

# BUTTERCROSS: WEDDING / CEREMONY - TERMS & CONDITIONS

**Wedding Coordinating Team:**

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***The Buttercross is managed by  
Ancholme Valley Heritage Trust Ltd (AVHT)  
– t/a BRIGG HERITAGE CENTRE***

*Charity No: 1157731.*

## THE BUTTERCROSS - CEREMONY RENTAL BOOKINGS:

**Enquiries:**

A provisional Buttercross Ceremony 'ENQUIRY' will be kept for a maximum of 30 days only.

***The current ceremony base rental (period March 2024 to February 2025)  
is £400.00 (and is referred to as Package<sup>30</sup>\*)***

*\*Inclusive package 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 1<sup>st</sup> March to end of February.*

**Package<sup>30</sup> is inclusive of the following:**

- Ceremonial venue
- Chair covers/sash - up to 30 max
- 1 pair of topiary trees
- Red Carpet
- Sound.

**For over 30 guests extras (chargeable on guest numbers 31-60):**

- Chairs covers with sash £2.00 each (top-up).

**General Optional addons:**

- Additional sashes £1.00 each (optional)
- Topiary Tree Pair £20.00 (optional)
- Post Ceremony glass/pour £20.00 (optional).

**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 £100:**

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 £100 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 1<sup>st</sup> March to end of February.*



**ADD ON - DECORATIVE OPTION  
SUPPLEMENTS:**

Certain Decorative option Supplements are included within the Package<sup>30</sup> pricing structure (refer to 'included' list). However, if you add more decorative option 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.

**All payments need to be settled no later than ONE MONTH prior to the ceremony date. Please liaise with the Brigg Heritage Centre/Wedding Co-Ordinator for further information.**

**INFORMAL RECEPTION RENTAL – space available until midnight:**

The Buttercross is available to book as a small Reception Venue, utilizing the already decorated chairs. Additional chairs (up to a maximum of 60) are costed at the rates as stated on the listed add-on fees.

The purpose of the Buttercross 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.

**Informal Reception space:**

- Reception rental fee £220.00
- Tablecloth hire £4.00 each (optional)
- Janitorial safeguard deposit £60.00 – returnable upon post-inspection of the premises
- Key deposit £50.00 – returnable upon signing back of keys.

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

- Half day £45.00
- Full day £90.00.

**CANCELLATION POLICY:**

**CANCELLATION BY YOU:**

There is a grace period of 30 days. If after this time, should you cancel, the deposit portion of £100 deposit portion 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.

**ADDITIONAL DECORATION & ENTERTAINMENT:**

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

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. 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 blue double doors. Accessible lift access to the upper level is available. If you require lift access – please request and provision will be provided to the ramp access door.

**CAPACITY** - a maximum of 60 people is permitted.

**CARS** - if wedding/ceremonial cars are used, they cannot enter Brigg Market Place before 3:30pm on Farmers' Market days (4<sup>th</sup> 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.

**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.