

# *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.

# *The Manor Package*



## **Our Wedding package**

**A Dedicated Wedding Planner**

**A Toastmaster from the London Guild of Toastmasters**

**Three Course Wedding breakfast**

(You can substitute the main course with a Hog Roast or BBQ)

**A glass of Bucks Fizz or Sparkling Wine for an arrival drink**

**A glass of red or white wine per person with dinner**

**A glass of Sparkling Wine per person for your toasts**

**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**

**Dressing your table with your decorations**

**Evening Room Hire**

**15 Days complimentary Car Parking for Bride and Groom**

**Fridays – Saturdays** - £65 per adult £32.50 per child (up to the age of 14). - (As above)

**Sundays – Thursdays** - £55 per adults £27.50 per Child (up to the age of 14). - (As above except a Member of the operational team will act as a 'Master of Ceremonies')

**In addition to the above the following charges will apply. We have 3 Suites which all have a licence to hold Civil Ceremonies.**

### **Suite Hire Charges:**

The Shipley Suite: £500 min requirement 65 max 120 for daytime & 180 in the evening

The Tythe Barn: £300 min requirement 50 max 60 for daytime & 120 in the evening

The Loxwood Suite P.T.O for more information on our Loxwood Packages

**Civil Ceremony Charges:** £200

**Get married in 2012 for £2012 P.T.O for more information.**

# *The Loxwood Package*



## **The Loxwood Package - all this for £2012 for 40 guests**

**Daytime Room Hire**

**A Dedicated Wedding Planner**

**A Member of the operational team will act as a 'Master of Ceremonies'**

**Two Course Wedding breakfast (Main & Dessert)**

**A glass of Bucks Fizz or Sparkling Wine for an arrival drink**

**A glass of red or white wine per person with dinner**

**A glass of Sparkling Wine per person for your toasts**

**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**

**Dressing your table with your decorations**

**Evening Room Hire**

**15 Days complimentary Car Parking for Bride and Groom**

**Each additional guest £45 per adult £22.50 per child (up to the age of 14).**

Please add £200 if you wish to hold your civil ceremony here at The Gatwick Manor.

# Canapes



## List A

- *Selection of Crostini which includes:*  
Brussels Pate & Cranberry  
Avocado & Prawn  
Goats Cheese & Pepper Salsa
- *Selection of Wraps which includes:*  
Tuna Provencale  
Spinach & Red Cheddar  
Hoisin Duck  
Coronation Chicken  
Roasted Pepeer Mousse
- *Lamb Minted Skewers*
- *Chicken Drumsticks*

## List B

- *Duck Hoisin Spring Rolls*
- *Salmon Skewers*
- *Crusted Filo Coated King Prawns*
- *Smoked Salmon & Cream Cheese*
- *Selection of Mini Quiches*

**Select 1 items from list A and 2 items from list B - £4.95 per person**

**Select 2 items from list A and 2 items from list B - £6.95 per person**

All prices inclusive of VAT. All items subject to availability. All our products may contain traces of seeds, nuts or nut derivatives

# Wedding Breakfast



**Please select one dish from each course to create your individual menu. Plus the Vegetarian alternative if required.**

## **Starters**

*Leek & potato soup served with a warm crusty bread roll*

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*North Atlantic Prawn salad topped with marie rose sauce*

-

*Trio of melon with raspberry coulee*

## **Mains**

*Roast topside of beef with Yorkshire pudding and all the trimmings*

-

*Farm assured chicken breast in wild mushroom sauce*

-

*Scottish salmon fillet in a cream white wine & dill sauce*

-

*Caramelised red onion & goats cheese tart on a mixed leaf salad with balsamic glaze*

*All dishes served with fresh seasonal vegetables and potatoes*

## **Desserts**

*Vanilla Cheesecake with seasonal berries*

-

*Fresh fruit salad with extra thick cream*

-

*Rich chocolate torte with raspberry coulee*

-

*Profiteroles filled with cream with rich chocolate sauce*

We cannot guarantee that any product on this menu is totally free from nuts or nut derivatives. All prices inclusive of VAT. All items subject to availability. All our products may contain traces of seeds, nuts or nut derivatives.

*We can offer alternative catering options within the Wedding Package such as Hog Roasts, BBQs, and Hot Buffets*

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# Evening Buffet



## Finger Buffet Option 1

**£10.95 per person**

- Selection of Sandwiches which include
  - Tuna, Pepper & Mayo
  - Cheese & Pickle
  - Chicken, Bacon & Mayo
  - Roasted Veg & Houmous
- Sausage Rolls
- Chicken Drumsticks
- Mini Cheese & Tomato Pizzas
- Plaice Goujons
- Garlic Bread
- Potato Wedges

## Finger Buffet Option 2

**£13.95 per person**

- Selection of Sandwiches which include
  - Smoked Salmon & Prawn Marie sauce
  - Piri Piri Chicken & Mayo
  - Cheese & Balsamic Onion Confit
  - Honey Roasted Ham & Mustard
  - Roasted Veg & Houmous
- Minted Maple Lamb Skewers with Sour Cream & Chives
- BBQ Pork Ribs
- Breaded Chicken Strips with Garlic Mayo
- Plaice Goujons with Tar Tar sauce
- Mini Indian Selection with Sweet Chilli Sauce
- Chicken Drumsticks Roasted in Tomato, Garlic & Chilli
- Potato Wedges
- Warm Continental Bread Rolls

## Extras

- Cheese Platter with Biscuits, Grapes, Celery & Apples - **£3.95 per person**
- Fresh Fruit Platter with seasonal fresh fruits and cream - **£3.95 per person**
- A Dessert Platter Assortment of 3 types of Desserts - **£3.95 per person**
- A Profiterole Tower with Spun Sugar - **£3.95 per person**
- Tea & Coffee Station approx 30 cups - **£30 per Urn**
- Jugs of Orange Juice - **£9 per jug**

All prices inclusive of VAT. All items subject to availability. All our products may contain traces of seeds, nuts or nut derivatives.

# Optional Extras



## Make your wedding day extra special.

### Book your Registrar for your Civil Ceremony

Call Crawley Registry Office on 01293 651752 or email: [registration.crawley@westsussex.gov.uk](mailto: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 on site a **Premier Inn Hotel**

Which offers 103 rooms

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

Premier Inn's best available rates from £50 Call 01293 575201 or visit [www.premierinn.co.uk](http://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 £14.95 per person which includes a Hog Roast 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](http://www.gatwickmanor.com)

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

[ahentertainments@sky.com](mailto:ahentertainments@sky.com)

Quality DJ's provided.

£300

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](http://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 for details or prices, packages 01293 419911 or 07717 527923 or email [enquiries@eandgphotography.co.uk](mailto:enquiries@eandgphotography.co.uk)

at [enquiries@eandgphotography.co.uk](mailto:enquiries@eandgphotography.co.uk)

#### Wedding photographers – P & J Photography – 01293 510877

Peter and Juliet are professional photographers with over twenty five years experience. We believe the standard of photography is high and with their experience of The Gatwick Manor grounds they will make your wedding photography a pleasurable and professional experience. Discounts available when you quote your Gatwick Manor wedding reference number.

# 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 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 2<sup>nd</sup> exit (straight over) towards the North Terminal.

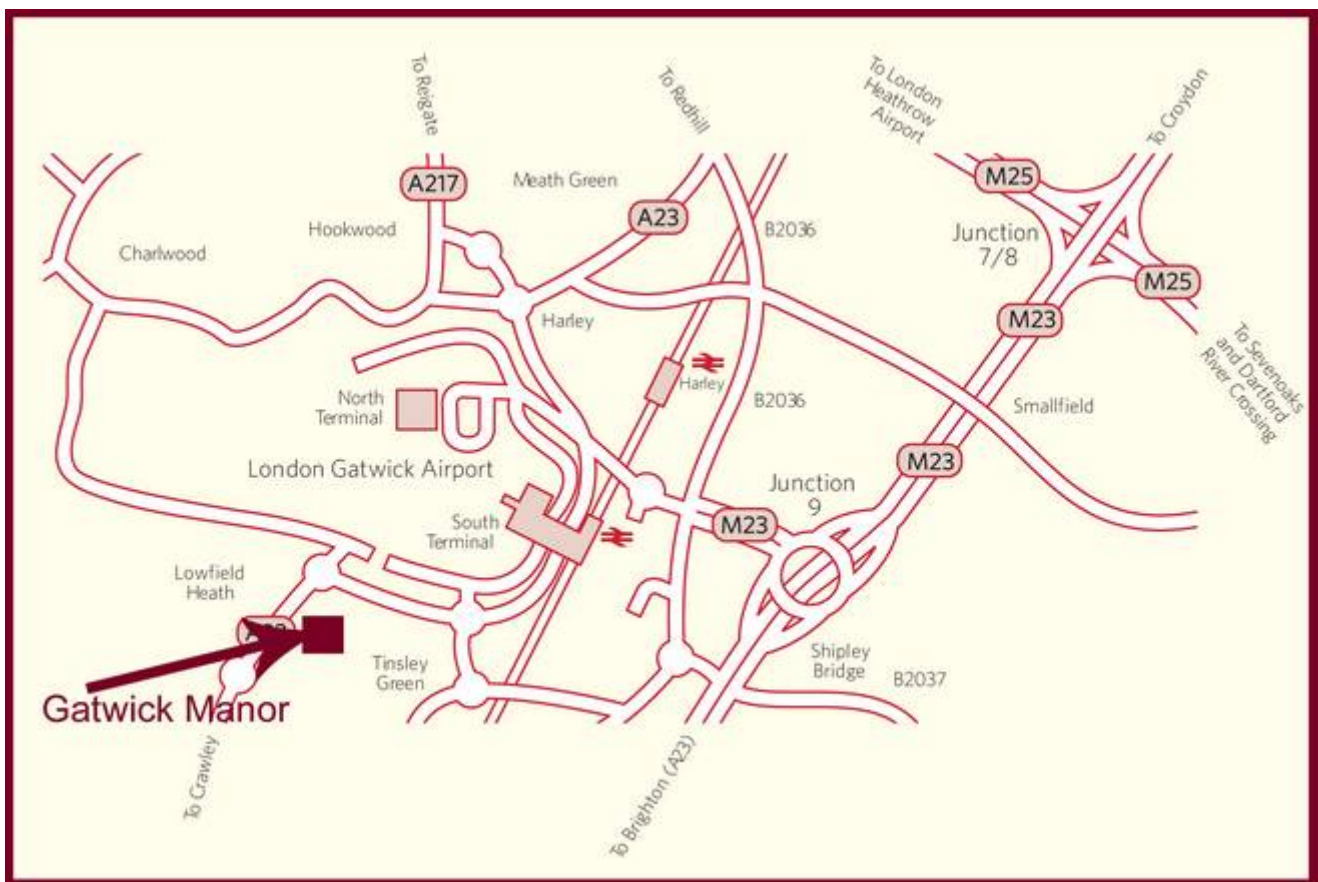
1000m to the next roundabout, take 4<sup>th</sup> exit to Crawley & Redhill.

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 2<sup>nd</sup> exit (straight over) towards Horsham.

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



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