



the
Manor
cheshire · staffordshire

Weddings at the Manor

Why choose the Manor?

- Ambience – The Manor is a warm and intimate 250 year old house that exudes calm and charm. It has so many features that make it such a lovely wedding venue.
- Attention – Every wedding has the full personal attention of the owners.
- Civil Ceremony Licence – Your day starts and ends here.
- Gardens – The beautiful walled landscaped garden with koi pool is just perfect for those great photographs.
- Wedding Breakfast – Three courses, prepared in house from the freshest produce. Maximum Capacity 100.
- Organisation – The whole day is planned down to the last detail and carefully managed by the experienced Manor Team.
- Evening reception with in house disco and DJ. Extensive buffet selector. Maximum capacity 125.
- Exclusive use – All weddings between 20th March and 5th November are sold on an exclusive use only basis.
- Accommodation – with 13 en-suite rooms and a capacity to accommodate 38 guests the Manor really is a perfect one-stop venue.
- Choice of four attractive wedding packages or we will tailor make your day.



About Us

The Manor is independently owned and managed by experienced hoteliers Ann and Peter Wright.

Here, every wedding is unique. From the moment you book you will have personal attention at every step. Firstly, we will need to know from you how you envisage your day and the special touches you will be looking for. You will have the benefit of our extensive experience in planning your day and we will be here to advise and guide you at every step.

Our first planning meeting will usually take place six months before. By this time you should have a very clear idea of what you want and an estimate of the number of guests you are planning to invite. We will do as much or as little for you as you need us to do. We of course prefer to do it all as then we are in control taking the pressure off you.

We will then start to develop a day planner with you. We will work on this over the next few months fine tuning it until you are absolutely satisfied that every detail has been covered.

We organise the full day for you in every aspect for the time you spend at the Manor. All the provision of food and drink will be arranged. We can also arrange :

Music We work with a number of excellent musicians, Pianist, Harpists, Violinists and saxophonist and string quartets.

The Quirky Mime artists, caricaturists, Comedians, magicians to name but a few.

Entertainers We have great contacts with bands, tribute acts and we have our own resident DJ.

Balloons We work with one supplier who can provide arches, clusters and exploding balloons.

Chair Covers We work with one supplier who has a great range of wedding items for room and table decoration enhancement.

Table centres We can advise and help you to choose the best for you.

Photography We work closely with a company called "Imagination". They offer unique added value packages exclusively for our customers. Contact brianinfo@imaginationcp.com or visit www.imaginationcp.com

Inclusive Full Day Wedding Package

The Manor wedding package is designed to include everything you need for a great traditional wedding.

Our pricing is based on 50 day and 90 evening guests.

To calculate the cost to your number of guests. Just add or subtract the number of guests (more or less) times the extra guest price.

What it includes

- Red carpet Civil Ceremony in the Manor Hall with complimentary fresh flower pedestal.
- Chair covers with colour co-ordinated sash.
- One hour drinks reception for 50 guests in our garden and garden room. We offer a choice of red and white wines, Pimms in the summer and hot punch in the winter with fruit juice and squashes for guests who do not drink alcohol.
- Floating candle bowls table centres.
- Three course wedding breakfast with coffee and chocolate for 50 guests.
- Wines served with lunch. Good quality red and white wine with regular top ups.
- Sparkling wine for the toasts – one glass per person.
- Evening reception and buffet from our selector for 90 guests
- Our house DJ with disco
- Exclusive use including accommodation and breakfast for 38 guests.
- The four poster bridal suite with Champagne and breakfast the next morning
- Expert advice at every step of the way.
- Vat at 20% (please note any changes to vat will be passed on.)
- Minimum numbers for the day are 30 guests and 60 guests for the evening.

The Manor Full Day Inclusive Package with Exclusive Use

After your wedding ceremony here is your day at a glance...

Drinks in the garden

After the civil ceremony guests will join the newlyweds in the beautiful walled garden for drinks and photographs. There is outside seating on the patio.

A one hour drinks reception means just that. There is no need to worry how many drinks to offer. Wines, Pimms and soft drinks are in plentiful supply.

The Wedding Breakfast

The Manor Hall is transformed into a lovely room for a wedding Breakfast for up to 100 guests. Here we serve freshly produced meals using only local Staffordshire produce where we can. The table plan can be set in many different ways dependant upon numbers and the degree of formality or informality required.

The Evening Reception

After the wedding breakfast and speeches guests have time to unwind and relax as the Hall again changes to provide a different setting and mood. The Hall benefits from its own in built disco and lighting system and can welcome up to 120 guests with the buffet served from the garden room.

The Hall also has its own integral bar making it a complete venue.

The Four Poster

Situated on the first floor, this lovely en-suite room with Edwardian triple mirror dressing table and Victorian style pedestal bath is the only guest room in the main house and is reserved for the Bride and Groom. It really is the perfect place to end a perfect day.

In the morning you can breakfast with close friends and family and talk about yesterday.

Parking

There are two car parks. The front car park is small with only 8 spaces. The back car park can take up to 40 cars.

Exclusive use

Summer weddings are sold on an exclusive use only basis. This means that only the couple and their guests will have use of the Manor and its guest rooms from 1.00pm on the day to 10.30am the following day.

Day Only Package

Designed for early weddings with no evening reception, this package is based on a minimum of 30 adult guests.

What it includes

- Early civil ceremony between 11.30am and 1.00pm
- Red carpet and flower pedestal
- Drinks reception of two glasses of sparkling wine bucks fizz or pimm's or soft drinks.
- Canapés with drinks.
- Three course wedding breakfast chosen from our selector with coffee or tea.
- Two glasses of house wine with lunch.
- One glass of sparkling wine for the toasts.
- Venue charge
- Departure at 5.30pm



Late Afternoon Ceremony with Wedding Breakfast

Designed for weddings where all guests attend the ceremony and meal with no extra evening guests. Based on a minimum number of 40 Adult guests.

What it includes

- The Manor Hall for civil ceremony from 15.00hrs
- Red carpet with flower pedestal
- One-hour drinks and canapé reception in the Garden and Garden room – wines, pimm's, soft drinks.
- Three course wedding breakfast chosen from our selector with coffee or tea.
- Two glasses of house wine with lunch.
- One glass of sparkling wine for toasts.
- Disco and DJ.
- Bridal four poster with breakfast.
- Venue charges.
- Exclusive use including accommodation for up to 37 guests.



Late Afternoon and Evening Party Package

Designed for the informal occasion where family and close friends attend the ceremony and drinks with evening guests attending later for the buffet and party. Based on minimum numbers of 30 guests for the ceremony and 70 for the party.

What it includes

- Civil ceremony in the Manor Hall from 16.00hrs
- Red carpet and flower pedestal
- Two glasses of sparkling wine bucks fizz or pimm's with canapés. 50 adult guests.
- Two course evening buffet for 100 guests.
- Disco and DJ
- Bridal four poster with breakfast
- Exclusive use including accommodation for up to 38 guests.
- Venue charges.

Buffet Menu

(this can be substituted with a BBQ in the summer, or a hot carved buffet all year round)

- Cold cuts of Honey roast ham, roast topside of beef and crown of turkey with local pork pie
- Selection of four salads: Potato; coleslaw; pasta; tomato and onion.
- New potatoes and warm breads
- Pickles and relishes.
- Pudding table of: Strawberry cheesecake; Chocolate fudge cake; Cream filled Profiteroles with chocolate sauce.





Wedding Breakfast Selector

Our approach to food is simple. We design your menu with you according to your tastes and to the season. Choices are wide and varied and here are just a few examples.

First Course

- Warm leek and Stilton tart with pear chutney
- Poached fillet of salmon, asparagus and citrus mayonnaise
- Haddock and salmon fish cake with chunky tartar sauce
- Mushroom and Gorgonzola tart with crispy Italian ham

Main course

- Breast of chicken stuffed with mozzarella, wrapped in Italian ham, roasted tomato and garlic sauce
- Roast sirloin of beef, Yorkshire pudding
- Roast crown of turkey, sausage meat stuffing, chipolata and bacon
- Roast leg of rosemary and garlic lamb with minted pear, redcurrant jus

We select the most appropriate potato and vegetables for your chosen dish.

Pudding

- Profiteroles with warm chocolate sauce
- Chocolate torte with orange and Grand Marnier syrup
- Vanilla baked cheesecake with seasonal berries
- Strawberries (when in season) Chantilly cream and home made shortbread

**** Add a course**

An intermediate course or a cheese plate can be added at a supplement if you wish.



Full Day Wedding Package Evening Buffet Selector

Included in the package is your selection of six items plus Cajun potato wedges. Extra items are charged at a supplement

- Two pizza varieties – vegetarian and pepperoni
- Hoi sin ribs with garlic and spring onion
- Minted lamb kofta
- Chicken and pepper kebabs
- Chicken satay
- Vegetable samosas and onion bhajis (v)
- Local Staffordshire oatcakes with cheese and cheese and crispy bacon
- Hot Turkey and stuffing baps
- Hot pork and stuffing baps
- Hot breaded chicken strips with barbecue sauce
- Chinese dim sum selection with sweet chilli dip
- Leek and Stilton tartlets (v)
- Mexican chilli chicken wraps
- Plaice goujons, tartare sauce
- Pigs in blankets, honey and mustard dip
- Sandwiches, a selection of three
- Filo wrapped tiger prawns, sweet chilli sauce
- Locally made pork pie, mustard relish
- Mushroom and stilton tartlets

Summer Evening BBQ

- Two speciality locally made sausages
- Our own recipe burger
- Lamb marinated in rosemary with peppers
- 4oz rump steaks
- Chicken in lemon and tarragon
- Cajun spiced salmon
- Jacket potato
- Corn on the cob
- Four seasonal salads
- Warm breads
- Sauces and relishes

See price guide for supplement

Hog Roast P.O.A

About “Exclusive Use” for a house party of your own

What does this mean?

Exclusive use means that the Manor is yours for the period of your wedding from 1.00pm the day of your wedding to 10:30am the day after. This includes The Manor Hall, all external guest rooms, the garden room and gardens. Only you and your guests will be present during this time. **Rooms will not usually be ready before 1.00pm. To guarantee early arrival we advise to book the night before.**

What are the benefits?

The main attraction is that only you and your guests will have exclusive access to the Manor. It includes accommodation and breakfast for up to 37 guests. This gives a feel of a real house party culminating in everyone joining up for a great breakfast and talking through yesterday's events. It is only you who decides who can stay as you manage the rooming list.

What happens if you charge your guests?

Most couples will charge their guests and guests are happy to pay for their rooms. If you charge all your guests for their accommodation you can expect to recoup up to £1200 against the cost of your wedding in summer months.

Do you have to have exclusive use?

All weddings booked from 20th March to 5th November are sold on an exclusive use basis. Winter weddings may still opt for exclusive use if they wish to as it does ensure complete exclusivity for the couple and guests. Winter exclusive use is available, see our price guide for details.





Payments and Prices

To secure your preferred date we will ask you for a £500 non-refundable deposit. A further £1000 non refundable deposit is due nine months prior with the balance being payable 21 days before once final numbers are known.

Please note that prices for 2014 and 2016 and beyond could change in the future dependant upon cost increases. The prevailing price at the time of booking will be used for your contract and will not change except for any vat or alcohol duty variation. Written contracts will be issued within 2 weeks of booking your date.

All prices are inclusive of vat at 20%.

Bank holiday and New Year's Eve bookings attract a 20% surcharge. Bookings between Christmas and New Year will be charged at Saturday rates.

Where civil ceremonies are booked the registrar's fees are NOT included.

Where you choose a church wedding a reduction of £170 will apply.



Terms and conditions of booking your wedding

1. Terms of reference: This document is a contract between RP Hotels Ltd (the company) and the persons undersigned booking wedding services and facilities (The client).
2. Guests are defined as those persons invited to attend by the client.
3. Date: This contract applies to services and facilities booked on the chosen date.
4. The booking: This will only be confirmed once a non refundable deposit of £500 has been paid by the client to the company to secure the date detailed above. The company agrees to provide services and facilities for the client on this date.
5. Numbers of guests: The Manor wedding packages are based on a minimum number of adult guests. The number that applies will be contracted dependent on the package chosen. The client agrees to pay the package price even if numbers attending are below the minimum numbers. Any variation on these terms is strictly at the discretion of the company. Final numbers must be given three weeks prior and those or the number attending whichever is the greater will be billed.
6. Deposits and payment: The client agrees to pay a second non refundable deposit of £1,000 three months after the booking has been made or 9 months prior to the date whichever is the later. The client agrees to pay the final balance not less than 21 days prior to the date or may opt for the instalment plan. Payments may be made in cash, by cheque, debit card or credit card. Credit card payments attract a fee of 2%.
7. Cancellation: In all events cancellations must be made to the company in writing by those who have booked. Cancellation charges will apply as follows.
 - Over six months and under one year £1,500
 - Over three months and under six months £3,000
 - Under three months, the full value of the booking including an allowance for bars spends.In the event that a date is re-sold the company at its sole discretion may, after the event, refund a portion of cancellation charges paid.
8. The company may at its sole discretion cancel any event at any time for the following reasons.
 - Force majeure
 - Due to circumstances that totally fall outside the control of the company
 - If the company decides that the event would be detrimental to and or damage the good name of the company or the actions of the client are such that there is a break down of trust.
 - You fail to meet the agreed payment schedules.The director's decision will be final.
9. Moving the date: If, for any reason you move your date, your deposit(s) will be lost and dependant upon notice cancellation charges may be applied.
10. Liability: The client agrees to reimburse the company for any material loss or damage caused by guests and any future loss of business directly resulting from the actions of guests. The client is responsible for the good conduct of guests. Invited children must be supervised at all times. The company accept no liability for accidents to children not supervised. The client agrees that confetti of any description will not be used and agrees to reimburse the company for all costs relating to its use howsoever caused.
11. Valuables and motor vehicles: The Company accept no responsibility for the safe keeping of valuables or other possessions including motor vehicles and their contents of either the client or guests found on the premises.
12. Details and pricing: The company will advise the client of the package price in the written contract. The Company will confirm to the client in writing as part of the day planner the exact details of the day and the client will confirm these are correct. The company will confirm out line and final costs to the client based on prevailing published prices.
13. Where prices are affected by changes in vat and/or duty on alcohol, the company reserves the right to pass these on to the client as they occur.
14. The company reserves the right to approve any externally arranged entertainment, services or activities that you have arranged and can not be held liable for any resultant costs of our refusal.
15. The client agrees to sign a copy of the contract and return it to the company within four weeks of issue. The company may at its discretion cancel the booking and re-sell the date in the event the client fails to do so.
16. All and any disputes will be governed by English Law.



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