

# EVENING HIRE

## AT WILLIAMSON PARK

The Ashton Memorial was commissioned by James Williamson - Lord Ashton - as a tribute to his late wife, and this beautiful building has been associated with love and romance ever since. With its stunning marble floors, sweeping staircases and magnificent views across Morecambe Bay and the Lake District, the Memorial has become Lancaster's most exclusive. You and your guests will have sole access to the architectural splendour and breathtaking views from the first floor viewing gallery. Set in 54 acres of beautiful woodland this unique venue provides endless opportunities for photographs of your special event.

### Costs April 27 - March 28

- Hire with staffing and tables, chairs and tablecloths: £1,500
- Additional Hours: £190

(All prices are inclusive of VAT and include a £100 non-refundable deposit)

### Capacity

- Sit down meal : 80 (max)
- Without tables : 120 (max)

Please note that the hire of the Ashton Memorial is between 17:30 and 23:30. Events/Music must end at 23:00 with 30mins to take down. All events must have Williamson Park staff present.

### What we provide

- A stunning venue set in 54 acres of beautiful parkland.
- A room only hire of the grade 1 listed Ashton Memorial.
- A dedicated events team who will set up, take down and clean down the venue prior and post event.
- Williamson Park staff oversee events on behalf of the council, it is your responsibility to run the event.

### Catering

- Williamson Park does not provide catering so you will need to find an external caterer that is registered and licensed with Lancaster City Council. External caterers must also provide evidence of their public liability insurance.
- The Ashton Memorial does not have any kitchen facilities and no running water. So external catering companies must be self contained.
- We do not allow any electrical cooking equipment to be used inside the Ashton Memorial, without prior consent.
- All waste at the end of the night must be removed from the park.
- We must have all documentation from external catering companies before the event goes ahead. If we have not received the documentation we reserve the right to cancel your event.

### Entertainment

- The Ashton Memorial is equipped with surround sound and a music system that can accept CDs, iPods and Laptops. A DJ or Live band are permitted for your evening hire.
- Any electrical equipment brought into the Ashton Memorial must comply with Portable Appliance Testing (PAT) regulations.

### Electricity

- The Ashton Memorial is an old building and can be easily overloaded with too many pieces of equipment being plugged in.
- You must specify exactly what it is you are plugging in and how long you will need it – so that we can address whether or not there is an additional strain on electrical distribution. There will be additional costs for excess amounts of electricity used.

### Decorations

- In regards to lighting the only lights available that we have are the Ashton Memorial house lights, which are the main permanent lights in the building. If you want other lights you will have to make these arrangements yourself.
- Restrictions: Candles and balloons are not permitted in the Ashton Memorial at any time. We do not allow anything to be stuck to the interior walls of the memorial.

## Public Access to Ashton Memorial and Williamson Park

- As part of his bequest the Ashton Memorial was donated by Lord Ashton to the people of Lancaster. In regards to hiring you must be aware that we cannot officially close the Ashton Memorial to the public until 5pm, although this is never normally a problem, we must stress that if a member of the public was to walk into your event we cannot stop them from doing so.
- Williamson Park is open 24/7 and is a public park so you must be aware that members of the public may be present outside your event.

## Park Facilities

- You and your guests are more than welcome to use the other park facilities such as the Pavilion Café and Butterfly House under their normal opening hours.
- During your hire of the Ashton Memorial, the Art Gallery and viewing balcony will be open and your guests are more than welcome to visit these parts of the Ashton Memorial.
- The Pavilion toilets will be available for use.

## Marquees

- We strongly advise against marquees at Williamson Park due to the exposed nature of the Park and the fact that it is open to the public 24/7.
- Marquees can take up to one full day to set up and take down, so are only allowed when it does not obstruct any other event. During wedding season (April – October) we do not allow marquees.
- Marquees must not obstruct any public foot paths or entrances into the Ashton Memorial.
- Please also be aware that due to the high winds we sometimes experience it may not be possible for a marquee to be put up regardless of your request or booking.
- You must also be aware that the concrete area in which we would allow a marquee to go up is over a mosaic and so suitable flooring to protect the mosaic must be used.

## Parking

- The Quernmore Road car park is available for use for the event. Whilst guests are arriving it is also possible to have a car parking attendant – to arrange this please speak to the Wedding Coordinator.
- There should be no more than 2 vehicles parked outside the Ashton Memorial at any one time. Taxis can drop off outside the Quernmore Road barrier but must not come any further. Any additional vehicles found outside the Ashton Memorial will be asked to park in the Quernmore Road Car Park. We don't allow any more than two vehicles to park outside the Ashton Memorial due to emergency service access to the building. Likewise any vehicles found blocking Quernmore road drive will be asked to move.

## Williamson Park's responsibility:

- To oversee the event and ensure the wellbeing of all guests.
- To ensure that no actions occur that could cause damage to the Ashton Memorial – any activity we deem unfit or unsuitable will be stopped immediately.
- Setting up and taking down of all Williamson Park property.

## The hirer's responsibility:

- Removal of waste.
- Organising external companies.
- Providing evidence of liability insurance and risk assessments for companies – please note without this documentation an event cannot go ahead.
- Ensuring the wellbeing of all attendees.
- The hirer is liable for any damage caused and must be made aware that they will be charged for any damage caused to the Ashton Memorial interior or exterior and likewise to Williamson Park and Lancaster City Council property.

## How to Book the Ashton Memorial

- To check availability or to provisionally book your event please contact our Wedding Coordinator on 01524 33318 or email [williamsonpark@lancaster.gov.uk](mailto:williamsonpark@lancaster.gov.uk). Once you have decided on a date you must fill out a booking form. Booking forms are available from the Wedding Coordinator. Please note that your booking is only confirmed once you have received confirmation. Completion of booking form does not confirm your booking.
- When we receive a booking form the event will only be confirmed once we are satisfied that we have all information necessary and that the event does not put the building, yourselves or your guests at any form of risk.
- Lancaster City Council reserves the right to cancel your event at any time.