



# FORD GREEN HALL



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*Weddings*



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*Ford Green Hall is a rare survival of Stoke-on-Trent's pre-industrial past. Originally built in 1624 as a farmhouse but extended in brick early in the 18<sup>th</sup> century, this picturesque timber-framed building with its period garden is the ideal venue for small intimate Weddings.*

*Ford Green Hall can be hired for Weddings on any day, with a maximum of 30 guests (excluding the Marriage Couple)*



## STANDARD HIRE

*Standard hire for a wedding is two hours, with extra hours by arrangement.*

## OPTIONAL EXTRAS

*The Hall can provide a 17<sup>th</sup> Century style buffet.*

*As the Hall is unlicensed, alcoholic drinks must be supplied by yourselves and will be served by our staff.*



*Your own alcohol or soft drinks can be delivered to the Hall along with flowers etc., on Thursday prior the wedding day, between 1 pm - 3.30pm*

*Teas, coffees and soft drinks can be provided as an optional extra. Please discuss your requirements at the time of booking.*

*A Slip Ware commemorative Plate is available on request, at additional cost.*



## **TERMS AND CONDITIONS**

*Please note that as it is the first priority of the Hall to preserve the building and its contents for future generations, none of the furniture can be used or moved without the permission of the Manager.*

*Only the ground floor of the Hall and the gardens will be open to wedding parties.*

*Confetti may not be thrown within the Hall itself. Biodegradable confetti must be used outside. (2 packets are provided)*



*Food and drink consumption is restricted to the reception area and the garden.*

*All parking in the vicinity of the Hall is at the owner's risk.*

*Anyone booking the Hall for a wedding will be deemed to have accepted the above terms and conditions.*

*Your own choice of music can be played during the ceremony. Please note that in order to comply with legal requirements this must be of a non-religious nature.*

## HOW TO BOOK

*It is essential that before booking the Hall for your Wedding you make a visit to see that it meets your requirements. We are open Sunday to Thursday 1 to 4pm (last admission 3.30) and by appointment at other times.*

- 1. Bookings should be made at least 3 months in advance. If possible.*
  - 2. Contact the Registrar to check dates for their availability.*
  - 3. Contact the Hall to discuss available dates.*
  - 4. Contact the Hall and Registrar and pay £100 deposit to the Hall. Cheques should be made payable to Ford Green Hall Museum Ltd. Card payments available. Provisional bookings will be held by the Hall for one month only and confirmation will be made in writing upon receipt of the deposit. Please note that the deposit is non-refundable.*
  - 5. Make an appointment to visit the Hall and discuss your requirements in detail concerning flowers, refreshments, special arrangements etc. Please do this at least 6-8 weeks in advance of the wedding. A copy of the arrangements agreed upon will be sent to you. If any changes need to be made, please inform the Hall immediately as it may not be possible to make last minute changes.*
  - 6. Confirm arrangements and pay balance (at least 4 weeks in advance).*
- Please Note: Ceremonies can be booked at short notice, however we cannot always guarantee that the plate (if ordered) will be ready if the booking is taken less than 3 months in advance.*



## GROUND PLAN

*Weddings take place on the ground floor of the Hall which is fully accessible for disabled people. Wheelchair access is through a door at the rear of the reception area.*

## PORCH

*Wedding guests will enter the Hall through the original front door.*

## MAIN HALL

*Wedding ceremony for a maximum of 30 guests.*

## PARLOUR

*Wedding ceremony for a maximum of 15 guests.*

## RECEPTION AREA

*Available for serving drinks to wedding guests.*



**Ford Green Hall,  
Ford Green Road,  
Smallthorne,  
Stoke-On-Trent  
ST6 1NG**

**Tel: 01782 537696**

**Email: [fordgreenhall.museum@gmail.com](mailto:fordgreenhall.museum@gmail.com)**

## Guidance for those who wish to marry on approved premises

- 1. As soon as a couple have made provisional arrangements for their marriage on approved premises; they should be advised to contact the Superintendent Registrar for the district in which the premises are situated at The Register Office, Town Hall, Hanley, Stoke – on – Trent. ST1 1QQ. Tel: 01782 235260.*
- 2. Without the presence of this Superintendent Registrar and a Registrar there can be no marriage and any arrangements for the use of the premises depend entirely on their availability. It is, therefore, essential that the couple make an advance booking with the Superintendent Registrar for his attendance at their proposed marriage as soon as a booking is accepted. A fee for this attendance will be payable before the ceremony.*
- 3. The couple will also have to give a notice of marriage to the Superintendent Registrar(s) of the district(s) in which they live. This notice must be given in person by both parties and is valid for 12 months.*
- 4. The couple should be warned that any arrangements made for a marriage to take place on the approved premises are dependent on:*
  - (a) The attendance of the Superintendent Registrar and Registrar for the district in which the premises are situated;*
  - (b) And the issue of the authority or authorities for marriage by the Superintendent Registrar(s) to whom notice of marriage was given.*
- 5. When notice is given in a different registration district from the one where the marriage is taking place, the couple will have to collect the authority before the ceremony and ensure that it is delivered to the Registrar who is to attend the ceremony.*
- 6. The couple should be advised that only a civil, non – religious ceremony can be permitted by the Superintendent Registrar. Any music, reading, words or performance which form part of the ceremony must be secular. The content of the ceremony must be agreed in advance with the Superintendent Registrar who will be attending the ceremony.*
- 7. Any rights of copyright for music, readings etc permitted at the ceremony are a matter for the couple and holder of the approval.*

PHOTOGRAPHS COURTESY OF NEIL HULSE PHOTOGRAPHY

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