

## Treasured moments that last a lifetime...

Congratulations on your engagement and thank you for considering the Manor Hotel, Meriden as the venue for your special day.

Here at the hotel, we understand that no two weddings are the same and for that reason we offer bespoke packages so your wedding is totally unique and personal.

The Manor Hotel has over 30 years experience making wedding dreams become a reality so that you have the most perfect day.

Over the next few pages you will find all you need to make your wedding day truly memorable.

## Civil Weddings & Partnerships

The Manor Hotel holds a Civil Wedding & Civil Partnership Licence for the Aylesford Suite, Cedars Suite and the Regency Restaurant.

Aylesford Suite	£750.00
Regency Restaurant	£550.00
Cedars Suite	£550.00

Superintendent Registrar  
Solihull Registration District  
Solihull South Register Office  
Homer Road  
Solihull, B91 3QZ  
Telephone No: 0121 704 8002

Office Hours:  
9.00 am – 12.45 pm, 2.00 pm – 4.00 pm. Monday to Friday

## Wedding Breakfast & Reception Suites

### **Aylesford Suite**

This bright room offers a gorgeous setting with sparkling chandeliers and its own private entrance and bar facility.

*Wedding Breakfast & Evening Reception £1000.00 / Evening Reception only £750.00*

### **Regency Restaurant**

A classically styled room benefiting from an adjoining bar area and its own private courtyard; ideal for photo opportunities

*Wedding Breakfast & Evening Reception £800.00 / Evening Reception only £550.00*

### **Cedars Suite**

A classic suite benefiting from its own private entrance and bar facility

*Wedding Breakfast & Evening Reception £500.00 / Evening Reception only £350.00*

## Hotel Accommodation

Reduced accommodation rates are available for your guests wishing to stay;

Single occupancy	£65.00
Double occupancy	£75.00

Rates include full English breakfast, complimentary car parking, Wi-Fi and VAT.

## All packages include:

- Dedicated Wedding Co-ordinator to help and advise you in planning your wedding
- Dedicated Manager on the day who will offer support and “hands on” help throughout the day
- Manager to perform a “master of ceremonies” role on the day
- Red carpet on arrival
- White table linen (other colours are available at a minimum charge)
- Printed menus for your wedding breakfast
- Use of silver cake stand and knife
- Photographic locations
- Complimentary Four Poster bedroom for the Bride & Groom on your wedding night (full package only)
- Complimentary Champagne & Chocolates in your Bridal Suite (full package only)
- Complimentary menu tasting for the Bride & Groom (full package only)

## Menus

Your wedding breakfast plays a very important part in your day and our Head Chef and his team take great pride in ensuring that the dishes are freshly prepared and presented to the highest possible standard. The menus and dishes to follow are only suggestions; if you have a favourite dish you would prefer we would be happy to discuss this with our Head Chef.

For your wedding breakfast, please select one starter, one main course and one dessert for your whole party. Naturally, special dietary requirements can be catered for.

By appointment, our Head Chef would be pleased to assist and advise for a menu of your choice or compile an exclusive menu for you.

You may wish to change a course from one collection to another, although this may result in additional costs.

All prices are inclusive of V.A.T at 20%

## Canapés

On your Wedding Day, may we suggest that you offer your guests an appetiser on arrival, while the preliminary formalities and photographs are being taken. Canapés will be served along with your chosen arrival drinks.

Choose any 3 canapés for £4.50 per person

Choose any 6 canapés for £7.95 per person

Mini Vegetable Spring Rolls, Sweet and Sour Dip (V)

Marinated Chicken Skewers, Mint Yoghurt Dip

Ratatouille and Shaved Parmesan Tartlets (V)

Brie Cheese and Cranberry Tartlets (V)

Smoked Salmon, Chive Cream Cheese

Mini Oriental Vegetable Dim Sum (V)

Lamb Fillet Croute, Béarnaise Sauce

Mini Duck Spring Rolls, Hoi Sin

Mini Crab Cakes, Tartar Sauce

Mini Oriental Fish Dim Sum

Asparagus and Parma Ham

Mini Vegetable Samosas (V)

Chicken Pate Tartlets

## THE PEARL COLLECTION

£32.00 per person

### Starters

Seasonal vegetable soup with mixed warm rolls  
Fan of seasonal melon with fruits, sprinkled with Grand Marnier  
Bramley apple & ham hock terrine, toasted brioche, plum chutney  
Smoked salmon, potted salmon and prawn salad  
Crispy warm goats cheese, char grilled peppers, rocket salad, basil dressing  
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### Main Courses

Roast fresh Warwickshire turkey, chipolata, seasoning and cranberry Sauce  
Breast of chicken, pan roasted with baby onions, sliced mushrooms and bacon in a red wine and thyme sauce  
Grilled pave salmon, fresh asparagus, chive cream sauce  
Roast rack Warwickshire of pork, apple and mushroom Calvados cream sauce  
Roast sirloin of Herefordshire beef, classical chasseur sauce

Selection of seasonal vegetables  
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### Desserts

Lemon tart, lemon sorbet, sweet and sour strawberries  
Apple, sultana and cinnamon tart, vanilla ice cream  
Profiteroles filled with cream, covered with chocolate sauce with vanilla ice cream  
Brandy Snap Basket of Fresh Fruit Salad, Mango Sorbet  
Cinnamon poached pear, toffee cream, caramel ice cream  
\*\*\*\*\*  
Coffee with fresh cream and chocolates

## THE SAPPHIRE COLLECTION

£34.00 per person

### Starters

Asparagus, artichoke, Parma ham and rocket salad  
Half seasonal melon, passion fruit and mango sorbet  
Confit of duck and pate de Foie Gras terrine, apple chutney  
Cajun chicken, Caesar Salad, brioche croutons  
Grilled pave of salmon, chilli and mango salsa wilted pak choi  
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### Main Courses

Roast sirloin of Herefordshire beef, caramelised red onion and burgundy wine sauce  
Supreme of chicken pan roasted, ragout of wild mushrooms & plum tomatoes, tarragon infused sauce  
Roast sea bass ginger stir fried vegetables, coriander butter sauce  
Roast stuffed saddle of Shropshire lamb, port wine sauce, stuffed baby tomato  
Chargrilled sirloin steak of Herefordshire beef with a soft peppercorn cream sauce

Selection of seasonal vegetables  
\*\*\*\*\*

### Desserts

Apricot Bakewell tart, vanilla ice cream  
Dark chocolate truffle mousse, orange cream, vanilla ice cream  
Summer pudding, raspberry coulis, and wild berry sorbet  
Vanilla crème brulee, with caramel ice cream  
Baked vanilla cheesecake, glazed strawberries  
\*\*\*\*\*  
Coffee with fresh cream and chocolates

## THE DIAMOND COLLECTION

£36.00 per person

### Starters

Barbary duck liver parfait, homemade toasted brioche, spiced pear chutney  
Oak smoked Scotch salmon, potato & baby capers salad, confit of lemon  
Melon with Parma ham and pineapple chilli salsa  
Duck leg confit, Asian greens, Hoi Sin sauce  
Fillet of red mullet with fennel confit, orange and chive butter sauce

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### Main Courses

Garlic and rosemary marinated roast rack of Shropshire lamb, redcurrant and port Jus  
Herefordshire reared roast fillet of beef, pate de Foie Gras and wild mushroom cream sauce  
Roast breast of duck, buttered cabbage, apple fondant, cassis sauce  
Supreme of corn-fed chicken, pan roasted, creamed leeks and smoked bacon Madeira sauce  
Seared tuna loin steak, roasted Mediterranean vegetables, crayfish and basil butter

Selection of seasonal vegetables

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### Desserts

Baked egg custard, nutmeg ice cream  
Iced lemon and white chocolate soufflé parcel, blackberry compote  
Chocolate tart with banana ice cream  
Baked cheesecake, blueberry compote, honeycomb ice cream  
Brandy snap basket of strawberry Romanoff, vanilla ice cream

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Coffee with fresh cream and petits fours

## VEGETARIAN OPTIONS

The vegetarian options are offered at the same price as your chosen menu. Please select one starter & one main course for all of your Vegetarian guests. We will be happy to discuss any other special dietary requirements you may have.

Starters	Main Courses
Seasonal Vegetable Soup, Mixed Warm Rolls Half Galia Melon, Mango Sorbet, Pineapple Salsa Artichoke and Asparagus Caesar Salad Salad of Warm Goat's Cheese, Char grilled Peppers and Artichokes, Rocket Salad Balsamic Caramel	Souffled Local Free Range Egg Omelette with Artichokes, Spinach, Tomato, Wild Rocket Salad Paupiette of Aubergine, Spinach and Halloumi Cheese, Brioche Crust, Roasted Red Pepper Sauce Brie & Courgette and red onion tart, Roasted Sweet Potato Sauce Wild Mushroom Risotto, Shaved Parmesan

## MENU EXTRAS

Intermediate Course

£3.50 per person

(Choice of Soup or Sorbet)

Cheese Course

£5.50 per person

(A selection of cheeses, chutney & sultana bread)

## CHILDRENS MENUS

Children's half portion (of adults meal)  
(12 years and under)

£30.00 per child

Children's menu  
child  
(12 years and under)

£15.95 per

<p><b>Starters</b> Homemade soup Fresh fruit salad Fruit Juice</p>	<p><b>Main Courses</b> Penne Pasta in a tomato sauce Chicken nuggets, chips, beans Sausages, mash potato, peas Burger in a bun</p>
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## WEDDING BREAKFAST FORK BUFFET MENUS

<p>Fan of Seasonal Melon with Fruits, Sprinkled with Grand Marnier ****</p> <p>Poached Potted Salmon Warwickshire Barn Reared Roast Turkey Selection Savoury Quiche Blossom Honey Home Baked Ham and Smoked Loin of Pork Ragout of Prime Warwickshire Reared Beef, with Onions and Mushrooms in a Red Wine Sauce</p> <p>Tomato, Cucumber and Capsicum Vinaigrette Caesar Salad Coleslaw Minted New Potatoes</p> <p>Strawberries and Cream Profiteroles Filled with Cream, Smothered with Chocolate Sauce Selection of Cheeses, Chutney &amp; Breads</p> <p>Coffee with cream and chocolates</p> <p><b>£31.00 per person</b></p>	<p>Smoked Salmon, Potted Salmon and Prawn salad ****</p> <p>Sugar Baked Ham and fresh pineapple Herefordshire Reared Roast Sirloin of Beef Warwickshire Barn Reared Roast Turkey Country Style Pie Breaded Scampi and Lemon Thai Green Chicken Curry with Rice</p> <p>Apple, Celery and Walnut Salad Tomato, and Mozzarella Cheese Salad Pesto Dressing Pasta Salad Green Leaf Salad Minted new potatoes</p> <p>Lemon Tart, Sweet and Sour Strawberries Exotic Fresh Fruit Salad Selection of Cheeses, with Chutney and Breads</p> <p>Coffee with cream and chocolates</p> <p><b>£32.00 per person</b></p>
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## EVENING WEDDING BUFFETS

*These menus are only available following your daytime reception*

### Finger Buffet

6 items £16.50 per person

8 items £18.50 per person

(Additional Items can be added at £1.85 per person, per item)

Cold Items	Hot Items
Sandwiches on white and wholemeal bread Cheese Platter with homemade bread and chutney Prawn and Marie Rose Vol au Vents Coronation Chicken Vol au Vents Selection of filled Ciabatta Bread Selection of filled soft Rolls Exotic Fruit Platter Chocolate Éclairs	Mini Duck Spring Rolls, Sweet Chilli Dipping Sauce Potato Skin Strips, Chive Mayonnaise, Tomato Salsa Selection of Oriental Fish or Vegetable Dim Sum Selection of Savoury Filled Puff Pastry Parcels Mini Vegetable Samosa, Mint Yoghurt Dip Mini Lamb Kofta, Mint Yoghurt Dip Plain or Breaded Chicken Drumsticks Crisp Breaded Scampi, Tartare Sauce Tempura Stuffed Cherry Peppers Mini Crab Cakes, Tartar Sauce Skewered Marinated Chicken Mini Vegetable Spring Rolls Onion Bhaji

<b>Sausage &amp; Bacon Baps Buffet</b> Soft Rolls with Vegetarian Sausages Soft Rolls with Cumberland Sausages Soft Rolls with Crispy Back Bacon Caramelised Onions Chips and Sauce £12.50 per person	<b>Pork &amp; Jackets Buffet</b> Soft Rolls with Roast Shoulder of Pork Apple Sauce Stuffing Baked Jacket Potato and Butter Coleslaw £11.50 per person
<b>Cheese Buffet</b> Selection of English & continental cheeses Various breads & biscuits Celery, grapes & mixed leaves Selection of continental meats & mixed olives Balsamic dips £14.50 per person	

## DRINKS PACKAGES

To help make your choice of drinks easier we have selected some special packages for you and your guests.

Should you wish to choose your own alternatives we would be very happy to discuss this with you, although any deviation from these selections will be charged at normal bar prices.

<p style="text-align: center;"><b>The Love Collection</b></p> <p style="text-align: center;">Glass of Bucks Fizz / Fruit Juice on arrival Glass of House Red / White Wine Glass of Sparkling Wine for the toast £12.95 per person</p>	<p style="text-align: center;"><b>The Eternity Collection</b></p> <p style="text-align: center;">Glass of Bucks Fizz / Fruit Juice on arrival Two glasses of House Red / White Wine Glass of Sparkling Wine for the toast £17.50 per person</p>
<p style="text-align: center;"><b>The Cherish Collection</b></p> <p style="text-align: center;">Glass of Pimms or Fruit Juice on arrival Two glasses of House Red / White Wine Glass of House Champagne for the toast £19.50 per person</p>	<p style="text-align: center;"><b>The Forever Collection</b></p> <p style="text-align: center;">Glass of Bucks Fizz / Fruit Juice on arrival Two glasses of House Red / White Wine Glass of House Champagne for the toast £20.50 per person</p>
<p style="text-align: center;"><b>The Endless Collection</b></p> <p style="text-align: center;">Glass of Kir Royal / Fruit Juice on arrival Two glasses of House Red / White Wine Glass of Pink Champagne for the toast £24.00 per person</p>	

Along with our drinks packages, we can offer you a number of alternatives should you prefer to compile your own selection of drinks. Please ask your Wedding Co-ordinator for further details. We also offer a comprehensive wine list, a copy of which is available upon request.

### Corkage

The hotel reserves the right to supply alcoholic and non-alcoholic beverages. Should you wish to supply your own liquor the following charges apply:

Still Wine:	£9.00 per 75cl bottle
Sparkling Wine:	£11.00 per 75cl bottle
Champagne:	£15.00 per 75cl bottle
Bottle of spirits:	£18.00 per bottle
Still / Sparkling Mineral Water:	£3.60 per litre bottle
Bottles of Alco pops/Beer/Lager:	£4.00 per bottle
Soft Drinks (Coca Cola, Lemonade):	£1.50 per bottle

These prices are a guide only and are subject to budget price increases.

# **WEDDING BOOKING PROCEDURE**

## **HOW TO BOOK**

When you have decided upon the date for your wedding, please contact the hotel and ask the Wedding Co-ordinator to check availability for our suites for your chosen date.

Provisional bookings will be held for two weeks, after which written confirmation along with a non-refundable and non-transferable deposit of £1000.00 is required. If no confirmation is received from you within this time, your booking will be automatically released.

Within your confirmation letter to the hotel, please state your minimum numbers and approximate timings. An agreement will then be issued by the hotel, which must be signed and returned to the hotel within 7 days.

## **DEPOSIT**

A £1000.00 deposit is required to secure your chosen date. All deposits are non-refundable or transferable under any circumstances. If the deposit hasn't been received by the hotel within the stated time, the booking will be released.

The deposit paid will be deducted from the final balance.

## **MINIMUM NUMBERS**

The hotel reserves the right to charge minimum numbers on all Saturday wedding receptions between May – September inclusive. Weddings taking place at these times must include a full wedding package and evening buffet.

Minimum numbers at these times are 70 adult's wedding breakfast & 120 adults evening reception.

Should numbers fall below minimum numbers an additional room hire charge and per person supplement will apply.

## **CANCELLATIONS**

In the unlikely event that you have to cancel you will forfeit your deposit. In addition, a cancellation fee will be charged;

12-3 months prior to your wedding

£1000.00 cancellation fee

Less than 3 months prior

65% food & beverage costs

90% room hire & accommodation costs

## **APPOINTMENT PROCEDURE**

Six months prior to your wedding day, your Wedding Co-ordinator will contact you and invite you into the hotel to discuss your requirements and confirm prices. At this stage, your menu will be discussed and a menu tasting will be booked for you.

One month prior to your wedding day, your Wedding Co-ordinator will again contact you and invite you into the hotel for your final details appointment.

## **PAYMENT PLAN**

Once your deposit has been paid, you will then be required to make a pre-payment of 50% of the estimated costs 7 days after your six month appointment. Your wedding co-ordinator will send an invoice to you on completion of your appointment.

The final balance of your wedding will be required 7 days after your final details appointment, again, your Wedding Co-ordinator will issue you with an invoice on completion of your appointment.

## **FREQUENTLY ASKED QUESTIONS**

### **What details will we discuss at the 6 month appointment?**

Our wedding co-coordinator will discuss all arrangements with you from timings, numbers, menu options and drink requirements. All costs will be finalised at this stage.

### **What details will we discuss at the final details appointment?**

Everything! All final details of your day will be discussed. Any questions you may have will be answered to enable to you relax and enjoy your day.

### **Does the hotel have suitable grounds for our wedding photos?**

There are many beautiful photo opportunities at The Manor Hotel, outside in the grounds or on the patio and in front of the impressive entrance to the hotel.

If the weather does turn against you, our stunning staircase with sparkling chandelier makes a beautiful backdrop for any wedding portrait. Your photographer will be welcome to call and discuss his requirements or view the areas around the hotel or alternatively telephone for advice.

### **What time can we have the bar and entertainment until on the evening?**

The Aylesford and Cedars Bar closes at 12.30am with entertainment finishing at 1am.

In the Regency Restaurant, the bar and entertainment both finish at midnight.

Bands & Disco set up times can be confirmed with your Wedding Co-ordinator dependent upon the timings of your day.

### **Can we have exclusivity to the hotel on our Wedding Day?**

The Manor Hotel **does** cater for more than one wedding reception on any given day.

Should you wish for exclusive use of the Hotel i.e no other wedding parties, this can be arranged – subject to availability. There will be a charge for exclusivity. Please ask for further details.

### **Can the hotel help with all other aspects of our Wedding?**

Yes, we can help with everything from table decorations and balloons to suggesting bands, pianists and DJ's for your evening entertainment. Please ask your Wedding Co-ordinator for our recommended supplier list.

### **When can I deliver our venue decorations?**

All decorations for your day can be delivered to the hotel in the week leading up to your wedding. Your Wedding Co-ordinator will store them safely for you and the Operations Team will set them up on the day.

### **What are the accommodation check in and out check times?**

Check in time is anytime from 2.00pm and check out time is before 11.00am.

Luggage storage is available; please speak to Reception on arrival at the hotel.

### **When are the brochure prices valid until?**

All brochure prices are valid until 30<sup>th</sup> December 2013.

All rates quoted are inclusive of VAT at 20%

The hotel reserves the right to change any price within the brochure due to circumstances beyond its control.

## WEDDING COUNTDOWN

	Completed
<b>AS SOON AS POSSIBLE</b>	
Open a special wedding bank account	
Decide a savings plan	
Set your budget	
Take out wedding insurance	
Set a date	
Book your Wedding Planner	
Decide style and theme of your wedding	
Draw up a guest list	
See your minister or registrar	
Book you're your church or ceremony venue	
Book your reception venue	
Start looking for wedding outfits	
Arrange guest accommodation	
Book your wedding night hotel	
Nominate two witnesses	
Choose your attendants	
Book caterers	
Book photographer	
Book videographer	
Arrange transport	
Organise stationary	
Order cake	
Organise florist	
Book wedding day hair and beauty treatment appointments	
Book your leave from work	
Check passports are valid	
Book honeymoon	
Arrange vaccinations, visa, insurance	
Organise decorations	
Book entertainment	
Compile a gift list	
Give notice of marriage	
<b>SIX – FOUR MONTHS BEFORE</b>	
Decide wedding music	
Order gown	
Buy wedding day lingerie	
Finalise men's outfit hire	
Arrange foreign currency	
Decide styles with hairdresser	
Send invitations/guest list	
Finalise "order of service" sheets	
Choose wedding rings	
Organise stag/hen do's	
Buy presents for parents & attendants	
Book your 6 month appointment with your venue	
<b>ONE MONTH BEFORE</b>	
Finalise guest list	

Organise table plan and place cards	
Confirm final details with venue	
Finalise outfits	
Finalise speeches	
Notify bank or other officials of change of name	
Finalise plans with helpers	
Pay final balance	
<b>TWO WEEKS BEFORE</b>	
Final dress fittings	
Final check on all prior bookings	
Wear shoes around the house	
Start honeymoon packing	
Attend rehearsals	
Give photographer & videographer a list of "must have" shots	
Give check list to helpers	
Arrange pet sitter / kennels	
<b>ONE WEEK BEFORE</b>	
Arrange collection of all hire items	
Finalise arrangements with hairdresser/beautician	
Confirm arrangements with venue for decorations and delivering items	
Arrange for someone to check your venue on the morning of the wedding	
<b>DAY BEFORE</b>	
Treat yourself to a massage	
Give rings and monies for fees to Best Man	
Have luggage taken to hotel	
Speak to all attendants	
Relax and have an early night	
Set your alarm!	
<b>ON THE DAY BEFORE YOU LEAVE</b>	
Give yourself plenty of time to prepare	
Don't miss breakfast	
Have a glass of bubbly...but only one!	
Check bouquets and button holes have arrived	
Have button holes delivered to ushers	
Give make up to mum or bridesmaid	
Make sure Best Man has rings, speeches, messages and vows and readings	
Put your engagement ring on your right hand	
<b>DURING THE DAY</b>	
Have a fabulous time! Set aside 15 minutes every hour to sit quietly together and soak up the atmosphere as Husband and Wife!	