



*A Wedding at  
Whittlebury Park*

# ***Whittlebury Park***

*Set in magnificent oak grounds, you and your guests will arrive in rolling parkland in the heart of the English countryside which back in 1820 was part of the Royal Hunting forest of Whittlewood.*

❖ ***Licensed for Civil Wedding Ceremonies***

❖ ***Wedding Receptions***

❖ ***Celebrations***

❖ ***Luncheons & Dinner Dances***

❖ ***Christmas Parties***

❖ ***Themed Evenings***

❖ ***Corporate Hospitality***

❖ ***Presentations***

❖ ***Team Building – Multi Activity Events***

❖ ***Product Launches***

❖ ***Incentives & Promotions***

❖ ***Golf Days***

❖ ***Accommodation on site***

***For further details and to make an appointment to view, please telephone:***

***Tel: 01327 850 441 or 01327 850 470***

***[www.whittleburyweddings.co.uk](http://www.whittleburyweddings.co.uk)***

# **Whittlebury Park**

## **Wedding Tariff**

### **Hire of Venue:**

**The Orangery** has a large entrance hall for drinks which leads into the banqueting room seating up to 150 guests during the day and 300+ for the evening reception. It also has a fully licensed bar and a private courtyard.

**The Pavilion** has use of the main bar & lounge area. Inside it is fitted out as a fully lined marquee, complete with chandeliers, carpets and parquet dance floor. From October to March it is fitted with a "starlight" ceiling. The venue seats 150 guests for the wedding breakfast with large dance floor for up to 250- 300+ guests in the evening.

**The Atrium** - our award-winning venue has a magnificent entrance hall and staircase leading to the first floor reception foyer centered around the glazed Atrium. With its own bar and dedicated banqueting suite the panoramic windows and balconies give an all-round view of the ancient oak parkland and lakes making a stunning backdrop to any event. The 1905 suite is very flexible and can cater for small groups of 30 to large parties of 450.

### **Hire of Venue – The Orangery, The Pavilion or The Atrium**

<b>Monday - Thursday</b>	<b>£1,000</b>
<b>Friday &amp; Sunday</b>	<b>£2,000</b>
<b>Saturday</b>	<b>£2,750</b>

**Wedding Ceremony:** The Orangery and The Atrium have been granted a License by Northamptonshire County Council for conducting Wedding Ceremonies, Civil Partnerships & Baby Naming ceremonies in accordance with Section 26(i)(bb) of The Marriage Act 1949 as amended by the Marriage Act 1984.

### **Wedding Ceremony at The Orangery – £850**

The magnificent stone floor ceremony hall has a sweeping wrought iron staircase from which the bride can make her grand entrance (if she wishes) – the Orangery Hall will be set out with gold banqueting chairs and red carpet, two fresh flower pedestals as the focal point for the Ceremony and music from the grand piano.

You can have a Wedding Ceremony at The Orangery but still one of the other venues for your reception.

Reduced rates can apply for weddings Sunday to Friday (excluding Bank holidays) and during the months of November to March inclusive at the Wedding Co-Ordinator's discretion.

### **Ceremonies at The Atrium – £600**

Licensed for ceremonies this venue has large balconies with spectacular views across the ancient oak parkland and beyond making it ideal for holding the ceremony and reception at the same venue. The Ceremony will be set up with gold banqueting chairs and red carpet.

**Entertainment** – Contacts can be given for harpists, Jazz Trios & String Quartets as well as a host of Bands. Each venue has its own dedicated DJ however if you are booking your own disco there is a £95 3<sup>rd</sup> party charge. All DJ's must be able to supply a public liability insurance certificate and a PAT certificate for their equipment.

# Canapes:

Please choose **Three** from the following list to accompany a selection of marinated olives:

*smoked salmon blinis with lemon zest & caviar*  
*peppered Pastrami with tomato chutney & capers*  
*Cucumber & goats cheese, cannelloni with beetroot crisp (v)*  
*Prawn & crayfish bound virgin mary sauce*  
*Salt cod & horseradish fish cake topped lemon gel (\*)*  
*Seared scallop wrapped in pancetta with pea puree (\*)*  
*Pesto marinated bocconcini & cherry tomato brochette (v)*  
*Prosciutto ham with black olive tapenade, roquette & parmesan*  
*Crab with chilli & coriander en croute*  
*Smoked cheese & red onion arancini (\*v)*  
*Moroccan chicken with apricot on mini naan bread*  
*Confit of duck & hoisin wonton (\*)*  
*Vegetable & wasabi sushi (v)*  
*Bite size Yorkshire puddings topped with*  
*Rare roast beef (\*) Halloumi & mushroom duxelle (\*v)*  
*Honey roasted vegetable tartlet (v)*  
*Parmesan cheese sables (v)*  
*Vegetable & wasabi Sushi (v)*  
*Scotch quail egg \**  
*Mini asparagus quiche (v)*  
*\* served warm*

**£8.95 per guest**

\*\*\*\*\*

**Sorbets ~ Lemon, Passionfruit, Prosecco or Bellini**

**£3.95 per guest**

**Cheese Course ~ of British cheeses, Celery, Grapes & Biscuits**

**£9.95 per guest**

**Cheese Platters** ~ A mixed platter for sharing of British Cheeses consisting of mature Cheddar, Northamptonshire blue & Somerset Brie, with Celery, Grapes & Biscuits

**£75 per table of 10**

(V) Suitable for Vegetarians, (G) Contains Gluten, (D) Contains dairy/milk, (N) Contains nuts, (P) Contains peanuts, (E) Contains egg, (F) Contains fish, (Cr) Contains crustaceans, (M) Contains molluscs, (S) Contains soya, (C) Contains celery, (Mu) Contains mustard, (Se) Contains sesame seeds, (SD) Contains sulphur dioxide, (L) Contains lupin

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Fish may contain small bones

# ***Drinks Packages***

## ***Pearl:***

***Celebration drink on arrival or after the Ceremony of  
Bucks Fizz or Cranberry Sparkler***  
(Allowing one glass per adult)  
***House Wine (White, Red & Rose)***  
(Allowing Half a Bottle per adult)  
***Toast: Sparkling Wine***  
(Allowing one glass per adult)  
**£23.00 per adult**  
Upgrade Per Adult: Prosecco £2.00  
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## ***Sapphire:***

***Celebration drink on arrival or after the Ceremony of  
Glass of Pimms or Prosecco and/or Bottle of Beer***  
(Allowing one per adult and / or a 50 / 50 Split of the Above Per Adult)  
***House Wine (White, Red & Rose)***  
(Allowing Half a Bottle per adult)  
***Toast: Prosecco or Rose Prosecco***  
(Allowing one glass per adult)  
**£25.00 per adult**  
Upgrade Per Adult: House Champagne £5.00  
\*\*\*\*\*

## ***Diamond:***

***Celebration drink on arrival or after the Ceremony of  
Kir Royale – Bellini – Mojito***  
(Allowing one glass per adult)  
***Choice of Wine from Whittebury's Wedding Wine List***  
(Allowing Half a Bottle per adult)  
choices include: Sauvignon Blanc, Pinot Grigio, Chenin Blanc  
Merlot, Shiraz, Rioja  
***Toast: House Champagne***  
(Allowing one glass per adult)  
**£30.00 per adult**  
Upgrade Celebration Drink to House Champagne: £1.25 with a Top Up £7.50)  
Upgrade Per Adult: Laurent Perrier Champagne £5.00 or Laurent Perrier Rose £7.50  
\*\*\*\*\*

***Cocktails for your drink on arrival or after the Ceremony from below for £6.00***  
(Allowing one glass per adult)

***Bramble - Gin, Lime, Sugar & Chambord***  
***Cosmopolitan – Lemon Vodka, Triple Sec, Cranberry Juice & Splash of Lime***  
***Whittlebury Bellini— Smirnoff Gold, Peach Puree & Champagne***  
***Grace Kelly – Havana Rum, Crème Fraise, Sugar & Champagne***  
***Mojito – Havana 3, Sugar, Mint, Lime juice and Soda***

# Bronze

## ***Chef's Homemade Soup of your choice***

### ***Favourites***

*Mushroom & truffle with sour cream, Chunky leek & potato with chives  
Roast tomato & basil with pesto cream, Sweet potato & squash with maple croutons,  
Carrot & coriander with toasted sesame seeds*

## ***Compression of Melon (v)***

*Accompanied with honey roasted fig & prosecco sorbet*

## ***Classic Caesar Salad***

*crispy bacon, ciabatta croutons & parmesan shavings*

## ***Smooth Chicken Parfait***

*With red onion marmalade & toasted brioche*

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## ***Honey Glazed Duck Breast***

*anna potato, braised leek, burnt orange & baby onion jus*

## ***Duo of Pork***

*Confit shoulder, crispy belly, crushed celeriac served with mustard mash & a pea & cider café au lait*

## ***Supreme of Chicken wrapped in prosciutto***

*Roast chorizo, basil mash, finished with salsa Verdi, glazed carrots, French beans*

## ***Pave of fresh Salmon with lemon & chive beurre blanc sauce***

*accompanied with charred courgette green beans & scallion crushed new potatoes*

\*\*\*\*\*

## ***Salted Caramel Chocolate Brownie***

*with honeycomb & vanilla ice cream*

## ***Apple Crumble Cheesecake***

*Cinnamon anglaise, red apple macaroon*

## ***Cherry & Amaretti Panacotta with Biscotti Crisp***

## ***Profiteroles & Maltesers***

*Filled with Maltesers cream, finished with a minted milk chocolate syrup*

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## ***Freshly Brewed Tea & Coffee with Mint Truffles***

***£39.50 per person***

***Please choose ONE selection from each course your guests***

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# Silver

## **Warmed Wild Mushrooms on brioche**

*gruyere cheese toasted brioche & caramelized onions, crispy fried rocket, tomato oil*

## **Duo of Salmon & Prawns**

*poached salmon & succulent prawns  
baby capers, soused cucumber with bloody Mary sauce*

## **Indian spiced chicken terrine**

*Cucumber riata, poppadum crisp, sweet pea cress*

## **Truffled Egg & Ham**

*Pressing of ham hock, warm truffled egg, cheese straw & potato crisps*  
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## **Corn fed Chicken breast**

*Roasted gnocchi, crushed peas, confit plum tomato, charred corn & shallot salsa*

## **Traditional Roast Rump of Beef & Yorkshire Pudding**

*Roast potatoes, crushed root vegetables & roast red onion, red wine jus  
(Sirloin supplement £3.50pp)*

## **Rosemary roasted Rump of Lamb**

*Creamy bacon mash, green bean bundle with a rich Redcurrant & haricot bean jus*

## **Seared fillet of Seabass**

*Lemon, pea & fennel risotto, confit tomato & rape seed dressing*  
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## **Croissant butter pudding**

*Orange chocolate chip ice cream*

## **Glazed Lemon Curd Tart**

*Raspberry Sorbet, ginger snap shard*

## **Strawberry Eton mess**

*Vanilla bean cream, Italian meringue & mint jel*

## **Irish Cream Crème Brulee,**

*crushed berries, almond praline*  
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## **Freshly Brewed Tea & Coffee with Mint truffles & Macaroons**

**£42.50 per person**

***Please choose ONE selection from each course for your guests***

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# Gold

## ***Rhubarb Gin Cured Salmon***

*Mango & soused cucumber salad, rye bread crisp*

## ***Beef & Dark Soy Consommé***

*Beef & wasabi wonton, vegetable noodles*

## ***Parfait of West Country Crab***

*Quail egg, crab crème fraîche, caper & raisin rapeseed dressing,  
brown bread croutons*

## ***Warm Wood Pigeon Salad***

*Baby artichoke, pickled onion & watercress salad*

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## ***Honey Glazed Duck Breast***

*Confit duck wonton, rosti potato, grilled asparagus, braised chicory, pickled cherry jus*

## ***Beef Wellington***

*Smoked butter mash, roasted red onion, confit cherry tomatoes, green beans with Madeira jus*

## ***Pave of Chalk Stream Valley Trout***

*Braised fennel, garlic roasted gnocchi, bacon & red pepper jam, Avruga Caviar butter sauce*

## ***Herb Crusted English Lamb saddle***

*dauphinoise potato, salt baked celeriac, sticky red cabbage tart with rosemary jus*

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## ***Tiramisu***

*Italian classic dessert with mascarpone, coffee & chocolate*

## ***Wild Strawberry & Crème Fraiche Cheesecake***

*With strawberry coulis & mint macaroon*

## ***Chocolate Indulgence***

*dark chocolate truffle, milk chocolate & salted caramel macaroon, white chocolate tart & raspberry sorbet*

## ***Banoffee Tart***

*Caramelized banana, vanilla crème fraîche, toasted coconut*

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## ***Freshly brewed Tea & Coffee with Warm Madeleines & Lemon Curd***

***£46 per person***

***Please choose ONE selection from each course for your guests.***

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# ***Vegetarian Menu***

## ***Starters***

*Please note:*

*It is only necessary to choose a special vegetarian or vegan starter for vegetarian guests when your main choice starter is non-vegetarian*

### ***Compression of Melon (v)***

*accompanied with honey roasted fig & prosecco sorbet*

### ***Warmed Wild Mushrooms on Brioche***

*gruyere Cheese toasted brioche & caramalised onions, crispy fried rocket, tarragon oil*

### ***Chilled Plum Tomato Pressing***

*cream cheese & chive filled profiteroles*

### ***Goat's Cheese & Cucumber Cannelloni***

*creamed goats cheese, textures of beetroot, rye bread crisp*

### ***Marinated vegetable salad \* (suitable for vegans)***

*Baby Vegetable & confit tomato salad, truffle dressing*

## ***Main Courses***

### ***Carrot & Courgette Charlotte***

*filled with wild mushrooms spinach & feta cheese & basil cream*

### ***Pumpkin Tortellini***

*salt baked celeriac, roast garlic puree, celeriac & pumpkin crisps sage dressing*

### ***Stuffed Beef Tomato***

*filled with chick peas, halloumi cheese & Persian style with green vegetable salsa*

### ***Pea & Mint Arancini\* (suitable for vegans)***

*grilled asparagus, baby vegetables & truffle salad*

### ***Butternut Squash & Shallot tart fine \* (suitable for vegans)***

*braised shallot, garlic puree, roquette salad*

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## ***Vegan Desserts***

### ***Poached Peach***

*poppy seed syrup, macerated strawberries*

### ***Lemon curd tart***

*raspberry sorbet & honeycomb*

### ***Vanilla panna cotta***

*pineapple crisp, coconut sorbet*

### ***Dark Chocolate mousse***

*Dehydrated cherry's & ginger snap shard*

## ***For the Evening*** (Available in conjunction with a Wedding Breakfast)

### ***Traditional Finger Buffet***

*Please choose six items from the following list*

#### ***Sushi to include***

*Seafood sushi, wasabi mayo (E,F,M,S)  
vegetable sushi, dipping soy (G,S,V)*

#### ***Bite size Burgers to include***

*Cheese burger, fried onions & American mustard  
Kofta lamb Burger, lemon hummus (D,E,G)*

#### ***Selection of Wraps to include***

*Tuna Spring Onion Mayo (E,F)  
Hummus, Red pepper & crumbled feta (D,G,V)  
Guacamole and Halloumi (D,V)  
BBQ Pulled Pork Roll, Shredded Cabbage, American Mustard (G,M,S)*

#### ***Selection of bridge rolls***

*Tarragon poached chicken & bacon crumb, (E,G,S)  
Marmalade Glazed Gammon and Pear (S,G,S)  
Egg Mayo Mustard Cress (E,V,G,S)  
Salmon & lemon mayonnaise (F,G,E,S)*

#### ***Warm Whittlebury Favorites***

*Cocktail Spring Rolls(v), Vegetable Samosas(v),  
Sausage Rolls - Hot Sausages with Mustard Dip  
Chicken Tikka pieces, Onion Bhajis (v) with a yoghurt dip  
Chicken & Chorizo mini skewers  
Smoked cheese & red onion arancini (v)  
Hoisin & toasted sesame chicken, spring onion & pickled veg hirata bun (D,G,S,Se,Su)  
Cajun Spiced Potato Wedges with Jalapenos and Coriander (v,m)*

***£15.50 per person***

*Additional items may be added £2.95 per person*

*(80% of total guests attending must be catered for (incl. children who will be charged for at £7.75 per child)*

***Where the evening guests far outweigh the confirmed day guests then catering  
will be based on all evening guests plus half day guests.***

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## **Pig Roast**

*Hand Carved by Chef*

*Designed to eat in a Bap and served with  
sage & onion stuffing, apple sauce, coleslaw and a mixed green salad,  
Vegetarian & Halloumi Kebabs are also available for your vegetarian guests.*

**£15.50 per person with a minimum for catering of 100 guests**  
*(Please note everyone must be catered for (incl. children at £7)  
and the above price quoted is applicable to evening receptions only)*

\*\*\*\*\*

## **On the Skewer**

*(BBQ'd outside weather permitting)*

*Vegetarian skewers will be provided for everyone  
Please choose two from the following selection*

**Halloumi v**

**Chicken & Chorizo - Chicken Kebabs with Onions & Peppers**

**Lamb, Maple & Mint**

**Beef & Habanero Chilli**

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**Vegetable Brochettes v**

*accompanied with a diced salad of cucumber and tomatoes*

**Spicy Potato Wedges with Sour Cream dip per Table.**

**£14.50 per person**

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## **Bacon Bagels**

*with a selection of relishes & Fries*

*Tomato, onion, mushroom & spinach frittata(E)*

**£9.25 per person**

*(BBQ'd outside weather permitting)*

\*\*\*\*\*

## **Fish 'n' Chips**

*Battered Fish accompanied with chips & lemon*

**£10 per person**

*(Please note the full number of evening guests must be catered for)*

**Optional Extra:** *A selection of mini desserts – pavlovas, chocolate éclairs,  
fresh fruit tartlets, lemon meringues, banoffee trifle chocolate cups  
can be added to any of the above evening menus for **£4.50 per person***

**And to finish the day ..... Hot Chocolate & Mini Donuts £4 per person**

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## **Children:**

**Children aged 10 and under are offered two Children's menu options:**

*Either: ½ portion of your chosen adult menu at half the menu price.*

**Or:** a special children's menu; if choosing from the children's menu, please choose one of the following options from each course for all children.

### **Starters**

*Tomato Soup – Dough balls with garlic mayo  
Seasonal melon with fruits– Nachos & tomato salsa*

### **Main courses**

*Macaroni Cheese  
Battered chicken, chips & beans  
Sausages & mash with gravy  
Fish fingers, peas & wedges  
Beef or vegetable pasta bolognaise*

### **Desserts**

*Ice cream freakshake's  
Vanilla with marshmallows & cookie  
Chocolate, brownie, white choc sauce, chocolate buttons  
Fresh fruit meringue with cream or ice cream*

**£15 per child**

***Please note all children eating from the children's menu must eat the same choice***

### **Children's Drinks:**

*Included in the cost of the children's meal is a glass of squash or Fruit juice (depending on age) on arrival from Church or after the Ceremony and a soft drink with the meal. Parents are responsible for ensuring no underage drinking of alcohol.*

### **Children under 2:**

*Whittlebury Park makes no charge unless a meal has been specifically requested and will heat food supplied by parents.*

**NOTE:** Parents with small children should bring a high chair for them if required

*Whittlebury Park has a limited number of High Chairs that will be provided free of charge - subject to availability.*

***Whittlebury Park does not operate a crèche or have staff trained to look after the needs of children.***

***Organisers must ensure that children are properly supervised at all times by a responsible adult and are not allowed to roam the premises and surrounding grounds without such supervision.***

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# Whittlebury Park Hall & Spa

## BOOKING PROCEDURES & TERMS & CONDITIONS

**BEFORE BOOKING AN EVENT - PLEASE READ THE FOLLOWING PAGES CAREFULLY**

**The information set out below will assist planning**

<b>DEFINITIONS: -</b>	<b>‘WHITTLEBURY’</b>	- Whittlebury Golf & Country Club, Hall & Spa its staff and all venues
	<b>‘EVENT’</b>	- A function, party, wedding, golf day or other gathering of guests
	<b>‘CO-ORDINATOR’</b>	- The Whittlebury representative allocated to an Event
	<b>‘ORGANISER’</b>	- Person(s), couples, Groups, or other party arranging an Event.

Whittlebury staff are not authorised to make any changes to the Booking Procedures, Terms & Conditions, or to any other details relating to an Event, unless set out in writing and authorised by a Director.

**1. INITIAL VIEWING** – A Coordinator will meet the Organiser of a proposed Event to view venues, consider options & availability.

**2. ITINERARY & QUOTATION** - At the initial viewing, the proposed Event and its cost will be discussed. The Organiser must choose a ‘Venue, Date & Time’ the facilities are required and give an indication of guest numbers. These details will be used to prepare an ‘Itinerary & Quotation’ that will be sent to the Organiser and these facilities will be provisionally held for up to 14 days. The timings shown on the Itinerary are important and must be closely adhered to by the Organiser to avoid clashes with other Events, or it could necessitate cancellation of all or part of the remaining itinerary.

**Before confirming a Booking** Organisers must check all the details sent are acceptable and in particular for weddings must contact their Vicar / Priest / Registrar to confirm the ceremony time and date.

**3. ACCEPTANCE & PAYMENT TERMS** - To secure the Venue, Date & Time and agreed facilities the Organiser must

(a) Pay the **1<sup>st</sup> Installment** of £1,200 within 14 days, or the date and Venue may be released to another party.

(b) Prices quoted will be those published at the time the ‘Itinerary & Quotation’ is prepared. Every endeavor will be made to hold prices and/or offer alternatives when possible but, due to the long lead in times often associated with some Events, prices will be increased annually in line with the details set out in the ‘Quotation’ to reflect all increases, including those from 3<sup>rd</sup> parties (e.g. contractors booked on behalf of the Organiser, Pianist, Disco, Florists), increases in VAT, etc. which will be added to the ‘Final invoice’.

(c) Payment of the 1<sup>st</sup> Installment signifies acceptance by the Organiser that they agree to pay the total sum quoted in further installments and be bound by the *Booking Procedures, Terms & Conditions, Itinerary & Quotation and Final Details*, prevailing at the date the event is held and contracts Whittlebury to provide the facilities quoted, subject to English law. **All Installments must be paid on the date due and are non-refundable when paid in any circumstance.**

Whittlebury will consider requests to change numbers, menus, layout, timing, etc, provided always that a reduction amounts to no more than 10% of the sum quoted and accepted, irrespective of any decrease in facilities requested by the Organiser, i.e. if a quote is accepted for £6,000 the minimum payable for the event will be £5,400 (-10%) irrespective of the number of deductions agreed, which must be confirmed by Whittlebury in writing.

**4. INSURANCE / CANCELLATION** – **Organisers are strongly advised to insure against cancellation, or substantial reduction**

as they become liable to pay the full sum quoted on payment of the 1<sup>st</sup> Installment should an event be cancelled for whatever reason. Cancellations generally arise in difficult and emotive circumstances when a financial burden is best avoided, particularly for Weddings; details of a dedicated wedding policy are sent with these quotations that cover basic eventualities. Copies can also be found on our website, or requested by email. Couples and Organisers should decide the level of insurance cover they require and arrange this independently. Organisers must notify a cancellation in writing as soon as possible, whereupon Whittlebury will endeavor to reallocate the ‘Venue, Date & Time’ to another party. If a replacement Event is booked, of similar or greater value, the balance of the Quotation due will be credited, less the 1<sup>st</sup> Installment, which is non refundable in any circumstance.

If no replacement Event is booked the balance of the quotation due will be calculated for cancellations as follows:-

More than 12 calendar months notice	25% of the Quotation accepted
6 to 12 calendar months notice	50% of the Quotation accepted
3 to 6 calendar months notice	75% of the Quotation accepted
Less than 1 calendar month notice	100% of the Quotation accepted

(a) If **Whittlebury** does not receive Installments when they fall due, and/or does not hear from the Organiser to arrange the six month meeting, or the final three week meeting, and/or is not able to make contact, a cancellation notice and invoice will be sent to the Organiser (based on the above scale) by post to the last address notified in writing, and/or by email if provided. If no response is received in writing within 7 days, the date will be released and all reasonable endeavors will be made to find a replacement event.

(b) **Whittlebury** reserves the right to cancel an Event at any time, including when in process, if it believes allowing it to continue may contravene the law, or put staff, or guests at risk, or due to force majeure. In the case of a cancellation, if **Whittlebury** is proved to have any liability it will be limited to a maximum of the return of any sums paid.

**5. FURTHER INTALLMENTS** – To continue to reserve the ‘Venue, Date & Time and agreed facilities’:-

(a) For Events booked more than 18 months in advance, a **2<sup>nd</sup> Installment** of £1,200 is payable 3 months after the 1<sup>st</sup> Installment. If the Organiser wishes they can arrange a meeting with **Whittlebury** prior to making this payment to discuss any changes to the itinerary and quote accepted, but is not obligatory.

(b) A **3<sup>rd</sup> Installment** of £1,200 is payable 12 months before the proposed date of the Event. If the Organiser wishes, they can arrange a meeting with **Whittlebury** prior to making this payment to discuss any changes to the itinerary and quote accepted, but is not obligatory.

(c) Organisers must contact **Whittlebury** and arrange a meeting **no less than 6 months prior to the Event** to discuss any adjustments to the Itinerary & Quotation, following which any amendments will be confirmed in writing, based on the published details then prevailing.

**NOTE:** - Non payment of any Installment entitles **Whittlebury** to deem the event cancelled in accordance with paragraph (4) above and endeavor to allocate the date to another party.

**6. FINAL MEETING** – The Organiser must contact **Whittlebury** and arrange to attend a meeting no less than three weeks prior to the Event, to discuss and agree any final adjustments to the Itinerary & Invoice

At this meeting the Organiser must provide final numbers, room & table layouts, special dietary requirements, etc.

**Whittlebury** considers the above number of meetings adequate for arranging an Event. If an Organiser wishes to have further meetings, discussions, ceremony practices, etc, these can be arranged at an additional charge of £40 hour, or part thereof, which will be added to the final invoice.

**7. FINAL DETAILS & INVOICE & PAYMENT** – The details agreed at the Final meeting will be set out in writing and sent to the Organiser with a ‘Final Invoice’ for the balance due, as soon as practical. The Event will be held in accordance with these final details and the Booking Terms & Conditions prevailing at the time of the Event.

**Organisers must check the Final Details thoroughly before making the Final Payment, as this signifies acceptance of the Final Details and the Terms & Conditions published for the date of the Event.**

Payment must received by **Whittlebury** at least 14 days prior to the event to allow for clearance, otherwise payment will need to be made by Direct Transfer, Banker’s draft, or cash.

(a) NOTE: - Final preparations for an Event will not proceed until full payment is received and the event may be cancelled in accordance with paragraph (4) above. Late payment could also affect the ability of **Whittlebury** to provide everything stated in the final details. No responsibility will be accepted as a result of late payment.

(b) No refund will be given for any reduction in guest numbers after they are confirmed at the Final meeting.

**OTHER TERMS & INFORMATION**

**8. ADDITIONAL GUESTS** – A minimum of 60 adult guests are required to attend Friday events and 75 adults for Saturday events.

After the ‘Final Payment’ every endeavour will be made to accommodate requests for additions (meals, drinks, etc.), but these must be made in writing and (where provided) must be paid for prior to the start of the Event by debit or credit card, or cash.

**9. BAR TABS** – Organisers must arrange and pay tabs in advance. If the tab is not used the balance will be refunded. If the tab is about to be exceeded the Organiser will be informed and it can be topped up by providing cash, Credit or Debit card.

Individual tabs for personal purchases by guests may be permitted on the day of the Event at the sole discretion of the Duty Bar Manager, subject to a credit card being lodged at the Bar until payment is made in full before the end of the event.

**10. FOOD & DRINK**– No FOOD or DRINK may be brought into the venue by Organisers or guests without the prior written permission of **Whittlebury**. As a Licensed venue, only alcohol purchased on the premises may be consumed on the premises. Unauthorized food and Drink will be confiscated and destroyed without compensation and guests may be required to leave. If Guests do not comply, **Whittlebury** reserves the right to cancel the Event and no compensation will be payable for any undelivered part of the Event. ‘Miniatures’ may be provided as favours for guests, provided they are arranged in advance and a fee of £1.50 per bottle is added to the ‘Final Invoice’ for payment prior to the event.

**11. TABLE PLANS, MENUS, PLACE CARDS, etc** - When provided by **Whittlebury** these items are prepared up to 7 days before an Event. Late changes will be accommodated when possible, subject to an additional charge of £40/hour, or part thereof.

**12. CEREMONY FLOWERS** - Two pedestal flower arrangements in seasonal colours are provided for use during Civil Ceremonies that are, and remain, the property of **Whittlebury Park**. Fresh flowers and pedestals required of a particular colour can be provided at an additional cost, but must be arranged and paid for in advance and clearly specified on the final details.

**13. VENUE OPENING TIMES** – Unless otherwise stated in the final details, the venue hire fee covers use of the venue from 30 minutes prior to the start of the event, until 30 minutes after the end of the Itinerary. Early access to the venue cannot be assumed by Organisers as it may be in use for another event. Organisers also must assist with vacating the venue promptly after an event and remove all their property, as staff have to clean the premises and set up for the next event. Any additional staffing costs incurred as a result of opening a Venue sooner and/or closing it later will be invoiced for immediate payment @ £250/ hour or any part thereof.

If an Organiser would like a Venue to be open at other times, e.g. for a viewing, delivery or collection of items by Organisers, or any sub contractors arranged by Organisers, it must be arranged with the **Whittlebury** Coordinator of the Event in advance and confirmed in writing.

**14. USE OF CHANGING ROOMS** - Where **Whittlebury** provides the use of changing rooms in advance of a wedding, the room must be cleared within 30 minutes of the end of the ceremony. Rooms can be used for longer periods subject to payment of a fee that will be specified on the Final details. A key will be available from the Duty Manager on the day, on payment of a £10 deposit, refundable on return to the Duty manager on the day, or to the Whittlebury Hall reception.

**15. GOODS LEFT ON THE PREMISES** – Organisers should bring everything with them on the day of the Event, look after them and remove them as soon as the Event finishes. All items of value (e.g. presents, money vouchers, goods, prizes, etc.) should be taken at the end of an Event. If an Organiser leaves items for collection the following day, this is solely on the basis that **Whittlebury** accepts no responsibility whatsoever for anything delivered to a Venue before an Event, or left at a Venue after an Event, whether or not it is of any value. Arrangements must be made with Whittlebury and confirmed in writing to collect any items left of the premises and must report to the Whittlebury Hall reception, when the Duty Manager will open the venue at the agreed time. This will generally be after 10am weekdays and 11am weekends and before 4pm.

**NOTE: Anything left on the premises at any time is not covered by Whittlebury insurance.**

**16. LIAISON ON THE DAY** - If an Organiser does not wish to deal with matters arising on the day of the event they must name a Representative in advance in the final details who should liaise with the Duty Manager throughout the Event. This could be a Toastmaster, relative, colleague, secretary, Best man, Bridesmaid, etc.

**NOTE:** In the case of weddings, **Whittlebury** does not undertake duties traditionally the responsibility of a Toastmaster, Best Man, Ushers, Bridesmaids, or other members of the Wedding Party, (e.g. announcing guests, changing music tapes, attending on the Bride and Groom). These duties should be organised by couples in advance and where a Toastmaster is engaged they must allow time prior to the event to be properly briefed. **Whittlebury** provides a Duty Manager for each event who will make themselves known to the Organiser. Any requests, queries or concerns that arise on the day, must be addressed directly to the Duty manager/Supervisor at the time so that action can be taken to remedy them. **Whittlebury** cannot reasonably be expected to remedy matters after an event that are not raised with, or shown to, the Duty Manager at the time.

**17. LOSS & DAMAGE** - A deposit of £1,000 will need to be lodged with the final payment that will be held to cover any loss, damage or additional cleaning costs incurred during an Event. This sum will be returned within 21 days of the Event less any deduction made, for which full details will be provided. Any further loss, damage or cleaning costs in excess of the sum lodged will be invoiced for payment within 7 days.

**18. PAYMENTS** – **Whittlebury Park** payment of sums due by direct bank transfer (BACS) to the account stated on the invoice, or by debit card, or bankers draft. Payment by credit card is subject to a 2.5% fee. All payments & correspondence should be sent addressed to - ***The Finance Department, Whittlebury Park Hall & Spa, Nr Towcester, Northants, NN12 8QH***

**19. CARRIAGES** – Organisers should inform guests that **Events finish at midnight** and the venues must be vacated by 12.30am. An additional charge of £250/ hour or any part thereof will be payable if staff are required to remain on duty longer to wait for guests to depart.

**20. TAXIS** - The rural location of **Whittlebury** makes it an attractive venue, but Organisers and their guests need to book Taxis in advance, as late at night at weekends it can take up to two hours to get a Taxi. The venues close 30 minutes after events end, after which a canopy is provided outside for anyone still waiting for lifts or they can wait in the Reception of Whittlebury Hall as it is open 24 / 7.

**21. ACCOMODATION** – Guest that wish to stay at Whittlebury Hall or the Paddock bedrooms are referred to the separate Terms & Conditions relating to Accommodation shown on the website at [www.whittlebury.com](http://www.whittlebury.com) and WhittleburyHall.co.uk

# **ORGANISERS RESPONSIBILITIES**

- a) Whittlebury** manages the Estate that comprises of the **GARDENS, GOLF COURSES, ACTIVITY AREAS, WHITTLEBURY HALL, ATRIUM, PAVILION, ORANGERY & PADDOCK SUITE**. The Venues are signposted along the access drive and Organisers must clearly advise subcontractors and inform their guests on their invitations which venue to attend.
- b) CRECHE - Whittlebury** does not operate a crèche. Organisers must ensure that children are supervised by a responsible adult at all times and are not allowed to roam the premises. **Whittlebury** does not arrange bouncy castles, etc. these must be supervised by a qualified adult at all times with full indemnity insurance cover.
- c) LOSS & DAMAGE** - The Organiser indemnifies **Whittlebury** against any loss or damage caused to any property, fixtures, fittings, any other person, or any property belonging to 3<sup>rd</sup> parties in connection with the holding of their event and agrees to pay any sum due on first demand.
- d) UNATTENDED ITEMS & VEHICLES** - are left on the premises at the sole risk and responsibility of the owners.
- e) FIXINGS** - Nothing may be fixed to the floors, walls or ceilings of any Venue without the prior written permission of **Whittlebury**. Damage caused by unauthorised fixings, including blue tack, will be invoiced to the Organiser for immediate payment.
- f) INDEMNITY** - The Organiser indemnifies **Whittlebury** against any claims from their guests.
- g) CONDUCT** - The Organiser is responsible for the orderly conduct of their guests and must ensure nothing is done to break the law, infringe licensing or gaming regulations, cause a nuisance or disturbance to others or staff. Abuse to staff is not accepted in any circumstance.
- h) CHINESE LANTERNS ARE STRICTLY FORBIDDEN** - They are an extremely dangerous fire hazard.
- i) CONTRACTORS** - Organisers who wish to employ the services of 3<sup>rd</sup> party contractors must agree and confirm these arrangements in writing with **Whittlebury**. The right is reserved to refuse such requests, or charge a 'Facility Fee' that will be added to the 'Final Invoice'. Organisers must indemnify **Whittlebury** against any damage caused by a subcontractor, or any claim by them, ensure they have adequate current Public Liability Insurance and provide a copy prior to the Event if so requested. **Whittlebury Park** does not accept any responsibility for the standard of goods or services supplied by 3<sup>rd</sup> party contractors used during an Event, nor for any damage, loss or injury which may arise from their use.
- j) PAYMENTS** – See paragraph 18 of the Terms & Conditions.
- k) LIABILITY** - Organisers must advise all their guests that they enter **Whittlebury** at their own risk and responsibility and that no liability is accepted for any loss, inconvenience, damage or injury to persons, or property, or vehicles of any sort, save as to that contained in statute. **Whittlebury** takes all reasonable endeavours to provide a pleasant environment for Organisers and their guests and has public and employee liability insurance, any loss will be limited to that associated with the individual items charged.
- l) CLAIMS & ACCIDENTS** – All Incidents must be notified to the Duty Manager at the time of occurrence and accidents must be recorded in the Venues accident book and must then be confirmed in writing within 7 days. If an Organiser should be away, they will need to designate a Representative to deal with matters pending their return.
- m) FORCE MAJEURE** – **Whittlebury** will use all reasonable endeavours to minimise the effect of 'force majeure' on the performance of its obligations, but shall not be deemed to be in breach of its obligations, or otherwise be liable to the Organiser as a result of any cancellation, delay or failure caused by 'force majeure', meaning any circumstance not foreseeable at the date of the agreement to hold the Event. This includes without limitation, any strike, lockout, embargo, other industrial action. Any shortage of or difficulty in obtaining, labour, or raw materials. Any destruction, temporary, or permanent, breakdown malfunction, or damage of, or to, any premises, building, plant, equipment (including computer systems), materials or utilities. Any breach of contract default or insolvency by or of any 3<sup>rd</sup> party, including agents or sub-contractors and date changes to the British Grand Prix, Motor GP or other race meeting. Any action taken by a government or public authority of any kind, including not granting a consent exemption approval or clearance. Any civil commotion, disorder, riot, invasion, war threat of or preparation for war. Any fire, explosion, storm or adverse weather (flood, earthquake, subsidence, epidemic), or other natural or physical disaster.

***Whittlebury Park Hall & Spa*** *Towcester Northants NN12 8QH*  
**Main Switchboard Tel: 01327-857 857 – Wedding Department: 01327 850040**  
Websites: [www.whittlebury.com](http://www.whittlebury.com) & [www.whittleburyhall.co.uk](http://www.whittleburyhall.co.uk)  
Emails: [weddings@whittlebury.com](mailto:weddings@whittlebury.com) & [sales@whittleburyhall.co.uk](mailto:sales@whittleburyhall.co.uk)

**Issued May 2017**



# Recommended Wedding Suppliers List

## **Photographers**

**Mark Fraser Photography**  
01908 766371  
[info@mfraser.co.uk](mailto:info@mfraser.co.uk)  
[www.markfraserphotography.co.uk](http://www.markfraserphotography.co.uk)

**Maria Barry Photography**  
01296 712528  
[www.mariabarry.co.uk](http://www.mariabarry.co.uk)

**Oakley Studios**  
David Doyle  
01582 491499  
[www.oakleystudios.co.uk](http://www.oakleystudios.co.uk)

## **Videographer**

**April Productions**  
Lee Hillyard  
01327 353303 / 07764 461671

## **Music**

**Lincoln Noel - Pianist**  
07967 441503  
[tinklinlincoln@gmail.com](mailto:tinklinlincoln@gmail.com)

**The UKDJ**  
Mark Risby  
07966 412103  
[info@theukdj.com](mailto:info@theukdj.com)  
[www.theukdj.com](http://www.theukdj.com)

**The Rivas -Band**  
Terry Butcher  
07900 021063  
[rockinrivas@gmail.com](mailto:rockinrivas@gmail.com)

**Hannah Rogers**  
Professional vocalist  
01327 341062

## **Stationery**

**Quills Wedding Stationery**  
Sharon Nunley  
01933 399739  
[sharon@quillsweddingstationery.co.uk](mailto:sharon@quillsweddingstationery.co.uk)

**Wedding Blossom**  
David Kinally  
07753 413434  
[www.weddingblossom.co.uk](http://www.weddingblossom.co.uk)

## **Florist**

**The Secret Garden**  
Debbie Warner  
01604 767687  
[www.secretgardenonline.co.uk](http://www.secretgardenonline.co.uk)

**Charlotte Ayre Floral Design**  
07809 069528  
[www.charlotteayrefloraldesign.co.uk](http://www.charlotteayrefloraldesign.co.uk)

**Julie-Anna Flowers**  
Anna Roy  
01604 402210  
[www.julieannflowers.co.uk](http://www.julieannflowers.co.uk)

## **Chair covers/venue dressers**

**Quality Chair Covers**  
David Bainbridge  
01908 968740  
[www.qualitychaircovers.co.uk](http://www.qualitychaircovers.co.uk)

**Beaulicious**  
Sarah Chamberlain & Lisa Kirk  
07984 355303  
[info@beaulicious.co.uk](mailto:info@beaulicious.co.uk)

## **Bridal Wear**

**Sweet Dream Lingerie**  
Karen Baines  
01280 812507  
[info@sweetdreamslingerie-bra.co.uk](mailto:info@sweetdreamslingerie-bra.co.uk)

**Fairytale Weddings**  
Daisy Keane  
01327 323177  
[www.fairy-tale-weddings.co.uk](http://www.fairy-tale-weddings.co.uk)

**Camellia Bridal**  
Dorothy & Lyn  
01604 622277  
[www.camelliabridal.co.uk](http://www.camelliabridal.co.uk)

## **Menswear**

**Suitors of Buckingham & Northampton**  
Neil Easton  
01280 823958  
[www.suitors.co.uk](http://www.suitors.co.uk)

**Victor Boss**  
01280 812404  
[www.victorboss.co.uk](http://www.victorboss.co.uk)

## **Cakes**

**Hockleys**  
Michael & Graham Hockley  
01604 881551  
[www.hockleyscakes.co.uk](http://www.hockleyscakes.co.uk)

**Creative Cakes by Teresa & Joanna**  
[www.creative-cakes.co.uk](http://www.creative-cakes.co.uk)  
01908 561187

## **Chocolate Fountains/sweets**

**Chocolatier Fountains**  
Raj Tanna  
07879 623111  
[www.chocolatierfountains.co.uk](http://www.chocolatierfountains.co.uk)

## **Jewellery**

**Goldfinger Rings**  
0207 4057590  
[goldfingerrings@gmail.com](mailto:goldfingerrings@gmail.com)

**Bijoux Jewels**  
Alison O'Reilly  
07788 860321  
[alison@bijouxjewels.co.uk](mailto:alison@bijouxjewels.co.uk)

## **Hair & make up**

**Indulgence Beauty**  
Tracey Shepherd-Regan  
07734 565864  
[info@indulgencebeauty.em.uk](mailto:info@indulgencebeauty.em.uk)

## **Miscellaneous**

**All Events Childcare**  
Lisa Roberts-Andrade  
07538 009512  
[Alleventschildcare@hotmail.com](mailto:Alleventschildcare@hotmail.com)  
[www.alleventschildcare.co.uk](http://www.alleventschildcare.co.uk)

**Guest Factor – video messages**  
Lee Thomas  
07970 618946  
[lee@theguestfactor.com](mailto:lee@theguestfactor.com)

**Dave Andrews Entertainments – casino tables etc**  
Andrew Prigmore  
01234 708618  
[www.daveandrews.co.uk](http://www.daveandrews.co.uk)

**Halo FX Limited - fireworks**  
Ben Morley Mckay  
01788 519618  
[www.halo-fx.com](http://www.halo-fx.com)

# ***Whittlebury Park***

## ***Wedding Checklist***

### ***12 Months***

#### ***Put together ideas for your Wedding***

- ☐ Set your Wedding budget
- ♦ Compile guest list

#### ***Visit Whittlebury Park to see our Venue***

- ♦ Look at possible dates for the venue you like
- ♦ Discuss an estimated quote with Whittlebury Wedding Co-Ordinator
- ☐ Book Church or Registrar
- ☐ Pay the booking fee to reserve your date and venue
- ☐ Book the honeymoon
- ☐ Book Wedding night accommodation
- ☐ Check Passports/Visa requirements
- ☐ Hire the Wedding Cars, if required
- ☐ Book a Photographer/Video company
- ☐ Book a Toastmaster, if required
- ☐ Book a Disco or Band
- ☐ Choose & order Wedding Stationery

### ***9 Months***

- ☐ Choose Best Man, Page Boys & Ushers
- ☐ Choose Bridesmaids
- ☐ Choose Wedding Dress
- ☐ Choose Bridesmaids Dresses & Accessories
- ☐ Arrange hire of Men's Outfits
- ☐ Choose Florist
- ♦ Organise flowers for the Ceremony & Reception
- ♦ Order Bouquets, head dresses & buttonholes
- ☐ Order Wedding Cake

### ***6 Months***

- ☐ Try out head dress, hairstyle & make up
- ☐ Choose going away outfit
- ☐ Compile Wedding Gift list
- ☐ Choose Wedding Rings
- ☐ Buy gifts for all attendants

### ***6 Months (continued)***

#### ***Visit Whittlebury Park to review details***

- ♦ Updated quotation, itinerary & details will be confirmed
- ☐ Visit the Clergyman/Wedding Co-Ordinator
- ☐ Finalise Order of Service
- ☐ Post Invitations 3 months before Wedding
- ☐ Send out Wedding Gift List, if required
- ☐ Record all acceptances & refusals
- ☐ Prepare and sketch a seating plan
- ☐ Send maps to any non local guests
- ☐ Assist guests with any local accommodation

### ***1 Month***

#### ***Whittlebury Park final meeting, ring & book appointment***

- ☐ Hold Hen & Stag Nights
- ☐ Ceremonies at Whittlebury Park visit registry Office to confirm legal requirements
- ☐ Check all speeches are prepared
- ☐ Check all outfits are ready
- ☐ Have final fitting of dress & accessories
- ☐ Send out thank-you notes for all gifts received

### ***3 Weeks***

#### ***Whittlebury Park final meeting***

- ☐ Finalise and confirm Ceremony/Reception details
- ☐ Take breakdown of guest numbers & table plan to Whittlebury Park final meeting when final numbers need to be confirmed for catering
- ☐ Hold rehearsal for Church Weddings

### ***2 Weeks***

- ☐ Make a full & final check on all details
- ☐ Check all Wedding clothes

### ***1 Week***

- ☐ Arrange to take reception favours etc. to Whittlebury and meet your personal Wedding Banqueting Manager

***Finally.....***

***Look forward to your special Day and Enjoy it!***  
***Your Wedding is one of the most important Days of your Life,***  
***so don't let anything or anyone spoil it for you whatever they may say or do***  
***Just relax and Enjoy the Day***

[illegible]



# *Whittlebury Park*

*Towcester, Northants*

*Tel: 01327 850 441*