



Wedding Terms and Conditions

Please ensure that you read through our Terms and Conditions thoroughly and share these with your chosen suppliers.

What we provide

You will have exclusive use of The Walled Garden, The Summerhouse and The Old Tennis Court Lawn on the day of your wedding. The Garden Room is also available for Ceremonies. You are also hiring The Old Tennis Court Lawn for 4 days (usually Thursday – Sunday for a Saturday wedding). This allows time for your marquee company to erect the marquee and for you and your wedding supplier to set it up in time for your wedding day and then take it down the day after.

We provide a water supply in The Walled Garden and on The Old Tennis Court Lawn for your caterer's use.

The hire fee includes an attendant provided by Riverhill Gardens for the evening of your wedding (7pm – 1am)

What you, the hirer supply

As the hirer it is your responsibility to provide a marquee for your Wedding Reception, generator for your electricity supply, portable lavatories, a Caterer and anything else you require for your wedding reception that Riverhill Gardens do not provide.

Suppliers

We recommend that Marquee Suppliers and Caterers are selected from our 'Recommended Suppliers List'. However, should you wish to choose a marquee supplier or caterer who are not on the list, then please discuss this with us. A £300 administration fee per supplier will be charged for suppliers booked 'off list'.

You are welcome to choose your own, band, DJ, florist, photographer, and cake supplier without charge. Do let us know if you would like recommendations.

It is the hirer's responsibility to advise all contractors of the Terms and Conditions of Hire. Please supply Riverhill with a contact list of all suppliers booked a minimum of 2 months prior to the wedding.

Set up

Suppliers are permitted to set up from 8am on the agreed 'Setting up Day' (usually Thursday for a Saturday wedding). The week before your wedding, we will provide you with the gate access code (valid for the hire period) to give you and your suppliers access to 'Field Drive', which they should follow to the Old Tennis Court Lawn. Suppliers are not permitted to use Main Drive. All vehicles to drive no faster than 5mph whilst at Riverhill.

No vehicles are permitted to drive on The Old Tennis Court Lawn, unless the Management of Riverhill Gardens has given specific permission.

Your marquee (including catering tent) must have a floor that protects the grass beneath. The use of plastic over the grass is not permitted. Carpet, coir matting and wooden flooring are acceptable.

Please ensure that all gates surrounding The Old Tennis Court Lawn are closed behind you. There are cattle in the surrounding fields who will roam onto the lawn if gates are left open. Please ensure that your suppliers know to close the gates behind them as well.

On the day

For a reception only wedding, you and your guests may arrive at the gardens from 3:30pm. If you are having your ceremony at Riverhill then you may choose a ceremony time from 2:30pm onwards.

The serving of alcohol and music is permitted until midnight. We ask that guests have all left by 12:30am and all suppliers by 1am. We strongly recommend guests pre-book taxis. Deductions will be made from the deposit if users have not left by 1am.

The hire of Riverhill Gardens includes use of the car park and public areas of the gardens. Guests are not permitted in the private areas of the gardens. It is the responsibility of the Hirer to ensure that guests stay in the permitted areas and to supervise all children.

Smoking is only permitted in the designated smoking areas outside your marquee.

Take down

The Garden Room and Walled Garden must be clear by 10am on the day following your wedding, in preparation for the garden opening.

The Old Tennis Court lawn must be clear by 5pm on the day following your wedding. Your marquee and all catering equipment must be completely removed by this time.

Please note that it is the hirer's / supplier's responsibility to remove all rubbish. We do not provide rubbish disposal facilities.

Deductions will be made from the deposit if these areas are not cleared up by this time.

What's not permitted?

Open fires are not permitted in the gardens with the exception of barbecues / hog roast for catering purposes or special marquee fire pits. In these circumstances, the Hirer is responsible for ensuring there is no damage to the lawns and to ensure the safe removal of all ashes.

Fireworks are not permitted, as they scare the surrounding cattle.

Drone photography is not permitted.

Corkage

You are welcome to bring your own soft drinks, spirits and alcohol to Riverhill, we do not charge a corkage fee. We do have a wine list of locally produced Kentish wines and sparkling wines, that we can provide for your wedding if you wish, please speak to us for further information.

Parking

Parking for the Bridal party and/or guests with disabilities/ special access requirements is by the front door of Riverhill House (max 8 cars).

Guests' cars should all be parked in the main car park. Any vehicles left at Riverhill overnight are entirely at the owner's risk and should be removed by 10am the next day.

Damages and injury

The hirer is responsible for the cost of making good any damage that occurs to the gardens or the surrounding grounds and buildings during the hire period.

Any fuel spillages from the generator/ catering spillages on the grass will be considered damage.

Riverhill Gardens cannot accept responsibility for any accident or injury sustained by guests whilst on the premises or for loss or damage to any of the Hirer's or supplier's equipment. It is strongly advised that the Hirer takes out their own insurance.

The Hirer is responsible for ensuring that children under 18 years of age are appropriately supervised at all times. Please note there is deep unfenced water.

Ceremony

There is an additional charge of £500+VAT for having your ceremony at Riverhill. The 3 licensed ceremony locations The Himalayan Hut in The Walled Garden (outdoor venue), The Summerhouse (outdoor venue) and The Garden Room (indoor venue). If you decide to get married at one of our outdoor venues, then the Garden Room will be reserved for you as the wet weather alternative. Riverhill Gardens will provide the chairs for your ceremony.

Riverhill Gardens is licensed for weddings of up to 120 guests, which is the max capacity of our indoor venue.

If you choose to hold your ceremony at Riverhill, then you may choose a ceremony time from 2:30pm. Once we have received your booking deposit we will then complete our paperwork with the Kent Registrars who will then contact you directly.

You are responsible for the booking of the registrar and any costs associated with them.

Bookings Fees & Deposit

The fee to hire Riverhill Gardens for your wedding reception is £3,500, there is no VAT charged on the hire fee. There is an additional fee of £500+VAT if you wish to hold your wedding ceremony here.

We also ask for a £500 refundable damage deposit at the time of booking. This deposit will be refunded to you within 14 days of your wedding, providing no damage has occurred.

To book your wedding we ask for a 50% non-refundable deposit. Wedding bookings must be paid for in advance and are not confirmed until the signed booking form is returned and your deposit is received.

The non-refundable balance, plus any additional fees for using 'off-list' suppliers are due 2 months before the wedding date. We ask that payments are made by BACS transfer.

Cancellation

In the event of cancellation by the Hirer, Riverhill Gardens retain your 50% non-refundable deposit. If the wedding is cancelled within 6 months of the wedding date, the remaining 50% of the hire fee will still be due 2 months before the wedding date.

If circumstances beyond the control of the Management of Riverhill Gardens Ltd prevent the availability of the premises, all payments will be refunded.

Version 9/18