# WHAPLODE MANOR

# WEDDING BROCHURE

# 2011

# *The Ceremony*

*Whaplode Manor is licensed for civil ceremonies. These are non religious therefore you choose no hymns, prayers or use religious beliefs. We have two registrars attend to conduct the service. The stage is set with a desk for the registrar and the groom awaits the entrance of the bride. We have seating set out for your guests but it is important that the two witnesses are sat near the stage so they can hear what is said. We need to know how many attendants you have to reserve their seats to one side. We can seat up to 100 guests for the ceremony. You may wish to provide floral displays for each side of the stage and maybe a small arrangement for the registrar's table. We can provide a ring cushion for you.*

*The registrar arrives 1 hour before the ceremony and will need to see the groom prior to the ceremony. The bride can be getting ready in the honeymoon suite if you have booked this or will arrive by car. The wedding guests arrive and can wait in the courtyard garden or conservatory. Please note it is a legal requirement that no alcohol is to be consumed on the premises prior to the ceremony. We are unable to serve any refreshments at this stage.*

*Once the bride is ready the guests go through to the stage and dance floor area which is set for the ceremony. The guests will be asked to stand by the registrar and the bride can enter via the lower floor or most brides choose to come down the staircase so she is visible to all guests and of course the groom. Please choose a piece of music for the entrance of the bride. Please burn music onto a CD disc for the day it helps a lot. The bride and groom then stand with the registrar to say their vows to each other. It is often nice if a friend or relative does a reading for you. Then it is the signing of the register. Choose two pieces of music for this as it is an ideal time to get some photos taken. Finally there is the exit music and the bride and groom lead out with guests following.*

*It is then time to relax and have more photos taken.*

*For further information on civil ceremonies go to the Lincolnshire County Council website www.linclonshire.gov.uk/registrtation There is a brochure you can download. To book a registrar you call 01522 782244.*

*We charge £100 for hosting your civil ceremony . There is also a charge made by the registrars for their services.*

## *Prelude*

*While the newly weds are having those all important photographs taken in the picturesque courtyard garden your guests can feel welcomed with a drink. And time for them to chat and relax and enjoy the setting. Here are some suggestions for some drinks you might like to offer:*

*Buck's fizz*
*Made with sparkling wine and Orange*

*Made with champagne and Orange*

*Champagne*

*Pimm's*

*Non-alcoholic Punch*

*Orange juice*

*Alcoholic Punch*

*White wine*

*Red wine*

*Sparkling Wine*

*Mulled Wine*

*Winter Pimm's*

*How about a string quartet, harpist, guitarist, mime artist , human statue or bagpipes. We can provide the phone numbers for some of these if you are interested.*

## *The reception meal*

*It is time for your guests to move up to the function room for their meal. It is customary at this stage to have a line up to greet your guests. You need to have a seating plan on display visible for your guests. This need not be too elaborate just table number and the names written clearly underneath.*

*Our price per head includes: a three course meal of your choice with fresh vegetables and appropriate accompaniaments, tea and coffee after the meal, table linen; cloths and napkins ( all in ivory only); exclusive use of the venue for the day; full staffing to cope with the number of guests; all furniture supplied; crockery and cutlery; glasses; cake stand and knife; wedding planning advice service.*

*What you need to supply; table decorations including floral displays for the building or balloons, wedding cake; place cards; favors; table seating plan; gifts for attendants.*
*If you hire table cloths we need them here by Friday 10am and chair covers can be on the day.*
*Extra costs; arrival drinks; wine for the table; toast drink; evening buffet. We will charge £1 per chair if we have to move chairs with covers on to be used upstairs after a ceremony.*

## *Menus*

*You have a choice of menu to offer your guests. Several factors need to be considered when planning the food you will offer.*

1. *The time of year, what foods are seasonal and what the weather will be like.*
2. *How many guests you are serving- over 80 guests cannot have a carvery it will take too long and use extra space up in the function room.*
3. *What age are the guests, elderly or children? You may need to choose a lighter meal.*
4. *What time of day are you eating? What other food will you be offering guests during the day or evening.*

*It is a good idea to offer a couple of choices in the menu for each course we offer this at the same price as a set menu but it is conditional that* ***we know what each guest is eating .*** *Finalise the menu with Whaplode Manor prior to sending invitations. You may then enclose menu selector for each guest. We also need to know of any dietary preferences or allergies. Failure to provide this information will result in additional charges. .*
*Prices are* ***£38.00*** *per head. Under 12's half portion of main meal* ***£19.00.*** *Tiny tots (under 5)* ***£6.00***
*Photographers, videographers and entertainer's meals are* ***£16.00*** *for 2 courses when not eating as a guest upstairs.*

## *Menu Options*

*Here is a list of the most popular dishes which are not limited to seasons. If something you would like is not listed please ask however we do not offer supper type dishes for weddings such as lasagne, cottage pie or sausages or anything with chips!*

### *Hot Starters*

*Soup most flavours you wish with heart shaped croutons*
*Smoked haddock fishcakes served warm on lettuce with lemon wedges*
*Camembert Melts in crispy breadcrumb with redcurrant jelly and salad garnish*
*Chicken Satay served with tangy barbecue sauce and salad garnish*

### *Cold starters*

*Melon fan with raspberry or mango coulis (choose one coulis for all)*
*Prawn Cocktail with Marie Rose sauce with lemon and salad garnish*
*Farmhouse Pate with toasted triangles and salad leaves*
*Tomato and Goats Cheese Tartlet on salad leaves*

### *Main Courses*

### *Hot selection*

*All Meats and produce are locally sourced*
*Roast Topside of beef, with Yorkshire pudding and gravy.*
*Roast Turkey with bacon wrapped chipolata sausage, sage and onion stuffing and gravy*
*Chicken Breast with either white wine and tarragon sauce or honey and Wholegrain mustard sauce ( choose one for all)*
*Scottish Salmon fillet with hollandaise or dill sauce (choose one for all)*

### *Vegetarian (choose one to suit all)*

*Curried Nut loaf*
*Cranberry and Brie Wellington*
*Mushroom pasta in a Stilton and Vermouth and cream sauce*

***Under 5 and ½ portion vegetarian choice***

*Tomato and Mozarella pasta*
*Macaroni cheese*

### *Under 5 Menu for tots*

*Fruit shoot (sugar free squash)*
*Small main meal*
*Ice cream*

*All served with roast potatoes and carrots and green vegetable*

***Cold Selection***
***Served as a carvery***
*Honey Roast Ham*
*Turkey*
*Beef*
*Dressed salmon*
*Quiche for vegetarians only*
*Hot New Potatoes*
*Green leaves*
*Tomato wedges*
*Cucumber*
*Coleslaw*
*Waldorf (contains nuts)*
*Rice salad*
*Pasta salad*
*Potato salad*
*Grated carrot*
*Three bean salad*
*Pickle*
*Mayonnaise*
*French dressing*

***Dessert Options***
***All served cold.***

*Profiteroles, cream filled buns with Belgian chocolate sauce*
*Apple pie with piped fresh cream*
*Lemon mousse gateau, sponge base with lemon mousse and cream topping*
*Individual strawberry Trifles*
*Banoffee pie. Pastry base with bananas and caramel sauce with whipped cream and chocolate*
*Chocolate fudge cake*
*Cheesecakes most flavours can be made*
*Ice cream for children but adults must pre order if they would like this option.*
*Cheese and biscuits are an optional extra course and is charged at £2.00 per head extra.*

*Coffee and Tea are served with your wedding cake on the ground floor for 45 minutes after the meal. After this time guests will be charged.*

## *Wine Selection*

*All wines and other alcoholic beverages consumed on the day must be supplied by us. We do not do corkage charges.*
*Current prices will be supplied one month before the wedding.*
*Red Wine*
*White Wine*
*Rose*
*Non alcoholic wines*
*Bottled water*
*Fruit shoots for children*
*Sparkling wine and Champagne*

## *Cake and speeches*

*This is the part most people dread but remember you are only talking to your family and friends. Waitresses will serve a glass of champagne or sparkling wine to each guest. We will tell you when this has been done. It is at this moment that the bride and groom will pose to cut the wedding cake and guests can take a photograph. We will take the cake away to be cut so make sure we know which tier to cut. It is now time for you to do your speeches. The last to speak should tell guests to move to the ground floor for coffee and cake. We are sometimes asked if speeches can be done before a meal it is possible but as they can over run the chef cannot time the meal to perfection as is normal. We would prefer not to do things this way for this reason.*

## *Evening Buffet*

***£12.00 per head***

*We recommend you cater for 70% of guests. Cater for more if you expect a lot more evening guests and if you have only eaten a light meal in the day. You know your guests; if you are expecting a lot of big eaters they will want more.*

*Rolls*
*Selection of flavours including Egg, Ham, Cheese, Tuna*
*Sausages*
*Sausage rolls*
*Cheddar puffs*
*Mini pizza*
*Samosas*
*Spring rolls*
*Vol au vents*
*Chicken dippers*
*Crisps and nibbles*

*Discos and bands are a great way to entertain your guests but our license is until midnight only.*
*Other entertainments we have had are casinos, magicians, children's entertainers, barn dances and singers. Firework displays are only allowed if they are done by proper pyrotechnic licensed people. They have public liability cover over 2 million pounds.*
*We do not allow hog roasts or barbecues or other outside caterers to supply food from our premises. We cannot control their hygiene practices or food control something we take and monitor very seriously. We have even refused to serve a wedding cake in the past as it was not properly cooked through.*

***Accommodation***
*We suggest that you put the guests of your choice in our six rooms. We have available;*
*Room 1 double with shower*
*Room2 double with shower*
*Room3 double with bath/shower*
*Room4 twin with bath/shower*
*Room5 honeymoon suite*
*Room6 four poster bed with bath/shower*
*All rooms are en-suite and have Televisions and hot drink making facilities. They are from £65.00 per room inclusive of breakfast and VAT (Jan 2011).*

*Please note we are more than happy for guests to leave their vehicle in our car park overnight if they wish to take a taxi home. Vehicles should be collected the next day unless we are told otherwise.*
*The vehicle and its contents are the owner's responsibility but we have never had any problems in the past.*

***New this Year***
*We now have a beauty salon on site and can offer a range of treatments ready for your big day. Visit the salon web site for details, link from our website whaplodemanor.co.uk*

## *Terms and Conditions*

*We need to take £500 deposit to confirm your booking with us; this is deducted from the final invoice.. This is non refundable if you cancel your booking.*

*Another payment of £500 is due 8 weeks before the wedding. You should arrange to see us at this stage* ***before*** *you send out your invitations. We will confirm the menu you wish to offer at this stage and the number of guests you intend to invite. We will provide an estimation of costs at this stage.*

*Final payment is due 7 days before the wedding. At this stage we have the final meeting to confirm the number of guests, drinks selections, special dietary requests and timings for each part of the day.*

### *Payment*

*Payment by cash or cheque is preferred credit cards are charged an additional fee of 3.5% there is no charge for debit cards. Cash or banker's draft. Cheques made payable to 'Whaplode Manor' please. Allow 7 days for a cheque to clear.*

*Should you cancel your booking within 1 month of the event the following costs are due:*
*4 weeks notice 50% payable*
*3 weeks notice 75% payable*
*2 weeks notice or less 100 % payable*
*We must have final numbers, seating plan and food selections at least 7 days prior. We cannot guarantee your selections without sufficient notice.*

*Whaplode Manor management reserve the right to cancel your booking giving 3 months notice in writing and refunding all deposits paid.*
*We recommend you take out insurance for your wedding.*
*We have the right to have guests or even third parties you have booked removed from the premises if their behaviour is unruly or abusive to our staff or other guests.*
*We will sometimes refuse to serve alcohol to guests if we believe them to be intoxicated.*
*We want your day to be perfect in every way and for you to have happy memories forever.*

***Contacts : Sandra Wood (Proprietor) or Paul Wood( Manager)***
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