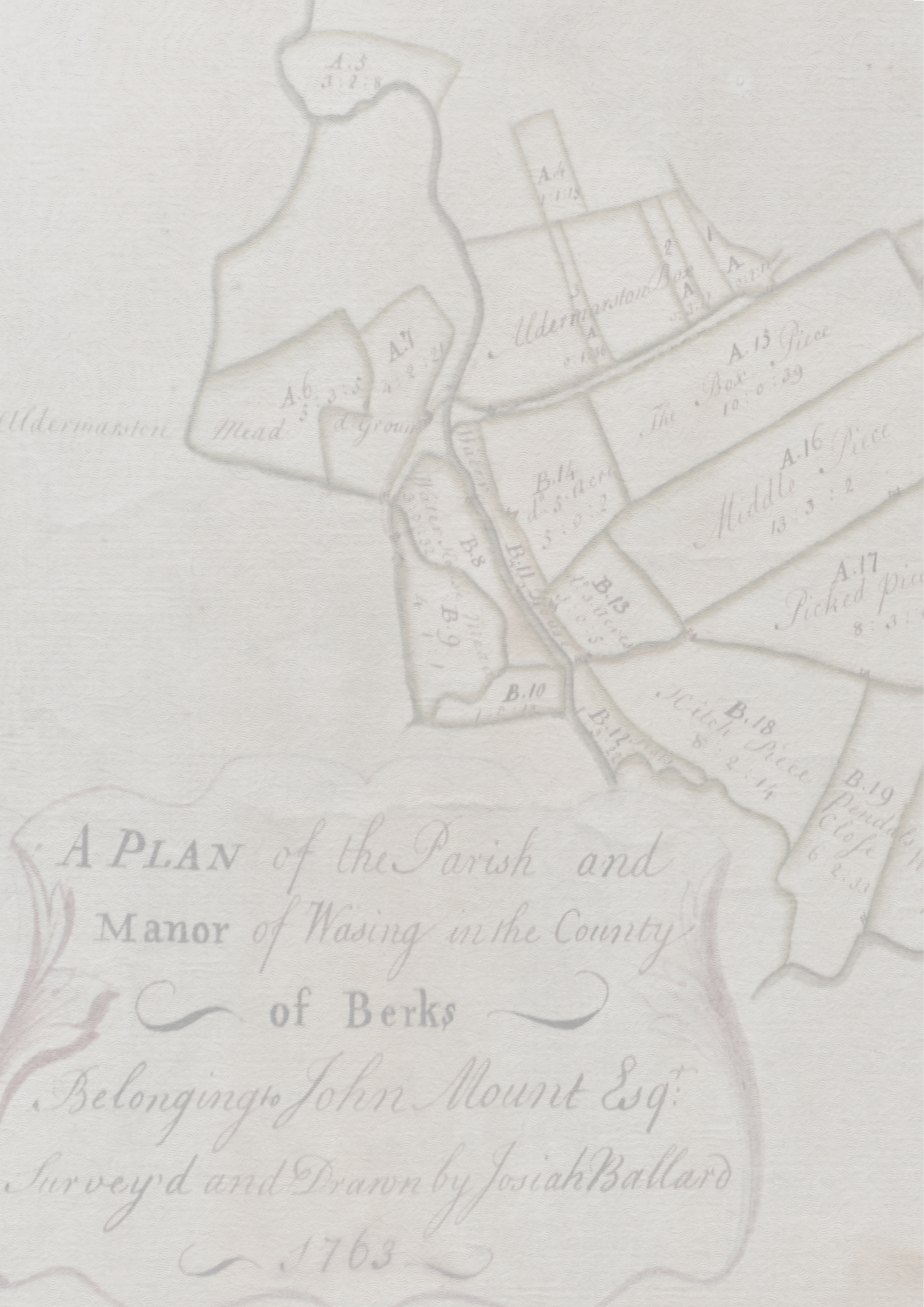


WASING

1759





*A PLAN of the Parish and
Manor of Wasing in the County
of Berks*

*Belonging to John Mount Esq:
Surveyd and Drawn by Josiah Ballard
1763*



1759

WOODLAND WEDDINGS

Set within our tranquil ancient treescape, where sunlight filters through the leaves creating a magical atmosphere and nestled within the heart of nature, The Woodland makes for the ultimate outdoor wedding.

Offered on an exclusive basis over 2 days, invite up to 250 guests and create the wedding of your dreams, with seating carved from wind-fallen trees, wooden bar structures, our very own woodland kitchen and a stretch tent to dance the night away under.



CEREMONIES

Licensed for civil ceremonies, The Woodland has plenty of spaces to choose from to host your ceremony, from the Woodland Stage to the Ice Pond, exchange your vows surrounded by flora & fauna.



PARTY

Whether you envision a rustic celebration with live music or an intimate gathering under the stars, around the campfire toasting marshmallows, The Woodland offers the perfect blend of romance and fun for your special day.

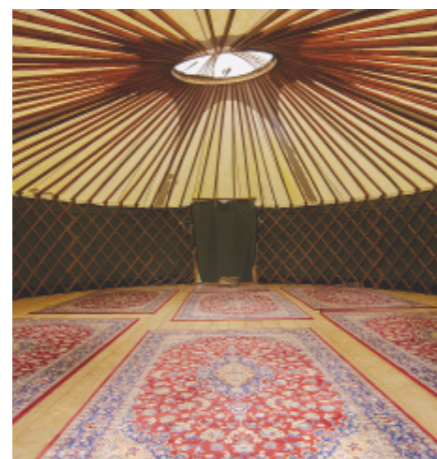
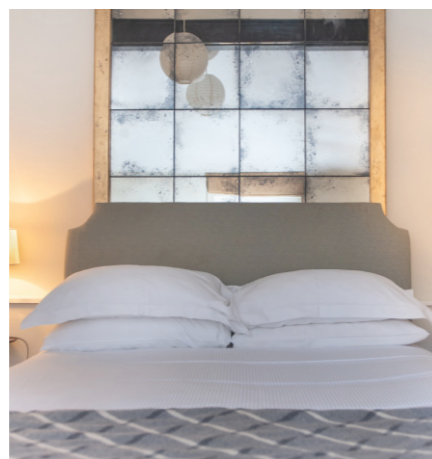




ACCOMMODATION

With two magical options to spend your wedding night, choose from either the woodland yurt to sleep under the stars or the idyllic 2-bedroom cottage set within the Walled Garden. This makes an ideal Honeymoon Cottage, space to get ready in and a quiet place to spend your first moments as a married couple.

Whether it be camping, bell tents or luxury glamping, we have the space to accommodate all of your guests.



WILD SWIM & SAUNA

Our beautiful secluded woodland lake available for exclusive-use hire before or after your big day.

Tailor your wild swim & sauna experience to you. From massage therapists to lakeside catering, we'll do our best to tailor your day to be exactly how you imagine.

Your hire will also include your own Wellbeing Host to welcome all visitors, ensuring your time at the lake goes smoothly and of course providing the herbal teas.



FAQS

How many people can the venue accommodate?

The venue limit for The Woodland is 250 guests plus your event staff. For specific events and in exceptional circumstances, Wasing may allow more. You must confirm the number of guests to us at least 4 weeks before the event so we can organise the proper provision of services as part of the event plan. If the number of guests exceeds the confirmed number by an amount that causes safety and/or any other concerns, the provision of additional services, including cleaning, and venue maintenance, will be billed to you. Wasing reserves the right to limit the number of people to keep within the safe capacity of the venue.

Can I have a civil ceremony?

Yes, The Woodland is licenced for Civil Ceremonies. It is also possible to host a humanist or celebrant lead ceremony. Please contact West Berkshire's registrars to book a civil ceremony on 01635 279230 or email superintendentregistrar@westberks.gov.uk.

Where do we stay on our wedding night?

You have the option to hire the Bothy Cottage, a 2-bedroom cottage at the Walled Garden which sleeps up to 4 guests for an additional fee, alternatively, you can camp in the yurt. Wasing supply floor rugs, battery-operated fairy lights, a small table, two chairs with throws and a full-length mirror within the yurt. Please provide your own bed and linen if you choose to stay in the yurt. You also have the option to camp with your guests in the camping field.

Where do our guests camp?

There is a clearly defined campsite opposite The Woodland. Please don't let anyone camp elsewhere without express permission from Wasing.

Campervans are allowed at the venue by prior arrangement, please confirm the number of campervans in advance when submitting your event plan. There is limited parking available at the bottom of Bullmoors Field, subject to good weather conditions. There are no electric hook-up points, and grey waste and toilet waste cannot be disposed of at the venue. Campervans must be kept in a separate area to tents. Vehicles must be parked in a separate area to tents.

No campfires or amplified music are allowed in any of the camping areas.

Is there parking?

There is a small patch of hard standing on the way to The Woodland which is mostly used for contractors and staff for your event. If you decide to have a coach it is advised to keep the hard standing clear as it can be used as a turning circle. Space for event parking is provided in an adjacent field, (marked on the map provided in the terms and conditions.) We recommend restricting access by cars. Please ensure you have staff/guests on hand to marshal the car parking.

Is it possible for coaches to access the venue?

Yes, your chosen coach company must do a recce of the venue before the event.

Are there toilets?

There are three compost toilets and a urinal. You may wish to hire self-contained toilets or an accessible toilet. Instructions for the compost loos are kept inside the loos and everyone must understand how to use them. All men should use the urinal, and the use of sawdust for covering human waste is vital in reducing the smell. There are bins for sanitary towels, wet wipes and anything else that cannot break down. Please ensure that everyone is aware of this. You will be provided with loo paper, sawdust and hand sanitiser.

Are there showers?

There are three gas showers provided, two hot and one cold. Please ensure that no one tampers with the gas bottles or temperature controls, and if there are any problems, please speak with the Site Manager. Please note that only eco-friendly toiletries and sunscreen are permitted, please ensure this information is passed on to guests.

Information about the kitchen?

As part of your venue handover, you will be shown how to use the kitchen equipment. All kitchen appliances and the grease trap will be photographed both on venue handover and hand-back.

You are responsible for making sure that the kitchen is kept clean and tidy, and that the level of hygiene conforms with food hygiene regulations. You are responsible for the provision of food and for making sure that it is provided in the correct condition to your guests. Any refrigeration will be your responsibility. Please ensure that your suppliers can provide the correct temperature control for your food products.

The kitchen needs to be fully cleaned before handing it back to Wasing, including all appliances, sinks, basin, workstations, floor etc. All remaining ingredients/food must be removed or disposed of. The cost of any additional cleaning, or removal of food, will be deducted from the damage deposit. At the end of the event, you must hand over the kitchen as you found it.

It is strictly prohibited to dispose of any oil or fat down the sinks. Caterers and event organisers must provide receptacles to pour in waste oil and fat. These must be removed from the venue and if not removed, charges will be made for the cost of disposal from the damage deposit. Any oil/butter used to cook in, also needs to be poured into containers and pans/trays wiped out with kitchen paper and disposed of, prior to washing up. Should oil or fat be poured down the sinks, the cost of cleaning the grease trap by a professional company will be deducted from the damage deposit.

The kitchen includes:

- Six burner gas hob and oven
- Four burner gas hob and oven
- Blue Seal turbo fan oven
- Work stations including marble top table
- Food preparation sinks
- Hand wash basin
- Wash up area with hot water
- Boiling water urn
- Electricity for the kitchen area
- 2 x 19kg cannisters of Calor Gas for the ovens
- Limited dry food storage

The kitchen does not include:

- Fridges
- Freezers
- Crockery
- Cutlery
- Glassware
- Pots and pans
- Chopping boards
- Cooking utensils

Do you provide tables and seating?

We can provide 16 trestle tables, seating 100 guests and also supply 100 chairs. These have to be requested before your event as part of the event plan, and must be returned in a clean condition.

What are the timings for music?

All amplified music can be played between 16:00 and 23:30. It may be possible to play amplified music before 16:00, subject to weddings and events taking place at Wasing Park. This can be requested on your event plan and will be confirmed in writing.

Can I use confetti?

Yes, but it needs to be fresh or dried flower petal only. You can check our Authorised Suppliers List for inspiration.

Can I have fireworks?

We do not allow any fireworks, Chinese lanterns, the use of haze, smoke, or pyrotechnics or any other similar special effects.

Will you provide event signage?

You are responsible for providing all event signage. This includes directional signage from Wasing Lane, to the Pavilion Gate for supplier and guest entry, and all other signage required, directing guests and suppliers to the woodland venue and car park. Directional signage must be put in place upon your arrival to site on day 1 of your hire period.

Are you allowed pets?

We allow guide dogs and registered assistance dogs. You must notify us before the event date if there will be any assistance dogs. You must ensure that any assistance dog is kept on a lead and that all foul is cleared up and removed from the venue.

What are the rules on smoking and fire?

The buildings, tents and structures at the venue are strictly non-smoking. Smoking is permitted outside the buildings and structures in the designated areas. All cigarette butts are to be disposed of in receptacles provided by the event organiser. You are responsible for making sure that your guests are aware of this policy. Fires are only permitted in designated areas and must be monitored and supervised at all times. You are required to comply with all Health & Safety Regulations, have completed the necessary risk assessments and have the relevant insurance.

A fire marshal is required to monitor the fire throughout and all fires MUST be extinguished at the end of each night. Fires must be signed off in the event plan at least 4 weeks before the event date. Any damage caused by the fires will be payable to Wasing. You must make sure you are aware of the location of all the fire extinguishers and the fire evacuation point. Wasing reserves the right to revoke any permission for a fire if there is deemed to be a risk to the venue, people, or wildlife. No naked flame candles are permitted at The Woodland. Battery operated candles are permitted. All décor must be fireproofed.

Will you provide power and lighting?

Each structure apart from the Yurt has power points. There is external solar powered and internal battery operated lighting at the compost toilets but no lighting in the showers. There is also festoon lighting running alongside the gravel drive and fairy lights are provided inside the yurt. Please consider providing lighting to the campsite, car park or other hired areas, taking into account Health & Safety Regulations.

No lighting, heating, power, cabling or other electrical fittings or appliances at the venue are to be altered, moved, or in any way interfered with. No additional heating, power, cabling, lighting, or any high intensity/ halogen lighting or other electrical fittings or appliances are to be installed or used within the venue without prior consent from Wasing.

The venue has a 3 x single phase supply with a maximum capacity of 50 amps per phase, this includes all the equipment onsite. It is the responsibility of the event organiser to ensure any additional load is balanced over the three phases and does not exceed the maximum capacity. We advise you make a site visit before your event. If you require additional power, you will need to hire generators.

What is the role of the Site Manager?

Wasing's Site Manager will prepare the venue for your arrival, take you around the venue and complete the venue handover alongside the event organiser. Once the venue handover is agreed the event organiser assumes responsibility for the venue and their guests for the hire period. The Site Manager will be on emergency call during the hire period, during your setup they will be available during office hours, and during the live event in case of a venue emergency, they will be contactable throughout. If there are any issues with the venue fixtures and fittings during the hire period, please contact the Site Manager and he will endeavour to rectify the issue. On the final day of your venue hire period, the event organiser will meet with the Site Manager to hand back the venue and complete the venue handover.

What is the set up and breakdown period?

The event set up is Thursday and Friday, the event days are Saturday and Sunday and the breakdown day is Monday. If you require anything different, please discuss and arrange with Wasing beforehand, depending on our availability we will do our best to accommodate the request. There will be an additional charge for extra set up and breakdown days.

Do we need to pay a damage deposit for the venue?

Yes, a damage deposit is required, this is outlined in your terms and conditions and varies depending on the size of your event. A separate damage deposit is required for any accommodation you have hired.

| | |
|----------------------|----------------------|
| Events for up to 150 | £500 damage deposit |
| 151 – 250 | £1000 damage deposit |

What licenses do I need?

You are responsible for obtaining all licenses for the event. If you are selling any alcohol to your guests, you will need to arrange a temporary event notice. You must provide us with a copy of the completed temporary event notice and alcohol license, along with your event plan. Most companies offering mobile bar services have a personal alcohol license but please check with them.

Do I need insurance?

We strongly recommend that event insurance is taken out, which includes Public Liability Insurance to a minimum of £5 million. Wasing will require a copy of your PLI insurance.

Do I have to use your Authorised Suppliers?

No, apart from the tipi/stretch tent suppliers on our list, because they know and understand the logistics of the site.

Who is responsible for Suppliers?

You are responsible for all suppliers that you employ, including giving access to and from the venue and making sure all the gates around the estate are closed after access. Please ensure that all suppliers adhere to all current Health and Safety Regulations and are fully insured, including a minimum public liability of £5 million.

All suppliers, including friends and family, using electrical equipment at Wasing must have public liability insurance and all appliances must be annually PAT tested, covering the event date.

Food safety (minimum level 2 or above) for external caterers, must be submitted in your event plan. If the caterer does not comply, we reserve the right to refuse to permit your choice of caterer.

If a drone is being used, the venue must be provided with a copy of the drone pilot's Civil Aviation Authority (CAA) permission and commercial drone insurance and/or public liability. Applications can be made online using the following link: <https://apply.caa.co.uk/CAAPortal/terms-and-conditions.htm?formCode=BAL>. As Wasing is in restricted airspace all relevant permissions need to be obtained and a copy sent to Wasing prior to the event date, these can take up to 4 weeks.

Which entrance do suppliers and guests use?

They can use the Pavilion Gate. Please give all deliveries and guests the location, <https://what3words.com/spreading.financial.rides>. We advise that this information is added to your wedding invitations as sat nav's are unreliable and take you to the wrong part of the Estate.

There is strictly no access via Wasing's main entrance, Shalford Lodge. Please make your suppliers, guests and their taxis aware of this to avoid them going to the wrong venue. It is worth considering directional signage from this gate. All signage must be removed after the event.

Can I borrow a ladder?

It is not possible for Wasing to lend ladders to event organisers or suppliers.

Can I fix any of the fixtures and fittings if they need repair?

All fixtures and fittings will be handed over knowing they are operationally safe to use, please report any damaged fixtures or fittings to the Site Manager as soon as it is discovered. All fixtures and fittings can only be repaired, fixed or changed by an authorised person. Once it is reported to the Site Manager we will try and ensure they are repaired as soon as possible. Guests or event organisers should not tamper with any of the fixtures and fittings, including but not limited to, the CCTV, WIFI, electrical fixtures and fittings.

What happens to Lost Property?

Anything left behind at the venue will be kept for up to 8 weeks. It is your responsibility to reunite lost items with their owners.

Are there rubbish bins?

The venue operates a leave no trace policy and we take sustainability very seriously. There are large recycling and general waste skip bins provided. During the event, it is your responsibility to ensure all rubbish is removed from the venue and placed in these receptacles. Any rubbish, event material, décor or other items left at the venue by yourselves or suppliers will be deducted from your damage deposit.

All events over 150 guests must provide their own waste management, and a full waste management plan will need to be detailed when submitting your event plan. If the event waste is not removed by the date agreed in the event plan, a fee will be deducted from your damaged deposit

What are the rules on swimming?

The ice pond at The Woodland is an SSSI and cannot be used for swimming under any circumstances. Wasing's Swim and Sauna Lake (Middle Lake), can be booked separately, subject to availability and at an additional cost.

What are the rules on children?

Children must be supervised at all times by a responsible adult. The Woodland venue is an outdoor, rural location with water, and uneven ground in places. It is imperative that all children must have a responsible adult with them at all times.

What if there is challenging behaviour that needs to be dealt with?

Event organisers are responsible for their guests when they are at the venue and for any disturbances or damages caused by them.

If there is an emergency, what do I do?

Please ring 999 as soon as possible and make sure the emergency services are given the 'what3words' link for the Pavilion Gate <https://what3words.com/spreading.financial.rides> Please make the Site Manager aware that the emergency services are coming to the venue, so he can meet them at the Pavilion Gate and guide them to The Woodland. Unless there is a qualified medical practitioner, please wait until the appropriate service has arrived to provide emergency care.

Wasing Park
Wasing Lane,
Aldermaston,
Berkshire, RG7 4NG



Images by Studio Rouge, Tegan McCann & Neale James



