

Weddings



The Gatwick Manor

Conferences, Weddings, Special events, Parties, Bar & Restaurant



Choosing the perfect location for your special day is the beginning of your plans for your Wedding day, the most important day of your life.

The Gatwick Manor venue is set in ten acres of grounds and dates back to the 15th Century; the buildings are original Tudor period architecture.



There is a significant amount of planning involved to make your big day a success, from the fun of choosing your wedding outfits and accessories to deciding who should sit with who and where.

We are here to assist, advise and guide you through this exciting and wonderful experience and help to make the planning of your wedding an enjoyable task not a dreaded chore.



Our Shipley Suite, Loxwood Suite & Tythe Barn are all licensed to hold civil wedding ceremonies. In order to book your civil ceremony please note the registrar requires a venue to be booked. You can then book your wedding day and time through the Crawley Registry Office **01293 624122** up to 12 months prior to the day.

We are also licensed to hold child naming ceremonies, civil partnerships ceremonies and vow renewals.

Our Wedding Banqueting Package

- **A Dedicated Wedding Planner**
- **A Toastmaster from the London Guild of Toastmasters**
- **Room Hire**
- **Three Course Wedding breakfast**
- **A glass of Prosecco, Bucks Fizz or Pimms for an arrival drink**
- **A glass of House wine per person with your meal**
- **A glass of Prosecco per person for your toasts**
- **Evening Everyday Buffet for the number of day guests**
- **Dressing your table with your decorations**
- **Silver Cake Stand**
(If required we have a round 18" or square 18")
- **Silver Cake Knife**
- **Easel for your table plan**
- **Silver table number stands**
- **White Linen Table Clothes and Napkins**
- **15 Days complimentary Car Parking for Bride and Groom**

£64.99 per person (minimum numbers required)

Loxwood Suite available to hire with a minimum of 40 adults required

Tythe Barn available to hire with a minimum of 50 adults required

Shipley Suite available to hire with a minimum of 65 adults required

In addition to the above if you would like to hold a Civil Ceremony this charge is £200

Children meals are charged at £15.99 per person which includes a 3 course meal with orange juice for their arrival, meal and toast drink. This is only charged above the minimum numbers required for each booking.

P.T.O For BBQ or Fork Buffet Packages.

Our Wedding BBQ or Fork Buffet Package

- **A Dedicated Wedding Planner**
- **A Toastmaster from the London Guild of Toastmasters**
- **Room Hire**
- **BBQ or Fork Buffet**
- **A glass of Prosecco, Bucks Fizz or Pimms for an arrival drink**
- **A glass of House wine per person with your meal**
- **A glass of Prosecco per person for your toasts**
- **Evening Everyday Buffet for the number of day guests**
- **Dressing your table with your decorations**
- **Silver Cake Stand**
(If required we have a round 18" or square 18")
- **Silver Cake Knife**
- **Easel for your table plan**
- **Silver table number stands**
- **White Linen Table Clothes and Napkins**
- **15 Days complimentary Car Parking for Bride and Groom**

£57.99 per person (minimum numbers required)

Loxwood Suite available to hire with a minimum of 40 adults required

Tythe Barn available to hire with a minimum of 50 adults required

Shipley Suite available to hire with a minimum of 65 adults required

In addition to the above if you would like to hold a Civil Ceremony this charge is £200

Children meals are charged at £15.99 per person the Buffet with orange juice for their arrival, meal and toast drink. This is only charged above the minimum numbers required for each booking.

& Upgrades

Canape Menu

Mini Cottage Pies

Mini short crust pastry cases filled with minced beef in rich onion gravy & finished with a rosette of Cheddar cheese & chive mash.

Chicago Style Canapes

Smoked salmon with tzatziki & trout egg & chives cream cheese on mini blinis

Chocolate tartlet filled with mango & apricot chutney topped with foie gras & kibbled pistachios

Polenta with Coppa fine Italian ham & pesto

Guacamole & crab meat on mini blinis

Garlic turkey & chicken mousse with mint & cherry tomatoes on rye bread

Mini-brioche topped with cottage cheese, smoked trout & trout eggs

Prices as follows:

£3.99 for 3 items per person

£4.99 for 4 items per person

£5.99 for 5 items per person

Upgrades available

Drinks:

Package 1

- **On arrival** Bucks Fizz, Classic Pimms or Sant Orsola Prosecco
- **Upgrade from House wine for your meal to 1 glass of:**
 - Nobile Marlborough Sauvignon Blanc
Fresh, juicy and zippy. Grassy, gooseberry flavours that have made New Zealand's Sauvignin world famous.
 - Campo Viejo Rioja Tempranillo
Full, flavoursome and sleek. Rich, powerful and spicy flavours, yet mature and smooth.
 - Fetzer Valley Oaks White Zinfandel
Round, fruity and defined. Bursts with exuberant floral flavours.
- Sant Orsola Prosecco for your toasts
Refreshing, bright and delicate. A fine fizz for any occasion.

Please add an additional £5 per person.

P.T.O for additional options for upgrading your Wedding package.

Drinks continued:

Package 2

- **On arrival** Lanson Black Label NV, Bucks fizz or Classic Pimm's
- **Upgrade from House wine for your meal to 2 glasses of:**
 - Vasse Felix Semillon/Sauvignin Blanc
Refreshing, round and strong. Zesty gooseberries and red apples combine to produce a simply mouth-watering wine.
 - Yalumba Barossa Valley Shiraz
Cranberry and white pepper combine to make this Shiraz beautifully silky smooth with plums and red berries.
 - Fetzer Valley Oaks White Zinfandel
Round, fruity and defined. Bursts with exuberant floral flavours.
- Lanson Black Label NV for your toasts
An elegant Champagne with a fine, crisp and fresh pure celebratory indulgence.

Please add an additional £11 per person

Evening buffet:

Upgrade from Everyday Buffet to Premium Buffet please add an additional £2.50 per person

If you would like a BBQ as an evening buffet please ask for more information.

Starters and Desserts for BBQ & Fork Buffets

A starter and/or a dessert can be added to the menu at an additional cost of £5 per item.

Wedding Banqueting Menu

***Please select one starter, main and dessert plus the vegetarian alternative if required.
(one choice per party)***

Starters

King prawns served over mixed leaves finished with seafood dressing and lemon wedge

Chef's choice of pate with red onion chutney and crusty bread

Chef's soup of the day served with farmhouse bread and butter

Mains

Chicken breast wrapped in pancetta served with a wild mushroom and white wine cream sauce

Slow cooked pork belly served with sage & apple stuffing, crackling and apple sauce

Asparagus, brie and red onion confit tart served with tomato & basil sauce (v)

Roast topside of beef, Yorkshire pudding and horseradish cream

Herb crusted fillet of salmon with asparagus and bean ragout

All dishes served with fresh seasonal vegetables, new and roasted potatoes

Desserts

Profiteroles with cream filling covered in a rich chocolate sauce

Vanilla cheesecake with forest fruits and berry coulis

Black cherry and vanilla tart served with cream

Tea and Coffee

Choices may only be made from the items on the food menu. Spirit reserves the right to amend its food menu at any time. Any images in this menu are purely illustrative only and are not intended to represent the items which will be provided. All fish dishes may contain bones. Items marked (v) are suitable for vegetarians to the extent that they are prepared in a kitchen environment which is also used to prepare non vegetarian dishes. Some products may contain traces of nuts and / or seeds. All items are subject to availability and Spirit may substitute other items at its discretion in the event of restricted availability. It is the customer's responsibility to order at the time of booking the appropriate types and quantity of food required to cater for their guests.

P.T.O for our BBQ and Chef's Fork Buffet Menus

Wedding BBQ or Fork Buffet Menu

BBQ

Selection of BBQ meats

Chargilled Boroughbridge sausage, classic rump burger, marinated butterfly chicken breast and gammon steak served with accompanying breads. (vegetarian options available)

Chef's own house salad (v)

Mixed leaf, watercress, cucumber ribbons, croutons, cherry tomatoes, Italian style hard cheese and balsamic dressing.

Baked jacket potatoes

Creamy coleslaw (v)

A selection of sauces and chutneys

Chef's Fork Buffet

Selection of Roasted Meats

Freshly sliced chilled meats including roast topside of beef, roast turkey breast and succulent honey roast gammon served with complementing chutneys, dressings and condiments.

Seafood Platter

Chilled smoked salmon, king prawn cocktail, lemon & pepper goujons and Pollock goujons served with lemon mayo, seafood dressing and lemon wedges.

Indian Platter

Chicken tikka masala, onion bhaji, vegetable pakora and vegetable samosas served with mango chutney, poppadoms, tzatziki and naan bread bites.

Chef's own house salad (v)

Mixed leaf, watercress, cucumber ribbons, croutons, cherry tomatoes, Italian style hard cheese and balsamic dressing.

Antipasti Platter

Dry cured meats, marinated olives, houmous, balsamic oil and mixed leaf garnish.

Basket of mixed breads

Warm breads served with butter.

Buttered baby potatoes with chopped parsley and sage (v)

Homemade rustic root vegetable crisps

Childrens Banqueting Menu

***Please select one starter, main and dessert plus the vegetarian alternative if required.
(one choice per party)***

Starters

King prawns served over mixed leaves finished with seafood dressing and lemon wedge

Chef's soup of the day served with farmhouse bread and butter

Cheesy Garlic Bread – Toasted Garlic Ciabatta with Cheddar Cheese

Mains

Asparagus, brie and red onion confit tart served with tomato & basil sauce (v)

Roast topside of beef, Yorkshire pudding and horseradish cream

Chicken Goujons and Chips, served with either Baked Beans or Peas

All dishes served with fresh seasonal vegetables, new and roasted potatoes unless otherwise mentioned.

Desserts

Profiteroles with cream filling covered in a rich chocolate sauce

Chocolate, Strawberry or Banoffee flavoured Sundae

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Everyday Hot & Cold Finger Buffet - £10.49 per person - in additional to day guests

- **A Selection of Sandwiches served on white or brown bread.**
Fillings include: Chicken, Cheddar cheese, egg and tuna. All served with their own complementing salads, dressings and chutneys.

Plus a choice of five from the following dishes:

- **Mini pigs in blankets – Boroughbridge sausage wrapped in bacon served with tomato ketchup**
- **Lemon & black pepper fish goujons with tartare sauce and lemon wedge**
- **Whotetail scampi served with tartar sauce and lemon wedge**
- **Chilli tortilla chips with sour cream and salsa dips (v)**
- **Savoury cocktail sausage rolls**
- **BBQ glazed chicken wings**
- **Pork pies bites and chutney**
- **Crusty garlic bread (v)**

Premium Finger Buffet - £12.99 per person - in additional to day guests

- **A Selection of Sandwiches served on white or brown bread.**
Fillings include: Ham, chicken, Cheddar cheese, prawn, egg, . All served with their own complementing salads, dressings and chutneys.

Plus a choice of five from the following dishes:

- **Fisherman's Feast**
Whotetail scampi, Pollock goujons and lemon & black pepper fish goujons, served with tartare sauce, seafood dressing and lemon wedges.
- **Indian Platter**
Chicken tikka masala, onion bhaji, vegetable pakora and vegetable samosas served with mango chutney, poppadoms, tzatziki and naan bread bites.
- **Loaded potato skins with Cheddar cheese, bacon & BBQ sauce and mushrooms & peppercorn sauce.**
- **Chef's choice of pate and caramelised red onion crostini.**
- **Chicken satay skewers with a sweet chilli dipping sauce.**
- **Roasted Mediterranean vegetable quiche (v)**
- **Sticky sweet chilli chicken drumsticks**

The following items are available to add to your evening buffets:

- **Cheese & biscuit platter**
Served with grapes, celery, red onion chutney, butter and salad garnish
£4.49 per person (minimum of 20 to cater for)
- **Freshly cut fruit platter**
Sample selection – Strawberries, oranges, melon, kiwi and pineapple.
£29.99 serves 20

Choices may only be made from the items on the food menu. Spirit reserves the right to amend its food menu at any time. Any images in this menu are purely illustrative only and are not intended to represent the items which will be provided. All fish dishes may contain bones. Scampi may contain one or more tails per piece. Items marked (v) are suitable for vegetarians to the extent that they are prepared in a kitchen environment which is also used to prepare non vegetarian dishes. Some products may contain traces of nuts and / or seeds. All items are subject to availability and Spirit may substitute other items at its discretion in the event of restricted availability. It is the customer's responsibility to order at the time of booking the appropriate types and quantity of food required to cater for their guests.

Finishing Touches

Make your wedding day extra special.

Book your Registrar for your Civil Ceremony

Call Crawley Registry Office on 01293 642122 or email: registration.crawley@westsussex.gov.uk
You can book your date and time with them 1 year in advance.

Dine in our Chef & Brewer Restaurant the night before your Wedding

We can reserve you a table for you to enjoy a meal with your close family and friends.

Hotel rooms for you and your guests

We have the **Premier Inn Hotel Gatwick South** on site.

Which offers 105 rooms

Rooms can sleep up to 2 Adults & 2 Children up to the age of 15. Cots available on request.

For Premier Inn's best available rates please Call 01293 575201 or visit www.premierinn.co.uk (Gatwick airport south)

Breakfast on the morning after your Wedding

We can reserve an area for you and your guests for Breakfast the following morning please speak to your Wedding Co-ordinator about this.

Hen Party Ideas

Why not come to one of our Boogie Night events. We hold them throughout the year with many of them themed if you wanted to go that extra mile. Prices start from £15.49 per person which includes a Hot Buffet with all the trimmings and a Disco. Arrival from 7pm until 12.30am. If you would like to book one on these events please call us on 01293 866619 or visit www.gatwickmanor.com

A H Entertainments - Gatwick Manor's Resident DJ – 01293 419911

ahentertainments@sky.com

Quality DJ's provided.

£350

7pm till 12.30am.

To book please use the enclosed DJ booking form and send direct to AH Entertainments.

(If you would like to supply your own DJ then a sub charge of £25 would be charged and a copy of their Public Liability Insurance would be needed)

Our recommended Wedding decorations, flowers, chair covers – Butterflies & Bows – 01342 892392 or 07717 527923

Beautiful, affordable Flowers, balloons, table centres, decorations, drapes, chair covers, theming for all occasions including weddings, parties and corporate events. Cost-effective, friendly reliable service. Full portfolio available to view. Package deals available.

www.butterfliesandbows.co.uk

Our Recommended Wedding photographers

E & G Photography

E & G Photography are professional female wedding photographers with over 10 years experience. We provide extensive coverage of your wedding day including classical and reportage styles with a focus on fun and natural photographs. If you have booked to have your wedding at Gatwick Manor, as the recommended photographers for the venue we can offer you a substantial discount on our packages. You will receive from £180 off your chosen package (excluding silver) and a free full resolution dvd of all your photographs (normal price £250). Please contact Emma or Gemma directly on 07921123479 or 07921081657 or email us

at enquiries@eandgphotography.co.uk, for details on prices, packages and discounts. www.eandgphotography.co.uk.

Wedding photographers – P & J Photography – 01293 510877

Peter and Juliet have photographed over 100 Weddings At Gatwick Manor. In celebration of this they are offering a very special wedding package for couples getting married there. They will provide a full photography package for only £500. This will give you 2X copyright free fully edited discs with all of your photographs on high resolution files, an A4 Coffee Table Album designed with 40 photographs of your choice and two 12" X 18" enlarged prints. This package gives you a saving of over £300 from our normal prices. To book this offer or for more details contact Peter or Juliet on 01293 510877 or 07887950731 or view www.pandjphotography.co.uk



A H Entertainments

Gatwick Manor's Resident DJ

Quality DJ's Provided

Alan Hayes

Disc Jockey

11, Cotton Walk, Broadfield, Crawley, RH11 9SX

01293 419911

ahentertainments@sky.com

DJ Function Booking Form

Type of Function:

Date of Function:

Name:

Address

Telephone number

Email

	Suite Booked:
	Post code
	Mobile:

TERMS & CONDITIONS

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Cost:

£350

Deposit at time of booking:

£50

Payment Methods:

Directly to Gatwick Manor or can be paid in Cash OR Cheque to Alan Hayes. Full payment is due 4 weeks before the event.

If paying Alan directly by cheque please make it payable to A H Entertainments

Please return this booking form to the above address with a deposit.

Please sign to confirm you have read the terms and conditions:

SIGN _____

Date: _____

PRINT: _____

Terms & Conditions



1. 1. A non refundable deposit of £500.00 is required to secure & confirm a wedding reservation. Cancellation of the booking will result in the deposit being held.
 2. 2. All provisional bookings will be held for fourteen days then cancelled unless a letter of confirmation is received. Note: A non refundable deposit of £500.00 must be received to secure reservations.
 3. 3. V.A.T at the current rate is included in the price.
 4. 4. Minimum numbers charged for each function suite are as follows: Shipley suite: 65 Loxwood Suite: 40 Tythe Barn: 50
 5. 5. We cannot be responsible for the quality of the food if it is not served at the scheduled time due to late arrival.
 6. 6. Prior consent of Gatwick Manor must be sought for any entertainment or services contracted for the function by the client. We reserve the right to judge unacceptable levels of noise or behaviour of the client, guests or representatives & the client must take all necessary steps to correct. In the event of failure to comply with management requests, Gatwick Manor reserves the right to terminate the contract and stop the event without being liable to any refund or compensation.
 7. 7. Delivery of Wedding Cake, favours and other items can be made within 24hours of your wedding with prior agreement. We reserve the right to dispose of any items not collected within 24hours of the completion of your wedding. All deliveries must be clearly marked with the bride and groom's name and the name of the suite booked.
 8. 8. In the event that our DJ is not used, and you would like to arrange your own entertainment you will have to supply a copy of their current Public Liability insurance.
 9. 9. No wine, other beverages or food may be brought onto the Gatwick Manor grounds by the client or guests for consumption on the premises unless by prior agreement.
 10. 10. Bar arrangements: A bar tab may be available on the evening of the wedding reception by prior arrangement. This may be organised with either a credit card or cash facility on the evening or by payment in advance.
 11. 11. Final numbers are required 30 days prior to the function. All functions must be paid for in full 30 days prior to the date of the event. Gatwick Manor will ask that one of the following payment terms are adopted: Payment for goods & services are secured by Visa, Mastercard, Amex, or a debit card.
 12. 12. Any additional items purchased/consumed on the day of the function must be paid for upon departure.
 13. 13. We will require payment for damage made to any part of the Gatwick Manor by any person invited by you or on your behalf, to the Gatwick Manor. The Gatwick Manor will not be responsible for any loss or damage to any articles brought on the premises.
 14. 14. All weddings will be supervised by a Master of Ceremonies.
 15. 15. All prices are subject to change without notice 30 days prior to the event unless previously confirmed in writing.
 16. 16. If a client cancels a reservation less than 7 months in advance, Gatwick Manor reserves the right to claim the following sums, unless a booking is obtained for the same date from a third party on no less favourable terms.
 17. 17. Cancellations in advance between:-

6-7 months	10% of the total value of the function
3-6 months	30% of the total value of the function
1-3 months	50% of the total value of the function
11-30 days	70% of the total value of the function
5-10 days	85% of the total value of the function
5 days or less	100% of the total value of the function
- In all instances, notification of cancellation must be in writing and will be effective from the date received by Gatwick Manor.

Directions from London to Brighton



Exit the motorway at Junction 9 towards Gatwick Airport North & South Terminals of the M23.

You are now on the A23, at first roundabout take the 2nd exit (straight over) towards the North Terminal.

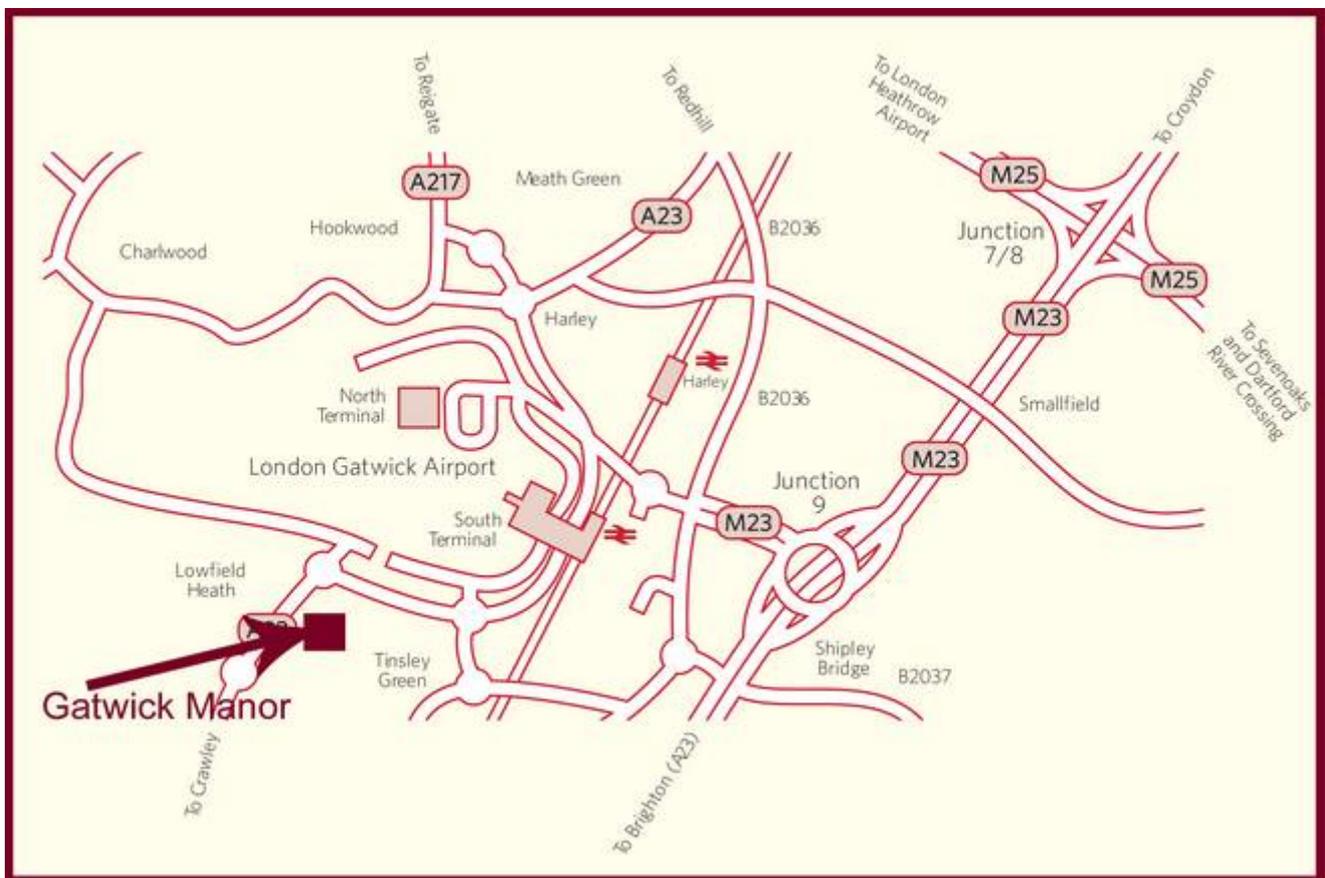
1000m to the next roundabout, take 4th exit to Crawley & Redhill.

Proceed straight until the next roundabout keeping hard right.

At the roundabout with the Esso Pertol station on the left complete a full U-Turn heading back onto yourself.

You will go under a tunnel before reaching the next roundabout at which, take the 2nd exit (straight over) towards Horsham.

At the next roundabout take the 1st exit towards Horsham PLEASE SLOW DOWN NOW you will shortly see the entrance to The Gatwick Manor on your left approx 400m.



Gatwick Manor, London Road, Crawley, West Sussex, RH10 9ST

Tel. +44 (0)1293 866619 E-mail. functions@gatwickmanor.com Web. www.gatwickmanor.com