



BUCKINGHAMSHIRE
RAILWAY
CENTRE

WEDDINGS



AN ENCHANTING VINTAGE SETTING FOR YOUR WEDDING

Thank you for your interest in holding your wedding at Buckinghamshire Railway Centre in Quainton.

Set within the heart of the beautiful Buckinghamshire countryside, we are a working Steam Railway Museum where you and your guests can step back in time as you stroll amongst the giants of the steam age around our spacious 25-acre site. We boast one of the largest railway collections outside the National Railway Museum, with many interesting and historical locomotives and other railway relics.

The interior of our stunning glass-roofed Visitor Centre – the former Oxford Rewley Road railway station building, dating back to 1851 – forms an impressive backdrop, offering a bright and spacious location for your wedding. As you can imagine, the photographic opportunities are simply endless. You could even have the grandeur of offering your guests a steam train ride, with the rolling Buckinghamshire hills around you!

We can cater for up to 150 guests for a sit down meal and we have a large, separate dance floor for the celebrations afterwards. We are licensed for civil weddings, so you can choose to hold your wedding ceremony here too.

By booking our railway as your wedding venue, we offer you exclusive use of the whole site for the entire day and evening (including setting up the day before), and our prices include tables and chairs, but for everything else you are free to enjoy the wedding planning to your heart's desire!

From small, intimate gatherings with family and close friends in our Oxford Room, to lavish receptions in our Victorian Visitor Centre, we will endeavour to cater for your every wish.

You and your guests will be warmly welcomed

For more information or to book a viewing, please contact Emma or Belinda on 01296 655720 or email events@bucksrailcentre.org



An enchanting venue for
your wedding ceremony
and reception



BUCKINGHAMSHIRE RAILWAY CENTRE

Functions Terms and Conditions of Booking

This page represents the standard terms, conditions and contract for your forthcoming wedding reception/ceremony. It is important to note and read the following along with any other associated specific terms and conditions relating to your function that are attached as a separate appendix to this document.

Deposits and pre-payment

A provisional booking will be held for 14 days or longer by arrangement with Buckinghamshire Railway Centre.

A confirmed booking is made only on receipt by us of a completed and signed booking form along with a deposit of 25% .

The total costs remaining including the damages deposit of £250 is due 8 weeks before the date of the wedding day.

Damages & Liabilities

An additional **refundable** damages deposit of **£250** is required to cover any extra cleaning or repair costs. This will be refunded within 14 days after your wedding/function.

NB: You are responsible for the care of the building and should any damage occur to the fabric, fixtures, fittings or contents of the building then the full amount will be deducted from your damages deposit for any repair or replacement.

You are also responsible for any outside contractors retained by yourselves. Please ensure that they leave the facilities in the same condition as on arrival. Any charge will be deducted out of your damages deposit if these conditions are not met. The Centre reserves the right to raise an additional charge should the deposit sum prove to be insufficient to cover the costs of cleaning, repairs to, or replacement of, damaged items including administrative time required to arrange for works to be carried out.

Tables and Chairs



Tables and chairs are included in the hire cost subject to the limit of our stock. We will set them up initially but do **not** supply staff to move them during the function.

Bar and Music

The function bar must close 30 minutes prior to the end of the event (23:30 latest) with the music and dancing concluding at midnight. The bar area must be left free of all rubbish and left clean as found.

Food and Drink

Food and alcohol cannot be consumed in Rewley Road for one hour prior to the marriage ceremony. This is a condition of our wedding licence.

Food and drink services may be sourced from outside suppliers. All outside suppliers would be required to come for a site visit and provide copies of liability insurance and Health and Safety certificate.

It is your responsibility as the hirer to ensure that all caterers abide by the conditions of hire. All outside caterers must leave all areas and equipment used in a clean condition as found. All rubbish must be bagged and put into our outside bins.

All plates, cutlery, glasses etc must be stacked neatly and removed either the same night or by 9.30 the following morning. If these items are not being picked up until the following morning they must be stacked neatly in an area agreed by us.

Any extra catering equipment (ovens etc) must be removed the same night or left on the lower concourse outside the Oxford Room for collection the following morning before 9.30am.

Cancellation policy

If the organiser cancels a booking within 9 months of the function date, all deposits held are forfeited. If the booking is cancelled within 2 months of the function, full payment of the estimated charges becomes due. Please note cancellations will only be accepted when confirmed in writing. The Buckinghamshire Railway Centre will try to operate as arranged but no warranty is implied or given. If Buckinghamshire Railway Centre cancels a



booking, all monies will be refunded and there can be no further claims against the Centre.

Safety

In the interest of safety, all instructions given by the management or members of Quainton Railway Society must be followed at all times.

Locomotives

All instruction in or around Locomotives should be followed.

Buckinghamshire Railway Centre will take all reasonable safety measures but cannot be held responsible for any loss or injury to any person or property incurred during any part of the wedding/function. All measures will be taken to run Locomotives where booked but we reserve the right to change or cancel Locomotives without prior notice.

Smoking

Rewley Road and all other buildings on site are Non-Smoking. You can smoke outside, all butts must be put into the ashtrays provided.

Cleaning

If extra cleaning is required and the costs surpass that of the damages deposit, they will be passed onto the hirer.

It will be your responsibly to clear the function room of any personal effects at the end of the event including table cloths.

Any extra chairs that have been hired in must be collected the same night. If collection is not possible until the following morning (before 9.30) all chairs must be stacked neatly.



Candles

Only battery powered candles are allowed.

Confetti

Please note that confetti is NOT allowed inside the building. Any used outside MUST be bio-degradable. Please do not throw confetti anywhere near the main building.

Chinese Lanterns and Fireworks are not permitted anywhere on site due to the risk of fire.

Balloons

Please note we do not allow exploding balloons that contain confetti or coloured paper strips.

External Suppliers

Disco/Entertainers/Caterers: We require a copy of public liability insurance and PAT certificate for any electrical equipment to be used in Rewley Road. Please note smoke or haze machines are not permitted as they may activate our fire alarm system.

I have read and agreed to the terms and conditions and the cancellation policy.

Signature:

Print:

Date:



PRICE GUIDE

All our prices include a PA System for background music and Speeches, up lighting of the platform between the trains and the dancefloor. Our prices also include white bunting and tables & chairs.

Prices can be discussed for smaller weddings.

Exclusive use on a Friday or Saturday up to midnight.	£4,800
Exclusive use on a Thursday.	£4,000
Your own fully operating Steam Train for 2 consecutive hours.	£1,500

A refundable damages deposit of **£250.00** will be added to the above prices in all cases. This will be returned within 14 days of event if the venue is left in a satisfactory condition.

- VAT is included where applicable in all prices quoted.
- Smoking is not permitted in any building or on trains.
- There is on-site car parking for 200+ cars and 10 coaches.
- The Centre has full disabled access and toilets.



EXTRAS

Uplighters for the upper concourse and lower concourse are included as well as a PA system for your ceremony, reception background music and speeches.

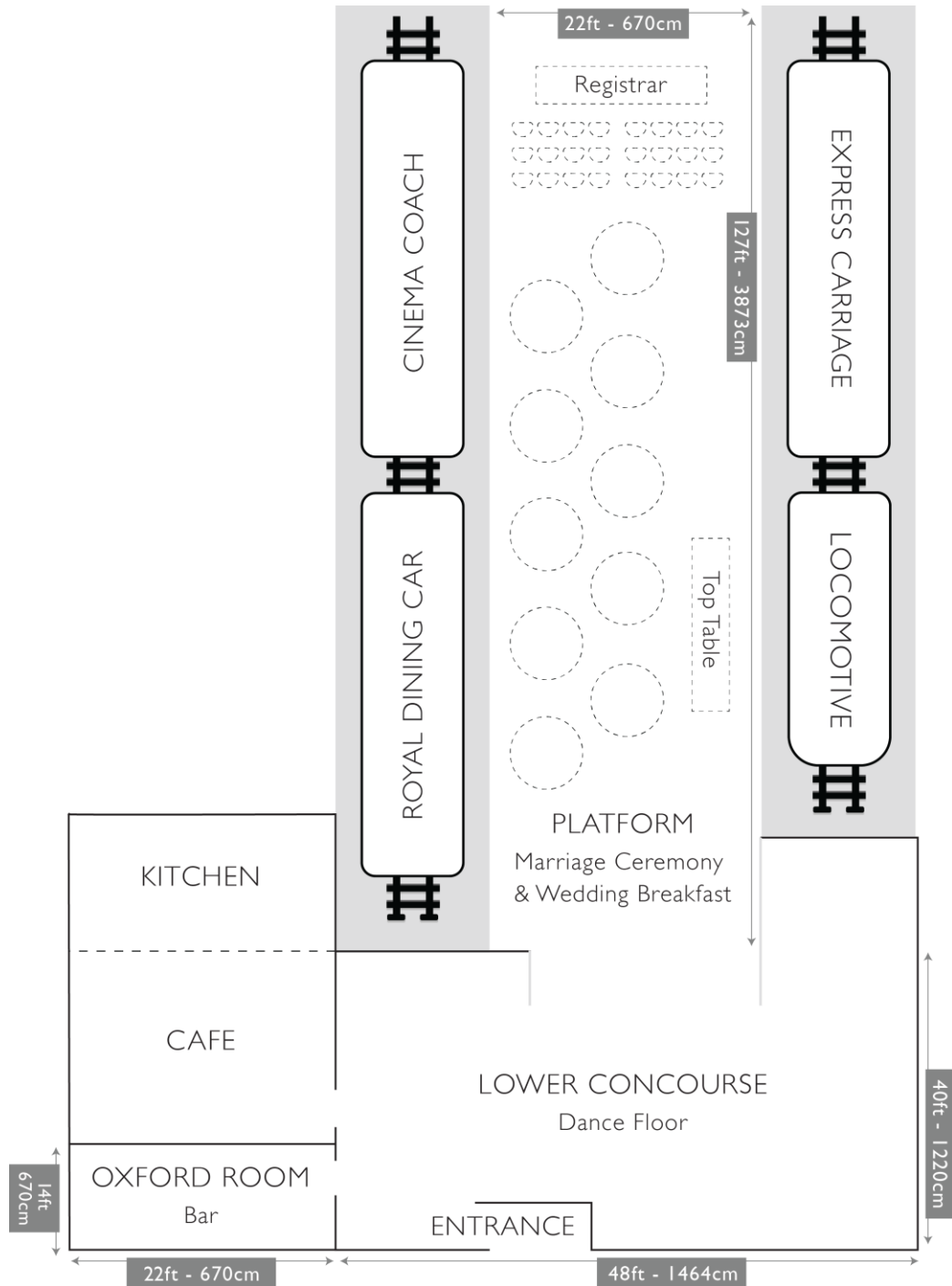
If you would like any of these additional items, please email Inspira direct: events@inspira.uk.com

ADDITIONAL LIGHTING & DÉCOR	PRICE	YES/NO
Oxford Room Uplighters	£120	
Star Cloth	£210	
D.J.	£420	
DIY Disco (PA lighting to plug in Ipod)	£240	

- All prices include VAT.



Rewley Road Floor Plan





BOOKING FORM

Date of Wedding: Thursday/Friday/Saturday (Circle as Applicable)

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Contact Name:			
Bride's/Groom Name:			
Bride's/Groom's Name:			
Type of booking (Circle as Applicable)	Ceremony & Reception	Reception	Ceremony
Mailing Address:			
	Postcode:		
Telephone Number:		Mobile:	
E-Mail:			
Rewley Road:	YES	NO	
Oxford Room:	YES	NO	
Number of Guests DAYTIME:		No. of Guests EVENING:	
Time of Ceremony/Reception:			
Steam Train:	YES	NO	
Train Time: (2 Consecutive Hours)			
Will you be using our Tables & Chairs:	YES	NO	



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Catering Company:	
Telephone:	
Arrival Date & Time:	
Bar Company:	
Telephone:	
Arrival Date & Time:	
Entertainment Company:	
Telephone:	
Arrival Date & Time:	
Any other outside suppliers' details:	
Any special requirements:	

Please do not worry if you cannot fill in all the information, we can finalise all details nearer the day.



Deposit and Payment

25% Deposit of all charges except the damages deposit is required to confirm all bookings.

The final balance including the damages deposit is required 8 weeks prior to event.

We will refund the damages deposit no more than 2 weeks after your wedding.

PAYMENT DETAIL	DATE	AMOUNT	PAID
TOTAL COST Please Include Train Hire		£	
DEPOSIT (25%)		£	
FINAL PAYMENT (8 Weeks Before) including £250 refundable damages deposit		£	

METHODS OF PAYMENT	
CHEQUE	Payable to 'Quinton Railway Society Ltd
BANK TRANSFER	Account Number 70736023
	Sort Code 20-03-18
CREDIT or DEBIT CARD	Please telephone us to pay by either card.

I, the undersigned, have read the conditions and fully understand, I / we agree to be bound by them.

Client Signature: Date:

Functions Manager Signature: Date:

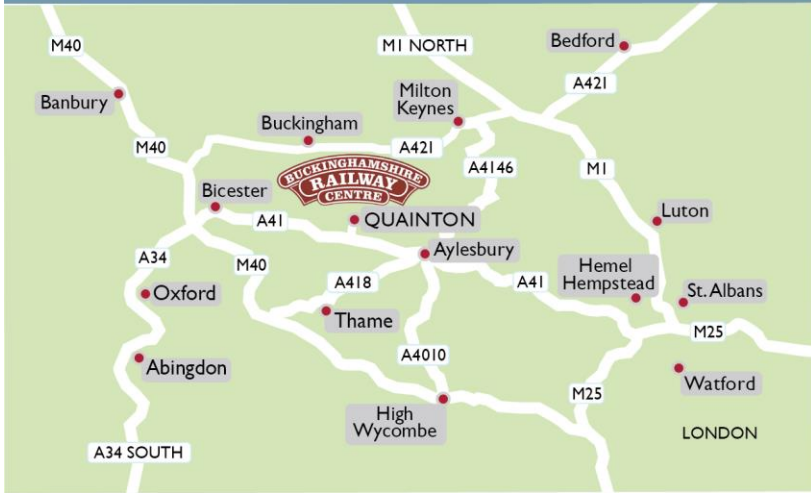
BUCKINGHAMSHIRE RAILWAY CENTRE

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Buckinghamshire
HP22 4BY

General enquiries:
email office@bucksrailcentre.org
call 01296 655720

www.bucksrailcentre.org

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