

Hill Garden and Pergola Venue Hire
Marriages and Civil Partnerships
Policy, Terms and Conditions of Booking

1. Only one booking per day will be taken.
2. Only two bookings per week will be taken, excluding Bank Holidays, with a limit of two Fridays and two weekend dates within any one month.
3. There will be a limit of only 40 events per year.
4. Bookings will be taken for ceremonies between 10am and 3pm.
5. The venue hire charge are as follows:

Hill Garden

Monday – Thursday - £1,500

Friday - £1,750

Weekends - £2,000

Belvedere & Rotunda

Monday – Thursday - £1,250

Friday - £1,350

Weekends - £1,500

This provides a maximum 2 hours (subject to closing times) at the venue for the ceremony and photographs. Additional time may be possible, and can be discussed, but may be subject to additional charges depending on staffing requirements.

6. Initial interest to hold a ceremony at the venue will be registered with the Hampstead Heath Business Manager, at which point a provisional date will be pencilled into the diary and a viewing arranged.
7. Before a booking can be made, the couple must visit the site to view it with a member of City of London staff, to ensure that there is a clear understanding of the nature of the site. A holding reservation of a date will be taken once a viewing is booked and this will be held for 48 hours after the viewing, after which time the date will be made available to be booked by others.
8. A 20% deposit will be required at the time of booking; this is non-refundable in the case of cancellation. A booking will not be considered confirmed until the requirements for the day have been discussed and agreed and the deposit paid. An event sheet will be completed during the viewing meeting and a copy will be provided to the couple, to check and sign: once this is returned, a confirmation will be provided. This will include details of where photographs will be permitted on-site, acknowledgement that the site is public Open Space and that members of the public will not be prevented from entering the location.
9. It is the responsibility of the couple to make contact with the London Borough of Camden to arrange for the necessary legal aspects to be

formalised and for the Registrar to be booked to attend the ceremony. The cost of the Registrar is payable directly to the London Borough of Camden and does not form any part of the payment to the City of London.

10. A final meeting will take place 4-6 weeks before the event, at which the details for the day will be confirmed, including required set-up for the day, numbers, photographer's details, florist's/decorator's details and proposals, along with an outline of the day with respect to timings and activities.
11. Any changes made to the arrangements following the final meeting may be subject to a 5% amendment fee.
12. The final balance payment for venue hire must be paid 4 weeks before the event. This can take place at the final meeting or made separately. An event will not be able to take place without receipt of the final payment.
13. A representative from the City of London will be on-site before and during your event. You will be provided with contact details for this person in advance and they will be available to assist you on the day.
14. The site is an Open Space and therefore is in the open air and subject to a range of weather conditions. These cannot be forecast and therefore you may wish to consider insurance in the event of a significant weather event. Pop up gazebos will be made available to offer some protection, if required. Umbrellas will also be made available on a loan basis.
15. Vehicle access is limited at the site and parking permits at Jack Straw's car park will be available as part of the booking. Location maps will also be provided, along with direction signage on the day of the event. There is no access for vehicles on the Heath itself, including for the couple.
16. Decorations can be brought onto the site, but these cannot be placed in trees. Details of the decorations proposed must be provided at the time of the final meeting, which will take place 4-6 weeks before the event.
17. No candles or naked flames can be permitted on-site.
18. Due to the nature of the site, no amplified music will be permitted at events. The only music permitted will be from a string quartet or single acoustic guitarist.
19. No confetti or rice is permitted to be thrown, due to the nature of the venue.
20. No dogs are permitted on-site.
21. Your booking will include time for photographs to be taken and your photographer will be issued with a license to do so as part of your package. The closing time of the venue will be confirmed at the final meeting, to ensure that you and your guests are aware and can plan accordingly.

22. Although no reception facilities are available on-site, the provision of drinks and canapés for your guests while your photographs are being taken can be discussed with the City's approved caterer, details of which can be provided at the time of booking. This will be subject to a separate license agreement.
23. The Hampstead Heath bye laws which cover this site will apply. A copy of these will be provided with this document.
24. The Hampstead Heath Business Manager will contact the couple 30 days after the event to seek their feedback on the arrangements.
25. The City of London complaints procedure will be used to manage any complaints. Copies of this are available on the City of London website.