooms (inc. 1 x gluten free)	23A
	Tomato and mozzarella bruschetta (inc. 1 x nut allergy / 1 x mushroom allergy / 1 x veggie)	35A
	Fruit bowl	2C
	Vegetable sticks	1C
Mains	Roasted joint of beef (inc. 2 x nut allergy / 1 x gluten free)	47A
	Highfield House Farm rump of lamb (inc. 1 x gluten free)	25A
	Roasted butternut squash risotto (inc. 1 mushroom allergy / 1 x veggie / 2 x vegan)	5A
	Penne pasta	1C
	Pitta pizza	3C
	Chicken goujons	1A 2C
Desserts	Dark Chocolate Brownie (inc. 1 x nut allergy and 2 x vegan)	32A 3C
	Lemon Tart (inc. 1 x gluten free / 1 x veggie / 1 x mushroom allergy)	26A
	Vanilla cheesecake (inc. 1 x nut allergy and 1 x gluten free)	20A
	Chip Cookie	2C
	Ice cream	1C
Dietary Requirements	<p style="text-align: center;"> 2 x gluten free – xxxxxxxx on table 1 and Georgina on table 4 1 x mushroom allergy – xxxxxxxx on table 1 2 x nut allergy – xxxxxxxxxxxx on table 4 2 x vegan – xxxxxxxxxxxx on table 5 1 x veggie – xxxxxxxxxxxx on table 7 6 children and 1 baby – baby doesn't eat xxxxxxxx – adult on table 3 to have bigger portion of chicken goujons from children's menu as her main meal </p>	

EVENING BUFFET @ 9.00PM

Evening Buffet	Lemon & herb potatoes, BBQ pork belly, char-grilled chicken skewer, cured meats and cheeses, Mediterranean salad	X 120 (catering for 100% of anticipated evening guests)
	Nachos - already dressed - salsa, sour cream, cheese, guacamole	
	Please note: 2 x vegan / 2 x nut allergy / 2 x gluten free / 1 x veggie / 1 x mushroom allergy Not aware of any other dietary requirements	
	*** Wedding Cake to be served	

BREAKFAST – MORNING AFTER THE WEDDING @ 9.30AM

Breakfast	Cooked breakfast to be served in the Ballroom for all residential guests 2 x vegan guests 2 x nut allergy (In the ballroom set-up a big square to fit 19 people)	X 19
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SUPPLIERS

PAT CERTIFICATE & PUBLIC LIABILITY INSURANCE DOCUMENTS MUST BE RECEIVED AND ON FILE PRIOR TO WEDDING DATE		Received
Decor	DH to provide décor for a night prior dining, bride to provide décor for a wedding day	N/A
Florist	Bridal flowers provided by Ink & Earth Studio – arrival time TBC	N/A
Wedding Cake		
Photographer	Kuva Photography – arrival about 12.00pm	N/A
DJ / Band	Ant on decks DJ	Received
Videographer	MF Videography	N/A
Make-up Artist	Arrival 7.00am	N/A
Photobooth	Selfie Pod – arrival time TBC	Required

ACCOMMODATION

Room Number	Name/s	Room Details
1	xxxxxxx (Friday)	Bridal Suite – 1 st Floor
2	xxxxxxxxxxxxxxxxx(Friday) (1 x VEGAN) xxxxxxxxxxxxxxxxx (2 x VEGANS)	Family Room – 1 st Floor
3	xxxxxxxxxxxxx (2 x NUT ALLERGY)	Double Room – 1 st Floor
4	xxxxxxxxxxxxxxxxx	Double Room – 1 st Floor
5	xxxxxxxxxxxxxxxxx	Double Room – 1 st Floor
6	xxxxxxxxxxxxxxxxx (Saturday)	Double Room – 1 st Floor
7	xxxxxxxxxxxxxxxxx	Family Room – 2 nd Floor
8	xxxxxxxxxxxxxxxxx	Double Room – 2 nd Floor
9	xxxxxxxxxxx (Friday) / Other wedding guest to sleep on Saturday	Double Room – 2 nd Floor
10	xxxxxxxxxxxxxxxxxxxxx	Double Room – 2 nd Floor

ADDITIONAL INFORMATION

SNACK WALL PROVIDED BY DUNSTON HALL

Stretch tent provided by DH – on front lawn

Bride's Dad to provide wooden arch for the ceremony and then to be moved to The Stables behind top table 2.7m wide and 2.4m tall and 900ml for feet

DUNSTON HALL TO PROVIDE HURRICANE GLASSES WITH CANDLES FOR THE CEREMONY

Power point needed for the piano,
Also Piano Practise on Friday

For wedding breakfast they would like us to inform every table when they come in after being announced they need to be ready to pose for a photo the photographer will take when xxxxxxxxxxxxxxxx walk around.

CONFIRMATION

By signing this document, you confirm and accept all details listed above are correct and that no further amendments will be made.		
Client 1 Name: xxxxxxxxxxxxxxxx	Signature	Date
Client 2 Name: xxxxxxxxxxxx	Signature	Date

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Night Porter - Lee Woodward

Duties & Responsibilities of Guest Egress following an Event:

- Check route to parking from Stables/Hall prior to guest departure, ensuring it is safe/tidy/clear from debris etc.
- Make certain the appropriate amount of car park bollards are removed and clear of the exit.
- Lead guests from the main hall to the parking area in small groups - flashlight required.
- Whilst enroute ensure a timely and quiet departure.
- Assist guests with locating their vehicles if required.
- Assist with traffic flow for a quick and effective exit.
- After all guests have left the estate replace all bollards and check the Hall gates are secure.
- Hi Vis Vests to worn at all times by Night Porter and all staff assisting.

THE BISTRO

WINTER MENU

SMALL PLATES

SOUP OF THE DAY £6.25

BLOOMER, BUTTER

VE0/GFO

SMOKED HADDOCK CHOWDER £9

LEEEKS, PEAS, BLOOMER

DUNSTON WELSH RAREBIT £8

SESAME, CRISPY LEEKS, ROCKET, GRANA PADANO, BALSAMIC, SOURDOUGH

WILD MUSHROOM ON SOURDOUGH £8.50

GRANA PADANO, BABY PARSLEY GFO/VE0

CORNEED BEEF HASH £8.50

POACHED HENS EGG, WATERCRESS, TOASTED CROUTES GFO

SALADS & GRAZE BOARDS

WALDORF SALAD £12

CELERY, PICKLED PEAR, CRANBERRIES, CANDIED WALNUT, FETA CHEESE V/GFO/VE0

CHILLI BEEF SALAD £14

ASIAN SHREDDED SALAD, PARCHOI, PICKLED CHILLI, CORIANDER GFO

ROASTED PUMPKIN SALAD £12

POMEGRANATE, PICKLED SHALLOTS, MINT, GOATS CHEESE V/VE0/GFO

OLIVES & FETA GRAZE BOARD £11

BALSAMIC ONIONS, STICKY FIGS, HUMMUS, BREADS & OILS V/VE0

SANDWICHES

ALL SERVED WITH BABY GEM, TOMATO & TWICE COOKED CHIPS.
ALL SANDWICHES CAN BE MADE GLUTEN FRIENDLY, VEGAN
ALTERNATIVE AVAILABLE, ASK YOUR SERVER.

MATURE CHEDDAR & FIG CHUTNEY £8.50

BACON, BRIE & CRANBERRY £9

ATLANTIC PRAWN & MARIE ROSE £9

HONEY GLAZED HAM & TOMATO
CHUTNEY £8.50

FLATBREADS

ALL SERVED WITH SHREDDED SALAD & TWICE COOKED CHIPS.
ALL FLATBREADS CAN BE MADE GLUTEN FRIENDLY

CRISPY BBQ KOREAN CHICKEN £12.50

SPRING ONION, SESAME

BELLY PORK £13.50

STUFFING, BAKED APPLE COMPOTE

TERIYAKI SOY BEAN £12.50

WHITE MISO, SHIITAKE, CORIANDER V/VE0

LEMON & DILL SKEWERED SALMON £13.50

DRESSED FENNEL

MAIN PLATES

PIE OF THE DAY £15

TWICE COOKED CHIPS, GRAVY, SEASONAL GREENS

DOUBLE PATTY REUBEN BURGER £15

EMMENTAL, PASTRAMI, PICKLED CABBAGE, THOUSAND ISLAND, TWICE COOKED CHIPS GFO

FLAKED SALMON PAPPARDELLE £14

PEAS, ATLANTIC PRAWN, SPINACH, LEMON CREAM

BATTERED HADDOCK £15

MUSHY PEAS, CURRY SAUCE, TARTAR, TWICE COOKED CHIPS GF

WILD MUSHROOM GNOCCHI £13.50

SPINACH, PEA, FETA CHEESE V/VE0

DUNSTON BAGUETTE £15.50

BEEF SIRLOIN(PINK), BLUE CHEESE, CRISPY ONIONS, HORSERADISH MAYO, MUSHROOM GRAVY, TWICE COOKED CHIPS

BRAISED BLADE OF BEEF £14

HORSERADISH CRUSHED POTATO, MUSHROOM GRAVY, CRISPY SHALLOT, SEASONAL GREENS GFO

SIDES

CHIPS £3.95 SEASONAL GREENS £4 MIXED SALAD £3.75

LOADED CHIPS £8

CRISPY CHICKEN, KOREAN BBQ, SPRING ONION, CRISPY ONION, SESAME

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V-VEGETARIAN, VEO-CAN BE MADE VEGAN FRIENDLY, GF-GLUTEN FRIENDLY, GFO-CAN BE MADE GLUTEN FRIENDLY. FOOD ALLERGIES AND INTOLERANCES-PLEASE SPEAK TO OUR TEAM WHEN PLACING YOUR ORDER. ALL MENU ITEMS ARE SUBJECT TO AVAILABILITY. REGRETTABLY WE CANNOT GUARANTEE THAT ANY OF OUR ITEMS ARE FREE FROM NUTS OR THAT FISH DISHES ARE WITHOUT BONES.

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DRINKS AT THE BISTRO

HOT DRINKS

AMERICANO	3.10
LATTE	3.20
CAPPUCCINO	3.20
ask your server if you would like a smaller size	
FLAT WHITE	2.85
FILTER COFFEE	2.20
MOCHA	3.40
ICED COFFEE	3.95
DOPPIO DOUBLE SHOT	2.65
ESPRESSO SINGLE SHOT	2.25
EXTRA SHOT	1.20
SYRUP SHOT	1.00
vanilla, caramel, salted caramel, hazelnut, chocolate, banana, bubble-gum, raspberry, gingerbread	
TEA	2.80
English breakfast, sapphire earl grey, spiced chai, dragonwell green, organic jasmine, white pear & ginger, wild berry encounter, Egyptian mint, citrus chamomile, Persian pomegranate, decaffeinated ceylon	
BABYCCINO	1.65
MILK HOT CHOCOLATE	3.55
WHITE HOT CHOCOLATE	3.55

BEERS & CIDERS

PERONI	4.50
PERONI 0.0%	4.20
CORONA	4.35
BULMERS ORIGINAL	5.00
OLD MOUT BERRIES & CHERRIES	5.85
OLD MOUT KIWI & LIME	5.85
THORNBRIDE LUKAS	4.90
THORNBRIDE JAIPUR	4.90
THORNBRIDGE GREEN MOUNTAIN	4.90

SOFT DRINKS

RHUBARD LEMONADE	3.50
RASPBERRY LEMONADE	3.50
ELDERFLOWER LEMONADE	3.50
COKE	2.10
DIET COKE	2.00
COKE ZERO	2.00
FANTA	2.10
7UP LIGHT	2.00
ORANGE JUICE	2.10
APPLE JUICE	2.10
FRUIT SHOOT	1.50
CORDIAL	0.70
STILL WATER	2.00
SPARKLING WATER	2.00
INDIAN TONIC	2.50
LIGHT TONIC	2.50
ELDERFLOWER & CUCUMBER TONIC	2.50
RHUBARB & HIBISCUS TONIC	2.50
GINGER BEER	2.50
MILKSHAKE	4.50
chocolate, vanilla, banana, strawberry	

SPIRITS

DUNSTON 1576 DRY GIN	4.45
HENDRICKS	4.10
WHITLEY NEIL RHUBARB & GINGER	4.10
TANQUERY SEVILLE	4.10
GORDON'S ORIGINAL	3.45
GORDON'S PINK	3.45
ABSOLUT	3.45
COURVOISIER V.S.	5.45
BELLS WHISKY	4.95
PIMMS & LEMONADE	9.50

PLEASE SEE OUR WINE LIST FOR OUR SPECIALLY SELECTED RANGE OF RED, WHITE, ROSÉ AND SPARKLING WINES



THE BISTRO

RTUX DRINK DINE

BREAKFAST

Served 9am - 11:45am Monday to Saturday

Served 9:30am - 11:45am Sunday

FULL ENGLISH

The Bistro Full English - chipolata sausages - dry cured bacon - black pudding - grilled tomato - flat mushroom
baked beans - free range egg - toast **£12** (GF*)

Veggie/Vegan Breakfast - meat free sausage - flat mushroom - grilled tomato - baked beans - avocado - toast
£11.50 (GF*/VG*)

THE BISTRO COB

One filling £5.50 (GF*)

£2 per extra filling

bacon - sausage - egg - tomato - mushroom - black pudding

SOMETHING LIGHTER

John Ross Smoked Salmon - free range egg scrambled - bagel - micro herbs **£10.30** (GF*)

Avocado on Toast - poached eggs - chimichurri - micro herbs **£9.30** (V/VG*)

Banana & Biscoff Pancakes - biscoff crumb - honey **£10.30** (V*)

High Protein, Salt Caramel, Overnight Oat - honey - served cold **£7.95** (V/VG*)

Toasted Fruit Loaf - honey butter & powdered sugar **£4.00** (V/VG*)

Eggy Fruit Loaf - cinnamon, honey & powdered sugar **£5.65** (V)

White or Brown Toasted Bloomer **£2.50** (GF*) add jam or marmalade for £1 per pot

All our products are subject to availability and include VAT.

Dishes may contain nuts/nut derivatives. Fish may contain bones. If you have an allergy, please inform a member of the team and we can advise on the ingredients used. Dishes may be subject to change to ensure allergen is omitted

CCTV Coverage Dunston Hall Estate

Please refer accompanying site map for actual camera locations

1. Entrance car park/Defibrillator
2. Main Gate and main car park
3. Bistro Outside covers outside seating area
4. Office Courtyard covers the courtyard outside the ceremony room
5. Garden Centre, centre aisle (propagation to tills)
6. Garden Centre entrance covers entrance doors and bottom end of gift room
7. Garden Centre hose section
8. Office Safe covers garden centre managers office and safe
9. Tills covers till area, exit door and toilets
10. Main Office covers Estate office including entrance/exit door
11. Gifts cover top end of gifts including jewellery cabinets
12. Right Aisle covers to wild bird care section
13. Garden Centre Left Inside covers bottom glasshouse and exit door to pot garden
14. Garden Centre Rear Gate covers rear gate warehouse and paving area
15. Garden Centre Rear Overview covers offices plant area, stoneware and double gates to ceremony room courtyard
16. Playground covers outside seating and playground
17. Hall Rear Walled Garden
18. Farmhouse Driveway covers roadway/pedestrian route to rear courtyard
19. Kitchen covers pass
20. Bistro covers servery, seating and till
21. Fridge Rear covers pot garden and path to/from playground/bistro outside seating
22. Garden Centre Side Gate covers gate to bistro outside seating and playground
23. Hall Driveway
24. Hall Front
25. Office Stables covers patio and entrance/exit to Stables/outside bar serving window
26. Hall Car Park
27. Marquee Right
28. Far Front Path covers path to gardens and marquee from Hall
29. Patio/Jacuzzi covers hot tubs and private patio area
30. Overflow Car Park cover roadway to events parking and gravel customer car parking
31. Rear Yard cover rear courtyard and barns
32. Entrance Zoom covers top car park (accessed directly from the road)
33. Event Hall covers Stables inside area

- 34. Balcony covers minstrels gallery in in the Stables
- 35. Stables Bar covers inside bar customer areas in front of bar and till
- 36. Compound Front covers front of garden centre compound, gate and warehouse side gate
- 37. Compound Rear covers back of garden centre compound and events parking
- 38. Marquee Left covers marquee area and arboretum/garden
- 39. Side Drive covers entry/exit from event parking
- 40. Event Parking



ESTATE CAR PARKING



LICENSED AREA
SALE OF ALCOHOL

LICENSED AREA
REGULATED ENTERTAINMENT
& LATE NIGHT REFRESHMENT

REV: DESCRIPTION: BY: DATE
STATUS:

Design
70 THE HILL
GROSVENOR
SOUTHAMPTON
SO9 4NU
07482 337280

PROJECT TITLE:
DUNSTON HALL,
DUNSTON ROAD,
CHESTERFIELD,
S41 9RL

CLIENT:
Dunston Hall
Leisure Ltd.

DRAWING TITLE:
SITE PLAN
Proposed extent of site
covered for sales of
alcohol license

SCALE AT A3:	DATE:	DRAWN:
1:1250	Apr 23	DG
PROJECT NO:	DRAWING NO:	
0010	SK056	
CHECKED:	REVISION:	





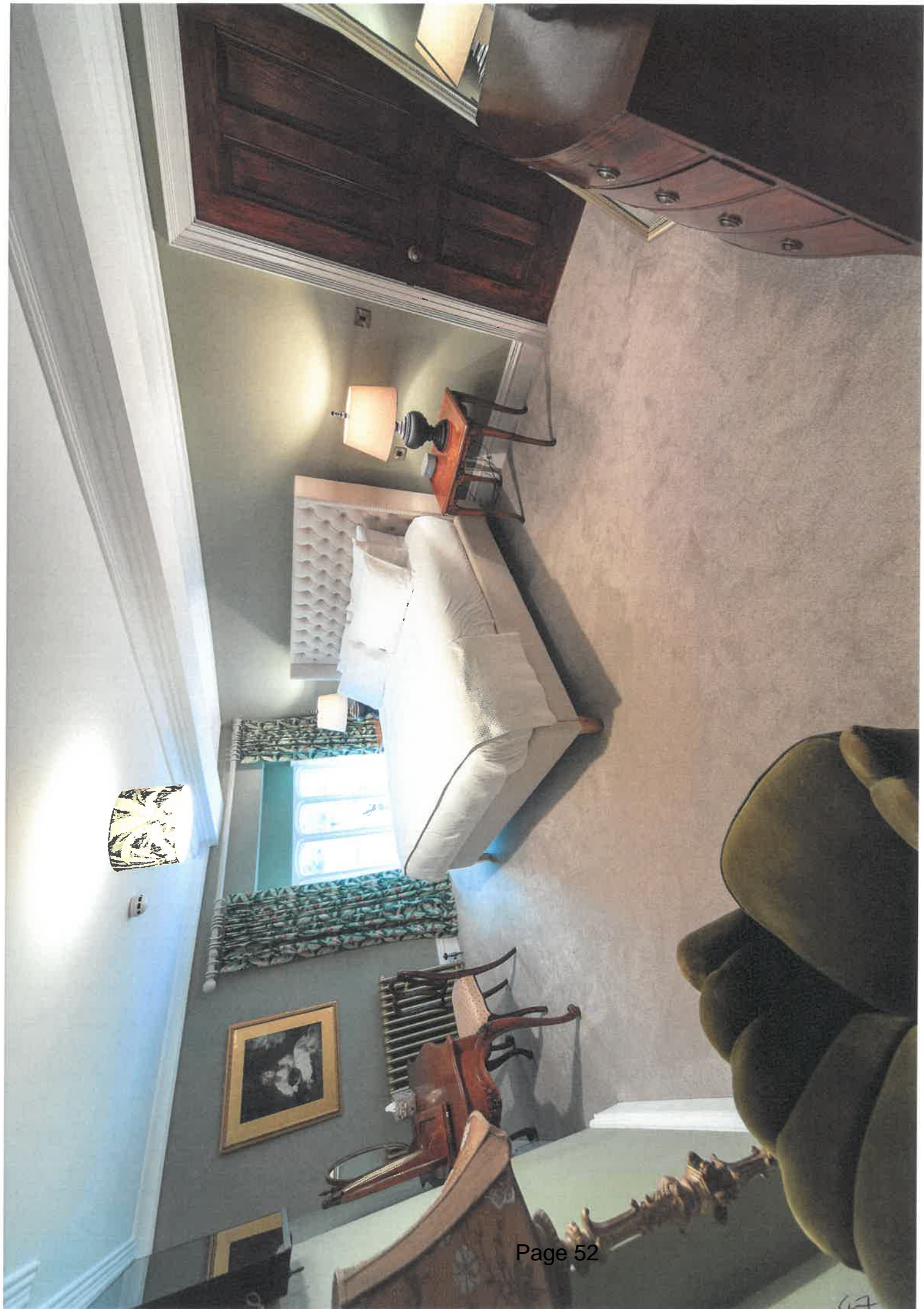




















Contact Name & Address
Sarah Whittle

Our Reference
J806-035/SW/KJR-E

Your Reference
LIC

Date
26 September 2023

Dunston Hall leisure Ltd
Dunston Hall
Dunston Road
Chesterfield
S41 9RL

East Area Office
Chesterfield Community Fire Station
Braidwood Way
Chesterfield
Derbyshire
S40 2WH

Contact Telephone No
01246 223500

Contact Email
eastareaadmin@derbys-fire.gov.uk

Dear Sir/Madam

**LICENSING ACT 2003
DUNSTON HALL, DUNSTON ROAD, CHESTERFIELD, S41 9RL**

The Fire and Rescue Authority has no objection to the granting of a premises licence.

The current legislation in force is the Regulatory Reform (Fire Safety) Order 2005. These regulations apply to the premises in question.

To assist you a Fire Safety leaflet 'A short guide to making your premises safe from fire' can be downloaded from <https://www.gov.uk/government/publications/making-your-premises-safe-from-fire>. If you require a copy of the guide in another format please contact the Area Office on the above telephone number.

Further fire safety advice is also available on the Derbyshire Fire and Rescue Service website, www.derbys-fire.gov.uk/business-safety or from the Gov.UK website, www.gov.uk/workplace-fire-safety-your-responsibilities.

If I can be of any further assistance to you in this matter please do not hesitate to contact me.

Yours faithfully

Authorised Fire Safety Inspecting Officer
And on behalf of the Derbyshire Fire and Rescue Authority

email: reception@derbys-fire.gov.uk
www.derbys-fire.gov.uk

Chief Fire Officer / Chief Executive
Gavin Tomlinson MBA MIFireE



Dunston Hall Estate

Temporary Event Notices 2023

Dates/Times

Saturday 28th January – midday to 11:59pm – HALL – BIRTHDAY PARTY

Saturday 11th February to Saturday 12th February – 11am to 11:59pm – HALL – BRUNCH & CHRISTENING

Thursday 9th March – midday to 11:59pm – HALL - WEDDING

Sunday 12th March – midday to 11:59pm – HALL – ANNIVERSARY DINNER

Saturday 15th April – midday to 11:59pm – MARQUEE - WEDDING

Saturday 22nd April – midday to 11:59pm - MARQUEE - WEDDING

Sunday 7th May – midday to 11:59pm - MARQUEE - WEDDING

Saturday 13th May – midday to 11:59pm - HALL - WEDDING

Saturday 20th May – midday to 11:59pm - MARQUEE - WEDDING

Saturday 3rd June – midday to 11:59pm - HALL - WEDDING

Friday 9th June – midday to 11:59pm - HALL - FUNERAL

Saturday 10th June – midday to 11:59pm - HALL – CANCELLED EVENT

Saturday 24th June – midday to 11:59pm – MARQUEE – SUMMER MARKET

Friday 7th July to Saturday 8th July – midday to 11:59pm - MARQUEE - WEDDING

Saturday 15th July – midday to 11:59pm - MARQUEE - WEDDING

Saturday 22nd July – midday to 11:59pm - HALL - WEDDING

Saturday 29th July – midday to 11:59pm - MARQUEE - WEDDING

Saturday 5th August – midday to 11:59pm - STABLES - WEDDING

Wednesday 9th August – midday to 11:59pm - STABLES - WEDDING

Saturday 12th August – midday to 11:59pm - HALL - WEDDING

Tuesday 15th August – midday to 11:59pm - HALL - WEDDING

Friday 18th August – midday to 11:59pm - HALL – BIRTHDAY PARTY

Sunday 27th August – midday to 11:59pm - STABLES - WEDDING

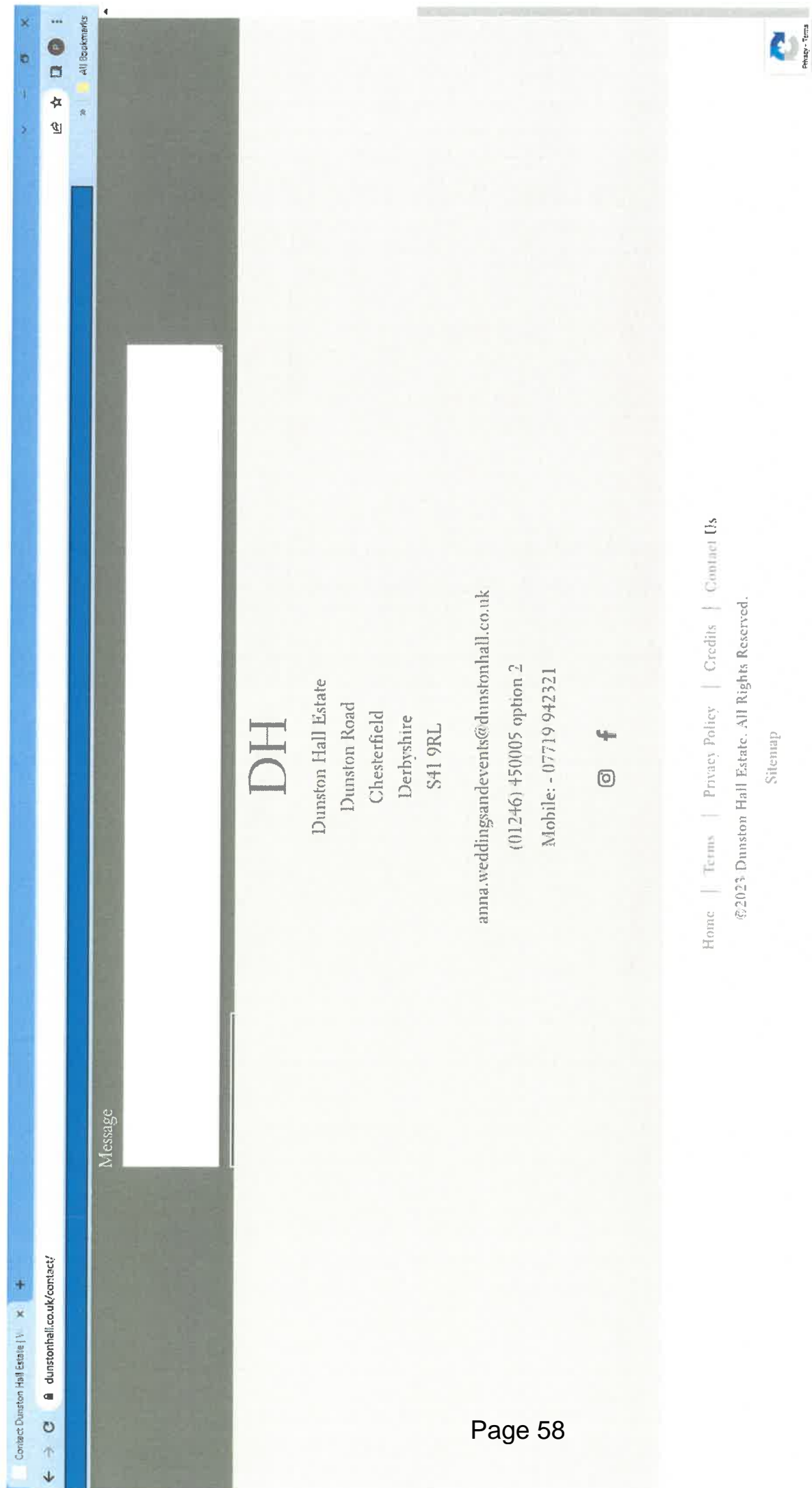
Sunday 3rd September - midday to 11:59pm - STABLES - WEDDING

Saturday 9th September - midday to 11:59pm - STABLES – WEDDING

Saturday 14th October - midday to 11:59pm - STABLES – ANNIVERSARY PARTY

Thursday 26th October - midday to 11:59pm - STABLES – WEDDING

Monday 30th October - midday to 11:59pm - STABLES – WEDDING



Relevant sections of the Licensing Act Guidance – August 2023

Para	Summary	
1.17	Each on own merits	Each application must be considered on its own merits...
2.1	Police	Licensing authorities should look to the police as the main source of advice on crime and disorder.
9.12	Responsible authorities / Police	Each responsible authority will be an expert in their respective field, and in some cases it is likely that a particular responsible authority will be the licensing authority's main source of advice in relation to a particular licensing objective. For example, the police have a key role in managing the night-time economy and should have good working relationships with those operating in their local area. The police should usually therefore be the licensing authority's main source of advice on matters relating to the promotion of the crime and disorder licensing objective.
9.15	Responsible authorities / EHO	It is also reasonable for licensing authorities to expect that other responsible authorities should intervene where the basis for the intervention falls within the remit of that other responsible authority. For example, the police should make representations where the representations are based on concerns about crime and disorder. Likewise, it is reasonable to expect the local authority exercising environmental health functions to make representations where there are concerns about noise nuisance
9.43	Evidence based	The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve.
9.44	Determination	... As with the consideration of licence variations, the licensing authority should consider wider issues such as other conditions already in place to mitigate potential negative impact on the promotion of the licensing objectives and the track record of the business...

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