

Areas available for events

Spanish Barn	<p>Hiring the Spanish Barn gives you access to the grassed area and paths immediately outside the Barn, the Gatehouse arches and the flagpole rooftop for aerial photographs if required. There is full disabled access to the Barn.</p> <p>Please note that if you would like to use the formal gardens and ruins behind the main house for a drinks reception or photographs, or any additional rooms in the main house for photographs, there will be an additional charge as per the charge rate sheet.</p>
Undercroft (the Laybrothers' Refectory)	<p>Hire of the Undercroft includes the Gathering Space, the south stone steps and the south lawn (facing the sea). Access to the Undercroft is via the south stone steps, the Gathering Space and the wood stairs to go down one floor. Disabled guests can use the admissions entrance to the Undercrofts and the lift to the hospitality area.</p> <p>Please note that if you would like to use the formal gardens and ruins behind the main house for a drinks reception or photographs, or any additional rooms in the main house for photographs, there will be an additional charge as per the charge rate sheet.</p>
Palm House	<p>Hiring the Palm House also gives you access to the formal gardens and the ruins for photos (no extra charge).</p> <p>If you require use of the hospitality area in the main house, there will be an additional charge.</p>
Chapel	<p>Hiring the Chapel includes the Gathering Space, the south stone steps and the south lawn (facing the sea).</p> <p>The Chapel cannot be licensed for civil ceremonies because of its religious connections.</p>

Please note:

Only one wedding will be held in the main house on any morning or afternoon hire period and only one wedding per day in the Spanish Barn.

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ROOM HIRE FEES

Room	Hire charge	Seating	Further information
Spanish Barn (3 day hire) PEAK DATES	£4,000	Up to 200	Allows a set-up day from 9am-5pm, the event day from 9am-11.30pm, and a takedown day from 9am-5pm. Additional hours after 12am can be booked at a cost of £150 per hour on the event day only
Spanish Barn (3 day hire) OFF-PEAK DATES	£2500		<p>Peak dates: 1 Apr to 30 Sep, Fri to Sun</p> <p>Off-peak dates: Tues to Thurs all year and 1 Oct to 31 Mar all week</p> <p><i>Please note Spanish Barn is unheated.</i></p>
Spanish Barn (2 day hire)	£1000	Up to 300	Allows access from 9am to 6pm on both days Available Tuesday to Thursday only Additional hours after 6pm can be booked at a cost of £150 per hour <i>Please note Spanish Barn is unheated.</i>
Undercroft PEAK DATES	£400 (half day)	Up to 70	Includes gathering Space. <u>Either</u> 10am-1pm <u>or</u> 2pm-5pm (see note 4 attached). Peak dates: 1 Apr to 30 Sep, Fri to Sun Off-peak dates: Mon to Thurs all year and 1 Oct to 31 Mar all week
Undercroft OFF-PEAK DATES	£300 (half day)		
Chapel ALL YEAR	£150 per hour	100	Suitable for blessings, christenings, renewal of vows but is not licensed for civil ceremonies.
Gathering Space	£300		Only available when booked with another space and used as a reception/hospitality area.
Palm House	£100 per hour	20	No extra charge for photos in formal gardens however this needs to be included in the time you book.

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Room	Hire charge	Seating	Further information
Photography in the formal gardens and ruins only	£100 per hour	N/A	Only available when booked with another space. Allows photography in the gardens only.
Drinks reception in the formal gardens and ruins	£150 per hour	N/A	Only available when booked with another space and used as a reception/hospitality area.
Marquee land charge. <i>(Marquee not provided)</i>	£500 per day, 9am - 10.30pm	Marquees can be sited on the south lawn (facing the sea) and smaller ones, such as yurts, on the west lawn (near the Spanish Barn). No charge for gazebos against the Spanish Barn.	

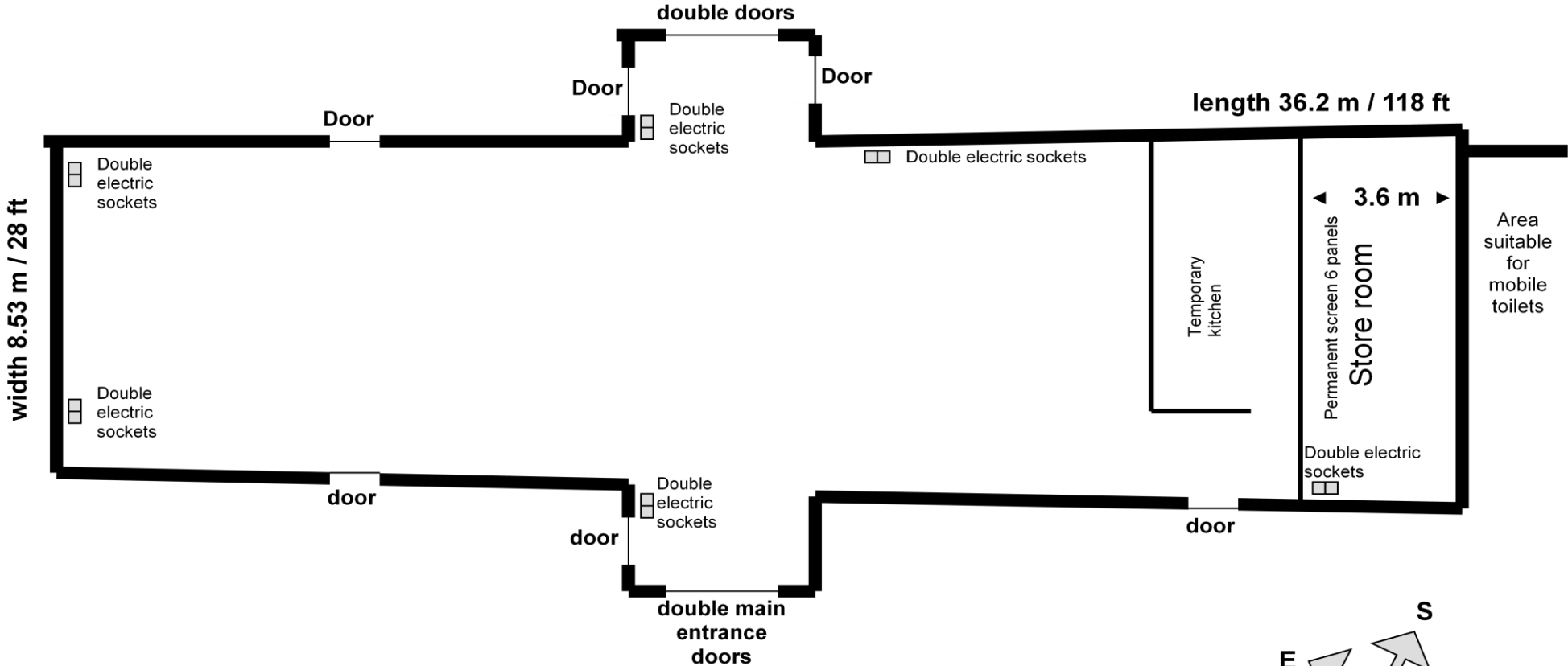
Notes for hirers

1. In addition to room hire charges there is a 10% surcharge on your total room hire fee for compulsory Public Liability insurance cover.
2. The Undercroft: Morning hire period is 10am-1pm, with a ceremony time no later than 11.30am. Afternoon hire period is 2pm-5pm, with a ceremony time no later than 4pm. All preparation (decorating, florists' deliveries, etc.) must take place within this time, and drinks, refreshments, photos etc. after the ceremony must be concluded by the end of the hire period.
3. As Torre Abbey has museum status we cannot allow red wine or staining fruit juices to be served in the main house. This restriction does not apply to the Spanish Barn. Please see our Terms & Conditions for more details.
4. Additional house in the house and barn are charged at a rate of £150 per hour or part therefore of and must be booked and agreed in advance.

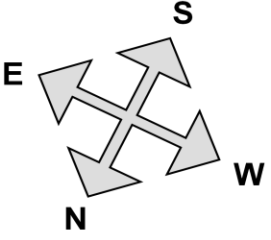
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Spanish Barn

↑
Golf Course & sea



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Circular Drive / access into Abbey



Torre**Abbey**

Caterers For The Spanish Barn

- **M.I.S. Catering**

Michelle Hampson

01626 363653 07917 695698 michelle@torreabbeycatering.co.uk

www.miscatering.co.uk

The Tea Shop at Torre Abbey and would be delighted to cater for your event. As our onsite Tea Room you **must** ask them to quote for the catering for your event however if you choose an alternative caterer please let us know.

Some alternative suggestions include:

- **Castle Barton Outside Caterers**

Darton Cuxon

01803 873314 07713 091877

Compton, Marldon, Nr. Paignton, Devon, TQ3 1TA

- **Maggie's Fresh Food Services**

Maggie Matthews

01803 200884

- **The Riviera International Centre, Torquay**

General enquiries: info@rivieracentre.co.uk 01803 299992

Catering enquiries: 01803 206329

www.rivieracentre.co.uk

Chestnut Avenue, Torquay, Devon, TQ2 5LZ

- **The Royal Castle Hotel, Dartmouth**

Tony Byrne, Duty Manager

Tel: 01803 833033 Fax: 01803 835445

tony@royalcastle.co.uk enquiry@royalcastle.co.uk

www.royalcastle.co.uk

<http://www.new.facebook.com/group.php?gid=7884429415>

Twitter: @RCHDartmouth1

11 The Quay, Dartmouth, Devon, TQ6 9PS

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Please note if you choose a different caterer who has not catered in the Spanish Barn before, they must meet the Torre Abbey custodian to discuss site restrictions and conditions before your booking can be accepted.

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Torbay Registration Service

If you would like a civil ceremony at Torre Abbey you will need to arrange this yourself by contacting
Torbay Register Office
or your local register office if you live outside the area.

Torbay Register Office
1st Floor
Cockington Court
Cockington
Torquay TQ2 6XA

Telephone 01803 207131 Fax 01803 606485

Email: registrar@torbay.gov.uk

www.torbay.gov.uk/index/yourservices/registeroffice/marriage

Torbay Registraion Service Ceremony Fees

Notice of intention to register £35 per person payable at the notice appointment

Marriage and Civil Partnership fees for all ceremonies booked after 1st April 201. All prices include one copy of the certificate

Attendance at an Approved Premise – fee payable 8 weeks prior to the ceremony

Up to 6.00pm

from 6.00 to 8.00pm

Monday to Friday £444.00 £469.00

Saturday £469.00 £519.00

Sunday & Bank holiday £519.00

From 8pm

Any Day £519

Renewal of Vows ceremony £180.00 (£90.00 non refundable deposit at the time of booking and balance payable 8 weeks prior to the ceremony)

Naming Ceremony £180.00 (£90.00 non refundable deposit at the time of booking and balance payable 8 weeks prior to the ceremony)

To make a ceremony booking please complete the provisional booking form at www.torbay.gov.uk/marriages

Terms & conditions for venue hire: The Spanish Barn

The Spanish Barn is a Grade I listed building and Scheduled Ancient Monument within the grounds of Torre Abbey. All hirers are required to give this due consideration.

Care of the Building

The utmost care must be taken of the building and the grounds. Nothing may be nailed, screwed, or otherwise fixed to the walls, and nothing must be done to disturb the grass or soil outside. The Hirer will be charged the full cost of putting right any damage that occurs.

Rules of use:

- No fireworks
- No smoking inside the Spanish Barn
- No helium balloons
- Candles may be permitted subject to certain restrictions and must be agreed strictly in advance with Torre Abbey's Custodian
- No flammable chemicals/fuels are to be housed in or within 10 metres of the premises
- The Spanish Barn is monitored by CCTV and at no time must any camera view be obscured.

Facilities

Toilets: The Spanish Barn has no toilets or washing facilities so mobile toilets must be hired for all events. The recommended level of provision is as follows: 1 WC per 75 females, 1 WC per 150 males.

If there are any disabled guests an accessible toilet must be provided.

We may be able to provide these at an additional cost, please request prices for this at the time of booking.

Heating: The Spanish Barn has no heating at all. For events held between September and April the Hirer is advised to obtain heating facilities although this is not mandatory. Any heating facility must be approved for use by the Abbey's Custodian before arriving on site.

Licence Regulations

Torre Abbey's premises licence permits the sale or consumption of alcohol within and around the Spanish Barn. The premises licence for the consumption of alcohol and for music ends at 23.30. The Hirer is required to have vacated the site by 24.00. If the building is not vacated by 24.00 a surcharge will be made as per our charges of Torre Abbey.

Installations and Equipment

If articles are brought onto Council property, this is at the owner's risk. The installation of anything to existing fittings must be monitored by the Abbey's Custodian. All electrical equipment must be certificated (with a current Portable Appliance Test certificate) and installed with the knowledge of the Abbey's Custodian.

If outside contracted services are hired for the event copies of the risk assessment and insurance certification from all contractors must be submitted to the Abbey's Custodian seven days prior to the event.

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Supervision

At least seven days prior to the event a brief meeting must be arranged between the Abbey's Custodian and the Hirer so that arrangements for managing the event can be discussed.

Permission

The Hirer must follow the regulations in these Terms & Conditions and all other directions of Council officers concerning the use of the premises, otherwise the hiring may be immediately terminated without refund or compensation. The same will apply if Council officers consider that any activity undertaken in connection with the hire is likely to offend the public.

Insurance

The Hirer will fully and effectively indemnify the Council, its employees and agents against all liabilities, claims, actions, proceedings, demands, costs, charges or expenses that may be incurred by or made against the Council or any employee or agent of the Council in respect of sickness or personal injury (including injury resulting in death) or loss of or damage to any property or in respect of nuisance by reason of or in any way connected with or arising out of the use of the venue hired and any abutting land. The Hirer is not required to indemnify the Council against any such matters which arise from the negligent act or default of the Council or its employees or agents.

The Hirer will not make any claim against the Council or any employee or agent of the Council in respect of loss or damage to property from whatsoever cause sustained by the Hirer (or by any agent of or person employed by the Hirer for whom they are responsible) by reason of or arising out of or connected with the use of the venue hired and any abutting land.

The Hirer will be responsible to the Council for his agents or any other person who may be upon the premises as a result of, or in connection with the use of the premises by the Hirer.

All professional, political, commercial and charitable organisations are required to hold public liability insurance for not less than £5m any one incident.

Cancellation

If any circumstance over which the Council has no control renders the Abbey not available on any day or days, night or nights, or parts thereof on which the use of the Abbey, etc. may have been granted, the Council has the right to cancel the hiring and the Hirer shall not be entitled to any compensation in consequence thereof or in connection therewith.

In addition, the appropriate officer of the Council has the right to cancel or suspend the liberties hereby granted in whole or part, for the whole or any part of the Abbey, without giving reasons. This right may be used for, but is not limited to, the protection of the Abbey or supervening need for the Abbey to be used for another purpose. The charges paid, or an appropriate part of them, may be remitted or refunded in such circumstances depending on the particular circumstance of the cancellation. The Hirer shall only have the right to cancel this agreement on giving more than 90 days' notice in writing. The Hirer shall then be entitled to the return of any money already paid to the Council.

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Deposits and charges

A provisional date can be held for one month before a booking form needs to be submitted. A 25% deposit is required with the booking form and signed Terms and Conditions to secure the booking. This deposit is non-refundable unless more than 90 days' notice of cancellation is given. The balance of the hire charge must be paid 90 days prior to the event or the event cannot take place.

Data Protection

The information included on your submitted booking form will be kept by Torbay Council for billing and monitoring purposes and may be held on computer.

Please keep the above document for information and return the signed portion below with your booking form.

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I/We confirm that I/we have studied and understood the Terms & Conditions for venue hire at Torre Abbey and that I/we will comply with them.

Signed

Print name(s)

Date

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Terms & conditions for venue hire: Torre Abbey House and Gardens

Torre Abbey Historic House and Gardens comprises one Grade I and two Grade II listed buildings. All hirers are required to give this due consideration.

Although the House and Gardens can accommodate small intimate receptions their primary use is for civil wedding ceremonies and blessings. For details and restrictions regarding receptions within the House and Gardens please contact the Torre Abbey Custodian.

Care of the Building

The utmost care must be taken of the building and the grounds. Nothing may be nailed, screwed, or otherwise fixed to the walls, and nothing must be done to disturb the grass or soil outside. The Hirer will be charged the full cost of putting right any damage howsoever caused by the Hirer, its employees, agents, sub-contractors or event participants.

Rules of use:

- No fireworks
- No smoking inside the building
- No helium balloons
- Candles may be permitted within specified rooms and subject to certain restrictions and must be agreed strictly in advance with Torre Abbey's Custodian.
- No flammable chemicals/fuels are to be housed within the premises.
- Torre Abbey Historic House and Gardens are monitored by CCTV and at no time must any camera view be obscured.
- No food or drink is permitted outside the Reception Hall and Terrace unless arranged in advance with the Abbey Custodian.
- Red wine and staining fruit juices may not be served.
- Flowers must be arranged with 'oasis' or similar material. No water- filled containers are permitted, and please note that all lily flower stamens should be removed before they are brought into the building.
- Confetti is only acceptable on the South front outside the Hospitality Suite.
- With the exception of chairs, no furniture may be moved at any time unless by Torre Abbey staff.
- Photography in all areas other than the ceremony room and hospitality suite is only permitted by arrangement. *This includes photographs in the exterior grounds and gardens which may incur an additional fee.*

Licence Regulations

Torre Abbey has a full Premises and Events Licence; this permits the consumption of alcohol within Torre Abbey Historic House and Gardens.

Hire Periods

There is a choice of two booking periods per day when hiring a room for a wedding ceremony within Torre Abbey Historic House and Garden. The morning hire period is 9am-1.30pm with a ceremony conducted by the Registrar held no later than 11.30am; and the afternoon hire period is 2pm-6pm with a ceremony conducted by the Registrar held no later than 4pm. You are required to have vacated the site by the end of your allocated period. If you and your party are still on the premises after your allotted time slot a surcharge will be levied at the discretion of Torre

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Any room booked within Torre Abbey Historic House and Gardens includes the use of the Gathering Space.

Parking

Bridal cars are permitted to park at Torre Abbey on the day of the ceremony by prior arrangement with the Abbey Custodian. Careful consideration must be taken of pedestrians whilst driving within Torre Abbey grounds. **No other cars are permitted to park within the grounds unless they hold a 'Blue Badge'. Authorisation must be sought beforehand by Torre Abbey and these vehicles may park alongside the Spanish Barn.**

Wedding Set up (decorations), Installations and Equipment

Installation of minimal decorations is permitted by prior arrangement with the Abbey Custodian. **Any preparation and/or decorations must take place within the hire period.**

If articles are brought onto Council property, this is at the owner's risk. The installation of anything to existing fittings must be monitored by the Abbey Custodian. All electrical equipment must be certificated (a current Portable Appliance Test certificate) and installed with the knowledge of the Abbey Custodian.

Permission

The Hirer must follow the regulations in these Terms & Conditions and all other directions of Council officers concerning the use of the Premises, otherwise the hiring may be immediately terminated without refund or compensation.

Supervision

At least seven days prior to the event a brief meeting must be arranged between the Abbey Custodian and the Hirer so that arrangements for managing the wedding can be discussed.

Insurance

The Hirer will fully and effectively indemnify the Council, its employees and agents against all liabilities, claims, actions, proceedings, demands, costs, charges or expenses that may be incurred by or made against the Council or any employee or agent of the Council in respect of sickness or personal injury (including injury resulting in death) or loss of or damage to any property or in respect of nuisance, where such loss is caused by the Hirer, its employees, agents, sub-contractors or event participants. The Hirer is not required to indemnify the Council against any such matters which arise from the negligent act or default of the Council or its employees or agents.

The Hirer will not make any claim against the Council or any employee or agent of the Council in respect of loss or damage to property sustained by the Hirer (or by any agent of or person employed by the Hirer for whom they are responsible) by reason of or arising out of or connected with the use of the venue hired and any abutting land save as where such loss is caused by the negligence of the Council or its employees or agents

The Hirer will be responsible to the Council for his employees, agents, sub-contractors or event participants

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All professional, political, commercial and charitable organisations are required to hold public liability insurance for not less than £5m any one incident. For the avoidance of doubt, nothing in this Agreement shall exclude or in any way limit the Hirer's or the Council's liability for fraud, or for death or personal injury caused by its negligence, or for any other liability to the extent such liability may not be excluded or limited as a matter of law.

Evidence of Public Liability must be produced and approved by the Council before the booking can go ahead.

Cancellation

If any circumstance over which the Council has no control renders the Abbey not available on any day or days, night or nights, or parts thereof on which the use of the Abbey, etc. may have been granted, the Council and the Hirer will work together to try to reschedule the venue hire for an alternative suitable date. If this is not possible, the Council shall repay all fees and deposits received in respect of the Venue Hirer to the Hirer

In addition, the appropriate officer of the Council has the right to cancel or suspend the liberties hereby granted in whole or part, for the whole or any part of the Abbey, without giving reasons. This right may be used for, but is not limited to, the protection of the Abbey or supervening need for the Abbey to be used for another purpose.

The charges paid, or an appropriate part of them, will be remitted or refunded in such circumstances. The Hirer shall only have the right to cancel this agreement on giving more than 90 days' notice in writing. The Hirer shall then be entitled to the return of any money already paid to the Council.

Deposits and charges

A provisional date can be held for one month before a booking form needs to be submitted. A 25% deposit is required with the booking form and signed Terms and Conditions to secure the booking. This deposit is non-refundable unless more than 90 days' notice of cancellation is given.

The balance of the hire charge must be paid 90 days prior to the event or the event cannot take place.

Data Protection

The information included on your submitted booking form will be kept by Torbay Council for billing and monitoring purposes and may be held on computer.

Please keep the above document for information and return the signed section on the next page with your booking form.

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I/We confirm that I/we have studied and understood the Terms & Conditions for venue hire at Torre Abbey and that I/we will comply with them.

Signed

Print name(s)

Date

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Terms & conditions: Siting a Marquee on the South Lawn or West Lawn

Torre Abbey Historic House and Gardens comprises one Grade I and two Grade II listed buildings. All hirers are required to give this due consideration when erecting a marquee within its grounds.

Care of the Building

The utmost care must be taken of the grounds and surrounding buildings. Nothing may be nailed, screwed, or otherwise fixed to walls and nothing must be done to disturb the grass or soil outside. The Hirer will be charged the full cost of putting right any damage that occurs.

Rules of use:

- No fireworks
- No smoking inside the marquee
- Flammable chemicals and fuels must be supervised at all times. If they are to be stored overnight within the Abbey grounds the Hirer must provide security personnel to supervise.
- Torre Abbey's grounds are monitored by CCTV and at no point must any camera view be obscured
- Due to the historic importance of the site nothing must penetrate the ground further than 6 inches. If this is unavoidable permission must be agreed at least 7 days before the event with the Abbey Custodian.

Facilities

Mobile toilets must be hired for all marquee events. The recommended level of provision is as follows: 1 WC per 75 females, 1 WC per 150 males.

If there are any disabled guests an accessible toilet must be provided.

Licence Regulations

The outdoor licence for alcohol and music ends at 23.00. The Hirer is required to close the event at 22.30 in order to have vacated the site by 23.00. If the site is not vacated by 11pm a surcharge will be made at the discretion of Torre Abbey.

It is strongly advisable to make transport arrangements for the end of your evening.

Installations and Equipment

If articles are brought onto Council property, this is at the owner's risk. The installation of anything to existing fittings must be monitored by the Abbey's Custodian. All electrical equipment must be certificated (with a current Portable Appliance Test certificate) and installed with the knowledge of the Abbey's Custodian.

If outside contracted services are hired for the event copies of the risk assessment and insurance certification from all contractors must be submitted to the Abbey's Custodian seven days prior to the event.

Supervision

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At least seven days prior to the event a brief meeting must be arranged between the Abbey's Custodian and the Hirer so that the arrangements for managing the event can be discussed.

A representative from the marquee company must meet with a member of Torre Abbey's staff to discuss the arrangements regarding the marquee, its delivery, erection and removal.

A risk assessment and insurance certification are required from all marquee installers.

Permission

The Hirer must follow the regulations in these Terms & Conditions and all other directions of Council officers concerning the use of the premises, otherwise the hiring may be immediately terminated without refund or compensation. The same will apply if Council officers consider that any activity undertaken in connection with the hire is likely to offend the public.

Insurance

The Hirer will fully and effectively indemnify the Council, its employees and agents against all liabilities, claims, actions, proceedings, demands, costs, charges or expenses that may be incurred by or made against the Council or any employee or agent of the Council in respect of sickness or personal injury (including injury resulting in death) or loss of or damage to any property or in respect of nuisance by reason of or in any way connected with or arising out of the use of the venue hired and any abutting land. The Hirer is not required to indemnify the Council against any such matters which arise from the negligent act or default of the Council or its employees or agents.

The Hirer will not make any claim against the Council or any employee or agent of the Council in respect of loss or damage to property from whatsoever cause sustained by the Hirer (or by any agent of or person employed by the Hirer for whom they are responsible) by reason of or arising out of or connected with the use of the venue hired and any abutting land.

The Hirer will be responsible to the Council for his agents or any other person who may be upon the premises as a result of, or in connection with the use of the premises by the Hirer.

All professional, political, commercial and charitable organisations are required to hold public liability insurance for not less than £5m any one incident.

Cancellation

If any circumstance over which the Council has no control render the Abbey not available on any day or days, night or nights, or parts thereof on which the use of the Abbey, etc. may have been granted, the Council has the right to cancel the hiring and the Hirer shall not be entitled to any compensation in consequence thereof or in connection therewith.

In addition, the appropriate officer of the Council has the right to cancel or suspend the liberties hereby granted in whole or part, for the whole or any part of the Abbey, without giving reasons. This right may be used for, but is not limited to, the protection of the Abbey or supervening need for the Abbey to be used for another purpose. The charges paid, or an appropriate part of them, may be remitted or refunded in such circumstances depending on the particular circumstance of the cancellation.

The Hirer shall only have the right to cancel this agreement on giving more than 90 days' notice in

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writing. The Hirer then will be entitled to the return of any money paid to the Council.

Deposit and Charges

A provisional date can be held for one month before a booking form needs to be submitted. A 25% deposit is required with the booking form and signed Terms and Conditions to secure the booking. This deposit is non-refundable unless more than 90 days' notice of cancellation is given. The balance of the hire charge must be paid 90 days prior to the event or the event cannot take place.

Data Protection

The information included on your submitted booking form will be kept by Torbay Council for billing and monitoring purposes and may be held on computer.

Please keep the above document for information and return the signed portion below with your booking form.

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I/We confirm that I/we have studied and understood the Terms & Conditions for marquee hire at Torre Abbey and that I/we will comply with them.

Signed

Print name(s)

Date