

Love ~ in the ~ Gardens

Civil Ceremonies and Receptions
At
Sheffield Botanical Gardens



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ON THE DAY

Your special day is one of the most important days of your life so why not hold it in the Sheffield Botanical Gardens? It is a truly magical place, with incredible beauty, perfect for saying 'I do'. By choosing the gardens as your venue you will become part of the Sheffield Botanical Gardens' history.



Your ceremony will take place within the central pavilion to the side of the fountain. You will be surrounded by an amazing range of Australian plants, including Acacias and Bottlebrushes.



You can invite up to 80 guests, who will gather around the fountain to watch you take your vows. You will have hire of the central pavilion for one hour for the ceremony, and afterwards you are

welcome to gather with your guests outside the pavilions in the gardens, for drinks and photographs.

The backdrop of the pavilions, and the beautifully kept gardens, create an excellent backdrop for your photographs. The Sheffield Botanical Gardens is a unique venue that has everything you need to make your day a special one that will be talked about for years to come.



PRICES – CEREMONY ONLY

Winter (November – February)	£745.00 (all days)	including the use of the pavilions up to 6.00 pm
Summer (March – October)	£945.00	Friday, Sunday and Bank Holidays
	£995.00	Saturdays
	£745.00	All other days

PRICES – CEREMONY AND RECEPTION

Both Ceremony and Reception – all days £3,495.00
(All prices include VAT)

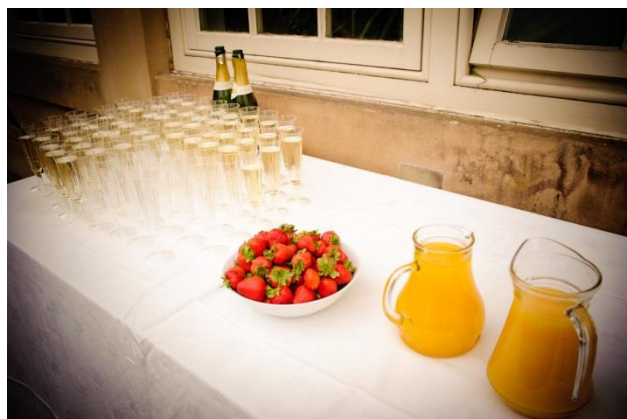
Prices do not include the fee for the registrar.





Sheffield Botanical Gardens will provide:

- Pre wedding interview room in the Gate House
- Exclusive hire of the central dome of the glass pavilions for use as the ceremony room
- Three tables for the ceremony & drinks, with white linen tablecloths
- Use of a fridge (capacity approx.30 bottles) on the day
- One green aisle carpet for use outside the pavilion
- Chairs for guests (Maximum of 12)
- Use of our extensive grounds for photographs
- Two ceremony staff to assist on the day



REGISTRARS

A Wedding or Civil Partnership Ceremony that does not take place at the Register Office but takes place at a licensed venue requires a Registrar and a Senior Registrar. Please be aware that arrangements for the use of the premises you have chosen depend on availability of the Registrars.



To avoid disappointment and problems on your big day it is **ESSENTIAL** that you make an advance booking with the Superintendent Registrar at the Sheffield Register Office for their attendance at your proposed marriage. Once this is completed, a booking can then be arranged with us for your chosen date.

Please be aware that a fee for the attendance of the Registrar will be payable before the ceremony. (A list of Registrar's fees can be obtained from the Sheffield Register Office)

You will both also be required to give notice of marriage to the Superintendent Registrar of the district in which you live. Giving notice means you are declaring that you are lawfully free to marry each other. The notice must be carried out in person and is valid for one year. Certain original documents will be required, details of which will be given to you at the Register Office. It is advisable to telephone the relevant Register Office to arrange an appointment to give notice of marriage.

It is very important that you understand that any arrangement made for a marriage to take place on approved premises are dependent upon:

1. The attendance of the Superintendent Registrar and a Registrar for the district in which the premises are situated.
2. The issue of the authority or authorities for marriage by the Superintendent Registrar to who notice of marriage was given.

When notices are given in a different registration district from the one where the marriage is to take place, you will both have to collect the authorities before the ceremony and ensure that they are delivered to the Superintendent Registrar in Sheffield who is to attend the ceremony. You need to be aware also, that only a civil, non-religious ceremony can be permitted by the Superintendent Registrar.

Any words, music or readings you require in your ceremony have to be chosen with this in mind. A Civil Ceremony can have no religious or spiritual connections at all. The content of the ceremony must be agreed in advance with the Superintendent Registrar who can be contacted at the address below:

Superintendent Registrar
The Register Office
Surrey Place
Sheffield
S1 1YA

Telephone: 0114 203 9420 or 203 9426

SPECIAL NOTES

The Sheffield Botanical Gardens pavilion is available for hire for your civil ceremony only. If you are wanting to host an evening reception this must be held on the West lawn.

Capacity

Our licence to conduct Civil Ceremonies (Marriage Act 1994) allows us to accommodate up to 80 people within the Central Dome at any one time. You will need to take this into consideration when compiling your guest list for the ceremony.



Music

If you wish to have any music playing during or after your ceremony, this must be supplied by yourselves. You are welcome to bring along your own equipment.

Vehicles

Vehicles are not permitted within the Gardens at any time. This includes the wedding car, horse-drawn or motorized.

Confetti

To preserve the beauty of the Gardens and due to the wildlife that resides within the Gardens, the use of paper confetti or rice is not permitted anywhere in the Botanical Gardens, or at the main entrance on Clarkehouse Road. However the use of fresh, dried petals and bubbles are allowed.

Smoking

Smoking is not permitted within any of the buildings in Sheffield Botanical Gardens.

Glass

Only use of plastic glasses are permitted in the Garden.

Fire

No naked flames are allowed within the pavilion or the surrounding area.

Toilets

The nearest public toilets to the pavilion are located in the Curators House café (Summer – close at 17:00/ Winter – close at 16:00)

Flower beds

Please note our flower beds are planted with seasonal bedding and therefore, we cannot guarantee that there will be plants in the beds at all times throughout the year.



Insurance

To be able to hold your ceremony at Sheffield Botanical Gardens you will be required to arrange Public Liability insurance to cover your day and your guests. The Garden cannot accept responsibility for accidents that happen as a direct result of action/s or omission/s of a member/s of your party.

Hiring agreement

In accordance with the conditions attached to the hiring agreement, the hirer must at all times comply with the instructions of any Council Officer responsible for the operation of the facilities, to leave the site immediately and to remove such persons and equipment detailed by the Officer.

The Council when granting the hiring of the facilities gives licence to the hirer and their guests to enter the facilities or that part of the facilities approved as part of the hiring. The licence may be revoked at any time by any Council Officer. As hirer you are responsible for your guests and in particular those professionals e.g photographers, that you invited to the facilities. We ask that the hirer, their guests and professionals respect other users of the facilities.

WEDDING RECEPTIONS AT SHEFFIELD BOTANICAL GARDENS



Why not hold your ceremony and reception at Sheffield Botanical Gardens. The West Lawn is now available to hire for a marquee reception. A unique venue, that is perfect for celebrating the whole of your special day.

Marquees

You may use a marquee company of your choice, although they must be a reputable company and have all relevant insurance and certificates. The companies listed below have all worked within Sheffield Botanical Gardens and are companies that have been used by previous couples who have had their ceremonies within the gardens.

PLEASE NOTE This list is for your information only. You may choose another marquee provider. The Council cannot accept any liability which may result from loss as a result of contracting with any of these companies.

All Occasions Marquees	07958 955 470
Florida Marquees	0800 731 1676
Papakata	0800 612 9692

Security

You will be required to provide security to be present when you are not on site. This is to ensure the safety of the marquee and the contents, especially overnight. Although the gardens are locked when closed we cannot guarantee any members of the public will not enter the gardens. It is strongly advised that you do arrange for

security to be on site from a reputable company with relevant insurances and certificates.

Utilities

You will need to hire in generators for your event. These can usually be provided by your marquee company, who should be able to advise you what type of generator you will need to suit your individual power requirements, although you may wish to use an alternative company. Lighting and toilets will also be required.

There is no on site drainage system. All liquid waste products will need to be removed off site by you or by your catering company.

Botanical Gardens Staff

A member of staff will be on site for the duration of your event.

Cost

The fee to hire the site is £3,495. This includes the cost of the ceremony within the glass pavilions.

Bond

As you are aware the Gardens are a beautiful place that are enjoyed by many visitors each day, and whilst we understand you will make every effort to ensure no damage is caused to the gardens during your event, occasionally damage may occur. It is for this reason that we require a bond of £1,000 from you. It will need to be paid at least 21 days before the date of your event. You will be responsible for any damages caused by yourselves or any company you may contract with. Your bond will be returned to you after the date, ensuring no damage is caused by your event.

General Public

Members of the public will be in the gardens whilst your event is taking place until the gardens close. During the summer months this will be 8pm, and in winter months the gardens close at dusk.

Catering

You may provide your own catering or bring in a catering company to provide this service for you. They will receive vehicular access for delivery only.

Noise levels/Entertainment

An acceptable level of noise has to be maintained throughout your event. Any entertainment will need to finish by 11.30pm and the site vacated by 12 midnight.

Temporary Events Notice (TENS)

An entertainment licence may be required if you are providing the following:

- Live music after 9pm or
- Selling alcohol to guests.

This can be applied for via Sheffield City Council.

Contact information

For more information on holding a ceremony or reception at Sheffield Botanical Gardens, and to receive a booking form please contact the Ceremonies Co-ordinator who will be more than happy to help you with your enquiry.

Telephone: 0114 205 3500

Mobile: 07875 541 333

Email: parkceremonies@sheffield.gov.uk

All wedding photography by kind permission of PH Weddings.

www.phweddings.co.uk. Telephone: 07515692163. Email:

helen@phweddings.co.uk

Gallery

