

Best Western 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 Best Western Manor House Hotel 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 also guarantee that yours will be the only Wedding taking place on the day, at the Hotel.

We can accommodate up to 150 guests for the Wedding Breakfast, and up to 150 guests for the Evening Reception. The Hotel is a licensed venue to host Civil Marriage and Civil Partnership 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 Reception Drink and along with picturesque surroundings, offers ideal photographic 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, from the seating plan, menus and drinks packages to recommending local suppliers of other wedding services.

With many years of experience, we at the Best Western 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, simply ask and we will endeavor to oblige.

On the day itself, a senior member of our management team, 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 and Civil Partnership ceremonies. Due to increased licence fees a charge of £50.00 is made to hold your Civil Ceremony at the hotel. In addition, Registrar charges will be payable directly to the registrars. Please contact Crewe Registry Office on 01270 375140 for further information. Do 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, feel free to contact us to arrange a show-round, where our Wedding Co-ordinator will be able to show you our facilities 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 Best Western Manor House offers 57 en-suite bedrooms including the Bridal Suite and two Executive rooms, all decorated to a high standard. You will also find comfortable beds, iron and ironing board, tea and coffee making facilities.

The Bridal Suite is offered with our compliments, inclusive of Full English or Continental breakfast, to the Bride & Groom on your wedding night in the terms already mentioned.

For a supplement of £24.95, a bottle of Duval Leroy Brut 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 £39.50 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. Whilst we cannot guarantee this, we will try our utmost to oblige.

Anniversary Offer

If you hold your Wedding Breakfast and Evening Reception at the Best Western Manor House Hotel, we would be delighted to welcome you back for a complimentary dinner for 2, in the award winning Ostler Restaurant, 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 £27.50 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:

- Guarantee that your wedding will be the only one taking place on the day
- Bridal Suite for your wedding night, if holding your wedding breakfast and evening reception at the Hotel. (Minimum numbers apply)
- Complimentary places for the Bride & Groom for the Wedding Breakfast only. (Minimum numbers apply)
- The services of our experienced Toastmaster on parties of 50 paying 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 paying Adults or more – there may be a room hire charge for parties of less than 50 paying Adults.
- Menu Cards & Seating List
- Red Carpet on arrival and in the Civil Marriage Room
- Use of our cake stand
- An engraved cake knife to take away with you
- 6 months complimentary membership to our Swimming Pool facilities

Additional Services

We will be happy to offer advice with florists, photographers, and all related services. 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 £200.00. We can also assist with cabaret artists or a live band if you wish. Alternatively, you are welcome to arrange your own entertainment.

Entertainment License

Our entertainment licence allows your evening function to finish at 12.30am, with the bar closing at midnight. 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 15% Discount on your Wedding Breakfast package price when holding both your Wedding Breakfast & Evening Reception on a Sunday. (Minimum numbers apply)

Menus & Drinks Packages

Menus

Please see sample Menus on the following pages for Spring/Summer and Autumn/Winter for your Wedding Breakfast. Our menus are indicative, if you would prefer to compile your own menu, we would be happy to discuss this with you and price accordingly. All menu prices are inclusive of the drinks package listed below.

Drinks Packages – Spring /Summer

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

- *Bucks Fizz made with Sparkling Wine, or Alcoholic Fruit Punch (choice of 1) served as your Reception Drink*
- *2 Glasses of Red or White House Wine served during the Wedding Breakfast*
- *Sparkling Wine served for the Toast*

Drinks Packages – Autumn / Winter

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

- *Bucks Fizz made with Sparkling Wine, or Mulled Wine (choice of 1) served as your Reception Drink*
- *2 Glasses of Red or White House Wine served during the Wedding Breakfast*
- *Sparkling Wine served for the Toast*

Alternative Drinks Packages:

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

Spring & Summer Menus - March – August 2012

Menu A @ £42.50 per person

Fan of Honeydew Melon
With Seasonal Strawberries & wafers of Parma Ham
oo0oo
Roast Red Pepper & Tomato Soup
oo0oo
Baked Supreme of Chicken
Filled with Asparagus, wrapped in bacon with
Creamed button mushroom sauce
Seasonal Vegetables & Potatoes
oo0oo
Vanilla Cheesecake
With a Black Cherry & Kirsch Compote
oo0oo
Freshly Brewed Coffee

Menu C @ £45.00 per person

Chilled Salmon Nicoise Salad
With Mustard Vinaigrette & Crusty Bread
oo0oo
Seasonal Vegetable Soup
Served with Croutons
oo0oo
Tender Braised Lamb Shank
On Boulangere Potato & Rosemary Jus
Seasonal Vegetables & Potatoes
oo0oo
Seasonal Fruit Brulee with Shortbread Biscuit
oo0oo
Freshly Brewed Coffee

Menu B @ £44.50 per person

Cajun Chicken Salad
With Rocket leaves, Yoghurt dressing
oo0oo
Cream of Broccoli & Stilton Soup
oo0oo
Roast Loin of Staffordshire Pork
On Braised Smoked Bacon Cabbage, Pork & Sage
Stuffing & Bramley Apple Sauce
Seasonal Vegetables & Potatoes
oo0oo
Profiteroles with Pastry Cream
& Chocolate Sauce
oo0oo
Freshly Brewed Coffee

Menu D @ £46.00 per person

Shaved Parma Ham with Beef Tomato
& Buffalo Mozzarella with Wild Rocket Salad
oo0oo
Celery & Apple Soup
oo0oo
Roast Sirloin of Beef served with
Yorkshire Pudding & Roast Gravy
Seasonal Vegetables & Potatoes
oo0oo
Banoffi Tart
With a Fudge Sauce
oo0oo
Freshly Brewed Coffee

Autumn Winter Menus – September 2012 – February 2013

Menu A @ £42.50 per person

Poached Pear
With crumbled Stilton & Walnut Dressing
0000
Creamed Leek & Potato Soup
0000
Roast Local Turkey
With pork & Sage Stuffing, Bacon Roll & Cranberry Sauce
Seasonal Vegetables & Potatoes
0000
Profiteroles with Pastry Cream
& Chocolate Sauce
0000
Freshly Brewed Coffee

Menu C @ £45.00 per person

Smoked Chicken Breast Salad
With Rocket & Continental leaves, soured
Chive Cream & crisp herb croutons
0000
Cream of Onion & Cider Soup
0000
Duck Leg Confit
On Steamed Seasonal Cabbage with a Roast Jus &
Apple Sauce
0000
Banoffi Tart
With a Fudge Sauce
0000
Freshly Brewed Coffee

Menu B @ £44.50 per person

Homemade Smooth Chicken & Duck Liver Pate
With red onion marmalade & Highland Oatcakes
0000
Seasonal Vegetable Soup
Served with Croutons
0000
Roast Leg of Staffordshire Pork
With Savoury Apricot Stuffing & Bramley Apple Sauce
Seasonal Vegetables & Potatoes
0000
Vanilla Brulee with Shortbread Biscuit
0000
Freshly Brewed Coffee

Menu D @ £46.00 per person

Smoked Salmon & Creamed Cheese Gateau
With Herb Pancakes, Crème Fraiche with Horseradish
0000
Roast Parsnip Soup
0000
Roast Sirloin of North Country Beef
Served with Yorkshire Pudding & Roast Jus
Seasonal Vegetables & Potatoes
0000
Baileys Torte
With Whisky Cream
0000
Freshly Brewed Coffee

Children's Menus

Children Under 12

*Smaller portion of Adults Menu
Charged at
half the chosen Menu price*

or

*Chicken Nuggets/Fish Fingers
Chips & Beans
ooOoo
Ice Cream*

Charged at £15.00 per child

Children Under 5

*Smaller portion of Adults Menu
Charged at £13.00 per child*

or

*Chicken Nuggets/Fish Fingers
Chips & Beans
ooOoo
Ice Cream*

Charged at £11.50 per child

Dietary Requirements

Please notify us of any dietary requirements in your party. Listed below are just 4 examples of a Vegetarian Main Course.

*Leek & Asparagus Risotto
with a blue cheese sauce & wild rocket
ooOoo*

*Tagliatelle with Leaf Spinach, Wild Mushroom
and a creamed roast garlic sauce
ooOoo*

*Stir Fry Vegetables and Goats Cheese
wrapped in a filo pastry parcel
ooOoo*

*Roasted Red Pepper Tartlet
glazed with sage derby, mixed leaf salad and rocket pesto*

Evening Reception

A choice of buffets are available for the evening reception:

CONTINENTAL BUFFET

*French bread Pizza
Assorted Filled,
Mini Baguettes
French Fries
Pasta Salad
Garlic Bread
Assorted Filled Bagels
Brie Wedges
Individual Quiches*

£14.95 Per Person

ORIENTAL BUFFET

*Onion Bhajis
Sesame Toasts
Vegetable Samosas
Duck Spring Rolls
Vegetable Spring Rolls
Chicken Tikka
Chinese Leaf, Beansprout
& Radish Salad
Assorted Dips*

£14.95 Per Person

AMERICAN BUFFET

*Hot Dogs
Mini Homemade Burgers
in buns
Potato Wedges & Dips
Homemade Coleslaw
Cajun Chicken
Onion Rings*

£16.95 Per Person

PLOUGHMAN'S

*Assorted Bloomer
Bread Sandwiches
Pork Pies
Staffordshire Oatcakes
with Cheese
Cheddar, Stilton &
Cheshire Cheese Sticks
Assorted Cheese Biscuits
Celery Sticks, Apple
Wedges & Grapes
Crisps & Pickles*

£18.95 Per Person

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

Please Note: All prices listed in this brochure are correct at the time of printing, and are inclusive of VAT at the current rate. This is subject to change without notice.

Canapés

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

Cream Cheese & Chive

Pate & Onion Marmalade

Smoked Salmon & Creamed Cheese

Parma Ham with Asparagus

Tapas

Goats Cheese & Onion

Courgette, Tomato & Pesto

Chorizo, Tomato & Bean

Croûtes

Mushroom

Salmon

Ham & Cheese

The Reception

When the Ceremony is over and you are Husband and Wife, you will then be able to relax and enjoy your reception with your guests! You may wish to have a formal or informal reception, either way it is a good idea to have a receiving line. This ensures you and both of your families have the chance to speak to all of your guests. The usual receiving line order is as follows:

The Brides Parents

The Grooms Parents

The Bridesmaid

The Best Man

The Bride and Groom

For the reception, there is normally a Top Table for members of the Wedding Party, who sit on one side of a long table facing the guests, ensuring that all of your guests can view the top table. Bridesmaids, Pageboys and Ushers usually sit at the tables closest to the Top Table. The Bride & Groom sit in the middle of the Top Table with the Bridegroom on the right of his Bride. Your guests will sit on round tables, made up of usually 8 guests (this is just an average). It is a good idea to place seating cards on the tables so that all the guests know where they are sitting, alternating male and female. Do this in a way that allows each person to be near someone they know, but also give them an opportunity to meet new people.

Suggested Top Table:

<i>Bridesmaid</i>	<i>Grooms Father</i>	<i>Brides Mother</i>	<i>Groom</i>	<i>Bride</i>	<i>Brides Father</i>	<i>Grooms Mother</i>	<i>Best Man</i>
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Toasts and Speeches:

These normally take place at the end of the Wedding Breakfast, in the following order:

The Brides Father will Toast "To the Bride and Groom"

The Bridegroom will respond to the first toast, usually to his beautiful wife and thanking both the bride's and his own parents, he thanks the Best Man and the Bridesmaids and will toast 'The Bridesmaids'

The Final toast is made by the Best Man, who responds for the bridesmaids, he may read out any special greeting cards and tell some anecdotes about the Groom!

Who Organises.....

Chief Bridesmaid

Assists Bride in planning of wedding
Helps choose wedding dress & bridesmaids' outfits
Arranges Hen Night
Help Bride get ready on the day
Lifts Brides veil and holds bouquet on the wedding day
Will be on hand all day to assist the Bride

Bride

Decide on her Bridesmaids
Choose her Wedding Gown
Order Flowers
Make a 'gift list'
Pick Hymns/songs
Make arrangements for hair/makeup etc

Groom

Book Church/Registrar & Venue
Decide on his Best Man & Ushers
Arrange Honeymoon
Wedding Rings
Flowers/Gifts for Bride, Both Mothers, Bridesmaids & Best Man
Write a Speech!!

Bride's Mother

Help the Bride to arrange clothes and dress on the day
Looks after the Brides Flowers during the day
Hand out portioned wedding cake at the Reception

Bride's Father

Order the Suits
Make travel arrangements for the Bridal Party
Organise the family Buttonholes
Write a Speech!

Best Man

Plan a Stag Party
Look after the Wedding Rings
Make travel arrangements from the Church
Return Suits
Write a Speech!

Wedding Traditions

Something old, new, borrowed and blue

The full wording of this popular bridal attire rhyme, which dates back to the Victorian times, is 'something old, something new, something borrowed, something blue and a silver sixpence in your shoe.'

Something old refers to wearing something that represents a link with the bride's family and her old life.

Something new represents good fortune and success in the bride's new life.

Something borrowed, which has already been worn by a happy bride at her wedding, is meant to bring good luck to the marriage.

Something blue dates back to biblical times when the colour blue was considered to represent purity and fidelity.

Silver sixpence in your shoe; placing a silver sixpence in the bride's left shoe is a symbol of wealth. This is not just to bring the bride financial wealth but also wealth and happiness and joy throughout her married life.

The Dress

Most brides marry today in white which symbolises maidenhood. A tradition started by the rich in the sixteenth century. The tradition was given a boost by Queen Victoria who chose to marry in white instead of silver which was the traditional colour of Royal brides.

The Veil

Traditionally, brides have been thought to be particularly vulnerable to evil spirits and many of the customs and traditions associated with weddings are to provide protection. The veil was originally worn by Roman brides. It was thought that it would disguise the bride and therefore outwit malevolent spirits.

Why the Bride stands on the left

During the marriage ceremony, the bride stands on the left and the groom on the right. The origin of this goes back to the days when a groom would capture his bride by kidnapping her. If the groom had to fight off other men who also wanted her as their bride, he would hold his bride to be with his left hand allowing his right hand to be free to use his sword.

Wedding Traditions

Bouquet

After the reception the bride throws her bouquet back over her shoulder where the unmarried female guests group together. Tradition holds that the one who catches the bouquet will be the next one of those present to marry.

The Wedding Cake

Cutting the Wedding cake is now part of the ritual celebrations at the reception. The couple make the first cut together to symbolise their shared future.

The shape of the modern three tiered iced cake is believed to have been inspired by the spire of Saint Bride's Church in the City of London. It is said that unmarried guests who place a piece of wedding cake under their pillow before sleeping will increase their prospects of finding a partner and bridesmaids who do likewise will dream of their future husbands.

The top tier of the cake is often kept by couples for the christening of their first child.

Wedding Favours

The tradition of giving your guests something to remember the day by in the form of favours has been around for hundred of years. Today, the tradition has evolved to giving each guest five sugar coated almonds to symbolise health, wealth, fertility, happiness and long-life.

Confetti

Believing that newly weds brought good luck; they were showered with nuts and grains to ensure a bountiful harvest. This has now become the throwing of the confetti.

The Honeymoon

Centuries ago, it was customary for the Bride and Bridegroom to drink wine made from honey for a month after the wedding. A month was known as "moon" – consequently it was called honeymoon.

Wedding Day Planner

Successful weddings need a lot of good planning and organisation, so with this in mind we have created a simple checklist which you can refer to in the countdown to your Big Day!

The Wedding Countdown

Once you have decided on the date and booked the venue for your wedding it is important to begin the arrangements in plenty of time.

12 Months...

Decide on Bestman, bridesmaids, and ushers etc

Book Florist

Book Photographer and Videographer

Order your Wedding cake

Find out about local Wedding Shows and plan visits

Start thinking about your ideas/themes and colour schemes for

Your reception and catering plans

Create a file and keep all receipts, ideas, pictures to help your planning

Book Stationary provider

Book Transport (if required between ceremony and reception)

Book Honeymoon and apply for passports

Book evening entertainment

6 Months...

Choose Wedding Dress

Choose Bridesmaids dresses

Draw up guest list

Choose wedding rings

Decide if you are having favours and order them

Choose Music and readings

Decide on Invitation Designs and other stationary

Draw up wedding Gift list

Re-confirm details with Photographer, cars hire etc

4 Months...

Send out invitations

3 Months...

Arrange appointment with wedding planner at Hotel to discuss menus, table decorations etc

Discuss Flowers with florist

Book Hairdresser and make up artist if required

4 Weeks...

Confirm final number with Hotel for wedding breakfast & evening

Confirm details with florist

Buy thank you gifts for attendants

Check Photographer/Videographer etc

Check Transport

Finalise arrangements with entertainers

2 Weeks to go

Draw up seating list for Hotel/ write place cards

Pick up wedding rings

Provide list of music required for evening reception

1 Week to go

Double check all arrangements/ Hold wedding rehearsal

Start packing for honeymoon

Go over wedding timetable with attendants

The Day before

*Have a manicure, false tan and any other pampering treatments
relax and have an early night*

YOUR WEDDING DAY!!!

Relax and remain calm

Enjoy every minute!!

MANOR HOUSE (ALSAGER) LIMITED
T/a BEST WESTERN Manor House Hotel

TERMS AND CONDITIONS OF BUSINESS
FOR WEDDINGS AND FUNCTIONS

1 **BEST WESTERN Manor House Hotel**, Audley Road, Alsager, Cheshire, ST7 2QQ is part of the Compass Hotels Ltd Group. In this document, “Company” means Manor House (Alsager) Ltd; “Hotel” means The BEST WESTERN Manor House Hotel, Alsager and its grounds, “You” means the client and “Event” means the wedding, function, party or gathering to be held at the hotel.

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 for the following calendar year or 8 months in advance, may be subject to price increases from those stated in this brochure. All prices will be quoted inclusive of V.A.T at the prevailing rate on the date of this agreement, which may be subject to Government change without prior notice. Changes in duty on alcoholic beverages may occur between the time of booking and the date of the Event. We reserve the right to pass on duty increases and VAT increases as they occur.

4 **Number of guests:**

An indication of numbers attending the Event(s) will be required at the time of booking. These numbers should be confirmed or amended by you, in writing, 12 weeks prior to the Event to enable the second deposit to be calculated.

4.1 4 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.

4.2 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 **Deposit Requests/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 Event(s) will be payable. The outstanding balance will be payable in full 4 weeks prior to the Event taking place. Please make note of clause 6.2 with reference to cancellation by the hotel.

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

6 **Cancellation / Postponement:**

6.1 If You cancel / postpone the Event(s), the following scale of cancellation charges will apply:

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

The cancellation / postponement date will be the date the written notification of cancellation / postponement 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 Hotel:

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 is sold or ceases to be operated by Manor House (Alsager) Ltd or Compass Hotels Ltd.

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

7.2 Subject to its liability under the Hotel Proprietors Act 1956, neither the Company nor the Hotel cannot accept responsibility for loss of, or damage to, guests' property however caused. This includes gifts bought by or intended for those attending the Event(s).

7.3 Licensing and Statutory Control –

Please remember that You, and your guests 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, other beverages or foods brought into the Hotel may be consumed without prior written consent of the Hotel General Manager.

8 As defined above, it is agreed that You are the client who will settle the account and are 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: _____

o **1 copy to be signed and kept for the Client's files**

o **1 copy to be signed and returned for the attention of The General Manager, BEST WESTERN Manor House Hotel, Alsager, ST7 2QQ**

To Joanne, Nathan and all of the staff at the Manor House

Thank you for helping make our wedding day on 26th March 2011 so special. It was fantastic.

With love

Sarah & Glynn Evans

Dear Joanne

We would like to thank you for all your help with organising the perfect wedding day for Lewis and Amanda. A wonderful day was enjoyed by ourselves, Jessica and Richard and also by family and friends.

The wedding breakfast room was beautifully arranged, the food was delicious and the whole day was complemented by efficient and courteous staff,

Would you be kind enough to pass on our compliments to Paul, who was very helpful on the day and also to the chef and his team.

Once again many thank for your assistance.

Kind Regards

June & Jeffrey Ollier (27/11/10)

To Jo and Jayne & everyone at the Manor

Huge huge thank you for making our wedding day so perfect.

The Venue is spectacular and the level of service is second to none.

Thanks to your hard work the day went without a hitch, couldn't have wished for a better day.

We will be strongly recommending you to anyone and everyone.

Thank you again.

Clare & Simon (2/4/11)

Dear Joanne

On behalf of all the members of the Association may I say a big thank you to you, Paul and all the hotel staff for a splendid dinner last night.

It was first class and we were all pleased with the standard of the meal and the service of your attentive staff.

The Manor House Hotel will certainly be put on the associations list of first class hotels, and we will certainly consider it again if we are in the area and need first class attention.

Please pass on our thanks to everyone.

Yours truly

Leonard Jackson (6/7/11)

Dear Joanne and all the fantastic staff at the Manor House

Thank you so much for providing us with the most perfect venue for our wedding reception.

The service right from the moment we came to look around up until we left on the Sunday after the wedding was completely faultless.

Joanne you have been truly amazing throughout all the planning and execution.

The reception staff and waiting on staff were fantastic and Nathan was the most fabulous gentleman.

Nothing was too much trouble and it was lovely to have them looking after us so well.

Please also give our compliments to the Chef the food was brilliant.

We wouldn't think twice about who to recommend for a wedding venue in south Cheshire. You did it for us!

Please thank Ian the DJ, lots of people commented that it's the only wedding they've been to where the dance floor was always full!

Looking forward to our Anniversary meal next year!

Thank you enormously again!

Lots of Love

Katryn & Duncan Harris (21/5/11)

Wedding Checklist

	Tick	Contact	Tel No	Notes
Agree your budget				
Decide date and venue & book venue				
Arrange church/civil				
Book reception				
Book evening party				
Book entertainment				
Book photographer/videographer				
Book toastmaster				
Order transport				
Decide on number of guests				
Order invitations				
Choose wedding dress				
Choose Bridesmaids				
Choose Best Man and Ushers				
Order wedding cake				
Book honeymoon				
Make wedding present list				
Confirm legal requirements				
Buy bridesmaids dresses				
Order flowers, balloons etc				
Choose wedding rings				
Send out invitations				
Arrange hen/stag night				
Check passports are valid				
Choose hymns for service				
Choose presents for bridesmaids				
Confirm travel arrangements				
Arrange men's suit hire				
Confirm numbers with caterers				
Make beauty appointments				
Confirm car hire, photographers etc				
Final wedding dress fitting				
Hairdressers				
Start packing for honeymoon				