

Weddings & Civil Partnerships at Sharpham

Information, booking & marquee form for 2025



Thank you for your interest in holding your celebration at Sharpham.



We welcome people of all faiths, or none.



We are an LGBTQ-friendly wedding venue.

Planning your wedding with us

Our friendly & experienced House Managers are happy to show you around the House and talk through all the arrangements. Contact them on: 01803 732842

House Manager, Janey Dornheim: housemanager@sharphamtrust.org

Assistant House Manager, Rachel Probert: house@sharphamtrust.org

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Sharpham House Booking Form

Terms and Conditions

1. About Sharpham House

Sharpham Estate is managed by a charity, The Sharpham Trust. The Trust limits the number of weddings in the House to around six to eight per year with all proceeds going to help support the work of the charity and upkeep of the Estate.

Sharpham House is a Georgian Palladian Villa built in 1765 for Philemon Pownoll, a naval captain who became wealthy when he helped capture a Spanish galleon laden with treasure. Philemon bought the Sharpham Estate and commissioned renowned architect Robert Taylor to build him a suitably impressive Italianate Villa. In addition, Capability Brown - the famous 18th century landscape gardener - was commissioned to create a new parkland landscape around the House. Taylor was famous for his amazing staircases and Sharpham features. Amongst his best work is the impressive elliptical oval staircase rising up to a dome with a skylight.

Unfortunately Philemon died in action soon after the House was built, leaving an orphan daughter Jane who (so the story goes) eloped to Gretna Green to marry Edmund Bastard. You can see portraits of these main protagonists in the Music Room when you tour the House.

2. Sharpham House Facilities

Within the House:

A. The Entrance Hall

An octagonal main entrance hall featuring eight Doric pillars, a 16-point compass design on the floor and Barbara Hepworth sculpture.



B. The Staircase

Stunning, elliptical, cantilevered staircase rising two floors to an ornamental dome with a stunning lantern skylight.

Maximum of 60 people on the staircase at any one time.



C. The Maurice Ash Room

28' x 18'
Ground floor room on the north side of the House with artwork by Sarah Gillespie.



D. The Octagonal Room

25' x 25'
First floor octagonal-shaped reception room at the front of the House with views over the River Dart and vineyard, and featuring an original Henry Cheere marbled fireplace and a 1645 Aelbert Cuyp painting.



E. The Music Room

28' x 18'

Ornate room on the first floor featuring original fireplace, a number of artworks and a grand piano, as well as portraits of Sharpham House's 18th century creator, Captain Philemon Pownoll and his wife Jane.



F. The South Wing Hall

28' x 18'

A room on the south side of the House overlooking gardens accessed from rear courtyard. Flagstone floor and attached accessible toilet and kitchen. Perfect for evening music and dancing.



Picture by Rockrose Photography

In the grounds:

G. The North Lawn

A location for marquees close to the House.



H. Our Formal Gardens

Grade II* listed and designed by Percy Cane, with a croquet lawn, rose beds and views over the River Dart valley. A perfect backdrop for wedding photography.



Bedrooms in Sharpham House

We have 24 bedrooms in the House sleeping up to 44. We have 8 shared bathrooms and 5 en-suites. The bedrooms vary in size and outlook:

South side 1st floor:

Ruth Ash – double or twin
Philemon Pownoll – double bed (hand-basin)
Thomas De Sharpham – double bed (hand-basin)



South side 2nd floor:

Walnut – double or twin (en-suite)
Beech – double or twin and a single (en-suite)
Chestnut - twin
Tulip – double or twin and a single



Rear 1st floor:

Edmund Bastard - single
Elizabeth Durant - single

Rear 2nd floor:

Oak – twin
Elm – twin



North side ground floor:

Clare Milne – single (en-suite accessible)

North side 1st floor:

Monkey Puzzle – single

North Side 2nd floor:

Holly - twin



North side 3rd floor:

Lime – double or twin and a single (en-suite)

Cherry – twin

Front of House:

Yew – double or twin (en-suite)

Ash – double or twin



West Wing:

Apollo - single

Favourite - single

Hermione – single



South Wing:

Capability Brown – double or twin

Richard Durant – double bed

Robert Taylor – double or twin



3. The Coach House Facilities

The Coach House opened in April 2022. It lies immediately behind the main House and has a small walled garden in between.

There are 18 bedrooms in the newly refurbished Coach House: 12 are en-suite rooms, with another 6 rooms that share 3 bathrooms.

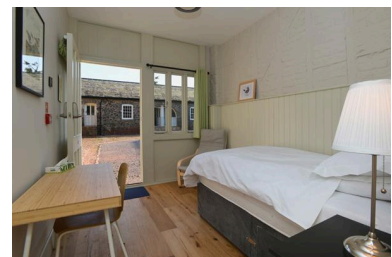
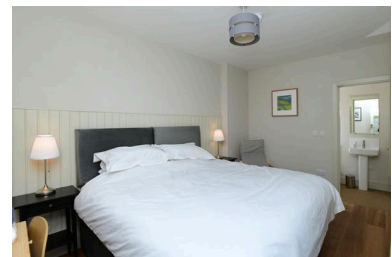
There are 5 twin rooms and 2 rooms with double beds so the maximum capacity is 23 people (or 25 if sharing doubles).

There is a kitchen, dining room and a lounge with a wood burner.

These facilities are in four wings surrounding a central coachyard with its own access.

Guests can make their own hot drinks in the lounge, and all bedding and towels are provided.

The Coach House has its own small, attractive walled garden on one side.



4. Venue hire charges 2024

A. Sharpham House Ceremony Rooms

The following rooms are available for ceremonies:

The Octagonal Room (max 60 guests)

The Oval Staircase (max 60 guests)

The Octagonal Entrance Hall (max 60 guests)

The Staircase and Entrance Hall combined (max 120 guests)

The South Wing Hall (max 60 guests)

B. Hire of Sharpham House

2 nights/weekends (Friday from 4pm until Sunday, departing by 12 noon):

2 nights £8,250

Additional nights (for Wedding Couple & up to guests): £2,195

This includes:

- Accommodation for the Wedding Couple and up to **42** guests on a bed & breakfast basis in 24 bedrooms in Sharpham House
- Use of all ceremony rooms, reception rooms and formal gardens

C. Optional Additional Hire of The Coach House

- 18 bedrooms for up to 25 guests
- This takes the total maximum number of staying guests to **69**
- £82.50 per person per night bed & breakfast
- Minimum charge £825 per night

The fee for the House does **not** include the Registrar's fee.
This is applied for and paid direct by the client, who books the time and date with the Devon Registrar's office before confirming the date with Sharpham.

5. Wedding ceremonies



Picture by Rockrose Photography

We have five spaces/rooms licensed for weddings. Ceremonies can be held in The Entrance Hall/staircase, in the Maurice Ash Room, in the Music Room and the Octagonal Room and the South Wing Hall.

The Entrance Hall and staircase can be used together, to accommodate up to 120 people. The other rooms can each accommodate up to 60 people. Up to 120 chairs are provided.



We welcome LGBTQI+ couples to be married at Sharpham House.



6. Dining

The Wedding Breakfast can take place either in the House or outside in a marquee. If dining in the House, there are three rooms, each seating 40 people comfortably: the Maurice Ash Room, the Octagonal Room and the Music Room. The maximum total number for a sit-down Wedding Breakfast in the House is 120.

If a marquee is used for the Wedding Breakfast then up to **200** can be accommodated depending on the size of marquee selected. However, please note that numbers in the House are limited to a maximum of 120.

The marquee site area has a capacity to seat up to 200 people and the House can seat a maximum of 120 guests in three different dining rooms (max 40 per room).

Sharpham House has 120 chairs with blue seat pads and various tables that may be used inside the House only. We have 5ft banquet tables that you can hire. You would need to provide your own tablecloths.

You can select from the following options:

A. A catering company

Please **contact the caterers directly** to discuss your needs including hire of glass, silverware, linen and refrigeration. They will need to provide us with their insurance and food hygiene credentials.



Some suggested caterers:

1. Field to Fork – offering locally-sourced, organic produce. www.fieldtoforkcatering.co.uk
2. Entertaining Food - from fun & quirky to silver service. www.entertainingfood.com

B. A Hog Roast

Our suggested provider is South Devon Hog Roast www.southdevonhogroast.co.uk

Wedding Breakfast wines and reception drinks

Sharpham House holds a Premises Licence for the provision of entertainment and the consumption of alcohol from **11am to midnight**. This may be extended to 12.30am, at a cost (see booking form below). The House Manager holds a Personal Licence and the Trust provides a qualified SIA security steward for all weddings.

You can select from the following options:

A. Sharpham Wine can be supplied direct from Sandridge Barton Vineyard

Contact info@sandridgebarton.com to arrange.

You will also need to arrange glasses and refrigeration either from a supplier or through your caterer.

B. You may provide your own wine and drinks

You will also need to arrange glasses and refrigeration either from a supplier or through your caterer.

C. Your caterer can be asked to supply wine and drinks

Post-reception bar

The Trust employs a trained security steward overnight on the night of the wedding. There is a flat rate for corkage - see costs below.

You can select from the following options:

A. Your selected caterer can be asked to run a cash bar

Arrange this directly with the caterer.

Wedding clients are not permitted to operate a cash bar themselves under the terms of our licence.

In the event of any guest's behaviour being unacceptable e.g. disruptive, drunken or abusive, we reserve the right to refuse to serve them drinks and if necessary, to request that they leave the premises.

B. Sharpham Trust staff can be asked to run a cash bar

The Client must supply the drinks. Staffing is charged per hour for 2 people - see costs below



7. Other Arrangements

Cakes

Please arrange these directly with your supplier of choice.

Flowers

You are welcome to decorate the rooms with your own flowers.

Marquees

Clients often hire a marquee in which to hold the wedding breakfast or entertainments. Marquees can be set up on the lawn, on the north side of the House which is level ground and has power close by (1 x 32 amp and 2 x 16 amp outdoor plug sockets). An additional catering tent may be required. Please discuss your marquee requirements with the House Manager, fill in the Marquee Consent Form (*which will be sent to you separately if required*) and then hire your marquee directly with a reputable supplier.

You will need to hire chairs and tables for the marquee – you cannot use Sharpham chairs in the marquee or outside. If you are having more than 100 guests then two extra portable toilets will need to be hired. Please arrange these directly with your supplier of choice.

Marquees should be erected on the day before the wedding and must be removed the day after. Please confirm this with your marquee supplier.

Music

All musical entertainment is by arrangement only. Music in the marquee on the north lawn or in the House has to stop by 11.45pm. Music is **not** allowed outside on the south

side patio under our licence. A PAT-test certificate and public liability insurance is required from performers.

Travel

Rail - the Estate is situated close to Totnes which is served by mainline rail.

Bus – Ashprington only has a weekly bus but Totnes is well served.

Coach – only minibuses can reach the House. PLEASE NOTE only single level coaches can access the top of the Estate with a maximum length of 10 metres (32ft) and a maximum width of 2.62 metres (8ft 6in). Guests must then walk 5 minutes down to the House.

Taxi – taxis are available for the short trip from Totnes.

Boat – the venue can be reached by boat on the River Dart via North Quay. This is dependent on the tides and MUST be checked prior to booking.

You must provide all coach and boat companies with Sharpham contact details and they are requested to confirm access before an event. Please also inform Sharpham of the companies you are using and contact details.

Car Parking

We have limited car parking at Sharpham. Please encourage car sharing or minibus hire amongst your guests.

30 spaces at the House.

25 spaces at the Farmyard, 5 minutes' walk from the House

20 spaces in Dairy car park, 5 minutes' walk from the House

20 spaces at the Reservoir car park at the entrance to the Estate, 10 minutes' walk from the House.

We can provide a member of staff to supervise car parking before the wedding.

Accessibility

Disabled or less able visitors can be dropped off at the front of the House. There is level access to the lawns, marquee, ground floor of the House and toilets. There is access to the upper floors of the House via a small lift. Please consult the House Manager about disabled access and use of the lift.

We have an accessible bedroom – The Clare Milne Room – on the ground floor. Please consult our Accessibility Statement (available on our website) for more details.



Departing the event

Our licence is until midnight and we request that all members of the party leave the site no later than 30 minutes after the agreed end time. We also ask that members leave quietly so as not to disturb our neighbours.

Decorating the gardens or the exterior of the House

Sharpham House and gardens are Grade I-listed and the fabric of the house is delicate and we ask that **no items are strung up or attached inside the House and no string, wire, Sellotape or Bluetack is used.** An exception is made for the balustrade on the main stairs to which fairy lights or flowers can be attached if prior permission is requested from the House Manager.

The South Wing may be decorated subject to the approval of the House Manager. Other flowers should be freestanding.

No lights, decorations or other items are allowed to be attached to the exterior of the main building. Fairy lights may be strung up in the rear courtyard but this should be overseen by the House Caretaker using the fixings supplied.

No lights, decorations or other items are allowed to be attached to trees.

No person is allowed to use a ladder on Trust property. A request can be made through the House Manager for the Caretaker if a ladder is needed.

Dogs

No dogs except guide dogs are allowed in Sharpham House.

Confetti

Biodegradable confetti or rose petals are perfect, however if you choose to use any other type of confetti there will be a clearing charge of £200.



Candles

Due to fire regulations, a limited amount of candles can be used. These can only be alight during the ceremony and meal, and must be extinguished prior to an evening dance.

No candles are allowed inside anywhere else at Sharpham.

Fires, BBQs, fireworks and smoke machines

No fires are allowed to be set outside the House or on the lawn, except by prior arrangement with The Trust, and with the use of a fire bowl.

As animals are close to the site, fireworks are not allowed.

No barbecues inside. Barbecues by prior arrangement and operated by a professional.

No smoke machines to be used in the House as they set off the smoke alarms.

Smoking

The marquee and House are recognised as a smoke-free zone and therefore we request that your guests smoke outside. Please ask your guests to use the sand-buckets provided.

Recycling and Refuse

Empty bottles, glass, cardboard and cans have to be taken away on the final morning of the hire to be recycled by the venue hirer.

Caterers to clear their own refuse from the venue.

Health and Safety

We take the safety of our guests seriously and expect all participants to act in a way that will not endanger themselves, others or property.

A member of Trust staff will be on duty throughout the wedding day. An SIA steward is on duty from 10pm through the night and will ask anyone acting in an unsafe manner to leave the event.

If alcohol is to be consumed a member of staff with a personal licence will be present and monitor that the conditions of our licence are abided by. We request that wedding guests do not consume excessive amounts of alcohol and bar staff will be told not to serve individuals that clearly have had enough.

Our swimming pool is not available to wedding clients nor their guests.

Coronavirus

All weddings are booked on the understanding that there might be constraints imposed on us by government laws or guidelines. The Trust cannot deviate from what the Government imposes. This may include social distancing, limits on numbers attending or other stipulations.

Security Deposit

We take a 10% security deposit at the same time as we take your balance (12 weeks before the wedding date) which is refunded after the event - minus any additional costs incurred in relation to cleaning, repairs, damaged property or extra staff time.

Booking

Once you have discussed your arrangements and you wish to book you will be asked to fill in a booking form and agree our terms & conditions. Bookings and dates **cannot** be confirmed until you have paid a deposit.

Cancellations

Please see our Terms & Conditions on our Booking Form for our cancellation policy.

Insurance

It is recommended that you insure against cancellation. The Sharpham Trust cannot accept any liability for any loss or damage to the personal property of any clients or their guests whilst on the premises. The clients will be liable for any loss or damage sustained to the property including furnishings, themselves, their guests & children.



Visit us here: www.sharphamtrust.org

   SharphamTrust

Sharpham House, Ashprington, Totnes, Devon, UK, TQ9 7UT 01803 732842 Company N°. 01659601. Charity N°. 285767

Weddings & Civil Partnerships at Sharpham Price List

| | |
|--|--|
| Sharpham House hire cost- bed and breakfast for up to 44 people including wedding couple <i>*Weekends: Friday-Sunday 2 nights</i> | £8,250 |
| Additional nights in Sharpham House - per night | £2,195 |
| The Coach House accommodation- per night - bed and breakfast for up to 25 people | £82.50 per person per night £825 min charge |
| Hire charge per table for 5ft round banquet tables - not including tablecloths | £15 |
| Corkage – flat fee | £150 |
| 2x Sharpham bar staff - per hour | £40 |
| Licence extension from midnight to 12.30am | £95 |
| SIA Steward from 10pm on the night of the Wedding till morning | £ included |
| PAYMENT SCHEDULE | |
| 50% non-refundable deposit required at point of booking | At point of booking |
| 10% security deposit <i>This is refunded after the event - minus any additional costs incurred in relation to cleaning, repairs, damaged property or extra staff time</i> | 12 weeks prior |
| Only biodegradable confetti or rose petals can be used - if not there will be a confetti clearing charge added | £200 |
| Balance | 12 weeks prior |

Payment

Payment is by bank transfer:
Lloyds Bank - sort code: 30 98 69 account no: 02268066
Please quote your surname as the reference

Visit us here: www.sharphamtrust.org

 SharphamTrust

| Sharpham House wedding booking form 2025 | | | | | | | |
|---|--|-----|--------------------|-----------------------|-----|-----|----|
| Full name of Nearly-wed: | | | | | | | |
| Full name of Nearly-wed: | | | | | | | |
| Address: | | | | | | | |
| Contact no: | | | | | | | |
| Email: | | | | | | | |
| Wedding venue hire details | | | | | | | |
| Date from: | | | Date to: | | | | |
| Time from: 4pm | | | Time to: midday | | | | |
| Date of wedding at Sharpham: | | | | | | | |
| Location of ceremony: | | | | | | | |
| Anticipated number attending: | | | | | | | |
| Coach House required for additional accommodation: | | | | | | | |
| Anticipated number of guests for accommodation: | | | | | | | |
| Wedding Breakfast | | | | | | | |
| Anticipated number of guests for Wedding Breakfast: | | | | | | | |
| Location of Wedding Breakfast | | | Entrance Hall (40) | | yes | no | |
| Music Room (40) | | yes | no | Maurice Ash Room (40) | | yes | no |
| Octagonal Room (40) | | yes | no | Marquee (200) | | yes | no |
| Caterer company name | | | | | | | |
| Caterer providing wine | | yes | no | Couple providing wine | | yes | no |
| Caterer operated bar | | yes | no | Sharpham staffed bar | | yes | no |
| Entertainment details | | | | | | | |
| Type of entertainment: | | | | | | | |
| Location: | | | | | | | |

| | | |
|---|--------|-----------|
| Sharpham House hire cost - bed and breakfast *Weekends: Friday-Sunday 2 nights | £8,250 | |
| Additional nights in Sharpham House - £2,195 per night | £ | |
| TOTAL | £ | |
| 50% non-refundable deposit | £ | |
| 10% security deposit (due 12 weeks prior) | £ | Due date: |
| Balance (due 12 weeks prior) | £ | Due date: |

Terms and conditions

Please pay a non-returnable deposit of 50% on confirmation of your booking. The balance – and the 10% security deposit - is due 12 weeks before the wedding date. Late payment may result in cancellation.

Cancellation Policy

All cancellations must be made in writing. A booking cancelled prior to a wedding hire will incur the following charges:

| Cancellation date | Result |
|--|---|
| More than 12 weeks before the wedding hire | Loss of booking deposit (paid at time of booking) |
| Within 12 weeks of the wedding hire | Loss of 100% of the total hire cost |

Cancellation by The Trust

If the Trust is forced to cancel the event then a full refund will be given. No compensation can be paid for this inconvenience and The Trust recommends that clients take out appropriate insurance.

Covid 19

By booking clients are accepting that the arrangements for weddings will be subject to the Government guidelines and rules that are in place at the time of the event. This may mean restrictions are imposed on the numbers attending or the activities allowed. The Trust cannot offer any refunds relating to these alterations and will insist that the appropriate rules are followed. **Refunds will be offered only if the Trust is forced to close its property due to Covid 19 restrictions. The decision whether to close will be solely at the discretion of The Trust.**

| | |
|--|--------------|
| Please sign below to confirm that you have read and understood our Terms & Conditions | |
| Signed: | Date: |
| Print name: | |

Please return this form to: Programme Administrator, Sharpham Trust, Sharpham House, Ashprington, Totnes, Devon, TQ9 7UT Email: bookings@sharphamtrust.org Phone: 01803 732542

Visit us here: www.sharphamtrust.org

 SharphamTrust