

(G20) BALLROOM CEREMONY PLANNING: T&C – v7 29/5/26 (season 25-26)

(G20) BALLROOM – ‘Heritage Spaces’ at The Angel Suite: WEDDING / CEREMONY - TERMS & CONDITIONS

Wedding Coordinating Team:

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***‘Heritage Spaces’ at The Angel Suite is managed by
Ancholme Valley Heritage Trust Ltd (AVHT)
– trading as: BRIGG HERITAGE CENTRE***

Charity No: 1157731.

(G20) BALLROOM - CEREMONY RENTAL BOOKINGS:

Enquiries:

A provisional (G20) Ballroom Ceremony ‘ENQUIRY’ will be kept for a maximum of 30 days only – after which the enquiry will be followed-up, then closed.

The current ceremony base rental is £530.00

(period March 2026 [relaunch mid-July 2026] to February 2027)

*...and is referred to as Package³⁰**

**Inclusive package inclusive for up to a maximum of 30 guests. For Guests above 30, decorative options are available – refer to tariff / list of add-ons items/services. We reserve the right to review / adjust prices on an annual basis – any pre-quoted prices will be honoured within a specific rates period (with discretionary margins if applicable).*

Wedding seasons run from 1st March to end of February (annually).

Package³⁰ is Inclusive of the following:

- Ceremonial venue.
- Chair covers/sash - up to 30 max.
- Topiary trees (set of 4).
- Red Carpet.
- Sound provision/facilitation.

For over 30 guests extras (chargeable on each guest numbers 31 to 60+):

- Chairs cover with sash **£3.00** each (top-up).

General Optional add-ons:

- Additional sashes **£1.50** each (optional).
- Post Ceremony glass/pour service **£50.00** (optional).
- Set-up access – by request of client and subject to availability: **£55.00** half day / **£110.00** full day.

Please note: Registrar fees are independent of our venue fees.

**FEES FOR CEREMONIAL PACKAGE (& KNOWN EXTRAS)
FOR 'CURRENT SEASON' ARE PAYABLE AT TIME OF BOOKING**

Booking is required (in person) at Brigg Heritage Centre Reception with proof of Registrar's booking confirmation receipt). Refer to cancellation policy.

Please note that we have made provision within our intake administration for further chance additions for decorative option/add-on supplements.

CURRENT SEASON - CEREMONY RENTAL DEPOSIT PORTION (RETENTION) is £150.00:

This forms part of the 'package price' and will secure the booked date and cover a proportion of administration. Please note the deposit will be offset against the full Ceremony Rental Fee (Refer to current package prices / Refer to Cancellation policy).

DEPOSIT FOR 'FUTURE SEASONS':

To secure your ceremony date for upcoming future seasons, a deposit of **£150.00** is required. Deposits are non-refundable (if you cancel after the 30-day grace period) however the deposit paid is offset against the remaining balance. Once season prices are announced you will be notified of your balance due.

Wedding seasons run from 1st March to end of February (annually).

ADD ON - DECORATIVE OPTION SUPPLEMENTS (D.O.S):

Certain decorative option are included within the Package³⁰ pricing structure (refer to 'included' list). However, if you add more decorative options via supplements (that were not ordered at time of initial booking) these will be arranged as an add-on, as soon as possible with BHC wedding coordinators (for logistics) and paid for at time of order.

**CEREMONIAL REQUESTED EARLY ACCESS / SET UP or PRE/POST-PARTY LATE CLEAR-UP –
by request – liaise with coordinators for more details:**

- Half day **£55.00** (subject to availability and non-refundable).
- Full day **£110.00** (subject to availability and non-refundable).

All payments must be made no later than ONE MONTH prior to a ceremony date. Please liaise with the Brigg Heritage Centre Management/Wedding Coordinator for further information.

RECEPTION RENTAL OPTIONS:

POST-CEREMONY 'FOLLOW-ON' (INFORMAL) RECEPTION RENTAL

– space available until midnight:

(G20) Ballroom is available to book as a Reception Venue, utilising the already decorated chairs. Additional chairs (dependent on a particular colour availability) are priced at the rates as stated on the listed add-on fees. **(Please note:** Entertainment noise to cease at 23:00).

The purpose of (G20) Ballroom as a Reception venue is not for formal dining – more of a buffet-style configuration. Renters are required to provide their own catering (access by caterers would be allowed during the betwixt time-period after the ceremony (allowance 1.5 hours post ceremony) – at the renting parties prior arrangement.

POST-CEREMONY 'FOLLOW-ON' RECEPTION space: Fee £280.00

STAND ALONE RECEPTION (Only) RENTAL

EVENING – space available 18:00 until 00:00 midnight

(please note Extra Hours pre- 18:00 subject to availability – fees apply):

(G20) Ballroom is available to book as an evening Reception Venue. Decorative Option Supplements (D.O.S.) are available, dependent on a particular colour availability, and are priced at the rates as stated on the listed add-on fees. **(Please note:** Entertainment noise to cease at 23:00).

The purpose of (G20) Ballroom as a Reception venue is not for formal dining – more of a buffet-style configuration. Renters are required to provide their own catering and are liable for ant appropriate licenses (for example a Temporary Event Notice for an event where Alcohol is to be sold). Proof of the licence must be provided to BHC wedding Coordinator/BHC Management.

STAND ALONE RECEPTION - Only RECEPTION space: Base Fee £233.00

+ additional Decorative Option Supplement hire fees applicable:

- Extra hours (pre- 18:00 – subject to availability): **£30.00 per hour**
- Chair covers with sash: **£3.00 each**
- Sash only: **£1.50 each**
- Topiary Trees (set of 4): **£50.00**

***PLEASE NOTE THAT IN ALL CASES FOR RECEPTION HIRE - THE FOLLOWING APPLY:
Renters are responsible for clearing, tidying and to leave the room to protocol and secure.
Access data will be provided in advance of your event.***

- Janitorial safeguard deposit **£60.00** – returnable upon post-inspection of the premises
- Key deposit **£50.00** – returnable upon signing back of keys.

CANCELLATION POLICY:

CANCELLATION BY YOU:

There is a grace period of 30 days after time of booking. If after this time. Should you cancel, the 'deposit portion' of £150.00 is non-refundable.

CANCELLATION BY ANCHOLME VALLEY HERITAGE TRUST (AVHT):

AVHT may cancel any booking forthwith and without any liability on its part in the event of any damage to the building of the fixtures and fittings caused by fire, storm, failure of utility services or any other cause beyond AVHT's control that might prevent it from performing its obligations in connection with ANY booking. If AVHT cancel – then you will be entitled to refund (with the exception if AVHT may be out of pocket on behalf of the client for any specific buy-in services).

ADDITIONAL DECORATION & ENTERTAINMENT:

Prior consent must be obtained from AVHT for any form of decoration or entertainment.

Please note: Noise from entertainment during 'Reception Bookings' must cease by 23:00.

Music for weddings/ceremonies must provided no later than 14 days before the ceremony (on USB memory stick) with information pertaining to the tracks order and specific cues. We are aware that technology moves on – please liaise with the BHC wedding coordinator – if your music is not to be supplied on USB memory stick for our facilitation then you exercise the right to self-facilitation of music. Any outsourced equipment used must have a valid PAT certificate.

GENERAL:

FOOD & DRINK: cannot be consumed on the premises for ONE HOUR before the ceremony. Alcohol may be served (but not sold).

DOORS: must be kept open during the ceremony. Entry and exit are via the rotunda doors. Accessible lift access to all Angel Suite levels is available. If you require lift access – please request and provision will be provided. AVHT/BHC Management have consulted with local authority [16/4/26].

CEREMONIAL CAPACITY: 60 people are permitted – to fit with BHC logistic facilitation. There is a degree of flexibility above 60 (NLC guidelines permitting) – please liaise with the BHC wedding coordinator.

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CARS: The nearest car park to the entrance of The Angel Suite is The Angel Carpark. **Market Place Specific:** if wedding/ceremonial cars are used, please note they cannot enter Brigg Market Place before 15:30 on Farmers' Market days (4th Saturday of the Month). Cars must enter from Carey Lane and exit via the pedestrian area (Wrawby Street). Cars should not 'reverse' through Market Place. It is not the responsibility of Brigg Heritage Centre to facilitate parking or access to the venue. Carparks are managed by North Lincolnshire Council (fees apply) – please consult with NLC information directly for clarification.

CONDUCT OF GUESTS: should any guest fail to comply with these Terms & Conditions or act in an improper manner or refuse to comply with reasonable requests from AVHT and its representatives, such guests will be excluded from the ceremony or at the absolute discretion of AVHT, the ceremony may be suspended or cancelled, and the 'Hirer' will indemnify AVHT from and against all liability of whatsoever nature arising from such actions.