



Important Information Document



CONGRATULATIONS ON YOUR ENGAGEMENT!

We are delighted that you have chosen to hold your special day at Hedsor House. We are an award-winning venue and take great pride in ensuring you have the perfect day.

Hedsor House is a place where special memories are made so we want to make sure you have everything you need to make it yours. Here's the key information you'll need to know to make sure your day is nothing short of perfect from the moment you arrive.

We hope that this document will clarify the finer details and help you to plan accordingly. If there is anything else that you need please don't hesitate to ask a member of the team; we'd be delighted to assist.

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HEDSOR HOUSE
— ENGLAND —

Planning

EXCLUSIVITY

Hedsor House is an exclusive use venue set in almost 100 acres. When confirming your booking at Hedsor you are given exclusive hire of the house and gardens on the day of your event and we respectfully ask that our access times, and all other terms outlined overleaf, are strictly observed to ensure that your event runs smoothly.

GUEST NUMBERS

For a ceremony, we can accommodate 150 guests in the Centre Hall or Ballroom. In the Centre Hall, 120 guests will be seated on the ground floor and 30 guests will be seated on the balcony. The maximum capacity in our Ballroom for a seated dinner is 150, based on 15 round tables of 10 guests on Chiavari chairs.

If you would like a traditional long top table for the wedding party this reduces your maximum number of guests to 120. For your evening reception, we can accommodate a maximum number of 250 guests on a standing room only basis.

STAFFING AND EVENT MANAGEMENT

A Hedsor Duty Manager will be on-site to help to ensure your event runs smoothly from a house perspective. The details of your day will be looked after by your caterer who will provide an Event Manager and your event staffing on the day.

If you would like additional support in the run-up to your Big Day, ask your Wedding Specialist about The Finishing Touch service. This service provides you with additional bespoke assistance from a Hedsor team member in the 6-week run-up to your wedding and on the day itself.

HOLDING AND CONFIRMING YOUR DATE

Your chosen date can be held for a maximum of seven days before confirmation is required. If you require more time then this can be negotiated on an individual basis depending on the date in question.

Once you have decided to confirm, we will need your signed contract and a 25% deposit. Payments are made in four instalments: the first payment is required at the time of booking, the last payment six weeks before your event, with the remaining two payments being equally staged between the first and final.

Please note, if your wedding date is less than nine months away, the payment schedule is two payments of 50%.

PAYMENT

Full payment, including your wine order, must be received prior to your event. Please see payment options above.

DAMAGE DEPOSIT

Opt for either an Accidental Damage Waiver charge of £200 + VAT, which covers up to £2,500 worth of damage, or pay a £2,500 Damage Deposit which is refundable should no damage occur. This will be taken four weeks before your event.

PREFERRED SUPPLIERS

To ensure the safety of the house and our guests, we ask that you choose the following suppliers from our pre-approved list: catering, production (not including the DJ), fireworks and fairground rides. You are welcome to select your own suppliers for other aspects of the day.

WE'RE SO DELIGHTED THAT YOU HAVE
CHOSEN TO HOLD YOUR SPECIAL DAY
AT HEDSOR. WE WILL BE WITH YOU
EVERY STEP OF THE WAY.





HEDSOR HOUSE
— ENGLAND —

Access

TIMINGS

You will have access to Hedsor House from **10:30am** until midnight on the day of your event. Access to the main house and car park, for you and all your suppliers for set-up, is strictly after **10:30am**. For overnight residents check in times are as follows:

10:30am - Access to the Lavinia Suite, plus supplier access.

12:00pm - Access to The Alexander Suite & Florence Suite.

2:00pm - Access to Bedrooms 1-10.

2:30pm - Earliest time events can start from.

Your bar must close 30 minutes before the end of your wedding and music must finish 15 minutes before.

At midnight the downstairs spaces in the house must be clear and all non-residents must depart the estate.

A late extension to **1:00am** on Thursdays, Fridays, Saturdays and Bank Holiday Sundays can be granted for an additional cost. Please ask your Wedding Specialist for more details.

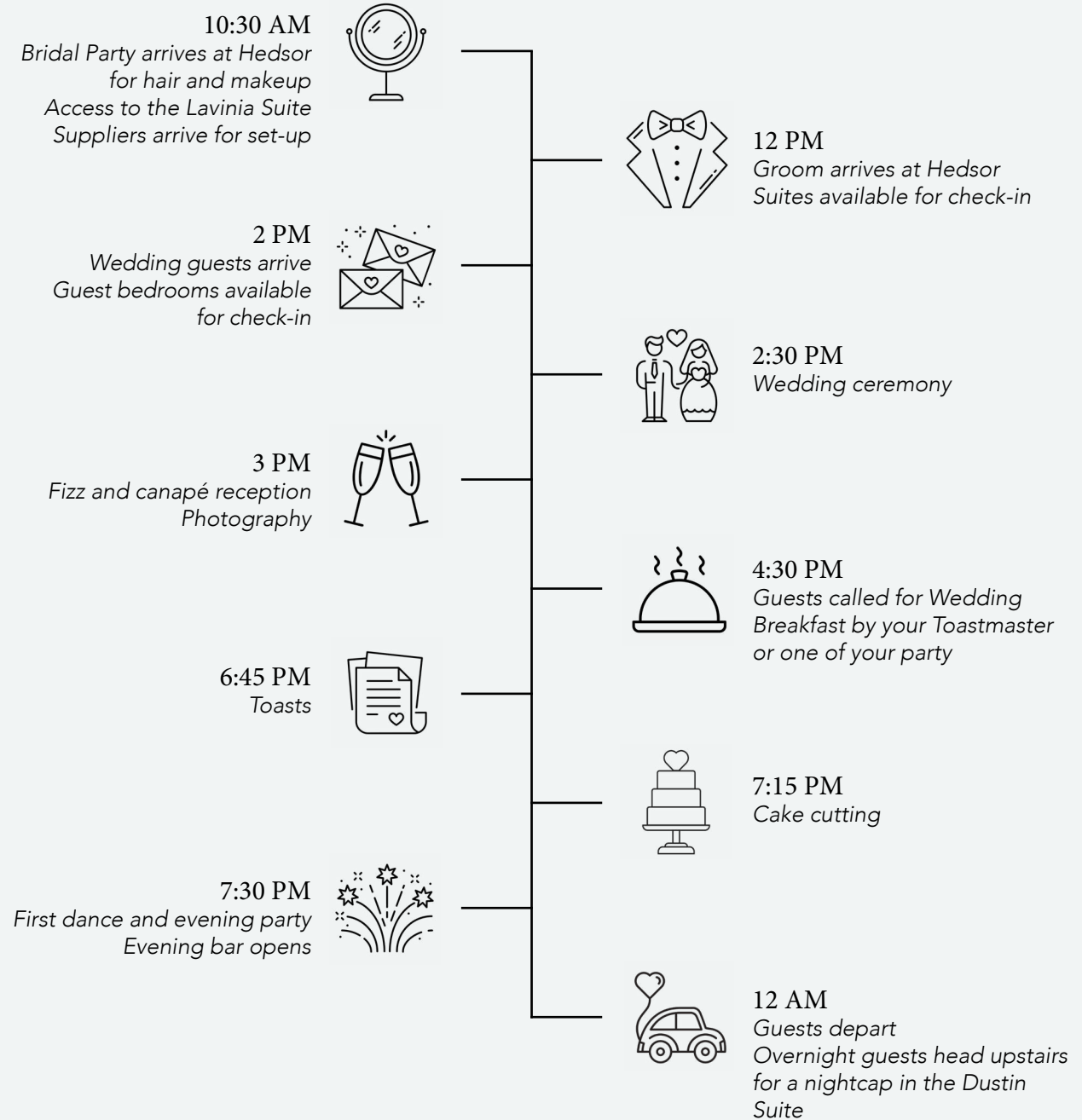
Please note, the package cost for extensions is higher as this includes all of the package suppliers costs for staying on until **1:00am**. If booking the house on a dry hire basis you will need to check with your suppliers to see if you incur additional fees for an extension and for clearing at the end of your event.

If you are having a Civil Ceremony, please book your wedding after **2:30pm** to allow your suppliers adequate time to set up. We also highly recommend that you book your registrar as soon as possible to ensure they have availability on your preferred date and time. Further details can be found in the ceremonies section on page 9.

Your suppliers will need to come back at the end of your event to clear their items away. Please ensure this is factored into any quotes you receive particularly from the florist and production company.

Check-out time the following day is **strictly 10:00am**. All rooms must be vacated and the car park cleared by this time to avoid incurring late running fees.

SUGGESTED ORDER OF THE DAY



THE DETAILS

DISABLED FACILITIES

Hedsor House is a stunning venue of great historic importance and has been updated to allow disabled access and facilities in specific areas. There is an accessible cloakroom on the ground floor and a wheelchair lift into the ground floor from our Dutch Sunken Garden.

If you or any of your guests require use of the lift, please let us know in advance so that we can ensure it has been recently serviced. Please note, all our guest bedrooms are on the second floor and unfortunately due to the historic nature of the building there are no internal lifts within the house. Please do ensure that you communicate to all of your overnight residents that they will be required to walk up two flights of stairs. For guests with mobility issues, we would be happy to make recommendations of local hotels with ground floor bedrooms.

If you would like to notify us of any disabled guests or have any questions or concerns, please do call and ask to speak to your Wedding Specialist.

DIVERSITY AND INCLUSION

At Hedsor House we pride ourselves on being a completely open, welcoming and inclusive venue.

DELIVERIES AND COLLECTIONS

All deliveries and collections must be made on an allocated day agreed in advance of your event. The ground floor space of the house must be completely cleared on the evening of the event to allow for overnight cleaning to take place. Our preferred caterers and suppliers are fully aware of their access times.

If you choose to use a florist not on our preferred suppliers list then you must make them aware they need to return to clear as soon as the event finishes.

INVENTORY

At Hedsor we provide the tables, chairs and soft furnishing in the house. We have two types of chairs, Chivari, which are also available for a ceremony outside. The Boudoir chairs, we have a maximum

of 120. We provide the round tables and a tradition top table or sweetheart table. A maximum of 10 guests can be seated at our round dining tables. However, we have four larger round tables which can seat up to 12. If you would like banqueting tables, you will need to speak to your caterer about the cost of hiring these in for you. Please request our full inventory list from your Wedding Specialist.

PARKING

We have spaces for 100 cars in our main car park as well as an overflow car park field. Cars must not be left overnight unless guests are staying at Hedsor House. All cars must vacate the car park by **10:00am** the morning after the event.

TAXIS

We strongly recommend pre-booking a taxi. As you would expect, set in over 100 acres of historic parkland, Hedsor House is a little off the beaten track and catching a passing taxi is not an option. We have a local taxi list which we can share with you and your guests. Please see page 22 for a list of local taxi numbers.

Uber does operate in our area, making it a good option as well. In order for your Uber driver to find the house, please ensure the dropped pin is on our driveway.

COACHES AND DOUBLE DECKER BUSES

Coaches, double decker buses and large lorries can access the house via our main drive. Great care must be taken not to damage the historic front gates. If there are several coaches or buses planned please let us know as we will need to work closely with you to ensure access and parking is managed correctly.

Important note! Please inform your coach company to approach Hedsor House from Maidenhead and turn left into the gates. If approaching from the other direction the right hand turn is likely to be too tight of an angle.

HELICOPTERS

Helicopters are free to land on our South Lawn with prior approvals. You must contact Heathrow air traffic control for further details, and speak to a member of the Hedsor team. (OS map ref 175/908860. Long/Lat N5133.90 W000 41.44)



HEDSOR HOUSE
— ENGLAND —

Ceremony

CEREMONY



LICENSED WEDDINGS

Hedsor House is licensed to hold civil weddings in the following rooms; The Ballroom, The Centre Hall, The Boudoir, The Dining Room and The Drawing Room with a maximum capacity in our Centre Hall or Ballroom of 150 guests.

No food or alcohol can be consumed prior to a ceremony or whilst gathering for proceedings. Water and soft drinks may be consumed but must not be consumed in the same room or near the ceremony area.

There is an additional fee to hold your civil or religious ceremony or blessing at Hedsor of £495 + VAT in 2024, this is in addition to the charge from the Registrar. If you have any form of ceremony (religious or non-religious) the facility fee will apply. To book your civil ceremony at Hedsor House you will need to book your ceremony directly with Beaconsfield Old Town Registration Office and pay any costs associated to them: **Contact them via telephone on 01494 475092 or [via email](#).**

Kindly note that you will need to arrange for a member of your party to press play for your ceremony music.

OUTDOOR CEREMONIES

Hedsor is now licensed to hold legal ceremonies outside. However, you must inform your registrar, Wedding Specialist and your catering supplier that you would like an outside ceremony as soon as possible and no less than six weeks before the big day. Some caterers will charge a facility fee to hold an outdoor ceremony. We always request

that you have a wet weather plan, which typically means moving the ceremony to our beautiful Centre Hall.

BLESSINGS

If you are already legally married, you are welcome to have a blessing at Hedsor in lieu of a legal ceremony. As opposed to the civil ceremony, a blessing is a more spiritual way of symbolising the strength of your commitment to one another. Please ask your Wedding Specialist for recommended celebrants.

MANDAPS AND CEREMONIAL STRUCTURES

Mandaps are welcome at Hedsor House, including a small ceremonial fire subject to our rules and regulations. We can fit 130 guests in the Centre Hall with a Mandap. However, to fit in this number the Mandap needs to be small and ideally without a roof so the ceremony can be enjoyed by those sat around the balcony. Please note there is not room for additional features such as Ganesh statues.

It is very important your mandap supplier and your chosen caterer coordinate together throughout the planning process and on the day of your wedding to ensure everything will fit successfully. If you require a Mandap to be set up in the Ballroom, this can only be provided by [Wed In Style](#) or [Jay and I Events](#) who are approved to fit and work around our chandeliers. If you would like to have a different religious ceremony, such as Jewish, Persian, Hindu or Sikh, please speak to your wedding specialist about your requirements.

YOUR CHURCH WEDDING CEREMONY

WEDDINGS AT ST NICHOLAS' CHURCH

Marriage ceremonies and blessings can sometimes be held, subject to the Reverend's agreement, in the beautiful 12th century St Nicholas' Church, which is only 300 metres from Hedsor House. You can walk to the church down Alexander Drive in the summer months, a country track leading to and from the house. A wedding car is allowed to drive to the church. Please note that we recommend all guests to wear suitable walking shoes for this rural path and we do not recommend walking the church route in wet weather or in the winter months.

TRANSPORT TO THE CHURCH

Even being so close to Hedsor House, please allow at least 15 minutes for your drive to St Nicholas'. If you need to make two trips, please ensure you leave adequate time in your schedule for this, so that your church service may start on time.

PARKING AT ST NICHOLAS' CHURCH

It is not permissible to park at the church (with the exception of the wedding car) so we recommend either walking up the track, or arranging transport to drop you off at the church. During your own visits to the church prior to your wedding, you need to park in Hedsor's lower car park (not main car park) and walk along Alexander Drive to St Nicholas'. Please let us know when you are coming to view the church so we can make sure the gate is open.

BOOKING ST NICHOLAS' OF HEDSOR

You will need to discuss the possibility of a church service directly with St. Nicholas' of Hedsor. Please be advised that they are unlikely to perform a Sunday ceremony.

OTHER BEAUTIFUL, LOCAL CHURCHES

In the event that St Nicholas' of Hedsor is unable to perform your wedding ceremony, there are many other churches in the local area. We recommend getting in touch with St Nicholas' of Taplow, St Mary's at Hitcham, St Peter's Church in Burnham, Holy Trinity Church in Cookham and St Paul's Church in Wooburn Green. If you would like an extended list, please let your Wedding Specialist know.





HEDSOR HOUSE
— ENGLAND —

Food & Drink



CATERING

Hedsor House is proud to offer a varied and extensive list of preferred caterers covering everything from European to Asian to Kosher. You can find a full list of our preferred suppliers, including caterers, [here](#).

Please note, external caterers are not permitted. We do require you to provide your guests a substantial meal as they will be at Hedsor for most of the day, particularly if you are serving alcohol at your wedding.

FOOD TRUCKS

All catering for your event must be provided by an approved Hedsor caterer. This includes food trucks and stations. If your caterer is unable to provide this service then you will require approval from both Hedsor and your caterer should you wish to bring in an external provider. This is also subject to Hedsor's strict catering terms and conditions.

BEVERAGES

Wine, sparkling water, Prosecco, Champagne and port must be bought from the Hedsor House wine list. Your Wedding Specialist is available to provide advice regarding your selections, and would be happy to put you in touch with our wine merchant who can recommend the perfect wine pairings for your food.

Your wine order will be taken six weeks before your special day. If you would like to taste any wine from the Hedsor list there will be a 50% charge for every bottle ordered which will be added to your final wine invoice. We recommend trying wine approx 3 months before the day.

The wine list is subject to vintage and price changes and therefore please bear this in mind when planning your wine budget and menus. If you have booked a package wedding then a wine allocation is included. We can of course help advise on potential upgrades should you require them.

Please note that beer, spirits and soft drinks can be provided by you or the caterer depending on your chosen caterer's policy. Your evening bar must be run by your hired caterer who will be in charge of your day. External bar companies are not allowed at Hedsor House. Any bars available for use as part of your Event will be closed 30 minutes prior to the end of your Event and all other service of beverages must cease at the same time, even if you have pre-purchased the drinks. We reserve the right to stop service of alcohol to any guest at any time who, in our sole opinion, is intoxicated.

If you would like to bring in your own wine, Prosecco, Champagne and port, our wine buy-out fee applies. Please speak to your wedding specialist if you are considering this option.

STILL AND SPARKLING WATER

The cost of still and sparkling water is £2 inc. VAT per guest for unlimited filtered water throughout the day.

Tap water can be provided free of charge through your caterer. Please speak to your caterer regarding the supply of glasses, jugs and serving of the water as fees may apply.

RESIDENTS' LOUNGE - THE DUSTIN SUITE

At the end of your event you are welcome, along with your overnight guests, to enjoy a nightcap in the resident's lounge, the Dustin Suite. A small selection of wine, beer and soft drinks left over from your event will be taken to this room as deemed appropriate by the Duty Manager (strictly no spirits). Please note this is for residents only and any non-residents will be kindly asked to leave the house and estate at the end of your event.

BREAKFAST

A luxury breakfast will be served the following morning in the Library between **8-9.30am** ahead of your departure at **10am**.



HEDSOR HOUSE
— ENGLAND —

Accommodation

GUEST BEDROOMS

BEDROOMS

Hedsor is a private house, rather than a hotel, and as such the overnight guest bedrooms can only be allocated by you the hirer. We regret that we cannot take individual room bookings or requests. We have 13 guest bedrooms onsite, including our Lavinia Suite.

We have two fold-away beds (suitable for children aged 12 and under) and one travel cot available for use if needed. This means we can accommodate a maximum of 26 adults (including you both) 2 children (under 12) and 1 baby. Two of the bedrooms can be turned into twin rooms and these also have an interconnecting door. The maximum capacity per room is two adults and there is a zero-tolerance policy to additional guests due to fire regulations.

Please do ensure that you communicate to all of your overnight residents that they will be required to walk up two flights of stairs. For guests with mobility issues we would be happy to make recommendations of local hotels with ground floor bedrooms.

If you would like access to the bedrooms the night before your wedding then you must hire the house for a period of two days and pay the associated hire fees. Your rooming list must be completed at least six weeks prior to your wedding.

More information and images of our bedrooms can be seen on our website along with a virtual tour.

CHECK-IN

10:30am: Lavinia Suite check in.

12:00pm: The Florence Suite & The Alexander Suite check in.

From 2:00pm Resident guests (rooms 1-10) check in.

Events cannot start earlier than 2:30pm

The Hedsor Duty Manager will be on-site to manage guest check-in. Please note that we do not offer a porter service and there is no lift to the bedrooms on the first and second floor so it's always a good idea for guests to pack lightly.

CHECK-OUT

All bedrooms must be vacated by **10:00am**. All guests must check out, return their bedroom key and depart the estate by this time to avoid the hirer incurring additional fees.

BREAKFAST

All dietary requirements can be catered for however please make us aware of these on your rooming list.

Please direct your guests to our Guest Information document which you can request from your Wedding Specialist.



ONCE YOU HAVE DANCED THE
NIGHT AWAY, OUR GORGEOUS
BEDROOMS AWAIT.



THE LAVINIA SUITE

Becoming acquainted with Hedsor's Lavinia Suite is one of the many pleasures of being a Hedsor couple. Use of this grand and luxurious suite is included in your hire of the house.

You will have access to the Lavinia Suite on your arrival at 10:30am.

As one of the largest in Europe, The Lavinia Suite spans the entire front face of the building, giving panoramic views of the countryside, our South Lawn, our gorgeous Highland cattle, and the driveway to peek a glance at your partner's arrival.

Double aspect windows in both the bedroom and dressing room are a makeup artist's dream, and give perfectly soft natural lighting in which to get ready.

We've thought of everything you might need to make your experience stress-free and enjoyable.

In the Lavinia Suite you will find:

- ~ A super-king four poster bed with hypoallergenic luxury bedding and fluffy white robes.
- ~ A romantic clawfoot bath and double rain shower.
- ~ Tea and coffee making facilities, as well as Champagne flutes, because everyone deserve bubbles on their Wedding Day.
- ~ Ample plug sockets, seating and vanity table space for your makeup and hair stylists to work.
- ~ All the usual amenities you would expect, including still and sparkling drinking water, Elemis shampoo and conditioner, a hairdryer, towels, an ironing board and an iron.



THE HIVE AT HEDSOR



The Hive exudes charm, character and country comfort. Everything you need for an idyllic night's stay has been thought of, and because you're just a stone's throw from Hedsor itself, you can enjoy the calmest of starts to your special day.

You will be offered the exclusive opportunity to book The Hive for the night before your wedding, at the time of booking with Hedsor.

We've thought of everything you might need to make your experience stress-free and enjoyable. Some more details about your stay at The Hive:

- ~ Check-in on the day of your stay is 4pm, and check-out is 11am the next morning.
- ~ The Hive sleeps up to seven guests in three bedrooms and three bathrooms.
- ~ Luxury bed linen, soft throws, towels, toiletries and hairdryers are provided.
- ~ The Hive contains a country-style kitchen with place settings for eight guests and self-catering amenities.
- ~ On the day of your wedding, a luxury breakfast hamper for seven will be delivered.
- ~ The Hive has a beautiful outdoor entertaining space with a dining table, fire pit (plus fire logs provided) outdoor sofas and cosy blankets.

Please speak to your Wedding Specialist for more details and to book (if not included in your wedding package).



RECOMMENDED HOTELS

Where better to rest your dancing feet than at a beautiful,
local hotel or cottage?

There are plenty of accommodation options nearby
including AirBnB, VRBO and various hotels available via
online booking platforms.

We have included a few of our favourites in this guide to
give you a place to start your search, several of which have
preferential rates for Hedsor guests.

BRAY COTTAGES

Bray | 6 cottages | SL6 2AF | 01628 583505 | 5.7 miles

THE BULL HOTEL

Gerrards Cross | 147 rooms | SL9 7PA | 01753 885995 | 6.7 miles

Group allocation rates available. Please contact Group Reservations on sales@
sarova.com

BURNHAM BEECHES HOTEL

Burnham | 82 rooms | SL18DP | 01628 429955 | 3.7 miles

Group allocation rates available. Please contact Group Reservations on reservations
on burnhambeeches@corushotels.com

CLIVEDEN HOUSE

Taplow | 47 rooms | SL6 0JF | 01628 668561 | 1 mile

THE CHEQUERS INN

Cookham | 29 rooms | HP10 0JQ | 01628 529575 | 1.9 miles

TAPLOW HOUSE HOTEL & SPA

Taplow | 30 rooms | SL6 0DA | 01628 670056 | 3.1 miles

SIR CHRISTOPHER WREN HOTEL

Windsor | 133 rooms | SL4 1PX | 01753 442400 | 9 miles

Group allocation rates available. Please contact Group Reservations on sales@
sarova.com



HEDSOR HOUSE
— ENGLAND —

Details

CONFETTI

The preservation of our beautiful house and grounds is one of our top priorities and for this reason we do not allow any confetti or petals outside or inside the house. We encourage you to explore other options such as sparklers or bubbles as an alternative for outside use.

FURNITURE

Hedsor House has some general furniture as well as dining furniture which is included in your hire price. We can recommend suppliers for additional furniture if required. If you would like to know exactly what furniture is included in your hire price, please let us know and we'll provide you with a copy of our Hedsor Inventory list. You will be able to discuss with your caterers where you would like the furniture around the house.

DANCE FLOOR

If dancing is a planned part of your celebration, then a dance floor must be laid to protect our oak floor. The recommended dance floor size is 16ft x 22ft. Hedsor require you use to one of our suppliers to ensure this is done properly.

Please see the AV/Production section of our Preferred Supplier Guide to source the best fit for you. If you're booking a package wedding this is included and will be provided by the relevant Hedsor supplier.

AV/PRODUCTION

All Hedsor couples must use one of our approved suppliers for all AV/Production (defined as staging, dance floor, house lighting & house PA). Bands and entertainment providers will be allowed to bring in their own PA system/lights for their act only.

WATER BASED HAZE / SMOKE MACHINES

Water-based haze/smoke machines are not allowed.

EVENING ENTERTAINMENT

A DJ is included in our Darcy, Augusta and 1776/Florence curated weddings. The DJ can begin from **7:30pm** in the Darcy and Augusta Wedding or **6:30pm** for the 1776/Florence Wedding. The maximum area available in the Centre Hall for a band or DJ is 5x2 metres so please ensure that your evening entertainment provider is comfortable with this space. You may be able to hold your evening reception in the Ballroom should you require a larger space, depending on your guest numbers. Speak to one of the team about how we could make this work for you.

ANIMALS

Hedsor is a dog-friendly wedding venue and we love to welcome couple's furry companions to the ceremony. To bring your dog to your wedding you will have to choose one of our canine companion packages, which permit your dog to be onsite for the duration of the ceremony, drinks reception and photos only. Dogs are not allowed upstairs at any time, and they must be on a lead when inside the house. For more information about bringing a dog to your wedding please see our website or speak to your Wedding Specialist who can explain the options in advance.

Animal welfare is something we take very seriously. Should you wish to bring any other live animal to your wedding, you will require prior written consent. However, we do not allow any bird or butterfly releases/flight.

CANDLES

We do allow candles on site however the flame must be contained within a tall holder i.e. a lantern or hurricane glass. We do not allow naked flame/real candles to be placed directly on the floor (i.e. the staircase) however, artificial flames can be used here. We also allow candelabras on the dining tables; however, these must be sturdy holders and non-drip candles. We do not allow taper candles, incense or oil burners inside the house. A document with example photographs can be requested from your Wedding Specialist.

SKY/CANDLE LANTERNS

We do not allow sky/candle/floating lanterns at Hedsor as they are damaging to the environment, can cause fires and endanger the livestock we have within our grounds.

FIREWORKS

Fireworks, operated by our licenced supplier, MLE Pyrotechnics, are allowed on the grounds of Hedsor House. All displays must use low noise fireworks and finish by **10:00pm**. Additionally you will need to book and pay any associated display fees with MLE Pyrotechnics directly. Displays typically start from £1,000 + VAT in addition to the Hedsor facility fee. Indoor fireworks are not permitted. There is a Hedsor fee to cover the facility costs. Hedsor donates £1,000 per display to its chosen charity of the year. See our website for more information on the beneficiary. For additional information regarding Fireworks Terms and Conditions please ask your Wedding Specialist.

The following are not permitted at the venue at anytime.

- X Chocolate fountains
- X Confetti, rice, petals and confetti canons
- X Indoor fireworks
- X Sky/candle lanterns and floating lanterns of any kind
- X Balloon releases or balloons on the exterior house facade
- X Live animal releases including butterflies/doves
- X Marquees
- X Smoking (including electronic cigarettes or charging devices) inside any buildings
- X Live cooking stations inside the Venue (for example crepe stations)
- X Smoke or haze machines
- X Ice luges (including but not limited to vodka luges)
- X Speed drinking activities and associated apparel

VALUABLES

Please ensure that all property and belongings are left safely in your bedroom which should be locked when vacated, this includes the Lavinia Suite. A key is provided upon check-in. Hedsor House can take no responsibility for the loss or damage of your or your guests valuables left onsite. A safe is available in the Lavinia Suite.

BACK-UP GENERATOR

Hedsor has a back-up generator to ensure your event is not disrupted in the event of a power cut.

DRONES AND AERIAL

To be able to fly any drone at Hedsor, including aerial photography, we must have the following documentation. Please ensure that you make your photographer aware if they wish to use a drone.

1. Proof of Permission for Aerial Work

This document is generated by the Civil Aviation Authority and proves that the operator is qualified to fly drones commercially and safely. The PFAW is a legal document and sets out the limits to which that operator can operate to ensure high standards of safety.

2. Copy of Public Liability Insurance

3. Non-Standard Flight Permission

(only required if drone weighs over 7kg)

As Hedsor is inside a controlled airspace, an operator requires permission from London Air Traffic. Again this is a legal requirement and we need a Non-Standard Flight permission document from the National Air Traffic Service. ATC Permission will also be required from Heathrow Air traffic control.

CENTRE HALL BALCONY

For health and safety reasons, your guests will not be permitted on the Centre Hall / First Floor Balcony once your evening reception has commenced. Access to this area will be roped off. Overnight guests can access the area to get to their bedrooms however, we politely request that they take caution and replace the rope as they pass through. Managed access for your suppliers such as photographers/videographer is permitted with Duty Manager approval.

SMOKING

Smoking, including e-cigarettes, is permitted on the grounds but not inside the house. There are stone pots at the bottom of each set of steps at the front and side of the house for use as ashtrays.

NOISE REGULATIONS

To protect our local neighbours and on-site livestock we do enforce some noise restrictions that we need to make you aware of. For your enjoyment, please note that we do not have a sound limiter onsite however we do mandate that:

- When having a ceremony on the South Lawn, microphones can be set up for the ceremony vows and readings. However, only low-level acoustic or stringed instruments are allowed to accompany this or as entertainment on the lawns after the ceremony between 12-7pm. We are licensed for outdoor ceremonies and blessings, but request that you have a wet weather plan in case of rain.
- The doors to our Sunken Garden are to be closed and are to remain closed as soon as music in the house begins.

Further Dutch Sunken Garden restrictions:

- No more than 40 guests in this area at one time, including for photos.
- Only low-level acoustic or stringed instruments or similar permitted. For example, harps or acoustic guitars (with no amplification). No drums or percussion allowed of any sort.

Further noise restrictions may apply – please speak to a member of the team if you have any questions or concerns.

ANTISOCIAL BEHAVIOUR AND DRUGS

In the rare event of anti-social behaviour or drug misuse onsite, the Hedsor team will take prompt, appropriate and decisive action to deal with issues before they escalate. We will work with relevant partners, including our security team and the police whenever necessary. If guests are abusive to either suppliers or staff, and you or your guests do not respond to the concerns being raised, Hedsor will be forced to execute clause 3.16 of your Terms and Conditions contract and evict the party from the house.

MARQUEES

There are noise restrictions at Hedsor to protect our neighbours and estate livestock, therefore we are unable to accommodate marquee events.

CLEANING

Your hire fee includes the house being cleaned prior to and after your event. If additional cleaning is required, this will incur a charge. Please note that cleaning will take place overnight to ensure the house is clean for your breakfast the following day.

PORTRAITS

CENTRE HALL PHILIP SHEPHARD PAINTING

In 1934, the house was acquired by Philip Edward Shephard, as a wedding gift for his son Philip and daughter-in-law Florence.

Mr Shephard very much looks forward to accompanying your special day and seeing more wonderful memories being made in the house.

The painting must not be covered or handled to avoid damage.

ROYAL PAINTINGS

The portraits of King George III and Queen Charlotte hang proudly in the Hedsor House staircase, while Queen Augusta hangs in our Mezzanine Balcony. They must not be touched, covered or handled to avoid damage. CCTV is in operation.



HOW TO VISIT US

BY CAR

The Hedsor estate is just 30 minutes by car from west London, just a few miles from the M4 (J7) and M40 (J2) and less than 30 minutes from London Heathrow Airport.

If using Sat Nav use the postcode SL6 0HX. Please note that some devices are unable to recognise the Hedsor estate, particularly Tom Toms, so we always recommend reviewing your route in advance.

BY TRAIN

From London Marylebone to Beaconsfield, the journey time is approximately **22 minutes**.

From London Paddington to Slough, the journey time is approximately **15 minutes**.

From London Paddington to Burnham, the journey time is approximately **32 minutes**.

All the local stations listed below area short taxi journey away:

- Taplow – 3.6 miles
- Burnham – 4.2 miles
- Beaconsfield – 5.1 miles
- Maidenhead – 5.3 miles

The newly opened Elizabeth Line runs through Maidenhead, Taplow & Burnham and provides direct connections to London Heathrow & Central London.

RECOMMENDED HOTELS

Please see page 17 for a detailed list of local hotels and accommodation options.

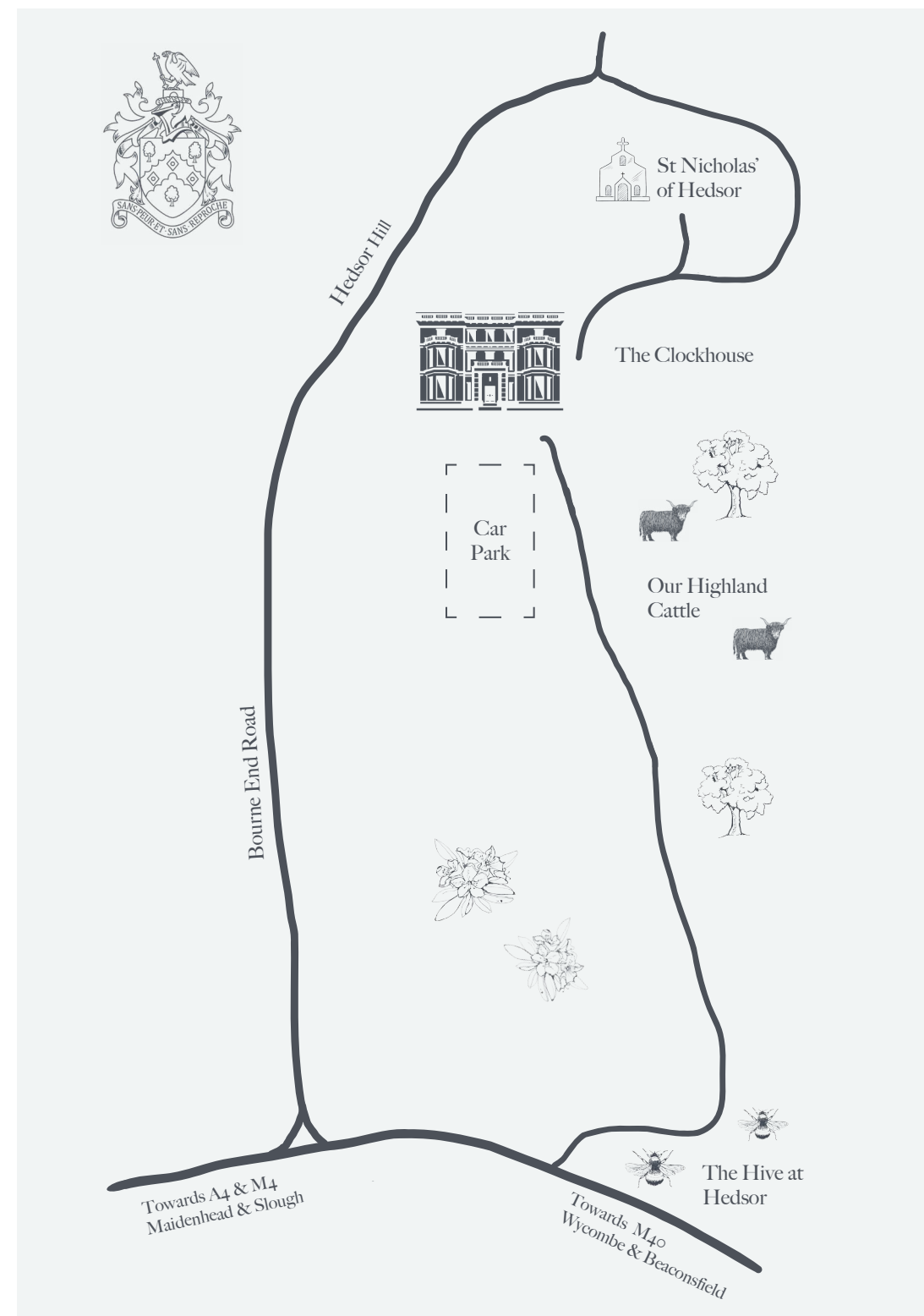
BY TAXI

From Burnham / Taplow area:

- Windsor Cars – 01753 677 677
- Burnham Cars – 01628 544 577
- Golden Executive – 01628 622 955
- Riviera – 01628 666 777

From Beaconsfield area:

- Beaconsfield Taxis – 01753 208 168
- Aspire Taxis – 01494 611 200





HEDSOR HOUSE
— ENGLAND —

We're always here to help.

If you would like more information about anything in this guide, or have questions,
don't hesitate to contact us on info@hedsor.com or call us on 01628 819050.