



ENGLISH HERITAGE

A date to remember. . .



Magical occasions, planned to perfection
. . . a truly special day in unique historic
locations . . .

. . . Marble Hill House



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Marble Hill House

Marble Hill House is set in delightful wooded parkland in Twickenham, between Richmond Road and the River Thames.

Built in the 1720's for Henrietta Howard, Countess of Suffolk and mistress of George II, it became one of the most fashionable residences of the period, where artists, authors, poets and politicians of the day frequently gathered.

Today, the House retains its peaceful setting, tasteful interiors and a superb collection of paintings. It is now also available for stylish drinks receptions and licensed for civil wedding ceremonies.

Great Room

Wedding ceremonies can take place in the Great Room. Reached by ascending a grand sweeping staircase, the Great Hall has rich wooden floor, high cream walls with classical decoration and views across the lawn to the river. The maximum capacity is 50 guests.



Tetrastyle Hall

Drinks receptions can take place in the Tetrastyle Hall, once the elegant entrance to the House for guests arriving by river. Double doors still lead directly into the grounds beyond, making it a lovely location for drinks on a summer's afternoon. The maximum capacity is 50 guests.

Contact Details

For further information or to arrange to visit the House please contact the Hospitality Manager

Telephone 020 7973 3416

Facsimile 020 7973 3443

Email samantha.walker@english-heritage.org.uk

Web www.english-heritage.org.uk/hospitality

Marble Hill House
Richmond Road
Twickenham
Middlesex
TW1 2NL



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Marble Hill House Tariff and Capacities

Marble Hill House is available for Civil Wedding and Civil Partnership ceremonies
Prices valid until 31st December 2009

Drinks Reception			
Tetrastyle Hall	6.30pm - 9pm	up to 50 guests	£1,000
Wedding Ceremony and Reception			
Ceremony in the Great Room followed by a reception in the Tetrastyle Hall	April-Sept Saturdays 3pm – 6pm	up to 50 guests	£1,250
	April-Sept Weekdays 3pm – 6pm	up to 50 guests	£1000
	Oct, Nov, Dec & March Saturdays or weekdays 3pm - 6pm	up to 50 guests	£800
Daytime meetings			
Every day except Saturdays	Any 3 hour period	Theatre style up to 50 Boardroom style up to 20	£500

Prices are exclusive of and subject to VAT.

Ceremonies are subject to Registrar availability

Prices are for room hire only and are exclusive of catering and registrar's fees.

English Heritage reserves the right to amend prices at any time without notice.



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Marble Hill House Hirer's Guidelines

English Heritage offers facilities for events to be held within specified areas. The sites are of national importance, the safety of which is paramount. Requests for events will only be accepted if they are considered reasonable and appropriate to the site as a venue.

English Heritage properties are several centuries old, and, due to the historical nature of the site, have certain limitations in their use. For detailed information on restrictions relating to a particular property please refer to the Hospitality Manager and your contract. Your contract will have site specific guidelines which supersede the general guidelines shown below.

Some properties may not be suitable for children under 10 years of age, large groups of children, or accessible for guests with limited mobility.

Stiletto heels may not be worn in some properties due to the fragile nature of certain floors. You may be asked to advise your guests to wear appropriate footwear.

Service of food and drinks that spill easily and contain staining agents such as red wine or red berries may not be served in certain rooms.

Candles and naked flames are not permitted within the majority of English Heritage buildings.

Smoking is not permitted inside English Heritage buildings.

Confetti is not permitted on English Heritage sites, although rose petals may be permitted outside by prior arrangement.

Registrar. After meeting with the Hospitality Manager, you should confirm that the Superintendent

Registrar and Registrar are available to conduct your ceremony. Tel: 020 8940 2853. English Heritage cannot book this on your behalf, take responsibility for or deal with any of the legal aspects of civil ceremonies, including non-arrival of the Registrar. You should confirm any special requirements regarding the ceremony with the Registrar at the time of booking. Religious and/or spiritual reference may not be permissible.

Suppliers. For catering, marquees and lighting you must use the English Heritage accredited suppliers as advised to you by the Hospitality Manager. If your event requires specialist services, please seek advice from the Hospitality Manager.

Deposit. A non-refundable Deposit (50% of hire fee) is payable to English Heritage to confirm the booking. Full payment is required prior to the event, either immediately or one month before, whichever is greater. If another client wishes to book the same date(s) before your booking has been confirmed, you will be asked to confirm your booking and pay the Deposit within 48 hours. If the Deposit and signed Agreement are not received within this period, English Heritage reserve the right to cancel your booking.

Cancellation. You may cancel a booking by giving English Heritage notice in writing. English Heritage shall use its reasonable endeavours to find a replacement booking for the dates at the property and, if successful, will refund you 90% of the Deposit and the balance of the Hire Fee paid. Where English Heritage cannot find a replacement booking, it reserves the right to retain the Deposit; and where you cancel the Event less than three months in advance, to retain or charge you the balance of the Hire Fee. Some

conditions may vary according to the nature of the event – please refer to your contract.

For security purposes, English Heritage requires a copy of your guest list in advance of the event. Organising personnel should not arrive on site prior to the times agreed with the Hospitality Manager. Names are to be provided in advance and personnel will be asked to sign in and display appropriate identification.

The Hospitality Manager or a Duty Manager from the Visitor Operations Team will be on duty throughout the event.

English Heritage reserves the right to remove any guests whose behaviour is thought to endanger the safety of the site, other guests or English Heritage staff.

All refreshments and music must cease 30 minutes prior to the hire finish time. The hirer and guests must leave by the hire finish time.

The hirer, or their suppliers, are responsible for removing all litter and anything brought to site prior to public opening the next day. English Heritage will not accept responsibility for loss or damage to any articles brought to site by organisers or guests.

Insurance. English Heritage carries an insurance policy which provides cover for some of the risks which may arise as a result of the hiring of an English Heritage property. The policy covers claims to a maximum of £5 million (£20 million for certain properties) for damage caused to the property, contents or English Heritage employees. Cover is not provided for cancellation costs or any claims arising as a result of negligence by the hirer.

A copy of the full Terms and Conditions is available upon request.

If you would like this document in a different format, please contact our Customer Services department:

Telephone: 0870 333 1181

Fax: 01793 414926

Textphone: 01793 414878

E-mail: customers@english-heritage.org.uk