

Wedding Checklist

12 Months To 18 Months Prior To Wedding

- Book the ceremony with the Vicar or Registrar.
- Decide on the size of the venue for the reception by compiling a guest list.
- Make a provisional booking at The Manor of Groves. Book the Bridal Suite if required. Take advantage of the special rates offered for the 20 bedrooms booked for your guests (subject to availability).
- Make preliminary arrangements for cars, cake, entertainment, photographer and florist (please find enclosed a list of recommended suppliers).

6 Months To 12 Months Prior To Wedding

- Decide on menus - food, wine, beverages and any extras
- Arrange entertainment - secure the booking with a deposit.
- Book a toastmaster, if required.

2 Months To 6 Months Prior To Wedding

- Confirm menus for the reception and evening buffet.
- Confirm drinks to accompany all meals.
- Send out invitations - along with information on the special accommodation rates.
- Advise the Hotel of the Wedding Day itinerary
- Discuss table layout with the Hotel.
- Order the flowers for tables, buttonholes and any corsages.

4 Weeks Prior To Wedding

- Advise the Hotel of confirmed numbers.
- Provide the Hotel with your table plan, place cards etc.
- Advise the Hotel of any dietary requirements.
- Arrange the delivery date of the Wedding Cake

On The Day

- Let the Manor of Groves team make the most important day of your life, both enjoyable and memorable

Accommodation and Facilities

The Manor of Groves Hotel, Golf & Country Club is delighted to offer special rates for your guests at your Wedding.

All rooms are subject to availability.

The Manor of Groves has 80 bedrooms including Executive and Four Poster Rooms, all with marble bathrooms. Bedrooms are equipped with ironing facilities, hospitality tray, direct dial telephone, broadband internet access, and satellite TV.

The State of the Art 3000sq ft Leisure Club is available to residents at no extra charge and includes 20 metre indoor pool, sauna, Jacuzzi, solarium and Technogym. We also offer treatments in our luxurious beauty rooms.

The 18 hole, par 71 Championship Golf Course is designed around the Hotel and provides a test of golfing achievement. Our team of PGA professionals are on hand to provide assistance and advice.

The recently re-styled 'La Brasserie' Restaurant is in an eye-catching glass atrium and offers Parisian influenced dining in a relaxing and contemporary atmosphere.

On confirmation of your Wedding booking, you can reserve a maximum of 20 bedrooms at the following special rates:

	Friday	Saturday	Sunday	2 Night Stay**
Single B&B	£84	£99	£84	£158
Double/Twin B&B	£99	£119	£99	£189
Family Room B&B*	£165	£180	£165	£330

*Family Rooms are for a Maximum of 4 people – 2 adults and 2 children up to the age of 16

**2 Night Stay can either be Friday & Saturday, or Saturday & Sunday nights only

Please note rates quoted are per room, not per person, and include VAT

Should you require more than 20 rooms, these would be charged at the current published rate.

We are also delighted to offer a Four Poster room for the Bride & Groom with our compliments on a bed and breakfast basis.

To assist us in allocating your 20 bedrooms, we will require you to complete a form, which you will need to return it to your Wedding Co-ordinator as soon as possible.

Venue Hire Only
Hire Charges for 2012

Choose from the following packages:

Gold Package £7450.00 inclusive of VAT

- Exclusive use of the Manor Suite until midnight
- Banqueting Tables and Banqueting Chairs
- Use of the Gazebo and Water Garden
- Use of Kitchen – including rational ovens
- 4 Poster Bedroom for the Bride & Groom

Platinum Package £7950.00 inclusive of VAT

- Exclusive use of the Manor Suite until midnight
- Banqueting Tables and Banqueting Chairs
- Use of the Gazebo and Water Garden
- Use of Kitchen – including rational ovens
- 4 Poster Bedroom for the Bride & Groom
- Use of Exchange lounge and Bar
- Bridal powder Room

Diamond Package £8450.00 inclusive of VAT

- Exclusive use of the Manor Suite until midnight
- Banqueting Tables and Banqueting Chairs
- Use of the Gazebo and Water Garden
- Use of Kitchen – including rational ovens
- 4 Poster Bedroom for the Bride & Groom
- Use of Exchange lounge and Bar
- Bridal powder Room
- Red Carpet
- Easle for your table plan
- Stage – 12 blocks of stage of 1m x 1m
- Use of 2 meeting rooms for storage, changing or blessing

We are also able to offer our bar services including staff from £350.00, using hotel beverages.

Save up to £3000.00 with our 2 consecutive day Wedding deals
For more information, please contact the Conference & Banqueting department.

Terms and Conditions

To confirm your booking, a deposit of £1000 is required

Once the deposit has been received, we will confirm your booking in writing to you

Payment Terms

9 months before the event:	£2,000 to be paid
6 months before the event:	£2,000 to be paid
3 months before the event:	£2,000 to be paid
4 weeks before the event:	Outstanding balance payable

A damage deposit of £1000.00 is also required prior to your wedding day.

All deposits, with the exception of the damage deposit, are non-refundable in the event of cancellation.

Manor Of Groves Wedding Suppliers List

Cakes

Cake Cuisine
5 West Hayes
Hatfield Heath
Herts CM22 7DH

Lisa Kennedy
01279 730414

www.cakecuisine.co.uk
email : lisa@cakecuisine.co.uk

Cars

Asquith Cars
Tye Cottage
Hobbs Cross Road
Matching
Essex
CM17 ONN

Harold Marks
07785 765 199
vintagetaxi@aol.com
www.asquithcarriages.co.uk

Chair Covers

Say It With Flowers
1A The Square
Sawbridgeworth
Hertfordshire CM21 9AE

Jennifer – 01279 722240
Mobile – 07714 294925

Childrens Entertainment

Rainbow Services Harlow
The Rainbow Centre
2 Wych Elm
Harlow
Essex CM20 1QP

01279 308150
info@rainbowservices.org.uk
www.rainbowservices.org.uk

Choreography

My First Dance
Belmor House, Beldams Lane
Bishops Stortford
Herts CM23 5LG

Candace Scott
0845 519 2692

www.myfirstdance.co.uk

Flowers

Say It With Flowers
1A The Square
Sawbridgeworth
Hertfordshire CM21 9AE

Jennifer – 01279 722240
Mobile – 07714 294925

Hair

Occasions
Fairview Cottage
Thorley Lane West
Bishops Stortford
Herts CM23 4BN

Sara Marshall
07768 911467

Jewellery

Hyde Park Design
88-90 Hatton Garden
London EC1N 8PN

0208 559 9093

Menswear

W E Cole
313 High Street
Epping
Essex CM16 4DA

01992 572426

Music & Entertainment

Starlife Entertainments
157 Eastgate
Deeping St James
Peterborough
PE6 8RB

promobileevents@yahoo.co.uk
01733 333091
07931 118 001

Photographers

SC Photographers
Riddings House
Riddings Lane
Harlow
Essex CM18 7HT

01279 415957

Registrars

2 Hockerill Street
Bishops Stortford
Hertfordshire
CM23 2DL

01279 652273

Singer

John Sessions
07789 956648
spangles923@yahoo.co.uk

Stationery

Say It With Flowers
1a The Square
Sawbridgeworth
Herts CM21 9AE

Jennifer – 01279 722240

Toastmaster

Bob Parker
8 Manston Drive
Bishops Stortford
Herts CM23 5EL

toastmasterbobparker@googlemail.com
01279 832812
07768 557445

Video

Dave Cross
56 Pilkingtons
Church Langley
Harlow, Essex

01279 629085

Wedding Dress

Peaches Wedding Shop
92 The Stow
Harlow
Essex, CM20 3AP

01279 414101

Contact Us

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Manor of Groves Hotel, Golf & Country Club
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