

Yorkshire Sculpture Park

**GENERAL INFO / T&CS / SUPPLIERS**

For your special day

**YSP**



# Yorkshire Sculpture Park

## RECOMMENDED SUPPLIERS



### PHOTOGRAPHY

**Lee Allen, Photographer**

[www.leeallenphotography.co.uk](http://www.leeallenphotography.co.uk)

**Paul Alexander Photographer**

[www.paulalexander.co.uk](http://www.paulalexander.co.uk)

### FLOWERS & CONFETTI

**Caroline's Flower Shop, Florist**

Tel: 01924 260496

**West End Florist**

Tel: 0800 3286054

**Elegant Wedding Supplies**

[www.elegantweddingsupplies.co.uk](http://www.elegantweddingsupplies.co.uk)

**The Real Flower Petal Confetti Company**

[www.confettidirect.co.uk](http://www.confettidirect.co.uk)

### MUSIC

We recommend musicians to suit every type of event, please ask for further details. Some bands and musicians we've worked with before are:

**The Hi Life**, disco [www.thehi-life.co.uk](http://www.thehi-life.co.uk)

**Twenty Four Degrees DJ & Acoustic** [www.24audio.co.uk](http://www.24audio.co.uk)

**Chris White Jazz Trio** Tel: 0113 2664839

**Spinning Jelly**, traditional English and Celtic Music [www.spinningjelly.co.uk](http://www.spinningjelly.co.uk)

**Rebecca Joy Sharp, Harpist** [www.myspace.com/rebeccajoysharp](http://www.myspace.com/rebeccajoysharp)

### ACCOMMODATION & TRAVEL

We have arranged special rates with the following local hotels. To receive discounted rates hotels rooms must be reserved through your event manager at YSP.

**Midgley Lodge Motel** [www.midgleylodgemotel.co.uk](http://www.midgleylodgemotel.co.uk)

**Premier Inn, Wakefield South** [www.premierinn.com](http://www.premierinn.com) (select Wakefield South)

**The Old Manor House B&B** [www.oldmanorhousewakefield.co.uk](http://www.oldmanorhousewakefield.co.uk)

**Ramada Encore** [www.encorebarnsley.co.uk](http://www.encorebarnsley.co.uk)

**Ambiente Executive Travel** [www.ambientetravel.co.uk](http://www.ambientetravel.co.uk)

### JEWELLERY

Receive a 20% discount on any jewellery purchased from the YSP shop for the bridal party or commission a unique piece from our extensive range of contemporary designs.

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## WEDDING GUIDANCE

### THE CEREMONY



#### **The Ceremony**

Once you have provisionally booked the Roger Evans Auditorium you must contact Wakefield registry office to make the necessary arrangements with the registrar:

Wakefield Registry Office  
71 Northgate  
Wakefield WF1 3BS  
Tel: 01924 302185

Arrangements with the registry office and payments relating to it, must be made separately. Registrar fees are not included in any prices with YSP. YSP is in no way responsible for the booking or cancellation of the registrar.

The ceremony must be timed to start no earlier than 15.30 (winter season) 16.00 (summer season) and no later than 17.30. Ceremonies usually take up to 30 minutes to perform

You should contact the registrar in advance to discuss the content and arrangements of the proceedings; this must not be religious in nature. If you choose to have music played during the proceedings you must inform the registrar of your choice so they can approve the content.

The registrar will arrive approx 30 minutes prior to the ceremony.

You must provide your wedding guests with a parking permit, provided by YSP, prior to the event.

Wedding guests will be greeted at the main visitor centre entrance & escorted into the Roger Evans Auditorium



### **General Information**

The Roger Evans Auditorium, situated in the Visitor Centre, is licenced to hold civil marriage ceremonies and civil partnership registrations. The Roger Evans Auditorium will seat a maximum of 120 guests which includes use of the adjacent Boardroom and the upstairs balcony for seating. The wedding licence does not allow us to serve food or alcohol in the auditorium an hour before the ceremony.

If you have less than 100 guests we are able to set up a bar facility in the adjacent Boardroom which would still comply with the licence, enabling pre-ceremony drinks to be available for your guests on a cash or account basis. It is important for us to ensure your event is well organised and as perfect as possible so we do not book more than one wedding or civil partnership in our facilities on any single day.

The parkland is open to visitors until 6.30pm in the summer and 5.30pm in the winter and is therefore not exclusive to your guests before these times. There will be YSP visitors in the Visitor Centre until 6pm in the summer and 5pm in the winter.

### **Civil Wedding and Civil Partnership Ceremonies**

Ceremonies can only take place in the Roger Evans Auditorium between 3.30pm (winter hours), 4pm (summer hours) and 6pm, on Monday to Sunday by prior arrangement (subject to availability). The last ceremony would take place at 5.30pm. This excludes Bank Holiday weekends.

All bookings must be secured by a deposit and are subject to terms and conditions. All bookings taken for 2013 will be provisional until the YSP programme of activity is confirmed.

We also may block out certain times of the year due to YSP exhibition events and will advise on dates when we are aware there may be certain disruption around the park. This will occur during exhibition changeover times.

### **Booking the Registrar**

When you have confirmed your date with Yorkshire Sculpture Park please contact the Superintendent Registrar at Wakefield to ensure they are available on the date and time required. This is your responsibility and there will be an additional charge payable to the Registrar.

Please remember that a ceremony at YSP has no religious connotations. The Superintendent Registrar who performs the ceremony will outline the manner in which it is to be conducted.

### **Music**

A music system is available should you wish to play music during the ceremony. We would prefer for you to rehearse this with us before the day to ensure we have the correct running order. It is your responsibility to ensure this choice of music is approved by the Registrar before the day.

**Photography**

We can recommend a photographer who is familiar with YSP. If you choose to use this company you will deal directly with them to agree terms, requests and payment. If you wish to use your own photographer we would need them to sign a YSP agreement as certain sculptures and art works do have image and copyright issues. This must be done prior to your wedding date.

The Formal Terrace and Garden will be available from 4.30pm for wedding photography. These areas are still open to the public until the Park closes at 6.30pm in the summer and 5.30pm in the winter. The photographer must also agree to respect the integrity of YSP, artists and the sculpture and art work on display, by not encouraging or taking photographs of people, climbing or sitting on sculpture.

**Confetti**

Due to the importance of the landscape we can only allow the use of real petal confetti and this may only be used in the Formal Garden area. Please do inform your guests of this policy to avoid embarrassment on the day.

**YSP Code**

Please can you inform your guests about the code particularly relating to climbing on sculptures. We have experienced situations where younger family members climb on the sculpture, particularly in the Formal Gardens during photography. Whilst it can be a dangerous activity, clothes may also get ruined so do please reinforce this part of the code with your guests. Thank you.

**Parking**

Free parking is provided for all guests in the Visitor Centre car park. We will reserve an area for your guests, should this become full we do have additional parking in our other car parks. It is advisable to give information on both areas to your guests to ensure they are not delayed in attending your ceremony. We do have maps available to show car park locations in relation to the Visitor Centre.

You will be issued with permits which can be sent to your guests as part of the arrangements before the day. To help us manage the reserved space they must show these permits on arrival and display them in their car. Cars may be left overnight but must be collected by 10am the following morning or they will be liable to pay the daily parking charges.

**Flowers**

We work closely with a high quality local florist who we can recommend but you are welcome to provide your own floral arrangements.

**Fireworks and Balloons**

Due to the preservation and safety of the historic parkland, its buildings, wildlife and animals we are unable to allow fireworks, balloons and night lanterns.

**Evening events**

All functions must end no later than 1am and the bar closes at midnight. We will be happy to discuss any variation when we may need an extension but would need to apply for licence adjustments and there may be an extra charge.



### **Entertainment**

We can recommend entertainment and are happy for you to provide your own entertainment but entertainers must have public liability insurance and PAT certificate for electrical equipment copies of which we would need to see in advance of your event.

Full details of your entertainment plans must be discussed and agreed prior to your event. Set up can only take place after 5.15pm and not before, if space is required this must be discussed when making your wedding arrangements prior to the event.

### **Themed events**

We can offer additional services to tailor your event to the surroundings of YSP. Menus, seating plans and table settings can all be designed to reflect the sculpture and art in the park.

### **Carriages**

We will be happy to arrange taxis for your guests. Booking is strongly advised and we ask that when guests leave the Visitor Centre they respect the quiet and rural area.

### **Catering**

YSP provides excellent quality catering for all events. We have extremely high standards of food created and prepared on site and do not work with outside caterers for any event.

Only food and drink provided by YSP should be consumed on the premises.

The only exception is the cake which we are happy to display and serve but it is your responsibility to provide a list of ingredients and details of the provider to display alongside the cake.

### **Deliveries and left items**

Please ensure we can accept any deliveries for your event. We are happy to help as much as we can but are very limited to storage in the Visitor Centre so timing will be important and must be agreed in advance when making arrangements. YSP can not be held responsible for any left items which will be disposed of if not collected after the event.

### **Accommodation**

Since we have no bedrooms we have arranged special rates with local hotels. Please let us know if you would like further information.

### **Further help and guidance**

We hope this will cover most of your initial queries. If you are interested in making a booking at YSP please contact our Conference & Hospitality Manager to view our facilities, look at dates and discuss your plans in greater detail.

# Yorkshire Sculpture Park

## CAR PARKING



YSP will issue you with wedding car parking permits for you to distribute to your guests, there is no need for your guests to pay for parking.

On the day of your wedding we will reserve parking spaces in our main car park; you will need to confirm how many spaces including disabled spaces you require at least two weeks prior to the event.

It is your responsibility and absolutely essential that you advise your guests that they need to clearly display their permit on the day and make clear to the wardens that they are wedding guests and not a general visitor, they will then be directed to the reserved area.

YSP will not be held responsible for your guests being diverted to alternative overspill car parks when the park is busy with visitors, this may cause your guests to be delayed arriving to the ceremony.

If your guests do get diverted to alternative car parks, they will need to move their cars back to the main car park when possible to avoid cars being locked in the overspill car parks after closing time. This would only happen if guests did not show their permits on arrival or reserve a space through you.

Cars can be left over night at the owner's risk, but must be collected by 10 am the following morning. Failure to do this will result in a full days parking charge.

Please advise your guests not to leave valuables or wedding gifts on display in their cars, if they wish to bring gifts into the centre we can provide a secure room to store them throughout the ceremony.

Please note that if GPS is used for directions to the park, you will be directed to the former entrance to the park, via Park Lane. You must follow the brown tourist signs to direct you to the main entrance.

We provide a list of local taxi companies for you and your guest's convenience, we strongly advise pre booking of taxis especially at weekends.

YSP will not be held responsible for the booking or cancellation of carriages on the day/night of your event.

# Yorkshire Sculpture Park TERMS & CONDITIONS



## MAKING A PROVISIONAL BOOKING

A booking is kept provisional until another enquiry is received for the same date and then we will contact you for confirmation.

## CONFIRMATION

On confirmation we will require a non-refundable deposit being 50% of the venue hire fee and a signed booking agreement.

## ALL CHEQUES MUST BE MADE PAYABLE TO 'YSP TRADING LTD'

Once the signed booking form and deposit have been received the booking is confirmed.

## FINAL NUMBERS AND ARRANGEMENTS

Confirmation of final arrangements including menu choice and special dietary requirements must be confirmed at least six weeks before your wedding day.

At this time we will require payment for 50% of the catering bill based on this number at this time.

Maximum numbers for each event are agreed in advance with the Wedding Co-ordinator. If this number is exceeded on the day you may be liable to additional charges. In the event of any health and safety issues arising in such situations guests may be turned away from the venue.

## FULL PAYMENT

The final invoice will be sent after your wedding day and will include all remaining charges. This will require settlement within 30 days.

YSP reserves the right to amend any prices should costs increase substantially due to seasonal fluctuations, changes in the rate of VAT or other Government taxes or exchange rates.

## SUPPLIERS

YSP works closely with the suppliers and will recommend suppliers for different elements of any event. Clients must not contact suppliers directly to make separate arrangements. If you would like assistance please discuss with YSP.

## CANCELLATION

All cancellations must be made in writing. All monies paid six weeks before the event will be non refundable.

In the event that the client cancels a booking that YSP has made on the clients behalf for entertainment,

provisions, equipment or otherwise, any cancellation charges will be met by the client.

## REFUSAL

YSP holds the right to cancel any booking; this may particularly be the case if a long term date clashes with an exhibition opening date which may be out of our control. If this situation arises all monies will be returned to the client but YSP will not be held liable for any damages, loss or costs sustained.

## LOSS AND DAMAGE

The client shall be liable for and indemnify YSP against any loss or damage caused to the premises, its furniture, fixtures and equipment which may arise as a result of the function or from items brought onto the premises by the client, their guests, staff or agents. The client will ensure that no signs or other articles are attached to the walls or other surfaces of YSP venues or grounds.

Whilst every effort is made to safeguard guests' property, YSP cannot accept responsibility for the property of the client and their guests.

The client shall be responsible for the orderly conduct of any function and shall ensure that nothing shall be done which may constitute a breach of the law, cause a nuisance or be an infringement of an occasion, or render possible forfeiture or endorsement of any alcohol or entertainment license.

YSP can not be held responsible for any property left after the event.

## LIABILITY

YSP shall not be liable for any delay in performing or failure to perform its obligations as a result of fire, strikes, industrial dispute, shortage of food supplies or labour, power failure, lockout or any other cause beyond the control of YSP.

## GENERAL

YSP takes all reasonable steps to ensure that literature and prices are correct, however we do reserve the right to alter, substitute or withdraw a service if necessary.

YSP works extremely hard to safeguard and protect the integrity of the park and its reputation. All parties must ensure that each part of the event respects and reflects these values.

YSP operates a no smoking policy in all of its buildings.



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