

Seston's Barn



WEDDING

Information Pack 2017



Sefton's Barn



Sefton's Barn is a lovingly restored tithe barn providing modern facilities for up to 100 people.

The barn is named after Sefton, the Household Cavalry horse who was injured in the infamous Hyde Park bombing and moved to our Home of Rest becoming a popular resident in his twilight years.





The Horse Trust
Home of Rest for Horses



As well as the beautiful barn
our Home of Rest is set within 200
acres in the Chilterns area of
outstanding natural beauty.
We can provide you with the most
tranquil and beautiful location in
South Bucks.



Our modern facilities can cater for up to 100 people standing or 60 seated and a basic décor package is included when you book your special day





Prices from £1,000

The Horse Trust
Home of Rest for Horses



Marquee & Champagne Tent

This is a great addition to your special day and can be arranged at an additional cost through our wedding coordinator.



Flowers and Decoration

We offer a basic decoration package that is included in the cost of the hire of the venue. Additional flowers and decorations can be added at your own cost.



Catering

All catering options can be discussed with our wedding coordinator.



Add something special...



Our lovely horse drawn carriage is available at an additional cost.



Planning your big day

The Horse Trust
Home of Rest for Horses



REGISTRAR

You are responsible for the booking and payment of your registrar.

CATERING

All catering options can be arranged with our recommended caterers. Corkage fees apply.

CONFETTI

Only biodegradable confetti is permitted on site.

PARKING

Allocated parking is by permit only. The site has parking for 31 vehicles [Inc. 6 spaces for blue badge holders]. On dry days, an overflow car park can be made available.

EXTRAS

If you require any extra services you will need to arrange these with an approved third party supplier. You are responsible for paying their charges direct. We cannot accept responsibility for the delivery of service. We reserve the right not to allow any third party suppliers into the venue who do not meet our requirements.

Sefton's Barn is also the perfect venue for daytime lunches, receptions, anniversaries, christenings or wakes. Please contact us for more information.

Please note the Home of Rest for Horses is a no smoking site



Weddings

All other Sefton's Barn Enquiries

Email: weddings@horsetrust.org.uk



Phone: 01494 488464

Email: info@horsetrust.org.uk



A little bit of history



For 130 years our Home of Rest has specialised in providing retirement and respite for Britain's working horses. Today our hard-working equine public servants have served in the Police, the Army or with charities who use horses to help people.

We also provide sanctuary to horses, ponies and donkeys who have suffered from cruelty or neglect and who are in desperate need of specialist treatment and care.

Email: weddings@horsetrust.org.uk

Tel: 01494 488464



www.horsetrust.org.uk

Sefton's Barn

Weddings covid-19 Opening Policy

Following current government law and guidance as of 23rd September 2020:

Wedding Ceremonies

- The number of attendees should ideally be kept to a minimum as far as possible. The lower the number of attendees, the lower the risk of spreading the virus.
- Social distancing rules means households must stay 2m apart, or 1m with mitigation (for example face coverings).
- A maximum of **15 people may attend**, providing we can safely accommodate this number of people with social distancing.
- This maximum includes the couple, two registrars and any suppliers (such as photographers, videographers, etc). It does not include Horse Trust staff or third party catering staff.
- **The maximum number of invited guests is 11** which must include two witnesses. (Fewer, if suppliers such as those above are attending).
- The minimum number of people for a legal ceremony is six: two registrars, the couple and two witnesses.
- **Guests must wear face coverings for the indoor ceremonies.** The couple and registrars are not required to wear face coverings.
- The table being used for the ceremonies is 2.5m wide by 1.3m deep which is in line with social distancing guidance. The registrars may request to have a clear screen to increase the control measures.
- It is advised that the ceremonies and services should be concluded in the shortest reasonable time, and limited far as reasonably possible to the parts of the marriage or civil partnership that are required in order to be legally binding under the law of England and Wales.
- No food or drink should be consumed as a part of the marriage or civil partnership ceremony unless required for the purposes of solemnisation.
- Where the exchanging of rings is required or desired for the solemnisation of the marriage or the formation of the civil partnership, hands should be washed/sanitized before and after. The rings should be handled by as few people as possible.
- Where an infant is involved in proceedings a parent/guardian or member of the infant's household should hold the infant

- People should avoid singing, shouting, raising voices and/or playing music at a volume that makes normal conversation difficult or that may encourage shouting. This is important to mitigate the potential for increased risk of transmission - particularly from droplets and aerosol transmission.
- Therefore, spoken responses during marriages or civil partnerships should also not be in a raised voice.
- Wherever possible attendees should remain seated.
- If the bride wishes to walk down the aisle, this has to be agreed with their registrar in advance. To keep with the 2m social distancing, an aisle must be at least 3m wide to accommodate the two people walking down the aisle.
- Throwing of confetti and the bouquet should be avoided.
- Communal objects such as a guest book and pen should be avoided.
- Suppliers contracted by the couple should have their own risk assessment, mitigation and insurance.

Wedding Receptions

- A sit down meal following a wedding ceremony is permitted in a covid-19 secure venue.
- **A maximum of 15 people may attend (inc. staff)**
- During all activities linked to the reception or celebration, all parties, especially people from separate households/bubbles, should adhere to social distancing guidelines; 2 metres or 1 metre with risk mitigation (where 2 metres is not viable).
- Attendees and staff are strongly encouraged to wear a face covering where social distancing may be difficult and where they come into contact with people they do not normally meet, in line with the guidance on face coverings.
- We should provide hand sanitizer at convenient points throughout the venue, and encourage attendees to use it.
- Attendees, including children, should frequently throughout the day wash their hands thoroughly for 20 seconds with running water and soap, or use hand sanitizer ensuring that all parts of the hands are covered.
- Wherever possible attendees should remain seated. Food and drink should be served at tables to minimise self-service.
- Any other activities, including those that are watched by attendees (e.g. cake cutting) should take place with social distancing being maintained at all times.
- Speeches should be undertaken outside or in well ventilated areas wherever possible. Social distancing between the speaker and observers should be maintained at all times and speakers should not raise their voices
- Dancing should not be permitted due to the increased risk of transmission.

Notes and proviso for implementation

This assessment was prepared using guidance recommendations from governing and advisory bodies including national and local government.

The Horse Trust will have discretion over when we consider it safe to open, and the Registrar should also be content that it is safe to proceed.

For suppliers present during the wedding reception or celebration, they and The Horse Trust managers should ensure that all activities undertaken are subject to a risk assessment and that they maintain social distancing during any activities the suppliers are responsible for.

We must help with the NHS Test and Trace scheme and collect relevant information from the guests and third party suppliers. This will be achieved through a QR code registration system.

Government guidelines require all approved venues to complete a risk assessment and implement mitigations before hosting ceremonies and /or receptions.

An enhanced cleaning program will have to be introduced for the facility. During events, the welfare facilities will have to be temporarily closed and cleaned (this will be subject to the detailed Risk Assessments).

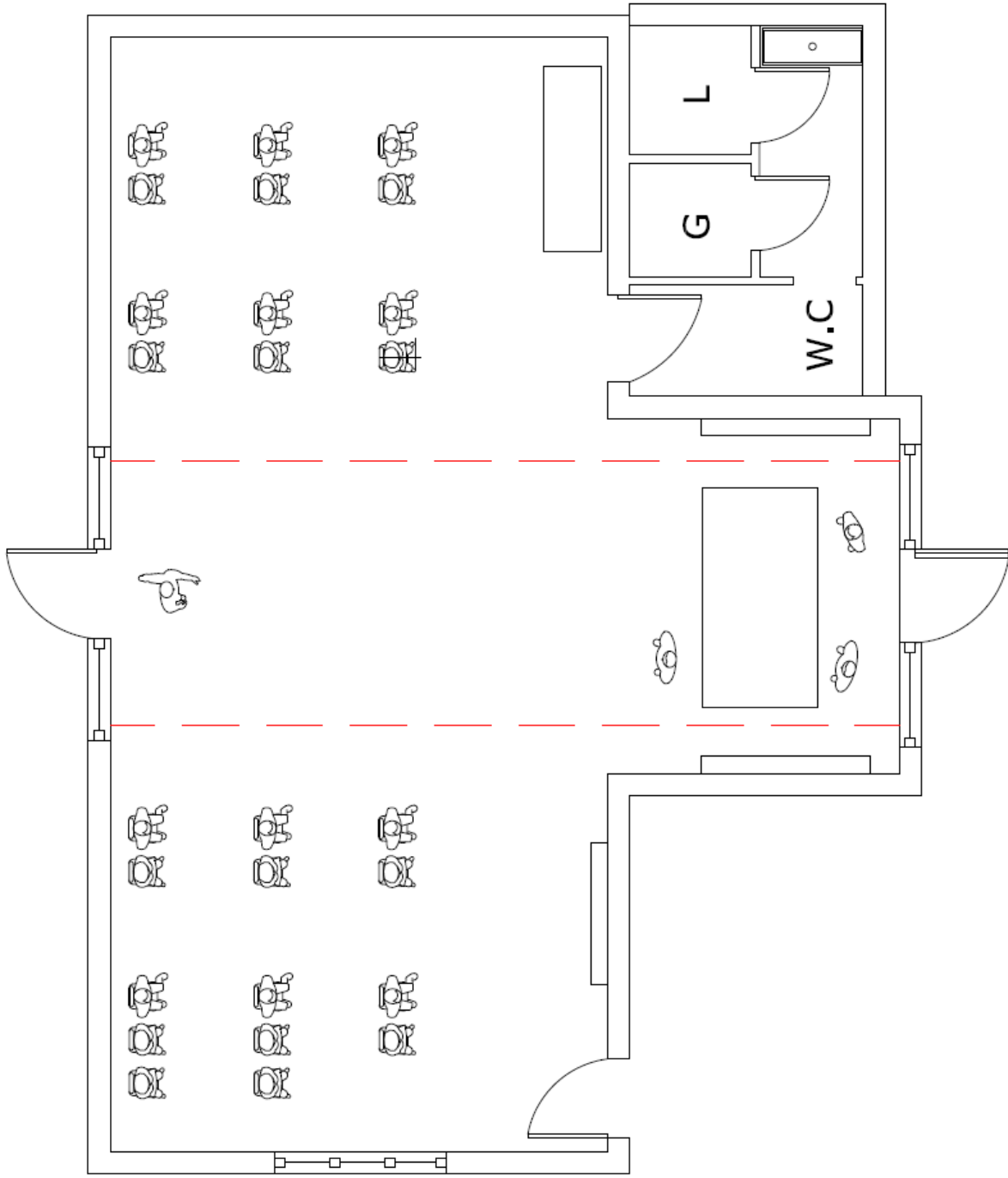
Temperature screening will be implemented for all attendees, and access granted for only those that are deemed to be within a 'Safe' range.

All clients must read and follow the procedures and this needs to become part of their contract.

This assessment will need to be regularly updated and reviewed **every week** to accommodate the fast changing current situation, so therefore this is version 1.1 of this document.

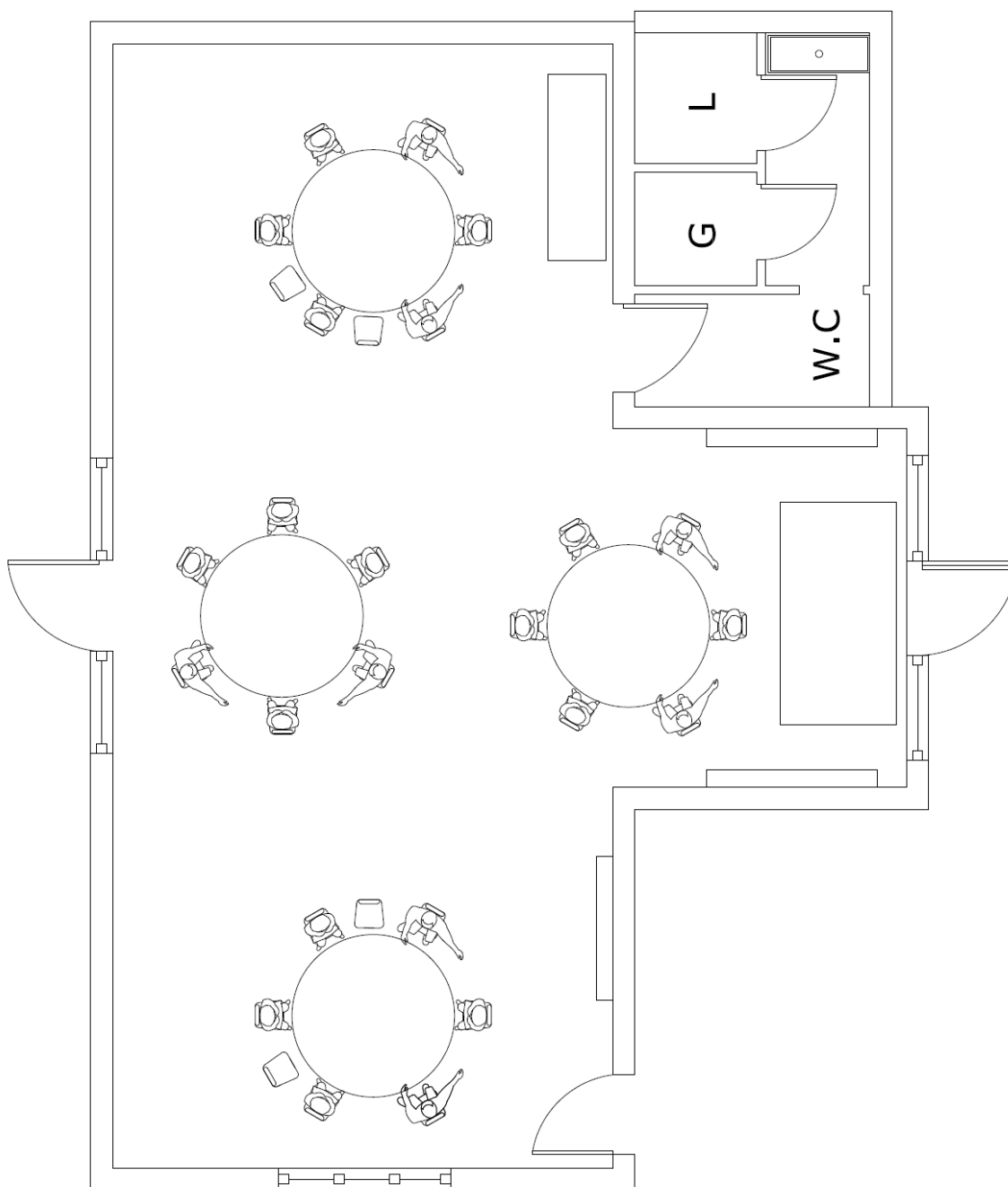
The Horse Trust reserves the right to ask anyone who is not following the above protocol to leave the premises with immediate effect. In these instances the parties shall not be refunded as it will be deemed a break in the contract.

Appendix 1 – To-scale drawings of Sefton's Barn and alternative layouts



Proposed Configuration for a 30 person Covid-19 Secure Wedding

Catering for all events



Proposed Configuration for a Covid-19 Secure Wedding Breakfast

All catering provided during events is supplied through Third Party contractors.

Due to the restricted size of the kitchen environment within Sefton's Barn it is considered that only 2 people wearing suitable face coverings – mask and shield - should work in this area.

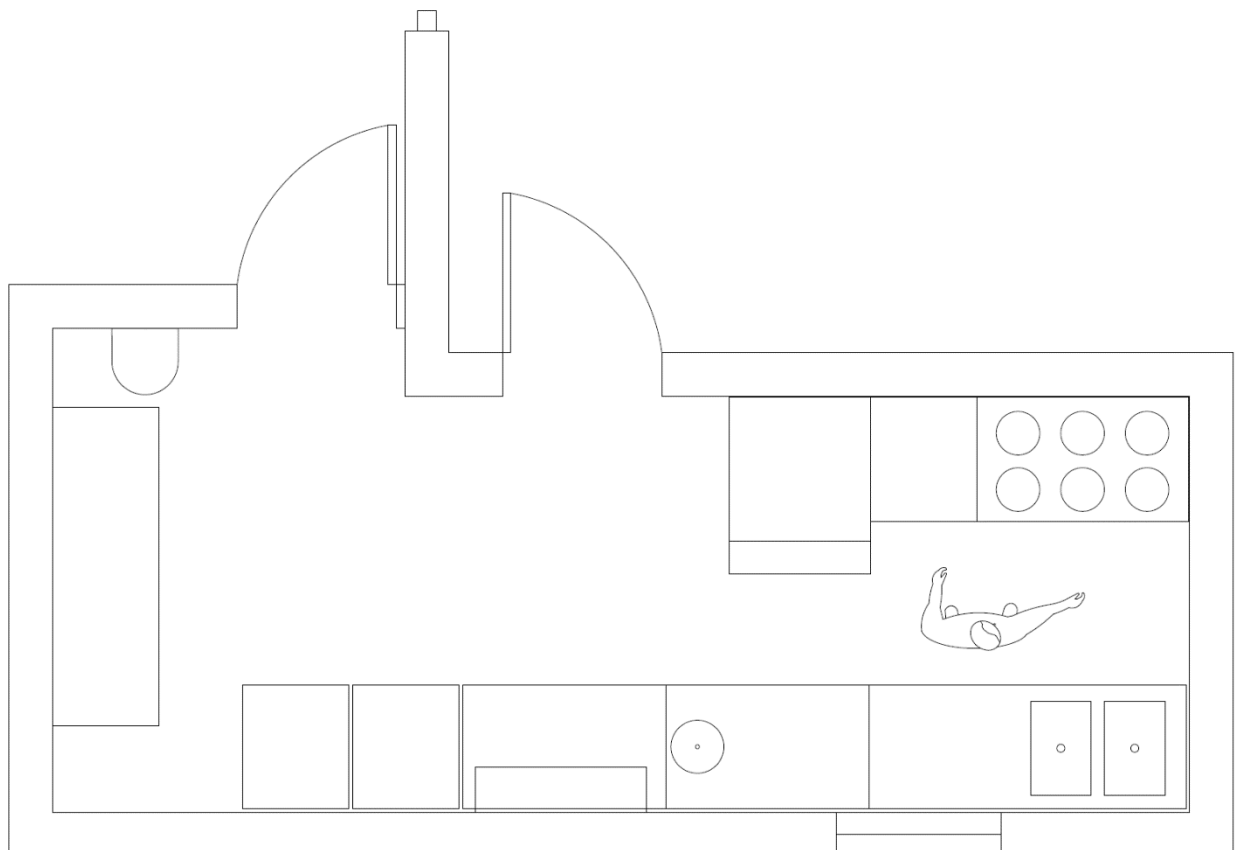
Buffet and self-service style catering will be avoided.

Prior to the serving of food, all guests should be sat. Personnel serving, should all be wearing Risk Assessment guided PPE, and should follow the one way system around the room.

The Horse Trust has a responsibility to ensure that all Third Party Contractors operate within the current Covid-19 measures.

The suppliers will be requested to issue their formal Method Statements and Risk Assessments for each event, for review and comment at least 14 working days before the event. Any enhancements deemed required by the Horse Trust will have to be implemented by the Third Party contractor.

The drawing below demonstrates the restricted nature of the catering facilities within Sefton's Barn





Sefton's Barn

BOOKING ENQUIRY FORM

Name:		Date:
Address:		
Telephone Number:		
Email Address:		
Date of Function:		No of Guests:
Function Details:		
Room Set up:		
Catering Requirements:		
Beverage Requirements:		

Sefton's Barn

Information Sheet



FACILITIES

We can seat a maximum of 100 people for the ceremony. Sefton's barn can seat 50 -60 people for a sit down meal.

MARQUEE & CHAMPAGNE TENT

Can be arranged at additional cost.

TIMES

Sefton's Barn is available for use 9am to 5pm Monday to Saturday. Sunday bookings may be available at our discretion. Access to the Barn is available the day before your event for setting up if available. Collection of decorations post event is by prior arrangement only.

PRICES

The prices and times are current at the time of quotation but may be subject to change at management discretion. Upon receipt of written confirmation and deposit, fixed prices are then confirmed.

CANCELLATION FEES

Cancellation of booking must be advised in writing. If the function is cancelled the deposit fee will not be refunded. If cancellation occurs within 14 days of the function, the full payment must apply to cover all costs associated with the function.

ENTERTAINMENT

You must get approval for any entertainment at the time of booking as we maintain site conditions designed not to disturb the horses.

VALUABLES

We cannot take responsibility for damage or loss of items that are left at The Horse Trust before, during and after an event even though all care will be taken by staff, to ensure the venue and its contents are secure.

DAMAGE

You will be charged full replacement for breakages and any damage sustained to The Horse Trust property during the event. No attachments are to be used on the walls without prior arrangement with us.

HORSE AND CARRIAGE

In the unfortunate event that we are unable to provide a horse drawn carriage due to the welfare of the horse on your wedding day, a full refund for the cost of the carriage will be given.

EXTENDED HOURS/TIMING

A surcharge could be incurred if your event continues after the agreed completion time of 5pm.

PARKING

Please note we have parking on-site for 31 vehicles [including 6 allocated spaces for blue badge holders]. An overflow car park can be made available on dry days only. Parking permits will be provided. All guests must display a valid permit in their vehicle and park only in designated areas. No vehicles may be left on-site overnight.

WORKING STABLES

We are working stables, so our terms and conditions reflect our priority to maintain the welfare and health of our horses. There is strictly no access to the stable yard outside of regular opening hours unless agreed by prior arrangement with The Horse Trust. Anyone found on the yard without permission may be asked to leave the site. If you have any concerns please consult our staff.

CLEANING

General and normal cleaning is included in the cost of the Barn hire. Additional charges will be incurred in instances where an event has created cleaning requirements which are considered to be over and above normal cleaning.

THIRD PARTY SUPPLIERS

Details of third party suppliers we provide to you are intended to help you in arranging other services to be provided in connection with your wedding. If you do engage these or any other third party suppliers, we accept no responsibility for their performance of services and you should take up any complaints with them directly. You are also responsible for paying their charges directly. We reserve the right not to allow any third party suppliers into the venue who do not meet our requirements. This is to ensure the safety and welfare of people and property at the venue.

REGISTRAR

You are responsible for the booking and payment of your own registrar.

CATERING

All catering options can be discussed with our wedding coordinator with a price on application. Unfortunately, we are unable offer full sit down meals or wedding breakfasts

PHOTOGRAPHY

We are happy to recommend a number of photographers who work with us, but there are no limitations on using your own photographer for your special day.

FLOWERS AND DECORATIONS

We offer a basic decoration package that is included in the cost of the hire of the venue. You are responsible for the booking and payment of any additional flowers and decorations.

MUSIC

A stereo that includes CD, Bluetooth and iPod connection will be provided in the cost of the venue hire. You are solely responsible for providing your own material for the day. Any other form of entertainment other than the above must be approved by your wedding coordinator.

OUR RESPONSIBILITY

Should we be unable to provide the facilities reserved due to circumstances beyond our control, no further claim other than an entitlement to a full refund of any deposits paid may be made. We will endeavour to provide you with reasonable notice.

YOUR RESPONSIBILITY

It is your responsibility to ensure that all attendees behave in an orderly manner during the event. The Horse Trust reserves the right to refuse service to any intoxicated guests, ensuring our Duty of Care to all in attendance. Adult supervision is requested at all times for children under 16. We reserve the right to cease the function at any time, without compensation, should any guests be involved in inappropriate behaviour towards staff, horses, The Horse Trust's property or other guests.

DEPOSIT AND PAYMENT

Bookings must be secured by a 50% deposit of hire charge and a signed Terms & Conditions form.

Payment in full (the final 50%) is required a minimum of 28 days before event. If there are any additional charges you will be invoiced at the conclusion of the event, which will include any charges not authorised in the original contract.

Payment can be made through BACS, cheque, cash or credit card.

THIRD PARTY PAYMENTS

We are happy to accept payments from family and friends, but please note that unless we agree otherwise with you in writing you are legally responsible for any payments due to us.



Sefton's Barn

Sefton's Barn is a stunning Grade II listed tithe barn that has been lovingly restored, retaining original features, whilst providing modern function facilities for training groups, conferences, seminars, meetings, award ceremonies, exhibitions, wakes, celebrations and events.

Sefton's Barn is located at The Horse Trust's Home of Rest for Horses between Princes Risborough and High Wycombe. Set on a 200 acre farm within the Chilterns Area of Outstanding Natural Beauty, Seftons' Barn provides a unique setting for any event.

The Horse Trust is the oldest horse charity in the world specialising in retirement and respite for working horses and care for horses, ponies and donkeys that have suffered from cruelty or neglect. The barn is named after famous Army horse Sefton, who was critically injured in the IRA bombing in Hyde Park in 1982. He recovered to return to active service and became a national hero. In 1984, Sefton retired from the Household Cavalry and moved to our Home of Rest for Horses where he was a popular resident for his remaining years.

By hiring Sefton's Barn you will have access to one of Buckinghamshire's most beautiful and exclusive venues and will also be helping horses by supporting The Horse Trust's work.

The barn is available to hire 7 days of the week from 10:00am-6:00pm.

The barn can hold up to 100 guests for a reception style event, or 60 for a seated event.

Barn Hire Prices

Weekday - £300

Weekend - £450

A holding deposit of £300 will be required upon booking.

We offer a charity/non-profit discount of 10% to local residents.

N.B. If table cloths are required for large tables there will be an additional service charge of £5 per table cloth.



We are very happy to arrange both alcoholic and non-alcoholic drinks for your function.

Please see the attached the beverage list from Sefton's Cellar for prices. We are very happy to discuss other beverage options so please speak to our Hospitality Manager who will be happy to help.

We have two preferred catering suppliers who we have worked with for many years. You may organise the catering yourselves or we can do this on your behalf if you prefer.

A Movable Feast – Jill Mayo – amovablefeast@hotmail.co.uk or 07947 145808

Wendy Davies – 01494 873145 or 07879 492262



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