



*The*   
*Glade*  
Weddings in the forest

*Your Guide to  
The Glade*



# *Weddings in the forest*







# at Rosliston



*Welcome to The Glade!  
Congratulations on your  
engagement and thank you for  
taking the time to read through  
what we can offer at our  
venue. We have a dedicated  
team at The Glade who will  
liaise with you from start to  
finish, delivering efficient and  
effective service throughout,  
resulting in your perfect day.*

The Glade is the perfect location for weddings, with package options available to create the day you've always dreamed of.

The Glade's marquee is a blank canvas with so much potential to allow couples to put their own stamp on it, bringing ideas and creativity to life. With its recent renovations, the marquee now has a beautiful fully glass front, allowing you to take in the beauty of the forest from inside as well as outside. We also now have fairy lights on the roof linings inside, as well as festoon lighting along the front of the marquee, and the pagoda, so the venue transforms from day to evening, making for some amazing photographs!

This idyllic setting is perfect for creating a rustic, woodland wedding but with the option to be so much more. Situated within the Rosliston Forestry area there are a number of perfectly tranquil spots to capture the perfect moments with your photographer, creating memories to cherish forever.



# Meet the Team



*With a dedicated team managing The Glade, we are best placed to discuss, advise and suggest ways to bring your ideas to life.*

## **Carla Garey**

Carla is our Managing Director and oversees all initial enquiries and sales for The Glade. Working with our team onsite, Carla ensures we are the right fit for clients from the initial appointment, handing over to our Wedding Venue Manager once clients are booked in with us.

## **Stacey Garey**

Stacey is also a Managing Director for the company, but is also our Head Chef. Working with his kitchen team and also with clients, he creates the perfect menus for this venue. Offering a bespoke service when required, taking the time to sit down with clients and talk through food options for each part of the day.

## **Nicki Bateman**

Nicki is our Business Manager, overseeing the day to day business at The Glade, working with the on site team to ensure all clients are well looked after and continues to raise the profile for the venue, taking it to the heights of one of the best wedding venues in the Midlands.

## **Aimee Livie**

Supporting the weddings team as our Wedding & Events Manager, Aimee is on hand to chat through the details of the day with clients, with a great background in hospitality, she works hard to create the perfect package for your day.

## **Katie Clark**

Katie has worked as an Event Manager at The Glade for a number of years, so is well versed in managing perfect days, working closely with with our admin team.

## **Chelsie Dixon**

Chelsie's role is Event Operations Manager which means she is responsible for the day to day site management for The Glade, along with undertaking the role of Event Manager for our weddings at the site. Chelsie works with our contractors to keep the site looking its best and is well experienced and trained in running our weddings from start to finish, working closely with our Wedding Co-ordinators.

## **Liberty Rogers**

Liberty has recently passed her apprenticeship in Hospitality, and has been supporting the weddings team, whilst training to become an Event Manager at The Glade. Liberty loves helping clients chat through their special days and can offer lots of ideas!

**T: 01530 273 879   M: 07989 985401**

**E: [info@saffroncatering.co.uk](mailto:info@saffroncatering.co.uk)**

**W: [www.thegladeweddings.co.uk](http://www.thegladeweddings.co.uk)**

Pic: Chris Seddon



# Ceremonies



*Should you be looking to hold your ceremony in one of the local churches to The Glade, the closest options are below:*

**St Mary's Church**

9 Main Street  
Rosliston,  
Swadlincote DE12 8JW  
Tel 01283 711350

**St Lawrence Church**

Station Lane  
Swadlincote DE12 8NA  
Tel 01283 711350

**Linton Church**

Hillside Road  
Linton, Swadlincote DE12 6RB  
Tel 01283 711350

**The Rectory**

Station Lane,  
Walton-on-Trent,  
Derbyshire DE12 8NA  
Tel 01283 335359

*For on-site ceremonies, the relevant Registrar is detailed below:*

All on site ceremonies take place under our beautiful wooden pagoda which is perfectly situated with a woodland backdrop.

**Swadlincote Registry Office**

Located within South Derbyshire  
District Council Offices  
Civic Way  
Swadlincote  
DE11 0AH  
Tel 01629 533985

*For Celebrant and Humanist ceremonies, please see below:*

**Cariad Personal Ceremonies**

Ali Fleming  
Tel 07961 668998

**My Perfect Ceremony**

Jo Clark  
Tel 07531 900 786







Pic: Chris Seddon



Pic: Shipley Photographic



Pic: Shipley Photographic



Pic: Shipley Photographic



Pic: Chris Seddon



Pic: Shipley Photographic





# Food and Beverages



*The Glade has an exclusive partnership with Saffron, who provide all food and beverages at the venue. With an extremely experienced team who live and breathe weddings, they are best placed to create your perfect menu and reflect each client.*

Saffron have created a range of package options to select from, with different pricing brackets and flexibility to ensure all tastes and budgets are achieved. Using fresh and seasonal ingredients, plus local suppliers wherever possible, the team have the best quality produce to create each meal to the highest standard. All dietary requirements will be catered for, mirroring the menu to ensure all guests feel included.

For all full weddings at The Glade consisting of a three course option, Saffron will invite you to try your selected Wedding Breakfast once booked to ensure it fully meets your requirements before the big day arrives.

The Glade boasts a newly built in house bar which perfectly reflects the woodland theme, hosting a range of in house drinks to suit all tastes. With a dedicated Bar Manager, there are options to upgrade the bar packages and offer a Gin Bar, or Cocktail Bar for example, we can even create your own bespoke Cocktail for the day!

With a great selection of drinks packages to also select from, clients have the option to create their own packages to reflect their chosen menu.

Saffron<sup>®</sup>





# Key Points to Note



Photo: Chris Seddon

## Parking

The Glade is situated within the Forestry Centre site, with a section of the car park dedicated for wedding guests next to the entrance to The Glade. There is no charge for the car park.

## Accommodation

Located within the grounds of the Forestry Centre, there are six wooden lodges available to hire. The lodges are a luxury hideaway surrounded by the woodland and are fully equipped for self-catering stays. Each lodge has its own private terrace area, perfect for your pre and post wedding accommodation.

To enquire about availability for the lodges, please contact the Rosliston team on 01283 519119.

## Timings

Wherever possible, we provide access to The Glade the day prior for 2 hours to allow you to set up all of the little touches for your special day. An access time will be agreed in advance, and it will be accompanied by a member of our operations set up team. Access will be also available on the day from 10.30am or two hours before your ceremony time. Access the day following the wedding from approximately 1.00pm will also be made available for you to collect your belongings. All timings will be confirmed ahead of the big day when we review final details.

## Music

We do have a recommended list of suppliers which includes DJs and Bands, but we do allow other suppliers to be a part of your day. We do request that all suppliers provide copies of their public liability insurance (£5m minimum) and also PAT testing documents for all equipment. The venue has noise limiters on site due to the neighbours within the vicinity, and these are strictly adhered to. All music must be finished by midnight and all guests off site by 12.00am.

## Wedding Insurance

We strongly recommend you take out wedding insurance as a safeguard for your day. As per our Terms and Conditions, all deposit payments and balance payments are non-refundable. Taking out wedding insurance protects both parties against unforeseen circumstances and we can provide contact details for companies who offer wedding insurance which we highly recommend.

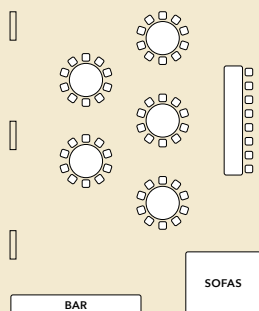


# Table Layouts

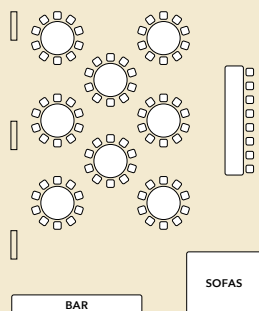


*There are a number of options for table layouts at The Glade, a few suggestions are outlined below as a guide.*

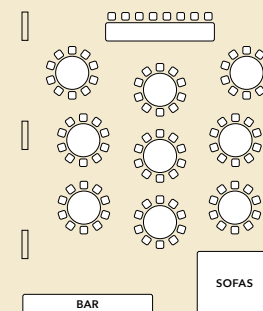
**Option 1 | 60 people**



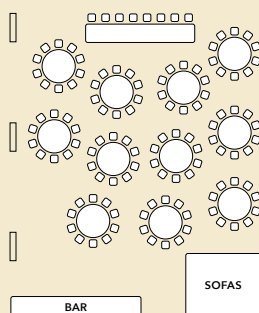
**Option 2 | 90 people**



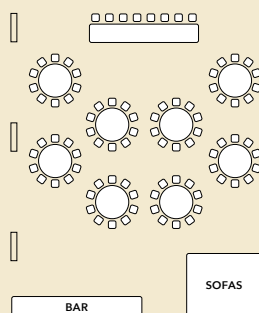
**Option 3 | 100 people**



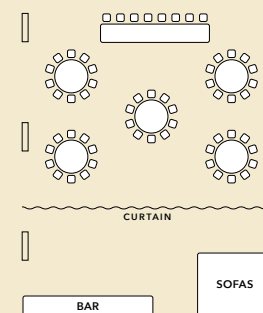
**Option 4 | 120 people**



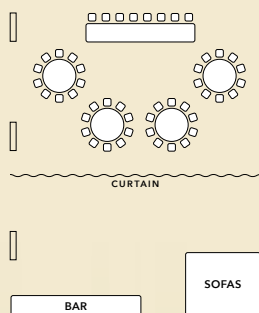
**Option 5 | 90 people**



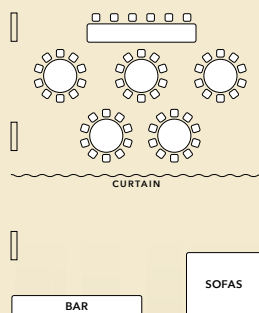
**Option 6 | 60 people**



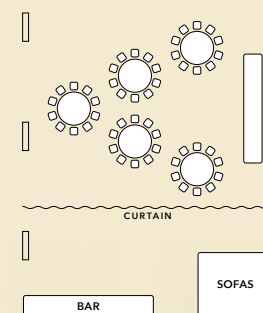
**Option 7 | 50 people**



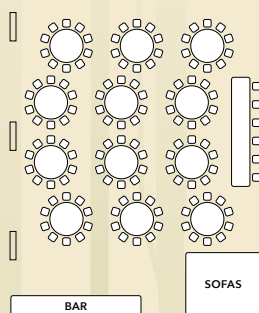
**Option 8 | 60 people**



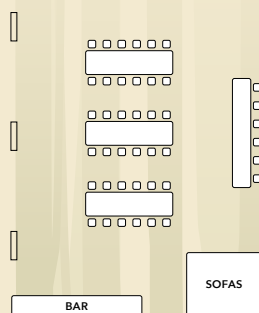
**Option 9 | 60 people**



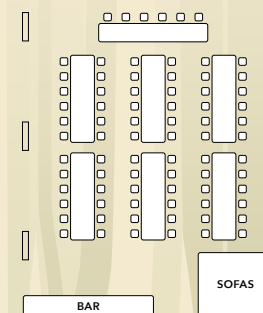
**Option 10 | 130 people**



**Option 11 | 55 people**



**Option 12 | 75 people**





# A Guide to Timings



Pic: Chris Seddon

## Suppliers and Deliveries

All suppliers are required to provide insurance documentation and PAT testing certificates wherever relevant. All suppliers are also subject to our own Health and Safety policies which will be provided to clients upon booking. As the client, it is your responsibility to provide these documents to our team in advance of the wedding day.

We request that all supplier deliveries are made on the morning of your wedding, liaising with our team in respect of timings in advance. Access for deliveries will usually be from 10.00am with the venue being exclusively yours from midday to midnight.

## Dressing Room

Our stylish dressing room located behind the stage area can be hired from 10.00am for the wedding party to use for their preparations in hair and make up and is available all day for the wedding party's use.

## Off-site Ceremonies

Please allow sufficient time for travelling from your ceremony venue, to The Glade, allowing for photography time at the ceremony venue too. If it is that the wedding party is delayed for any reason, it would be helpful to our team if a call ahead is made to advise of an ETA.

## On-site Ceremonies

We advise that guests arrive no earlier than 30 minutes before the scheduled ceremony time. The ceremony itself would usually take around 25 minutes. Any recorded music or live music required for the ceremony is to be sourced/provided by the client. There is a small PA system for use outside which plays background music for the ceremony.

## Welcome Drinks and Canapes

Our team will be on hand to welcome your guests either after the on-site ceremony or after arrival to the venue following an off-site ceremony. We advise a period of approximately 1-1.5 hours for this, depending on what you have booked and also how many photographs around the site are required.

## Wedding Breakfast

Working to a pre-agreed timeline, our team will advise your guests to take their seats for the Wedding Breakfast, whether it be a formal sit down meal or something more informal. If you are having a receiving line prior to being seated, please note this can take up to one hour based on 100 guests so allow sufficient time on your schedule.

Once seated, a formal Wedding Breakfast can take up to approximately two hours for service. Should you require speeches prior to the Wedding Breakfast, these can take up to and sometimes in excess of one hour. We would advise speeches follow food service to ensure the timeline is adhered to.

For more informal Wedding Breakfasts such as BBQs etc. we would advise a period of approximately 1-1.5 hours based on 100 guests.

Please allow a few minutes for your toast following food service.

Background music can be played during your Wedding Breakfast, usually via the DJ equipment.

## Evening Reception

We would advise a period of 1-1.5 hours is allowed following the Wedding Breakfast and prior to your evening guests arriving to ensure our team has sufficient time to turn the room around for the next period. Guests are welcome to use the lounging area or outdoor space during this period and the bar will remain open if required.

We recommend your evening food service commences approximately one hour after your evening guest arrival. Dependant on the menu, informal food service for the evening is likely to last 1-1.5 hours.

## Finish Times

All music must end by midnight, last orders will be called at 11.15pm and the bar will be closed by 11.30pm. All guests are required to be off site by 12.00am, and it is requested that departures are carried out in a timely and respectful manner, taking into consideration our neighbours. Should taxis be required, we advise these are booked for no later than 11.45pm.







# FAQs



Pic: Shipley Photographic

*Below are a few of our Frequently Asked Questions regarding The Glade, designed to help with your planning.*

## **What is the Capacity at The Glade?**

Our maximum capacity is 150 pax seated for a Wedding Breakfast and 200 pax for an evening reception.

## **Will our guests find the venue easily?**

The address and postcode listed takes cars directly to The Forestry Centre and The Glade is well signposted from the main road.

## **What happens if it rains?**

All clients have the option to hire a canopy to cover the outdoor pagoda from our contractor in the event of a rain forecast. This is hired directly with our supplier who will take a non-refundable deposit to secure your date, and the client has up to seven days prior to the big day to confirm if the canopy is required.

## **What is included in the venue hire price?**

All tables, chairs, outdoor chairs and our house cash bar is included within the venue hire pricing, along with a dedicated Venue Manager to work with you throughout, including on the day itself. All linen, glassware, staffing, etc are additional costs.

## **Is the venue heated?**

The marquee is heated if it is required.

## **What disabled facilities are in place at the venue?**

Access is across a grassed area and there is a ramp from the ground up to the toilets.

## **Are there photo location opportunities at the site?**

As The Glade is located within a woodland area within the Forestry Centre, there are a number of fantastic photography spots to make use of. Our team will show you these locations prior to booking.

## **Is there an area for guests to leave gifts?**

A gift table can be set up in advance for guests to leave their gifts, please note all gifts are left at their own risk and we cannot take responsibility for their security. We advise all gifts are removed at the end of the evening.

## **Do you allow fireworks or sky lanterns?**

Unfortunately not, due to the location being surrounded by woodland, this would be a fire risk.

## **Do you allow candles or tea-lights?**

Due to the fire risks associated with candles and tea-lights, we only allow them if they are covered i.e. in a jar or candle holder.

## **Do you allow dry ice machines or smoke machines?**

Unfortunately not due to the potential damage to the marquee structure.

## **Do you allow confetti?**

Bio-degradable confetti is allowed on site, but no other types. It is the client's responsibility to ensure this is adhered to by all guests.

## **Can we bring our own caterers to The Glade?**

We work exclusively with Saffron for all catering so no other caterers are allowed on site, unless the menus is something Saffron can't offer, for which a commission charge will then apply.

## **Can we bring our own drinks or bar service?**

Saffron have exclusivity on the bar and drinks service, although corkage charges are in place for any drinks being bought onto site by the client.

## **What numbers do we cater for?**

We would strongly recommend catering for 100% of your guests for both daytime and evening food, in our experience if there is food there, it will be eaten.

*Please ensure you have referred to and fully understood our Terms and Conditions prior to making any booking.*





Pic: Shipley Photographic



Pic: Toast Photography





Pic: Shipley Photographic



Pic: Shipley Photographic



# Pricing



## 2023

Monday to Thursday - £1,995 plus VAT

Friday to Sunday - £3,250 plus VAT

April and October (Weekends) - £1,995 plus VAT

## 2024

Monday to Thursday - £2,150 plus VAT

Friday to Sunday - £3,350 plus VAT

April and October (Weekends) - £2,150 plus VAT

## 2025

Monday to Thursday - £2,650 plus VAT

Friday to Sunday - £3,850 plus VAT

April and October (Weekends) - £2,650 plus VAT



Pic: Shipley Photographic





Pic: Shipley Photographic



# Terms and Conditions

## Venue Hire – The Glade at Rosliston (Marquee and Gardens) Saffron Event and Venue Caterers acting as venue managers for The Glade

### 1. Pricing/Quotes

All quotes are based on current pricing advertised on our brochure and current menus, and are valid for a 12 month period. Should a client wish to confirm a booking following a 12 month period from the date of the initial quote, this may then be subject to a change in pricing.

Pricing of our venue, menus and services are reviewed by Saffron generally on an annual basis and Saffron reserve the right to change/update the pricing as and when they see fit.

All pricing is per head and subject to VAT.

### 2. Confirmation

Once the client confirms acceptance of an estimate, this becomes a contractual agreement and this is the point where our Terms and Conditions come into full effect. All Terms and Conditions must be read and understood by the client as this is the basis of the contractual agreement with Saffron upon confirmation of booking.

### 3. Booking Fees/Payments

Upon confirmation of booking, the following process will commence:

First payment (deposit) - upon receipt of the deposit invoice, a non-refundable deposit of £1,000 will be due which forms the deposit venue hire, along with 25% of the catering/drinks balance which is also non-refundable. At this point, the quote will be changed into a pro-forma invoice will reflect the full draft details of the booking.

Second payment - 8 weeks prior to the event date, the final balance for the remainder of the venue hire is due, along with a further 25% of the catering/drinks balance. An invoice will be raised and issued to the client, payment due on receipt.

Third and final payment - All final details will start to be collated approximately 4 weeks prior to the event date, and these must be confirmed no later than 2 weeks prior to the event date, which is the point when the remaining final balance for the catering/drinks services is due. A final invoice will be issued upon confirmation of final details and the balance due in full no later than 2 weeks prior to the event date.

The client is responsible for all final details and the settlement of the account, with any queries regarding the invoice being raised immediately. Payment is preferred via BACS, debit cards are accepted. Any cheques should be made payable to Saffron Event and Venue Caterers Ltd.

Please note AMEX and Credit Cards are not accepted for wedding/event bookings.

**Please do not** pre-pay any monies based on a pro-forma invoice, for accounting reasons we cannot accept any payment against a pro-forma until the final details are confirmed, and final invoices are raised.

Please note, no refunds will be given for any decrease in numbers once final details have been agreed and the final balance paid.

The venue hire period relates to the event date itself. Any set up/take down agreements will be made closer to the event date and are subject to other events the day prior or the day following.

### 4. VAT

All fees are subject to VAT.

### 5. Final Details

All final details including numbers, dietary requirements and timelines are to be provided when requested, approximately 4 weeks prior to the event date. Any subsequent changes should be notified as soon as possible and will be due for payment immediately, although Saffron are under no obligation to accommodate these changes. The deadline for confirmation of any details is 2 weeks prior to the event and no extension will be given on this deadline.

Please note, no refunds will be given for any decrease in numbers once final details have been agreed and the final balance paid.

### 6. Cancellation

Any cancellation should be advised in writing to Saffron as soon as possible.

All deposits are non-refundable and this will be retained by Saffron. Charges will also be made as per the following:

If Cancelled	Amount Due from Client
0-8 weeks prior to the event date	100% of the venue hire 100% of the catering services
8-20 weeks prior to the event date	50% of the venue hire 50% of the catering services
20 weeks plus	£1,000 of the venue hire (equating to the non-refundable deposit) 25% of the catering services (equating to the non-refundable deposit)

Non-payment prior to any event may be taken as a cancellation and the charges above will be applied accordingly. Saffron may take the decision to cancel an event should the client be in arrears of payment or be in breach of the any of our Terms and Conditions. Saffron reserves the right to receive payment after termination of a contact/completion of an event subject to agreement.

Saffron strongly recommends clients purchase wedding insurance independently where applicable upon booking for their own peace of mind.

### 7. Menus, Range and Availability

All goods and ingredients are offered subject to availability. If an item becomes unavailable or it is of insufficient quality for a client's function, Saffron reserves the right to make a substitution. Wherever possible the client will be notified of any changes in advance.

Children under the age of 3 will not be charged for (subject to the menu being a sharing platter/buffet option only), and children aged between 3 and 9 will be charged at a proportion of the adult's cost for a half sized adult meal or a set children's menu. All other guests will be charged at full adult price. No supplements are offered for children's menu, they are based strictly on a single choice only.

All dietary requirements will be accommodated, and it is the client's responsibility to outline the details of the requirements, including a full table plan showing where those people will be seated. Our Chefs will then adapt the menu choices to suit the requirement, or provide an alternative dish if necessary.

Saffron strictly only offer menu tastings on 3 course wedding breakfasts, upon request and these are subject to an additional charge. Saffron will accommodate menu tastings during weekdays only (daytime ideally but some evenings may be possible) but it may not always be possible to accommodate requests between the months of May and September due to this being our peak wedding season. Menu tastings are only available to clients who have booked and paid a deposit with us and the charge will be added to the client's pro-forma.

All menus are priced per person, and based on a single choice menu. Should a choice menu be required of a 3, 3 and 3 menu, there will be an additional supplement of £5.00 plus VAT per person (adults only). As above, children's menus are based on single choice only (with dietaries being accommodated).

### 8. Additional Catering

Meals for entertainers, photographers, videographers, bands and musicians, child minders and any other supplier at events etc. must be pre-ordered and will be charged for. Saffron accepts no responsibility for non-catering staff who require food when it has not been booked and paid for in advance, and these details need to be supplied during the final details stage.

### 9. Drinks

All drinks packages are serviced as pre-ordered and paid for in advance. No refunds are offered on any drinks opened on site and not consumed. Drinks delivered by or at the request of the client to the venue remain the client's responsibility throughout. Any ale which has been pre-ordered and not consumed, then becomes chargeable to the client at cost rate per pint.

Saffron has corkage charges in place should the client wish to provide their own drink, and that charge includes the glassware and service element.

No other drinks are permitted to be bought to site without the permission and agreement of Saffron in advance.

### 10. Bar

Saffron offers a standard house Cash Bar Service at The Glade which is included within the venue hire charge. This covers licence fee, all polycarbs/glassware, condiments and staffing (on a ratio per number of guests), plus a range of drinks on sale for the agreed times.

Saffron strictly follows the Drink Aware guidelines at all times.

### 11. Access/Set Up

Saffron requests full details regarding a set up schedule which must run in conjunction with the access times to the venue outlined on any estimate. Saffron reserve the right to make an additional charge of £150 plus VAT should our team have to return to site for our set up due to any external equipment not being in place at the advised time, causing us delays/return journeys/extra time on site. Set up details will be confirmed in advance with the client and will either be on the day of the event, or in advance if agreed. A set up charge will be outlined on each quote, and this is subject to change should a set up the day prior be required/ requested.

### 12. Damage, Loss and Items Left Behind

The client is responsible for any damage, breakages, or loss of any property belonging to both Saffron and The Glade at Rosliston, or any property hired for the clients function, however caused, and will be charged at the full replacement value. This applies to the period between delivery and collection. The client will



# Terms and Conditions

report any damage to any equipment or structure to a representative of Saffron as soon as possible.

Saffron cannot accept responsibility for items left behind by the client, guests or any others attending the venue and will routinely dispose of menus, decorations etc. along with perishable items. If the client wishes to vary this term, Saffron must have written notice in advance. In this instance Saffron will reserve the right to charge for storage or safe keeping of all items or articles.

A linen deposit is required to cover any damage to linen at an event and Saffron reserve the right to keep that fee if any damage occurs. Should no damage occur, this deposit will be refunded upon request and confirmation that no damage has occurred from Saffron. Naked flames and felt tip pens are not permitted to be used on any linen. Saffron reserves the right to charge additional costs to the clients should substantial damage occur to any linen product over and above the £100 deposit – evidence of damage will be provided, an invoice raised and payment is due within 7 days of receipt.

## 13. Staffing

All service staff will be fully trained and in the correct Saffron branded uniform. The number of staff required for each event will be detailed on each quote and we work from standard ratios for this allocation. For each wedding/event we will allocate a chef and Event Manager or Supervisor free of charge.

## 14. Smoking

Smoking is only permitted in the designated area and the client is responsible for ensuring all guests are aware of those designated areas.

## 15. Confetti

Bio-degradable confetti is allowed at The Glade, any other type confetti is not permitted. The client is responsible for ensuring all guests are aware of this term, and a charge can be applied if this is not adhered to.

## 16. Wall Coverings

The client is not permitted to fix any items to the walls within the marquee or other buildings, including any signs, posters or displays. Blue Tac, Sellotape or any other adhesives are not permitted.

## 17. External Suppliers

Any external suppliers such as DJs, bands, photographers and entertainment providers must be approved by Saffron in advance of the event, with all relevant PAT testing certificates and insurance documents being required, along with full contact details for each supplier.

A minimum of £5m public liability insurance is required for all suppliers and proof of this must be provided in advance of the event. This also applies to any other suppliers hired by the client.

All suppliers requiring access to set up/take down, will need to be agreed with our venue coordinator and access times will be subject to the venue-co-ordinators discretion. Access times for the venue are stipulated within the brochure and MUST be adhered to at all times. Clients/suppliers are **not** permitted on site without a Saffron representative at any time, unless previously agreed in writing.

## 18. Venue Stipulations

The venue hire fee does not include the booking of the registrar and the client is responsible for organising and paying for this service directly with the local Council.

The licence of the venue stipulates that any event must end in full by 0000 and all guests must be off site by 0030 at the latest. No extensions of these timescales will be granted due to licence restrictions.

Access timings (all subject to agreement and confirmation and):

Access for 2 hours the day prior for client to set up.

Access from 2 hours prior to the ceremony on the day itself.

Access for 2 hours the following day to clear down.

At the point of final details, access times will be arranged with our operations team and must be adhered to. Access to the site without accompaniment is not permitted.

Any damage caused at The Glade by the client, any of their guests or suppliers, will be chargeable at the cost of the item, or the repair costs applicable. An invoice will be raised to the client in such event which is to be paid in full within 7 days.

Noise restrictions are in place at The Glade at Rosliston and the team on site reserves the right to adhere to these restrictions should they become unreasonable and cause disturbance to local neighbours and residents. Saffron reserves the right to end any event, should this term not be adhered to. Sound limiter equipment is in place at The Glade and all bands/DJ's etc. must utilise and adhere to this system to avoid music being halted immediately. All bands/DJ's/ musicians etc. will be required to sign a disclaimer regarding the noise limiter stipulations in advance of the event.

The stage area at The Glade is not available to hire and must not be accessed at any time.

All speed restrictions and parking regulations will be adhered to on site, at all times.

The use of camp fires, candles, pyrotechnics, fireworks or any other naked flames are not permitted. Sky lanterns are not permitted under any circumstances.

The client is responsible for all of their guests and no dangerous or illegal items are allowed onto the premises. If this term is breached, Saffron and/or our security term, reserves the right to request the guest/s depart the premises.

Dogs are only permitted on site for the outdoor ceremony part of the day only and must be kept on a lead at all times, not entering the marquee area (the exception being guide and hearing dogs which have been pre-approved).

No glassware is permitted to be taken outside of the main structures.

Polycarbonates/plastics only are permitted within any outdoor areas. Alcohol is not permitted to be bought on site without prior agreement and if discovered, this will be confiscated immediately. Corkage charges also apply should this agreement be made with the client, with no exceptions.

In regards to the decoration of the marquee itself, this responsibility lies with the client, including the erection of bunting and any other ceiling decorations, all of which must not exceed the height of the chandeliers. Access for decoration is as per the contract/brochure details. No ladders will be provided by Saffron at The Glade, therefore clients must bring their own ladders and are responsible for any hanging decorations themselves.

Saffron reserve the right to take photographs of the venue, catering and decorations throughout the event and will use within their social media strategies as they see fit, although no social media posts will be made until the wedding has ended. If the client does not agree to this term, please advise in writing in advance of the event day.

An area of the car park will be sectioned off on the morning of the wedding, where your guests can park free of charge. Should they require to leave their cars overnight, they will need to remove them by 09.00 the following morning or purchase a parking tickets from the pay and display machines on site. If you wish to make it easy for your guests you could obtain an 'overnight pass' from the reception team at the Forestry Centre to avoid any parking charges the following day when the signs are removed. These passes will be chargeable at the current rate of £4/day.

## 19. Force Majeure

Saffron will accept no liability for the failure to perform any obligations due to strike, lockout, hostilities or any other circumstances beyond our control.

No liability is accepted for loss, damage or consequential loss caused by any failure to perform our obligations (whether due to negligence by us, our employees or sub-contractors, or other due causes), but this does not exclude liability for death or personal injury as required by law.

## 20. Liability

The client is responsible for all losses, damages and expenses at any venue we are required to cater at, arising from the behaviour or actions of either themselves or their guests, along with any contractors brought onto site etc.

Saffron will not be responsible for, and the client will indemnify the company, against all claims for injury to persons or loss of, or damage to the property and any of the garden areas howsoever caused, unless it is proven that such injury or damage be caused by fault material or workmanship, or negligence by the company.

Should damage occur to client property caused by a member of the Saffron team, this should be reported immediately and followed up in writing, for our management team to discuss and review, potentially undertaking a full investigation.

## 21. Intellectual Property Rights

All patents, utility models, rights to inventions, copyright and neighbouring and related rights, moral rights, trademarks and service marks, business names and domain names, rights in get-up and trade dress, goodwill and the right to sue for passing off or unfair competition, rights in designs, rights in computer software, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how and trade secrets) and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

## 22. Complaints

In the unlikely event of a complaint, the client should raise this in writing to Saffron with a full explanation of the issue, within 7 days of the event. This will be acknowledged within 24 hours and an estimated timescale for any investigation will be provided at this point.

*Saffron Event and Venue Caterers Ltd reserve the right to amend and update these Terms and Conditions periodically.*









*The*  
*Glade*  
Weddings in the forest

*Weddings in the forest at Rosliston*

Rosliston Forestry Centre, Burton Road, Rosliston, Swadlincote, Derbyshire DE12 8JX

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