



HERITAGE — VENUES —

Useful Information for Guests and Suppliers

The following pages contain useful information for your guests, which we'd recommend you share with them.

The information for suppliers is very important – please forward it before you book them. If they are not our approved suppliers, they need to supply the details to us well in advance so we can check and approve them to work at the venue.

For a Sneak Peek at the Venue

Full details with extensive photos and reviews can be found on the web site <https://stanlakeparkweddings.com/barn-wedding-venue-in-twyford/>, as well as regular posts and reviews on social media.

Accommodation

Click on the following link for hotels close to the venue: <https://www.HotelMap.com/pro/MRGW7> - if you phone a hotel direct please quote the HotelMap reference to achieve the best rates. Quote Special Reference Code: MRGW7

The estate also owns the beautiful Old Schoolhouse, close to Henley-on-Thames, sleeping 8 – 10 guests in a stylish and luxurious self-catering period cottage in an area of outstanding natural beauty, just 20 minutes from Stanlake Park by car. It makes the ideal location for the Bride and Groom to escape to after the wedding without travelling too far, or to accommodate family, friends and bridesmaids before for pre-wedding preparations! Minimum 3 night stay, which can be booked direct on the web site.

https://www.airbnb.co.uk/rooms/33661847?source_impression_id=p3_1618568800_90x42iEyMknT8l2W Or for any queries, please email Sarah via the Airbnb site.

Travel By Car (Postcode RG10 0BN)

From M40

- At junction 16, exit onto M40 towards B'ham/Oxford
- At junction 4, take the A404 exit to High Wycombe/Marlow
- At the roundabout, take the 1st exit onto A404
- At the roundabout, take the 3rd exit and stay on A404
- Take the A4130 exit towards Hurley/Henley/Burchetts Green
- At the roundabout, take the 2nd exit onto Burchetts Green Rd
- At the roundabout, take the 2nd exit onto Bath Rd/A4
- Turn left onto London Rd/A3032 towards Ruscombe
- Turn left onto New Rd
- Continue onto Stanlake Ln
- At the roundabout, take the 1st exit onto B3018
- Turn left, Destination will be on the left

From M4

- Exit M4 at junction 8/9, take the A404(M)/A308(M) exit to High Wycombe/Henley/Maidenhead
- At the roundabout, take the 2nd exit onto A404(M) heading to High Wycombe/Henley/Maidenhead
- At junction 9B, take the A4 exit to Reading/Maidenhead
- At the roundabout, take the 1st exit onto Bath Rd/A4

- At the roundabout, take the 2nd exit and stay on Bath Rd/A4
- Turn left onto London Rd/A3032
- Turn left onto New Rd
- Continue onto Stanlake Ln
- At the roundabout, take the 1st exit onto B3018
- Destination will be on the left

If guests wish to leave cars overnight they are more than welcome to. We just ask that they are collected before 10am the following day, after which the gates may either be locked, or another event will be in progress!

Please note we cannot accommodate guests staying on site overnight in camper vans.

Sat Nav

- Please use postcode RG10 0BN in your Sat Nav

Travel By Train

- Regular fast trains from London Paddington take approximately 25 minutes to get to Twyford at peak times – check timetables for this service.
- The station is a short taxi journey (1.3 miles) from Stanlake Park.

Children

Stanlake Park's relaxed atmosphere and open spaces are ideal for children, and we love to see them enjoying themselves. We are child friendly rather than childproof though, so please ensure they are supervised at all times, and that they don't stray into vehicles or out of bound areas.

Allergens

While every care is taken by our highly trained kitchen team, please note we cannot guarantee there will be no cross contamination during preparation and service.

Bar

We operate a card-only bar and no cash is held on site. We take all cards (including Amex), using all payment options.

Useful information for Suppliers

Dependent on the service you're supplying, Heritage Venues Ltd should be provided with the following documents well in advance of the event, and a minimum of one month beforehand. If you are uncertain about any of the requirements and which will apply to you, please contact us on 01628 906040 or email info@heritagevenues.com. Please ensure all documentation submitted will be current for the date of the event.

Insurance

Please provide a copy of your Public Liability certificate.

PAT Test Certificates

Required for all powered electrical equipment you'll be using at the venue.

Risk Assessment & Method Statement (RAMS)

Please provide the risk assessments you operate by as standard and to which your operatives are trained. An event-specific method statement should be provided to clearly explain how you will operate on the day. The method statement is required to ensure safety of people and property while operating on site, and will include (not exhaustive) working from height/ladders, use of electrical equipment, flammable liquids, fairground rides, inflatables, etc. Where your activity is deemed by us to be high risk, we may request a site visit beforehand to discuss and agree the method of working. We reserve the right to refuse access if correct documentation is not received and approved by us in advance, or for you to cease activity on site at our request if your operatives are not adhering to the approved RAMS. Our aim will always be to deliver a perfect and safe event to our clients, to fully cooperate with all suppliers to that end, and we will not unreasonably withhold approvals or make unreasonable demands. If you have any questions please email Jamie Charles - info@heritagevenues.com, cc Val Pearson – vp@heritagevenues.com

Ladders & Equipment

Please bring your own tested ladders and all equipment required to undertake your booking on site.

Catering

A separate agreement will be drawn up with external caterers for use of Heritage Venues spaces, equipment or preparation areas and will cover recycling, waste disposal, fire safety procedures, inventory etc. RAMS as above will be required, together with food hygiene/allergen certification specific to the staff in attendance.

Bands/DJs

Please note that the sound limiter in the Vineyard Barn is set to a very generous 96dB which cannot be altered. All Bands should please bring a mat for drum kits to protect the wooden floor. Set-up will usually be just before or just after service, but please liaise with your client for specific timings. Details of the sophisticated directional sound system that must be used, and performance conditions, are attached on the next page. Please read this carefully and sign / return the form to confirm your agreement. Your client will not be able to confirm their booking with you until we advise this has been received. If you have any technical questions, please email us at info@heritagevenues.com

Florists

Please remove all flowers and containers from site the morning after an event, and let us know if you are leaving anything behind to avoid confusion with the next event! Cleaners' hours are 4.30-7am, and if the barn has already been cleaned, please ensure no mess is left behind.

Setup Times

Your set-up time should be arranged with the client, and access on the morning is generally from 8am. However, for long set-up items such as lighting rigs (Academy Productions only), please contact us as soon as your booking has been confirmed so we can agree access times around our cleaning schedule and timing of the next day's event. Please also note that where we have availability, we allow clients access the previous day for set-up. Again, for lighting rigs etc it's necessary for them to be put up while the barn is empty, and this will need liaison with us. Where requested, we confirm to our clients 7 days in advance whether the day before is free. If you would be unable to set up on that day please let the client know.

Responsibility

Heritage Venues Ltd manage all events at Stanlake Park, represented by their Event Manager and team on the day. All suppliers must cooperate with and adhere to all instructions given to them by the Heritage Venues team in advance of the event, and on the day, in a timely manner. Heritage Venues staff must be treated with professional courtesy – any instructions will represent either the Client, Stanlake’s owners, or regulations/legal requirements that must be complied with, and will not be unreasonable.

The Stanlake Park Estate

All buildings within Stanlake Park are listed, and you will be working close to a working winery/vineyard within the separate areas designated for weddings and events, which have private dwellings nearby. Please take care with vehicles and treat the venue with respect, in particular:

- *No nails, tacks, drawing pins etc to be affixed to any building fabric – there are plenty already in place in the Vineyard Barn and Coach House. You can use cable ties if necessary, and please remove them at the end of the night.*
- *To avoid damage to utilities, do not drive stakes into any ground without prior discussion and written consent*
- *You are very welcome to use the shop for your personal wine purchases and to enjoy a drink of Stanlake Park wine, tea or coffee and snacks in their gardens. However, the wine makers and shop staff are unable to help with any queries about wedding set-ups, access to the wedding areas, delivery details or any other information relating to weddings or events – this also applies to other Stanlake Park staff such as gardeners and groundsman. Please liaise only with the Heritage Venues staff who will be on site on the event day, contact us by phone (01628 906040), or contact your client direct.*

Stanlake Park Wine Estate - Band & DJ Agreement

This agreement is for bands and DJs who perform at Stanlake Park Wine Estate. Please ensure that you read this guidance carefully, and return a signed copy to Stanlake Park. Without this, permission to perform will not be granted. We will advise the client immediately on receipt so that they can confirm their booking with you.

Venue Noise Management Regulations

Care must be taken to keep noise to a reasonable level that is considerate to neighbouring properties and meets local authority requirements. To achieve this:

Amplified music and public address is not permitted outdoors. Acoustic (unamplified) music is permitted outdoors before 6pm. Indoor amplified music may only be played using the house PA system provided by Stanlake Park (the ZoneArray). Third-party loudspeakers or amplification equipment is not permitted. After 11pm, live music may not be played. Between 11pm and 11.30pm, recorded background music only is permitted. No music may be played whatsoever after 11.30pm, and the system will automatically cut out at that time.

Please liaise with the HVL Event Manager on arrival who will show you location and connection to the Zone Array system, and again once you've set up so they can check all is correct before you start your set. Please note that the system is remotely monitored, and if the Zone Array has been deliberately bypassed at any time the system will be cut off.

Description of the ZoneArray

Above the dance floor in the reception barn a highly-directional ZoneArray speaker system with a frequency-tuned Symetrix Prism digital process limiter has been installed by Direct Acoustics. The ZoneArray allows high volume levels in the dancefloor area, with significant reductions in volume level elsewhere. The ZoneArray system consists of Forty ZoneArray Panels above dance floor, four Community ENT203 fill speakers, Powersoft K3 2 x 2600W amplifier, Powersoft M28Q 4 x 700W amplifier, Symetrix Prism 4x4 digital signal processor with Arc3 Controller.

Using the ZoneArray

All amplified music in the reception barn, whether recorded or live, must be routed through the ZoneArray, which works as follows:

The digital process limiter controls output volume level. It will not cut off equipment power in the manner of traditional noise limiter systems. If levels are exceeded it process limits the input signals to prevent allowed noise levels being exceeded.

The ZoneArray has a preset calibrated maximum volume level of 96dB on the dance floor, which cannot be changed.

The system has an input panel adjacent to the band power supply sockets, consisting of: Band main PA input (XLR L+R), Band monitor input (XLR L+R), DJ input (XLR L+R), iPod input (3.5mm phone). If required, bands can provide their own monitor input mix.

Drumkits – a mat must be used for the bass drum. Where possible, the use of hot rods, or drum mufflers/pads should be used, but in all circumstances, the drums must balance with the musicians' output and not overpower it.

The ZoneArray will automatically cut down to background music level at 11.01pm, and will cut off completely at 11.30pm. Ensure your sets are finished by 11pm, or your music will abruptly cut off automatically.

Please report to the Event Manager on arrival, and again once you've set up, for them to check correct connection before you start your set.

I represent a band or DJ that will be performing at Stanlake Park and I confirm that I understand and will ensure that the band / DJ below will adhere to all the above requirements:

Band/DJ Name: _____

Print Name: _____ **Signature:** _____

Date of Performance: _____ **Date of Signature:** _____

Please email signed scan to info@heritagevenues.com