

# *Weddings*



*The Gatwick Manor*

*Conferences, Weddings, Special events, Parties, Bar & Restaurant*



Choosing the perfect location for your special day is the beginning of your plans for your Wedding day, the most important day of your life.

The Gatwick Manor venue is set in ten acres of grounds and dates back to the 15th Century; the buildings are original Tudor period architecture.



There is a significant amount of planning involved to make your big day a success, from the fun of choosing your wedding outfits and accessories to deciding who should sit with who and where.

We are here to assist, advise and guide you through this exciting and wonderful experience and help to make the planning of your wedding an enjoyable task not a dreaded chore.



Our Shipley Suite, Loxwood Suite & Tythe Barn are all licensed to hold civil wedding ceremonies. In order to book your civil ceremony please note the registrar requires a venue to be booked. You can then book your wedding day and time through the Crawley Registry Office 01293 438341 up to 12 months prior to the day.

We are also licensed to hold child naming ceremonies, civil partnerships ceremonies and vow renewals.

# The Manor Package



Our Wedding package is easy to understand and can be tailored to suit all your individual requirements.

**We have 3 Suites which all have a licence to hold Civil Ceremonies.**

**Suite Hire Charges:**

The Shipley Suite:	£500 min requirement 65 max 120 for daytime & 180 in the evening
The Tythe Barn:	£300 min requirement 50 max 60 for daytime & 120 in the evening
The Loxwood Suite:	£300 min requirement 50 max 70 for daytime & 150 in the evening

Please add £200 if you wish to hold your civil ceremony here at The Gatwick Manor.

**Our Wedding package is**

**£60 per adult £30 per child** (up to the age of 14).

**This will include:**

**A Master of Ceremonies**

**Three Course Wedding breakfast**

**A glass of Bucks Fizz or Sparkling Wine for an arrival drink**

**A glass of red or white wine per person through dinner**

**A glass of Sparkling Wine per person for your toasts**

**Table flower arrangements**

(Bud vase centre pieces for each guest table and a long and low display for the top table)

**Cake Stand**

(If required we have a round 18" or square 18")

**White Linen Table Clothes and Napkins will be provided.**

Please see finishing touches for the extra special details.

# Wedding Breakfast



**Please select one dish from each course to create your individual menu. Plus the Vegetarian alternative if required.**

## **Starters**

*Leek & potato soup served with a warm crusty bread roll*

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*North Atlantic Prawn salad topped with marie rose sauce*

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*Trio of melon with raspberry coulee*

## **Mains**

*Roast topside of beef with Yorkshire pudding and all the trimmings*

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*Farm assured chicken breast in wild mushroom sauce*

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*Scottish salmon fillet in a cream white wine & dill sauce*

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*Caramelised red onion & goats cheese tart on a mixed leaf salad with balsamic glaze*

*All dishes served with fresh seasonal vegetables and potatoes*

## **Desserts**

*Vanilla Cheesecake with seasonal berries*

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*Fresh fruit salad with extra thick cream*

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*Rich chocolate torte with raspberry coulee*

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*Profiteroles filled with cream with rich chocolate sauce*

All main courses include one serving of vegetables and potatoes. We cannot guarantee that any product on this menu is totally free from nuts or nut derivatives.

All items are subject to availability.

We are willing to discuss alterations to the menu however these may incur an additional fee.



## **The Manor Buffet**

**Selection of sandwiches**

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**Mini pork pies with a chilled pea puree**

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**Roasted chicken drumsticks marinated in tomato, garlic, chilli and honey**

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**Assortment of quiches**

-

**Fresh potato & chive salad**

-

**Mixed leaf salad with French dressing**

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**Steak fries or potato wedges**

**£10.95 per person**

### **Add on's price per person**

*Mixture of warmed bread rolls - add £0.95*

-

*Fresh crispy coleslaw - add £0.95*

-

*Penne, red onion & mixed pepper salad - add £0.95*

-

*Roast duck & hoison spring rolls with sweet chilli dip - add £2.10*

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*Sumi Bi Yaki, black tiger king prawns marinated in garlic, chilli & ginger - add £2.65*

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*Lamb & mint maple skewers with soured cream & chive dip - add £2.65*

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*Mini Indian selection of onion bhaji, veg pakora, aloo tikka and veg samosa - add £1.50*

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*Carved meat platter of roast beef, turkey breast & homey roasted ham - add £3.95*

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*British cheese platter with biscuits, grapes, celery and apples - add £3.95*

-

*Fresh fruit platter, seasonal fresh fruits with fresh cream - add £3.95*

-

*Assortment of mini desserts including three types of cheesecake, choc éclairs & petit fours - add £3.95*

**We cannot guarantee that any product on this menu is totally free from nuts or nut derivatives.**

**All items are subject to availability.**

**We are willing to discuss alterations to the menu however these may incur an additional fee.**



**Make your wedding day extra special by selecting from our finishing touches.**

**Wedding Canapes** - from £4.95 per person

If you would like to discuss alternative catering options e.g. Hog roasts, BBQ's etc please call for information.

**Wedding Chair Covers:** From £4.25 per chair includes delivery, fitting and collection (This includes white chair covers with your colour choice of bow)

**A H Entertainments  
Quality DJ's provided.**

£300.

7pm till 12.30am.

(If you would like to supply your own DJ then a sub charge of £100 would be charged and a copy of their Public Liability Insurance would be needed)

**Wedding photographers – P & J Photography**

Peter and Juliet are professional photographers with over twenty five years. We believe the standard of photography is high and with their experience of The Gatwick Manor grounds they will make your wedding photography a pleasurable and professional experience.

Their Standard Service includes:

A selection of 60 5" X 3.5" proofs will be provided which remain your property. The proofs will consist of 40 planned photographs and 20 informal photographs. From these you may choose 20 to be printed to 8" X 6" and given to you in a presentation album.

**The Gatwick Manor recommend P & J and if you give them your unique wedding reference number (given to you when you have booked and paid a deposit to the Gatwick Manor) you will receive a discount of £100 and an additional 5 photographs with any of their packages.**

If you would like to book or discuss alternative packages please contact P & J directly on 01293 510877.

**Hotel rooms for you and your guests**

We have on site a Premier Inn Hotel

Which has 103 rooms.

Rooms can sleep up to 2 Adults & 2 Children up to the age of 15. Cots available on request.

Rooms from £50 (Fri-Sun) £66 (Mon-Thurs) Offer only available to Wedding guests.

If you would like to book please contact them directly quoting your wedding reference number on 01293 575201.

**Have you thought about?**

Balloons, Chocolate fountains, Video diaries, Stationary, Cakes, Dresses, Suits, Rings, flowers?

We have contact numbers for many Wedding facilities. Please call for more information.

# Wedding Terms & Conditions

1. A non refundable deposit of £250.00 is required to secure & confirm a wedding reservation. Cancellation of the booking will result in the deposit being held.
2. All provisional bookings will be held for fourteen days then cancelled unless a letter of confirmation is received.  
Note: A non refundable deposit of £250 must be received to secure reservations.
3. V.A.T at the current rate is included in the price.
4. Minimum numbers charged for each function suite are as follows: Shipley suite: 65 Loxwood Suite: 50 Tythe Barn: 50
5. We cannot be responsible for the quality of the food if it is not served at the scheduled time due to late arrival.
6. Prior consent of Gatwick Manor must be sought for any entertainment or services contracted for the function by the client. We reserve the right to judge unacceptable levels of noise or behaviour of the client, guests or representatives & the client must take all necessary steps to correct. In the event of failure to comply with management requests, Gatwick Manor reserves the right to terminate the contract and stop the event without being liable to any refund or compensation.
7. Delivery of Wedding Cake, favours and other items can be made within 24hours of your wedding with prior agreement. We reserve the right to dispose of any items not collected within 24hours of the completion of your wedding. All deliveries must be clearly marked with the bride and groom's name and the name of the suite booked.
8. In the event that our DJ is not used, and you would like to arrange your own entertainment you will have to supply a copy of their current Public Liability insurance.
9. No wine, other beverages or food may be brought onto the Gatwick Manor grounds by the client or guests for consumption on the premises unless by prior agreement.
10. Bar arrangements: A bar tab may be available on the evening of the wedding reception by prior arrangement. This may be organised with either a credit card or cash facility on the evening or by payment in advance.
11. Final numbers are required 30 days prior to the function. All functions must be paid for in full 30 days prior to the date of the event. Gatwick Manor will ask that one of the following payment terms are adopted: Payment for goods & services are secured by Visa, Mastercard, Amex, or a debit card.
12. Any additional items purchased/consumed on the day of the function must be paid for upon departure.
13. We will require payment for damage made to any part of the Gatwick Manor by any person invited by you or on your behalf, to the Gatwick Manor. The Gatwick Manor will not be responsible for any loss or damage to any articles brought on the premises.
14. All weddings will be supervised by a Master of Ceremonies.
15. All prices are subject to change without notice 30 days prior to the event unless previously confirmed in writing.
16. If a client cancels a reservation less than 7 months in advance, Gatwick Manor reserves the right to claim the following sums, unless a booking is obtained for the same date from a third party on no less favourable terms.
17. Cancellations in advance between:-

6-7 months	10% of the total value of the function
3-6 months	30% of the total value of the function
1-3 months	50% of the total value of the function
11-30 days	70% of the total value of the function
5-10 days	85% of the total value of the function
5 days or less	100% of the total value of the function

In all instances, notification of cancellation must be in writing and will be effective from the date received by Gatwick Manor.

# Directions from London or Brighton

Exit the motorway at Junction 9 towards Gatwick Airport North & South Terminals of the M23

You are now on the A23, at the first roundabout take the 2nd exit (straight over) towards the North Terminal

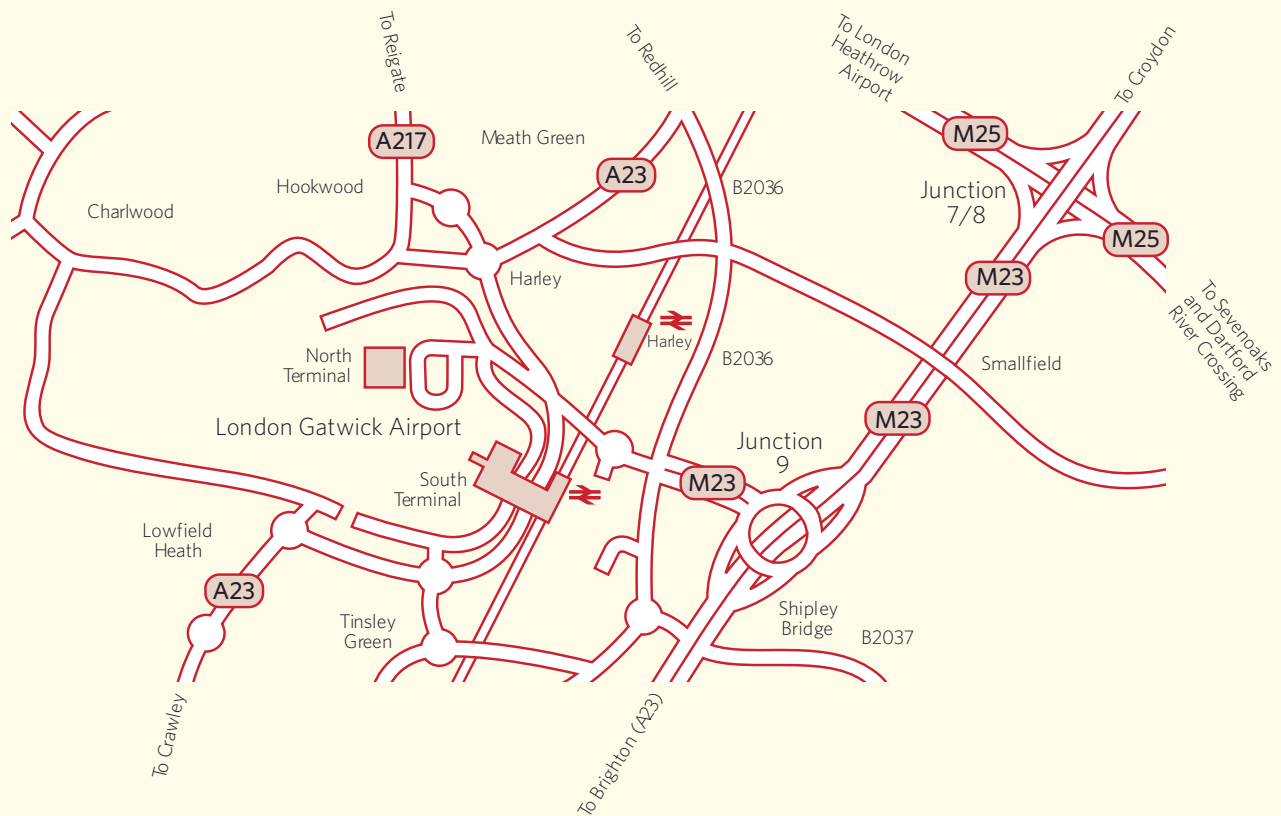
1000m to the next roundabout, take the 4th exit to Crawley & Redhill

Proceed straight until the next roundabout keeping hard right

At the roundabout with the Esso Petrol station on the left complete a full U-Turn heading back onto yourself

You will go under a tunnel before reaching the next roundabout at which, take the 2nd exit (straight over) towards Horsham

At the next roundabout take the 1st exit towards Horsham  
PLEASE SLOW DOWN NOW you will shortly see the entrance to The Gatwick Manor on your left approx 400m



## Gatwick Manor

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