



# Weddings and Civil Partnerships at Haworth Art Gallery

From an intimate civil ceremony to a glamorous reception, Haworth Art Gallery is a unique wedding destination in Lancashire. The beautiful Grade II listed building offers tranquillity and splendour. Take your vows in our stunning Billiard Room, then relax and enjoy your special day in our historic house and grounds complete with secluded Rose Garden and breath taking views of the West Pennine Moors.

With its exquisite Arts and Crafts interiors housing a wealth of artistic treasures, the Museum is a stylish choice for any wedding. Ideal for intimate ceremonies up to fifty guests, the elegant and romantic Billiard Room provides the perfect setting. With a grand feature fire place, original artwork adorning the walls, impressive oak arcades and matching balustrades the room exudes charm and is a truly memorable place to say 'I do'.

Our on site and licensed Gallery Kitchen offers delectable food options to enhance your wedding or civil ceremony and enable you to create magical memories to treasure.

Continue your special day with your wedding breakfast in the stunning Billiard Room and let the Gallery Kitchen team welcome your evening guests into the beautiful Arts and Crafts House where you can celebrate in style throughout the Billiard Room, Tea Room and Gallery Kitchen Bar.

**If you would like to talk to one of Haworth Art Gallery's team to discuss your big day and check availability please don't hesitate to get in touch:**



[haworthweddings@hyndburnbc.gov.uk](mailto:haworthweddings@hyndburnbc.gov.uk)



01254 233782



[www.facebook.com/weddingsatthehaworth](https://www.facebook.com/weddingsatthehaworth)





# Weddings Packages at Haworth Art Gallery

All weddings take place in our heritage Arts and Crafts Billiard Room which is designed to look like a grand hall featuring a raised dais, original oak arcades and balustrades all sculpted by hand.

## **Ceremony**

Wednesday to Sunday - £500. Up to two hours between 12 noon & 5pm.

- Personalised room layout
- In-house music system
- Complimentary floral decorations
- Checklist meeting with Gallery team
- Internal and external photo opportunities
- Maximum of 50 guests

## **Ceremony & Celebratory Drink**

Wednesday to Sunday - £850. Up to two hours between 12 noon & 5pm.

- Personalised room layout
- In-house music system
- Complimentary floral decorations
- Checklist meeting with Gallery team
- Internal and external photo opportunities
- Chair covers and sashes
- Post ceremony drink
- 40 guests (including bride & groom)
- Maximum of 10 extra guests @ £8 per person





### **Ceremony & Dine**

Wednesday to Sunday - £2995. Up to six hours between 12 noon and 8pm.

Personalised room layout

In-house music system

Complimentary floral decorations

Checklist meeting with gallery team

Internal and external photo opportunities

Chair covers and sashes

Post ceremony drink

Three course meal or afternoon tea and wine with meal

Toast drink

40 guests (including bride and groom)

Maximum of 10 extra guests @ £50 per adult; £20 per child under 12yrs

### **Ceremony, Dine & Dance**

Wednesday to Saturday - £3695. Up to 12 hours between 12 noon and 12 midnight.

Personalised room layout

In-house music system

Complimentary floral decorations

Checklist meeting with Gallery team

Internal and external photo opportunities

Chair covers and sashes

Post ceremony drink

Three course meal or afternoon tea and wine with meal

Toast drink, DJ, Supper

40 guests (including bride & groom)

Maximum of 10 extra guests @ £50 per adult & £20 per child under 12yrs

Up to an additional 60 evening guests





Haworth Art Gallery

Hollins Lane, Accrington, BB5 2JS

Telephone: 01254 233782

[www.facebook.com/weddingsatthehaworth](http://www.facebook.com/weddingsatthehaworth)

## Wedding Enquiry Form

Thank you for your interest in hosting your wedding here with us at Haworth Art Gallery.

We would love to hear more about your plans so please complete this form so we can assist you with your enquiry. Our aim is to get back to you within seven days.

Please tick here if you **do not** wish us to keep your details ☐

Date of Enquiry.....

Contact Names.....

Address.....

Contact Telephone Number.....

Contact Email Address.....

Preferred Wedding Date.....

Preferred Time of Wedding.....

Preferred Package Option.....

How did you hear about us?.....

**Please write the details in capital letters and wait for a member of staff to check them.**

**Dates can be provisionally pencilled in and held for up to two weeks to allow time for you to confirm your chosen date and time with the local registry office.**

**Once you have a confirmed registrar please forward us the confirmation email and we can move forward to confirming your booking with us.**





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## Wedding Booking Form

Date of Wedding (Day, Date and Year).....

Time of Wedding (confirmed with registrar).....

Full Name of Partner 1.....

Full Name of Partner 2.....

Preferred Name Partner 1.....Partner 2.....

Phone number Partner 1.....Partner 2 .....

Email Partner 1.....

Email Partner 2.....

Address (inc postcode).....

.....

Wedding Package Option.....

Estimated Number of guests for the ceremony .....

Deposit required: £75.00 (non-refundable)

Additional Requirements (e.g. disability needs).

Dietary requirements need to be discussed with the Gallery Kitchen

.....

**Please write the details in capital letters and wait for a member of staff to check them.**

**Dates can be provisionally pencilled in and held for up to two weeks to allow time for you to confirm your chosen date and time with the local registry office.**

**Once you have a confirmed registrar please forward us the confirmation email and we can move forward to confirming your booking with us.**







### General

All bookings are for exclusive use of the facilities detailed within your package. We allow two hours for your ceremony to take place within the Billiard Room which commences thirty minutes prior to the official ceremony time. This allows guests time to access the room and sit comfortably ready for proceedings.

A wedding notice and confirmed registrar must be obtained for your ceremony to take place, this needs to be done by the couple, by contacting your local registry office. Please note separate fees do apply. We advise confirming availability with Haworth Art Gallery before confirming your chosen wedding date and time with your local registry office.

### Confirmation of booking

Your wedding date can be held for a maximum of 14 days\*, this period allows you to comfortably confirm your choice of wedding destination, date and time, along with registering with the local registry office. In order for us to confirm your booking we require a completed 'Wedding booking form' (attached) and a non-refundable deposit of £75.00. We also require confirmation of registering your wedding with the local registry office. Please forward to us the confirmation email from the registrar in order to proceed with the booking. Booking confirmation and a receipt of payment will be returned to you upon processing. Please make sure to read thoroughly the terms and conditions before officially booking with us.

\*Subject to change.

### Wedding details

A member of staff will discuss your requirements upon booking and during the final checklist meeting which will take place six to eight weeks before the wedding. All final details must be confirmed no later than seven days prior to your wedding date.

If details are not confirmed by then, Haworth Art Gallery has the right to decline additional details.

**All food, beverages, wedding breakfast and evening details are to be directed, discussed and confirmed with the Gallery Kitchen including final numbers, dietary requirements and allergens.**





### Confetti and decorations

Biodegradable confetti is only permitted outside but must be directed away from the house. A member of staff will show the photographer the designated area. Confetti will be handed to the photographer or a designated guest to distribute to the guests only when outside. Please inform your guests that throwing of confetti in the Gallery and Gallery Kitchen is not allowed.

Haworth Art Gallery is a listed building. Therefore, no items can be attached to walls, wood, ceiling and floors. The following are also not allowed in the building:

- Bubbles;
- Lit candles;
- Felt tip pens and crayons;
- Stickers;
- Drawing pins;
- Blue tack, sellotape or any adhesive material.

Any additional decoration must be discussed at the checklist meeting.

Haworth Art Gallery has the right to refuse any additional decoration not mentioned at the checklist meeting.

Haworth Art Gallery decorations are not to be modified (e.g. Arts and Crafts artificial floral arrangements).

The couple is responsible for decorating the rooms hired for the wedding with additional items if needed and must have the consent of Haworth Art Gallery.

### In-house music system

Our in-house music system at Haworth Art Gallery offers the use of Spotify and a speaker. If the couple music is not available on Spotify we ask to provide the individuals songs (in .mp4 file format) via email to us (at least two weeks before the wedding day). If the couple cannot provide the files we kindly ask the couple to either choose different songs (available on Spotify) or to manage the music themselves





**All details regarding the wedding, that are not discussed in the checklist meeting, need to be put in writing, in an email, to a member of staff. Haworth Art Gallery does not offer wedding planning and personal assistance services. Haworth Art Gallery includes one checklist meeting per wedding. Any additional questions can be discussed via email.**

#### Third party involvement and services offered

Haworth Art Gallery and the Gallery Kitchen must be informed of the involvement of any third parties (e.g. photographer, musician, performers etc.). If a third party involvement is communicated later than 28 days before the wedding, Haworth Art Gallery has the right to refuse the involvement of such third parties. The couple is responsible to coordinate third parties, but the Gallery can discuss any issues directly with them. Third parties must be in contact with the Gallery to discuss details of the day and additional paperwork.

#### Personal items

Personal items can only be left in the rooms hired for the wedding: Billiard Room and Tearoom.

The latter is included only with the package "Ceremony, Drink, Dine and Dance".

**All personal belongings are the responsibility of their owner.**

**Gallery Kitchen and Art Gallery staff are not responsible for the collection of cards and presents.**

**The wedding couple and guests are solely responsible for cards and presents.**

**The Gallery and Gallery Kitchen are not responsible for the loss of gifts, cards and personal items.**







### Art Gallery requirements

Haworth Art Gallery requires that guests keep all the Gallery walkways clear at any time for security reasons.

No food or drinks allowed in exhibition rooms, reception area and art gallery corridors.

The Gallery Kitchen is the licence holder for alcoholic beverages and refreshments. You are not allowed to bring your own alcohol. Haworth Art Gallery staff are required to inform the Gallery Kitchen if any alcohol is on the premises.

Guests will be given the opportunity to dispose of said alcohol.

If they refuse, they will be asked to leave the premises.

Smoking is prohibited in Haworth Art Gallery premises (this includes outside the main and side entrance and front stone pavements).

### Children

Children must be supervised at all times. Running and games are not allowed in the Gallery for security reasons. We recommend children to leave the building by 9 pm. If this is impossible, due to circumstances, full supervision by a responsible adult is required. Any damage would need to be accounted for.

### Behaviour towards members of staff

Hyndburn Borough Council will not tolerate any abusive behaviour, verbal, physical or emotional, towards its staff. Any offenders will be asked to leave the premises.

**Haworth Art Gallery has the right to cancel the wedding if abusive behaviour is directed towards their staff.**





## Booking Terms & Conditions continued

### Payments

A £75.00 **non refundable** deposit is required to secure your booking.

Final payment is due six weeks prior to the date of the wedding.

Please note, both parties are jointly and individually liable to pay the balance.

### Cancellations

Should you wish to cancel your Wedding with us, the following cancellation fees apply:

**30 days prior to the wedding: FULL FEE**

**31-90 days prior to the wedding: HALF FEE**

**91-180 days prior to the wedding: QUARTER FEE**

**181+ days prior to the wedding: £75.00 (non-refundable deposit)**

Cancellations must be received in writing, via email, and need to be acknowledged by a member of staff in a reply email to the couple. Cancellations take effect from the date the correspondence is received.

Please read carefully the cancellation policy before signing.

**I agree to the above conditions ( ) \*Please Tick**

Signature Partner 1..... Signature Partner 2.....

Print Name..... Print Name.....

Date.....





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# Wedding Ceremony Checklist

**This checklist is to give you an idea of the details we will need for your big day.**

**Please bring this completed checklist to your six weeks meeting. The Gallery Kitchen will support you and go through all your requirements from your wedding breakfast to your evening celebration, in a separate meeting.**

Day, Date and Time of Wedding.....

Full Name of Partner 1.....Partner 2.....

Preferred name Partner 1.....Partner 2.....

Contact phone number (day of ceremony).....

Package Booked.....

Exact Number of guests for the ceremony (inc children).....

## **On the day:**

Name of the best man.....Number of groomsmen.....

Name of the chief bridesmaid..... Number of bridesmaids.....

Names of witnesses.....

Name of the Master of Ceremonies.....

Before the ceremony do you wish to be separate from your:

Partner    Yes ( )        No ( )                      Guests    Yes ( )        No ( )

Do you wish to make an entrance together?                      Yes ( )        No ( )

Do you wish to be escorted into the room by attendants/bridesmaids and to make an entrance with someone special other than the person you are marrying?

Yes ( )    No ( )    If yes, names and entrance order

.....





**Seating for the ceremony:**

We can reserve seats for you for the ceremony if you wish (RESERVED or personalised name tags). Please find the attached ceremony seating plan to detail any reservations you may have.

Name of groomsman/bridesmaid to seat guests .....

**Transport:**

How will you be arriving at Haworth Art Gallery? We suggest the following times:

40 minutes before for Partner 1 and guests.

20-15 minutes before for Partner 2.

Partner 1.....Arrival time:.....

Partner 2.....Arrival time:.....

.....

(Please including make, model and colour of car if applicable)

Please be aware that the transport will have to be parked elsewhere after the drop off.

**Music:**

We use Spotify and a speaker for your wedding music, you may wish to have an alternative option such as a live performance.

Background music (guests arrival and signing the register). We suggest a single playlist for both (approximately 10 songs)

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.....

.....

Music to be played on entrance (walking down the aisle)

.....

Music to be played as married couple exit

.....

**Video/Photographs:** Please detail here any details of your photographer/videographer

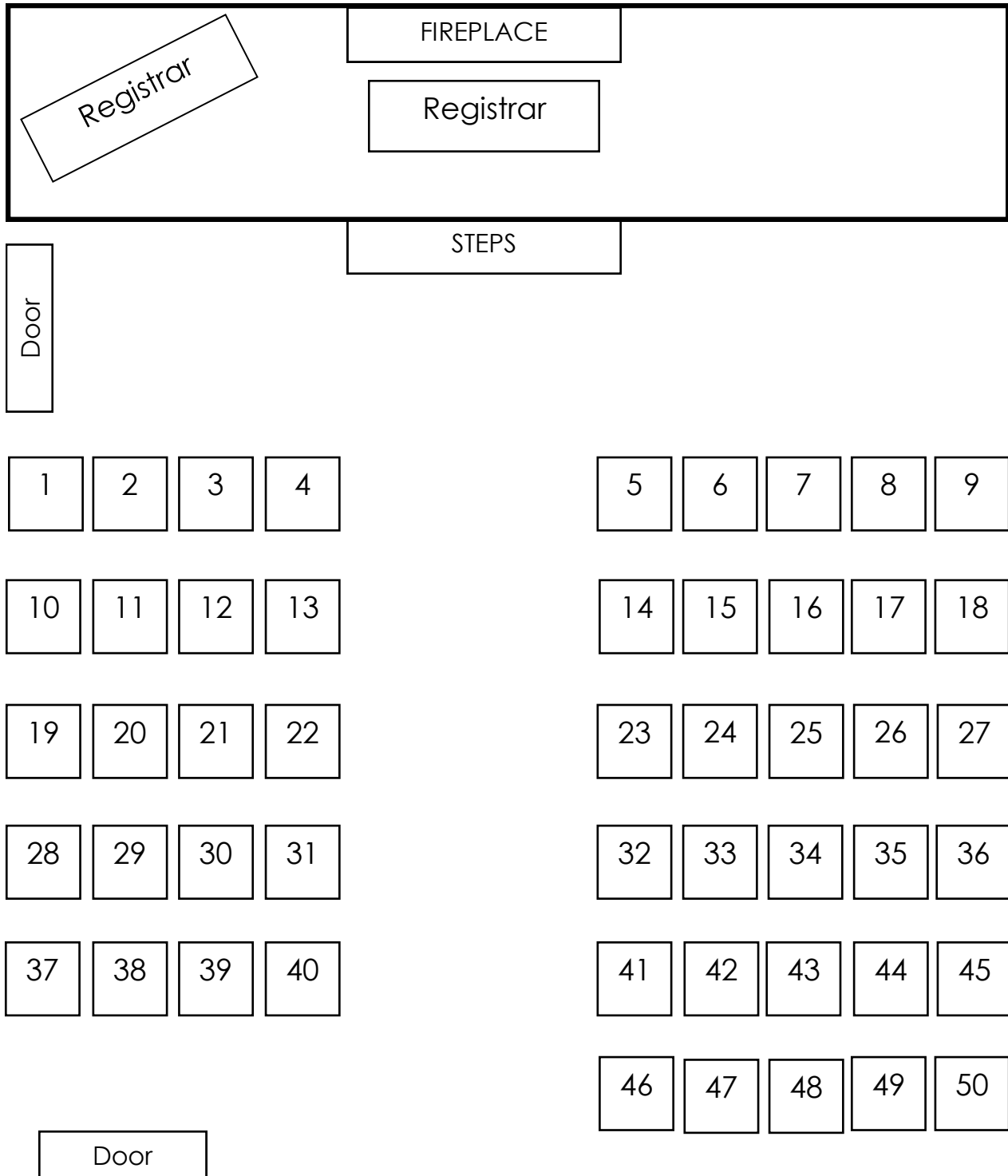
Name .....Contact number.....Email.....





# Billiard Room

Ceremony floor plan for a maximum of 50 guests







# Billiard Room

## - Ceremony Seating Plan -

If you require designated seating for some or all of your guests at your ceremony please use this list to help you allocate seats to your guests.

The standard layout of the room for your ceremony is detailed in the floor plan (see separate page). Please write all names in capital letters.

### Front row (left side)

- 1.....
- 2.....
- 3.....
- 4.....

### Front row (right side)

- 5.....
- 6.....
- 7.....
- 8.....
- 9.....

### Second row (left side)

- 10.....
- 11.....
- 12.....
- 13.....

### Second row (right side)

- 14.....
- 15.....
- 16.....
- 17.....
- 18.....

### Third row (left side)

- 19.....
- 20.....
- 21.....
- 22.....

### Third row (right side)

- 23.....
- 24.....
- 25.....
- 26.....
- 27.....





# Billiard Room

## - Ceremony Seating Plan -

If you require designated seating for some or all of your guests at your ceremony please use this list to help you allocate seats to your guests.

The standard layout of the room for your ceremony is detailed in the floor plan (see separate page). Please write all names in capital letters.

Fourth row (left side)

28.....  
29.....  
30.....  
31.....

Fourth row (right side)

32.....  
33.....  
34.....  
35.....  
36.....

Fifth row (left side)

37.....  
38.....  
39.....  
40.....

Fifth row (right side)

41.....  
42.....  
43.....  
44.....  
45.....

Sixth row (right side)

46.....  
47.....  
48.....  
49.....  
50.....





# Gallery Kitchen

The Gallery Kitchen is situated in the heart of Haworth Art Gallery and occupies what was the original Kitchen and Dining Room of the house.

**Sample menu (subject to variations)**

## To Start

### **Soup of the Day**

*Soup Roll & Dairy Butter*

### **Ardennes Pate**

*Toasted Ciabatta  
Cranberry & Onion Confit*

### **Trio of Fish**

*Salmon Gravlox  
Mackerel Pate  
Crab & Wasabi Mayo*

### **Petit Paella**

### **Butternut Squash Ravioli**

*Sage Butter*

## Mains

### **Matured Rib of Beef &**

### **Yorkshire Pudding**

*Dauphinoise Potatoes,  
Wilted Greens, Glazed  
Carrots & Roasting Gravy*

### **Free-Range Chicken**

### **Roulade**

*Potato Croquette, Seasonal  
Greens,, Champagne Jus*

### **Confit Leg of Duck**

*French Bean Cassoulet  
Braised Red Cabbage*

### **Salmon En Croute**

*Lemon & Caper Hollandaise  
Sauce, Buttered Herb New  
Potatoes, Asparagus*

### **Curried Cauliflower Cheese**

### **Filo Tart**

*Bombay Potatoes*

## Desserts

### **Sticky Toffee Pudding**

*Butterscotch Sauce &  
Crème Anglaise*

### **The Gallery Cheesecake**

*Raspberry & White  
Chocolate*

### **Eton Mess**

*Lemon & Earl Grey  
Shortbread*

### **Lemon Posset**

*Plump Berries & Lemon  
Shortbread*

### **Traditional English Trifle**

*Lemon & Earl Grey  
Shortbread*

### **Trio of Mrs. Dowson's**

### **Ice Creams**

For any questions regarding the food, drinks, wedding breakfast, evening celebrations, supper and DJ please contact: [simonshields1@gmail.com](mailto:simonshields1@gmail.com) (01254 491660)

[www.thegallerykitchen.art](http://www.thegallerykitchen.art)

