

The Manor House Hotel *The Ideal Wedding Venue*

May we take this opportunity to offer you our congratulations on your forthcoming marriage and introduce you to the Best Western Manor House Hotel. We believe our Hotel is the ideal venue to accommodate your wedding reception as we offer an uncomplicated start to married life with comfort, style, ambiance and convenience all rolled into one.

Situated on the outskirts of the village of Alsager, on the Cheshire / Staffordshire border, The Manor House was originally a farmhouse and dates back to the 17th century. The hotel has retained much of the original character and has also been tastefully extended to offer all the modern facilities within a welcoming and friendly atmosphere.

Our emphasis is firmly built around quality of service. Our knowledgeable and professional staff are here to help you and to ensure your most special day is truly one to remember.

We can accommodate up to 150 guests for the Wedding Breakfast, and up to 150 guests for the evening reception. The Hotel is also a licenced venue to host Civil Marriage ceremonies.

Hotel facilities include 57 en-suite bedrooms, an award winning restaurant and an indoor heated swimming pool with Jacuzzi. Our Bridal Suite is offered complimentary to the Bride and Groom on your wedding night when holding both your Wedding Breakfast and Evening Reception with us.

Our central atrium is perfect for welcoming guests with a glass of Bucks Fizz and along with picturesque surroundings, offers ideal photograph opportunities.

Planning Your Wedding

Organising a wedding can be quite a daunting task. With this in mind, our Wedding Co-ordinator will be only too pleased to assist in planning your day from the moment you arrive, right through to your departure, to ensure your day is truly one to remember.

Throughout the months leading up to your wedding, we will be on hand to offer advice throughout, from the seating plan, menus and drinks packages to recommending brides dresses, photographers and flowers.

With many years of experience, we at the Manor House Hotel never forget that this is your day, and as such, our flexibility will enable you to explore all possible options. Please remember that if you would like anything that is not included in this brochure, and then please ask and we will endeavor to oblige.

On the day itself, a senior member of our management staff, along with our resident Toastmaster if requested, will be on hand to personally oversee the days' events.

As previously mentioned, we are a recognised venue for Civil Marriage ceremonies and the hotel will make no additional charge for this. Any charges will be payable directly to the Registrar. Please contact Macclesfield Registry Office on 01625 423463 for further information. Please bear in mind that a Notice of Marriage is valid for 24 months, so you will be unable to book the registrar more than 2 years in advance.

If you have not already done so, please feel free to contact us to arrange a showround, where our Wedding Co-ordinator will be able to show you our facilities on offer and answer any questions you may have.

Provisional bookings will be held for two weeks, unless we receive an alternative enquiry for your date whereupon you will be contacted. To confirm your booking, we request a non-refundable deposit of £500.00.

Hotel Accommodation

The Manor House offers 57 en-suite bedrooms, all decorated to a high standard and all offering colour television with satellite connection, direct dial telephone with modem point, trouser press and tea and coffee making facilities.

The accommodation includes 1 Bridal Suite and 2 Executive Rooms. The Bridal Suite is, of course, complimentary inclusive of English or Continental breakfast, to the Bride & Groom on your wedding night in the terms already mentioned.

For a supplement of £18.00, a bottle of Duval Leroy Champagne will be put on ice in your Bridal Suite at a time of your choosing.

Additional Guests

We offer a discounted accommodation rate of £37.50 per person, inclusive of English or Continental breakfast to those staying with the wedding party.

All accommodation is subject to availability, so please make sure you book any rooms you may require well in advance.

Check in time is from 2.30pm onwards. If you require an early check in, please notify us well in advance. While we cannot guarantee this, we will try our utmost to oblige.

Anniversary Offer

If you hold your Wedding Breakfast and Evening Reception at the Manor House Hotel, we would be delighted to welcome you back for a complimentary dinner for 2 on your first anniversary, or nearest Friday or Saturday night if preferred, subject to availability. Please contact the Hotel to make your booking. There is a discounted accommodation offer of £25.00 per person, bed and breakfast available should you wish to make this a truly special evening.

Your Wedding Day

Once you have decided to hold your reception with us and the menus and drinks packages have all been chosen, the following services are included with our compliments:

- Bridal Suite for your wedding night, if holding your wedding breakfast and evening reception at the Hotel.*
- The services of our experienced Toastmaster on parties of 50 Adults or more – a charge of £250.00 is made on parties of less than 50*
- Hire of the banqueting room for the duration of your reception for parties of 50 Adults or more – there may be a room hire charge on parties of less than 50*
- Red Carpet on arrival*
- Use of our cake stand*
- An engraved cake knife to take away with you*

Please note Buffet only Functions are subject to a room hire charge

Additional Services

We will be happy to offer advice with florists, photographers, cake makers and bridal dresses. The final decision, however, must be your own as we cannot accept any liability for businesses out of our direct control.

Entertainment

We will be happy to supply a disco for your evening entertainment. The cost for this service is currently £180.00, a direct charge made from the Disc Jockey to us. We can also assist with cabaret artists or a live band, if you wish. Alternatively, you are welcome to arrange your own entertainment..

Entertainment Licence

Our entertainment licence allows your evening function to finish at 12.30am, 11.30pm on Sunday s', with the bar closing at midnight, 11.00pm on Sunday s'. A resident only bar is available for the rest of the night if you wish to carry on your celebrations.

Sunday Offer

We offer a 10% Discount on your Wedding Breakfast package price when holding both your Wedding Breakfast & Evening Reception on a Sunday.

Menus & Drinks Packages

Menus

Listed below are a number of sample menus for your perusal. If you cannot find anything to suit, we will be happy to tailor something for your needs. All menu prices are inclusive of the drinks package listed after the menu samples.

Menu A @ £39.50 per person

*Fanned Honeydew Melon
With a Raspberry & Mango Coulis*

oo0oo

Creamed Leek & Potato Soup

oo0oo

Roast Local Turkey

With Stuffing & Cranberry Sauce

Seasonal Vegetables & Potatoes

oo0oo

Fresh Fruit Pavlova Meringue Nests

oo0oo

Freshly Brewed Coffee

Menu B @ £41.00 per person

Prawn Cocktail

With Fresh Granary Bread

oo0oo

Roast Plum Tomato Soup with Basil

oo0oo

*Supreme of Chicken in a creamy Wild Mushroom
& Tarragon Sauce*

Seasonal Vegetables & Potatoes

oo0oo

Lemon Tart with Orange Flavoured Sauce

oo0oo

Freshly Brewed Coffee

Menu C @ £42.00 per person

*Smooth Chicken Liver & Brandy Paté
with Red Onion Marmalade & Oatcakes
oo0oo*

*Cream of Broccoli & Stilton Soup
oo0oo*

*Roast Loin of Pork
Braised Cabbage, Baby Onions & Lardons
of Ham, Sage & Calvados Gravy
Redcurrant Sauce*

*Seasonal Vegetables & Potatoes
oo0oo*

*Vanilla Cheesecake with mixed Fruit
Compote
oo0oo*

Freshly Brewed Coffee

Menu E @ £44.00 per person

*Shaved Parma Ham with Beef Tomato
& Buffalo Mozzarella with Wild Rocket Salad
oo0oo*

*Cream of Vegetable Soup
oo0oo*

*Roast Sirloin of Beef served with a
Traditional Bordelaise Sauce*

*Seasonal Vegetables & Potatoes
oo0oo*

*Raspberry Brulee with Shortbread Biscuit
oo0oo*

Freshly Brewed Coffee

Menu D @ £43.00 per person

*Crown of Galia Melon
With Parisienne Pearls & Lemon Sorbet
oo0oo*

*Minestrone Soup with Parmesan Cheese
oo0oo*

*Roast Leg of Lamb
With Rosemary & Redcurrant Sauce
Seasonal Vegetables & Potatoes
oo0oo*

*Profiteroles filled with Cream & served with a
Warm Chocolate Sauce
oo0oo*

Freshly Brewed Coffee

Menu F @ £45.00 per person

*Smoked Salmon Cornets filled with Creamed
Cheese & Chives
oo0oo*

*Champagne Sorbet
oo0oo*

*Seared Medallions of Beef with a
Bourguignon Sauce*

*Seasonal Vegetables & Potatoes
oo0oo*

*Chocolate Truffle Torte with Belgium Chocolate Sauce
& Fresh Cream
oo0oo*

Freshly Brewed Coffee

Dietary Requirements

Please notify us of any dietary requirements you may require. Listed below are just 4 examples of a Vegetarian Main Course.

Filo Purse with Stir Fried Vegetables, served with a Tomato & Basil Sauce

oo0oo

Baked Bell Pepper stuffed with Vegetables Cous Cous with a Roast Garlic & Thyme Sauce

oo0oo

Tagliatelli Pasta, Sun Blushed Tomato & Wild Mushroom Creamed Cheese & Herb Sauce

oo0oo

Hazelnut Roast with Puy Lentil Ragout & Fresh Tomato & Basil Sauce

Evening Reception

A choice of finger buffets is available to choose from for the evening reception:

Option A @ £13.00 per person

Assorted Sandwiches

Chicken Drumsticks

Cheese & Tomato Pizza Fingers

Sausage Rolls

Thyme & Garlic Roasted New Potatoes

Cheese & Bacon Staffordshire Oatcakes

Option B @ £14.00 per person

Assorted Open & Closed Sandwiches

Cajun Chicken Drumsticks

Mini Onion Bhajis

Mini Pork Pies

French Bread Pizza

Vegetable Pakoras

Potato Wedges

Option C @ £17.00 per person

Sliced Turkey, Ham & Beef

Salmon & Seafood Platter

Vegetable Samosas

Skewered Chicken Tikka

Tomato & Mozzarella

Pasta Salad

Potato & Chive

Coleslaw

Mixed Green Salad

Minted New Potatoes

Assorted Bread

A choice of desserts can be added at an additional cost of £2.50 per person

Canapés

A choice of Canapés can be offered, priced at £3.95 per person:

Drinks Packages

All of the above wedding breakfast menus are inclusive of our standard drinks package. This includes:

- *Bucks Fizz made with Sparkling Wine or Pimms on Arrival (choice of 1)*
- *2 Glasses of Red or White House Wine served during the Wedding Breakfast*
- *Sparkling Wine Toast*

Alternative Drinks Packages:

We can offer alternative packages should you wish. Please ask our Wedding Co-Ordinator for further details.

Please Note: all prices listed in this brochure are correct at the time of printing, and are inclusive of VAT @ 17.5%. This is subject to change without notice

COMPASS HOTELS LIMITED

TERMS AND CONDITIONS OF BUSINESS FOR WEDDINGS AND FUNCTIONS

1 **The Manor House Hotel**, Audley Road, Alsager, Cheshire, ST7 2QQ is part of the Compass Hotels Group. In this document, “Company” means Compass Hotels Ltd; “Hotel” means The Manor House Hotel, Alsager and “You” means the client.

The following are the Terms and Conditions of Business of the Company which need to be agreed and signed by you and returned to the Hotel General Manager.

2 **Bookings:**

A provisional booking will be held for 14 days, but puts neither you nor the hotel under any obligation. The hotel will release the booking unless you confirm in writing within 14 days. A non-returnable deposit of £500.00 will be treated by the hotel as confirmation of your booking, together with your letter of confirmation and a signed copy of these terms and conditions. Payment of the deposit denotes your acceptance of the terms and conditions of booking in the event that these are not signed and returned to the hotel.

3 **Prices:**

Bookings taken more than 12 months in advance may be subject to price increases. All prices will be quoted inclusive of V.A.T. at the current rate, which may be subject to Government change without prior notice.

4 **Number of guests:**

An indication of numbers attending the function(s) will be required at the time of booking. These numbers should be confirmed or amended 12 weeks prior to the event to enable the second deposit to be calculated.

Four weeks prior to the event, you should advise final numbers. On this occasion you may reduce the numbers advised at 12 weeks prior to the event by up to 15% without penalty. A reduction in numbers over 15% will be charged at 25% of the agreed value per person.

On the day of the event, the total number attending or the numbers confirmed to attend at 4 weeks prior, which ever is the greater, will be the number charged.

5 **Payment:**

5.1 Six calendar months prior to the date of the event, a further £500.00 deposit will be required. This sum is non-returnable.

5.2 12 weeks prior to the date of the event, 50% of the remaining anticipated full value of the function(s) will be payable. The outstanding balance will be payable in full 4 weeks prior to the event taking place.

5.3 Any additional business during the event, not previously paid for, must be settled prior to departure.

6 **Cancellation:**

6.1 If you cancel the function(s), the following scale of cancellation charges will apply:

- Within 12 weeks of the date of the function(s) 60% of the anticipated full value
- Within 8 weeks of the date of the function 75% of the anticipated full value
- Within 4 weeks of the date of the function 100% of the anticipated full value

The cancellation date will be the date the written notification of cancellation arrives at the Hotel.

In every case the Hotel will try to re-let the accommodation and, if successful, any income received from the re-let will be fully deducted from the cancellation charge. If re-letting of the accommodation does not fully cover the cancellation charge, an account for the remaining amount will be sent immediately after the scheduled day of the event.

6.2 Cancellation by the Company:

The Hotel may cancel the booking at any time and without any obligation to you in any of the following circumstances:

- If the Hotel or any part of the Hotel is closed due to circumstances beyond the Hotel's control;
- If you become bankrupt or insolvent or enter into liquidation or have an administrator or receiver appointed over all or a substantial part of your assets;
- If you fail to meet the deposit requirements for the reservation;
- If the Company or the Hotel in its sole discretion believes the booked event, or you, might prejudice the reputation of the Hotel.

If the hotel cancels the booking, a full refund of any monies paid in respect of the function(s) will be given, issued in the form of a cheque through the Company head office.

6.3 Any disputed item or price contained in an invoice must be raised in writing with the Hotel within 7 days of receipt of the invoice. Disputed items will be dealt with separately from the remainder of the monies due, which must still be paid when due.

7 Use of the Hotel:

7.1 The costs of repairing any damage you or your guests have caused to the property, furnishings or equipment will be charged to you as the client organising and paying for the function(s).

7.2 The hotel cannot accept responsibility for loss of, or damage to, guests' property however caused.

7.3 Licensing and Statutory Control –

Please remember that you, as well as the Hotel, are subject to statutory controls including those related to fire, licensing and entertainment, which must be strictly observed.

7.4 The Hotel reserves the right to approve any externally arranged entertainment, services or activities that you have arranged and cannot be held liable for any resultant costs. Any such costs will be added to the client's account.

7.5 No wines, spirits or foods brought into the Hotel may be consumed without prior consent of the Hotel.

8 As defined above, it is agreed that you are the client who will settle the account and not acting on behalf of a third party.

9 These terms and the agreement shall be governed by and construed in accordance with English law.

Signed: _____	Print Name: _____
Position: _____	Company: _____
Date: _____	Date of function: _____

- **1 copy to be signed and kept for the Client's files**
- **1 copy to be signed and returned for the attention of The General Manager, Manor House Hotel, Alsager, ST7 2QQ**

*The Manor House Hotel, Alsager Ltd. Registered number 1807725
Registered Office:
1st Floor, Suite 2, Tollgate House, 69 – 71 High Street, Harpenden, Herts AL5 2SL*