

THE MANOR HOTEL

Main Road, Meriden, Coventry, West Midlands CV7 7NH Telephone: 01676 522735 Fax: 01676 522302
www.manorhotelperiden.co.uk – reservations@manorhotelperiden.co.uk

“A Day You Will Always Treasure”

Congratulations on your forthcoming wedding/event and thank you for considering the Manor hotel as the venue for your special day.

At The Manor Hotel we offer a comprehensive Package and our aim is to make your day, a day to remember.

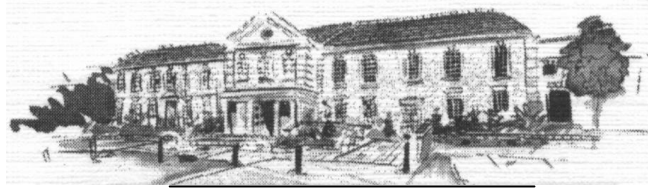
Our Event Management team have a wealth of experience and will be on hand to guide you through your special day.

Our Aylesford Suite with the adjoining Guernsey Suite can accommodate up to 220 guests with private bar facilities, air conditioning and natural daylight. We also have smaller suites available for ceremonies.

We hope the enclosed literature will assist you but may we suggest that you make an appointment to view our superb facilities. Our friendly and professional team will be pleased to answer any questions you may have.

We look forward to welcoming you to The Manor and to making your day happy and memorable.

Chris Dutton
General Manager



THE MANOR HOTEL

Main Road, Meriden, Coventry, West Midlands CV7 7NH Telephone: 01676 522735 Fax: 01676 522302
www.manorhotelmeriden.co.uk – reservations@manorhotelmeriden.co.uk

Wedding Package

At the Manor Hotel we have a reputation that is second to none when considering the organisation of your wedding.

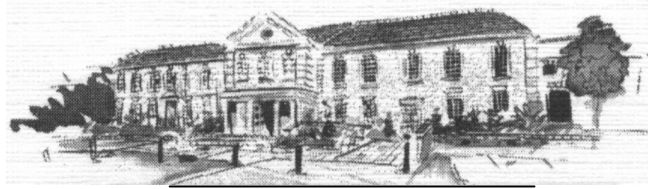
In order to create the perfect self catering event we have created the perfect self catering package, including everything that is required to ensure your event exceeds all expectations.

- Celebration Room Hire from 9am – Midnight
- Use of Banqueting Kitchen for one of our Approved Caterers from 9am-midnight
- Celebration Room completely set with Tables, Chairs and Tablecloths to your agreed seating arrangement
- White linen Tablecloths and White Napkins
- Cutlery and Crockery for a full 3 course Table setting
- Glassware – 1 Wine and 1 water Glass per guest
- Corkage for all alcoholic and Non Alcoholic Beverages
- Cake stand Base and knife
- Red Carpet
- Complimentary overnight accommodation Suite for the Bride and Groom
- Special Overnight accommodation rates for your guests (subject to availability) the night before and after the reception
- Dance Floor
- Car Parking for all Guests

Personnel for the Event:

- Event Manager – to ensure that all your requests are met and to ensure complete cohesion of the event
- Lay up staff – to ensure the tables are set in accordance to all prior arrangements
- Service Staff – to provide table service for all food and beverage items
- Bar Staff – to provide bar service for beverages
- Kitchen Manager – for guidance on operation equipment within the Kitchen
- Kitchen Porters – to ensure hygiene standards are adhered to.
- Restroom attendants – to look after the cleanliness within the facilities

****Please note that as a result of the variety of requirements within Self Catering Events we do specify that the staffing levels are applicable to one food service only. Should Lunch and Dinner be required then further staff costs will apply****



THE MANOR HOTEL

Main Road, Meriden, Coventry, West Midlands CV7 7NH Telephone: 01676 522735 Fax: 01676 522302
www.manorhotelmeriden.co.uk – reservations@manorhotelmeriden.co.uk

Staffing

All of the Personnel assigned to your Event are employed by The Manor Hotel on a permanent basis and are not brought in from employment agencies, therefore they are fully compliant with all Health & Safety Regulations and Fire Procedures.

In order to exceed your Service Expectations we staff on the following Ratios:

Food Service Staff – 1 per 18 Guests

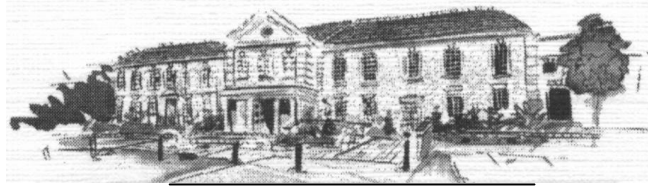
Bar Staff – 1 Per 50 Guests.

Additional Costs

You can Personalise your Event using a range of Special Touches all of which are available through the Manor Hotel in conjunction with our dedicated local suppliers.

- Coloured Linen Tablecloths
- Coloured Linen Napkins
- Chair Covers with Bows
- Guest favours
- Guest signing book
- Chocolate fountain
- Champagne Fountain
- Ice Carvings
- Fruit Displays
- Childrens Entertainer
- Professional Toastmaster
- Additional staging
- Coloured Lighting
- PA & Microphone

The list is not exclusive and additional items can be sourced and quoted for upon request.



THE MANOR HOTEL

Main Road, Meriden, Coventry, West Midlands CV7 7NH Telephone: 01676 522735 Fax: 01676 522302
www.manorhotlmeriden.co.uk – reservations@manorhotlmeriden.co.uk

A Celebration to Remember

The Manor Hotel provides a Truly Special Venue for any Event. Whether you have a lavish Banquet in mind or your own Precious Wedding, our team has the Experience, Creativity and Professionalism to co-ordinate your celebration making your Special Occasion truly memorable.

Our Experience and Expertise mean we enjoy Repeat Custom and Frequent Recommendation, so relax and put your Special Event in our hands. We have the Dedication and Passion to make your perfect day, just that, leaving you with Truly Unique Memories that you will Cherish Forever.

Aylesford Suite

The Aylesford Suite provides an Opulent Environment for any Event. Luxurious and Classic in design the surroundings belie the state of the art technology that is housed within décor.

With ornate mouldings and crystal chandeliers, The Aylesford Suite interconnects with The Guernsey Suite providing a Perfect Reception Space for your Event.

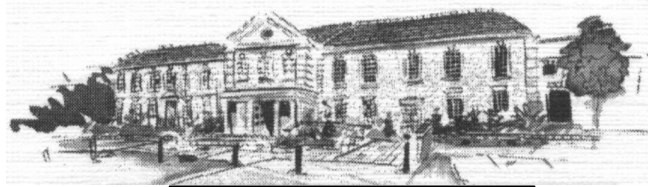
- Maximum Capacity on round tables = 204 No Dance Floor
168 With Dance Floor
- Maximum Capacity on Straight Tables = 250 No Dance Floor
220 With Dance Floor

Room Hire Charge for Aylesford and Guernsey Suite Package Saturdays and Sundays from £3000 plus vat

The Manor Hotel also hosts a full range of Versatile and Flexible additional rooms, some of which interconnect allowing plenty of space for Ceremonies, Prayer Rooms and Storage Areas.

For Use with the Aylesford Suite:

- **Regency – Theatre Style maximum 160 guests = £500 plus vat**
- **Cedars Suite – Theatre Style maximum 110 guests = £500 plus vat**



THE MANOR HOTEL

Main Road, Meriden, Coventry, West Midlands CV7 7NH Telephone: 01676 522735 Fax: 01676 522302
www.manorhotelmeriden.co.uk – reservations@manorhotelmeriden.co.uk

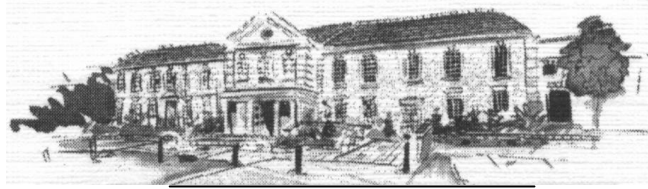
Approved Caterers

Using our Extensive Knowledge and Experience within the Self Catering Market we have selected a number of both Local and National Caterers who have qualified as Nominated Caterers to the Manor Hotel.

These Caterers have undergone thorough checks using a registered Agency to ensure that they adhere to all the relevant Health, Safety and Hygiene Regulations. In addition, the level of Public and Product Liability Insurance has been recorded in accordance with our requirements.

We recommend that you contact all the Caterers you are interested in from the list below before making your final decision. Each Caterer can offer to arrange Menu tastings for you and your family.

<p>Curry Special</p> <p>428 – 432 Ley Street Ilford Essex IG2 7BS</p> <p>Paul Luther or Ameet Watts</p> <p>0208 518 3003</p>	<p>Greenleaf Events & Catering</p> <p>28 – 32 Norwood Road Southall Middlesex UB2 4DL</p> <p>Sammir or Rehan Saroya</p> <p>0208 574 0159</p>	<p>Sanjay Foods</p> <p>Unit E Belgrave Industrial Centre MacDonald Road Leicester LE4 5HD</p> <p>Atul Lakhani</p> <p>0116 266 0777 07710 109888</p>
<p>Jimmys Spices</p> <p>64 – 66 Station Road Solihull West Midlands B91 3RX</p> <p>Harshit Vyas</p> <p>0121 709 2111 07931 271706</p>	<p>Five Rivers</p> <p>The Chefs Kitchen Vicarage Place Walsall WS1 3NA</p> <p>Kini Sunner</p> <p>01922 646164 07900 383898</p>	



THE MANOR HOTEL

Main Road, Meriden, Coventry, West Midlands CV7 7NH Telephone: 01676 522735 Fax: 01676 522302
www.manorhotelmeriden.co.uk – reservations@manorhotelmeriden.co.uk

SPECIAL ACCOMMODATION RATES FOR WEDDINGS

When you attend a wedding Reception at the Manor Hotel, we like to ensure that your stay is as comfortable and enjoyable as possible. The best way to relax and enjoy the day is to stay with us at the Manor Hotel. We are offering special rates for accommodation applicable to wedding guests attending a reception at the Manor Hotel. All rates quoted are per night and, with the exception of the single rooms, are for two people sharing a Twin/Double and include full English Breakfast or Continental breakfast and VAT.

2009/2010

Manor Twin or Double from £90.00

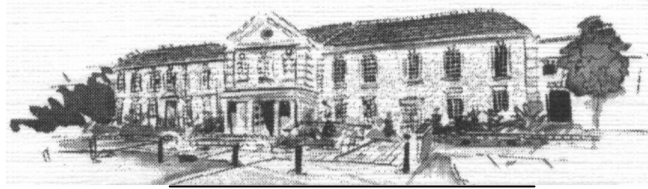
Manor Single from £70.00

We urge you to make your reservation early as rooms at our special rate are subject to availability.

On booking, please advise reservations the name of the wedding reception you are attending.

Telephone Reservations on 01676 526504

E-mail – reservations@manorhotelmeriden.co.uk



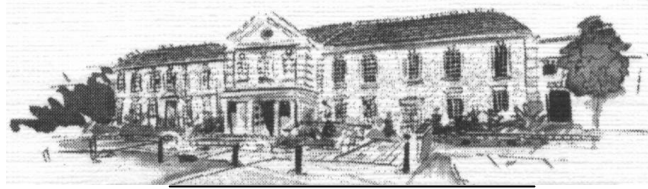
THE MANOR HOTEL

Main Road, Meriden, Coventry, West Midlands CV7 7NH Telephone: 01676 522735 Fax: 01676 522302
www.manorhotelmeriden.co.uk – reservations@manorhotelmeriden.co.uk

TERMS AND CONDITONS

1. A Provisional Booking can be made via the telephone on 01676 522735
2. Provisional Bookings will only be held for 14 days. The Manor Hotel has the right to cancel all provisional bookings once the 14th day has passed
3. A Minimum Deposit of £2000 is required to confirm a Provisional Booking. Please note that all deposits are Non – Transferable and Non - Refundable. Cheques must be made payable to “The Manor Hotel at Meriden Ltd”
4. Full Pre – payment must be made 28 days prior to the Event Date. The Manor Hotel reserves the right to cancel any event for which full payment has not been received.
5. The Manor Hotels Food Hygiene, Health & Safety and Fire Regulations must be adhered to at all times.
6. In order to comply with all Food Hygiene Regulations no guests or family members are permitted in the hotels kitchens
7. No guests or family members are permitted behind the function bar
8. The Manor Hotel accepts No Liability for any loss or damage to any items or property left on site prior, during or after the event takes place.
9. The use of a Ceremonial Fire is allowed on the Condition that the Manor Hotel has been fully informed prior to the event and that strict timings are adhered to.
10. In order to comply with Fire Authority Regulations we cannot authorise the following activities on site –
 - Pyrotechnics (including Confetti Bombs)
 - Dry Ice Machines
11. Prices within the wedding brochure/literature are subject to change. No prices are guaranteed at the time of booking, unless agreed in writing between both parties
12. The Company reserves the right to cancel any booking forthwith and without any liability on its part, in the event of any damage or destruction of the Hotel by fire or any other cause. This includes any shortages of labour or food supplies, strikes, lock-outs or industrial action, or any other cause beyond the control of the Company which shall prevent it from performing its obligations in connection with any booking.

The Customer shall be responsible for the orderly conduct of its guests. The customer shall ensure that its guests have regard to any regulations imposed by any competent authority, and that nothing shall be done which will constitute a breach of the law. The customer shall fully indemnify the Company against any claims or loss or damage arising as a result of breach of this clause.



THE MANOR HOTEL

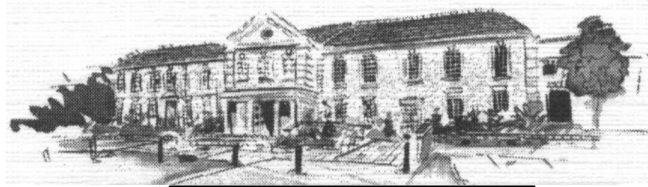
Main Road, Meriden, Coventry, West Midlands CV7 7NH Telephone: 01676 522735 Fax: 01676 522302
www.manorhotelperiden.co.uk – reservations@manorhotelperiden.co.uk

- 13.** Please note the parking of coaches or mini coaches in the hotel's front car park is prohibited after 10.30 pm. All coaches are required to park in the hotel's rear car park or on the main road.

Should the coach or mini-coach be collecting or dropping off passengers, please ensure that the driver silences the engine during the waiting period.

Prior approval from the Hotel must be obtained before access permission will be granted to coaches or mini-coaches.

- 14.** All prices quoted are exclusive of VAT at the current rate.



THE MANOR HOTEL

Main Road, Meriden, Coventry, West Midlands CV7 7NH Telephone: 01676 522735 Fax: 01676 522302
www.manorhotelmeriden.co.uk – reservations@manorhotelmeriden.co.uk

THE MANOR HOTEL

DEPOSIT FORM

A Minimum Deposit of **£2000** is required to Confirm a Provisional Booking. Please note that all Deposits are Non-Transferable and Non – Refundable. Cheques must be made payable to:

“The Manor At Meriden Ltd”

Full pre-payment must be made 28 days prior to the event date. The Manor Hotel reserves the right to cancel any event for which full payment has not been received.

All prices quoted are exclusive of VAT at the current rate

DATE OF EVENT:-.....

NAME OF MAIN CONTACT:-.....

CONTACT NUMBER:-.....

FULL ADDRESS:-.....

.....

.....

.....

EVENT ROOMS BOOKED:-.....

NUMBER OF GUESTS:-.....

CATERER (IF KNOWN):-.....

Please return this booking form with any deposit to ensure that the correct event is confirmed