



HAUGHTON HALL HOTEL
& Leisure Club - Shifnal, Shropshire
www.houghtonhall.com



Wedding Brochure

5th edition

Cover image provided courtesy of Notton House Photography



BEFORE



AFTER



TIMELESS

CHAIR COVER HIRE

For over eight years we have provided bespoke venue decor via all the finishing touches to make your day perfect, from centre pieces to wall & ceiling drapes as above!!

"For the perfect seat, We have it covered"

Contact Sian with any questions

All prices available via website

www.timelesschaircoverhire.co.uk

email: timelesshire@gmail.com

tel: 07545 177 724





We would like to take this opportunity to congratulate you on your forthcoming marriage.

Thank you for your recent interest and for considering Haughton Hall as a possible venue for your celebration. Haughton Hall is a well-appointed grade two listed Country House Hotel set within 35 acres of parkland and landscaped grounds; making us the perfect tranquil setting for your day. With a selection of four Wedding Suites suitable for 20 to 300 guests, Haughton Hall offers an unrivalled venue in Shropshire for your big day.

We pride ourselves on our warm hospitality, our professional service and our attention to detail. Whether traditional or contemporary, grand or intimate we can cater for your individual needs and tastes. Our aim is to make the experience of planning your wedding both memorable and fun, as it should be.

In order to fully appreciate the unique ambience of Haughton Hall it is recommended that you visit us personally and we can show you around so you can experience the venue first hand. This also provides an opportunity for you to discuss your requirements in a relaxed and inspiring setting.

If you would like to arrange a visit to view our facilities or you would like some more information then please don't hesitate to contact us on: 01952 468300 or email: events@haughtonhall.com

We are able to hold a provisional booking for 14 days initially after which time, we would need a non-refundable deposit to hold the reservation for you. For Manor Suite Weddings, this is £600 and for Marquee Weddings, we ask for a £1,000 deposit. We will then send a confirmation to you once the deposit is paid, and arrange to meet up again about 6 weeks before the Wedding Day to discuss the full arrangements with you.

Please also see our Terms & Conditions on page 18 for further details and payment schedules along with some important booking conditions.

We very much look forward to being of assistance to you.
Kind Regards

*Events Team
Haughton Hall*



HAUGHTON HALL HOTEL
& Leisure Club - Shifnal, Shropshire
www.haughtonhall.com

Haughton Hall Hotel and Leisure Club, Haughton Lane, Shifnal, Shropshire, TF11 8HG
T: 01952 468300 | F: 01952 468313 | E: events@haughtonhall.com

www.haughtonhall.com

The House, its Rooms and Grounds

CIVIL MARRIAGES

We are proud to offer you the facility to hold your Wedding Ceremony in a number of designated & licensed suites including our Victorian styled Gazebo located within the beautiful grounds.

Ceremonies can be booked from Monday to Sunday; subject to availability with costs that vary according to the package chosen as listed on each page in this brochure. The civil registration fee which is payable by couples looking to get married, are paid direct to the Registrar and are on top of the Hotel fees.

PLEASE NOTE: The use of biodegradable confetti is only permitted outside of the building but confetti guns and canons are not allowed anywhere on the property.

TO BOOK THE REGISTRAR & MORE DETAILS

Contact 0345 678 9016 or go to www.shropshire.gov.uk & search for 'getting married'



THE GARDEN SUITE

With fantastic views overlooking the hotel grounds, this suite is ideal for the smaller more intimate wedding breakfast, and provides the facilities to accommodate up to 40 guests for a sit down meal. This suite is licensed for up to 60 guests for a civil ceremony.

THE BROOKE SUITE

The Brooke Suite is situated between the Manor and Garden Suites and is perfect for around 40 guests for a sit down meal or can be used as the area for evening buffets for guests using the Manor Suite or even as the location for a photobooth and may be available for a small room hire charge as part of the main wedding day.

THE DINING ROOM

Located at the east wing of the main house, the warm and welcoming ambience of The Dining Room with the adjoining lounge and oak panelled bar, makes a beautiful and memorable setting for your Wedding Breakfast and accommodates a maximum of 70 guests for the sit down meal.

The Dining Room is licensed for up to 90 guests theatre style for a civil ceremony.



THE MANOR SUITE

Situated on the ground floor, this suite has its own private bar and can accommodate up to a maximum of 120 guests for a Wedding Breakfast and 180 guests for an evening buffet celebration. This room is ideal for those who wish to carry their celebration into the evening.

The Manor Suite is licensed for up to 200 guests for a Civil Ceremony.



MARQUEE

The Marquee is erected over looking the South facing lawn & Civil Ceremony Gazebo and is available from May to September each year. It can accommodate up to 280 guests for wedding breakfasts and 300 for evening celebrations along with a disco or live music and a dance floor and has its own built in bar. It is currently not licenced for civil ceremonies.



Wedding Packages

Our team can tailor make a package to suit your individual requirements from a choice of menus and wine through to decorations and entertainment. Our packages are created to give you a starting point for what is possible.



The Shropshire Package in The Manor Suite

min 40 adults

Choice of Pimms & Lemonade, Sparkling Wine or Fruit Juice on Arrival

3 Course Wedding Breakfast
See Pages 12 & 13 for Selections

Two Glasses of Wine per person with the meal

One Glass of Sparkling Wine for the Toast

White Table Linen and Napkins

Lycra Chair Cover with Coloured Sash

Cake Stand and Knife

Use of Gardens and Lawns for Photographs

Complimentary Accommodation for the Bride and Groom in a Four Poster, inclusive of Breakfast

2018 - £53 per Adult and **£26.50** per child 3 – 12 years old

2019 - £55 per Adult and **£27.50** per child 3 – 12 years old

2020 - £56 per Adult and **£28.00** per child 3 – 12 years old

Special Dietary needs can also be catered for if required and allergy information on each dish is available on request.

PACKAGE EVENING RECEPTIONS AND UPGRADES

	2018	2019	2020
Saturday Supplement	£250	£300	£325
Civil Ceremony inside the Hotel	£325	£350	£375
Civil Ceremony outside the Hotel in the Gazebo	£425	£450	£475
Hire of the Brooke Suite near the Manor Suite for the Evening Reception if additional space is required	£125	£150	£150
Canapes (4 per person)	£5.15	£5.45	£5.75
Extra Chair Covers For Evening Use– each incl. sash	£2.00	£2.00	£2.20
Upgrade from Sparkling Wine to Champagne for Toast (per person)	£2.75	£3.00	£3.25
Childrens Package (on page 11)	£21.00	£22.00	£23.00
Evening Finger Buffet – Choice of 7 Items (all guests)	£15.00	£15.50	£16.00
Hog Roast with Choice of 3 Salads (min. 80 guests)	£18.50	£19.50	£20.00
Evening Disco with our Resident DJ	£260	£275	£295
Bride & Groom Four Poster to Suite Upgrade	£55.00	£60.00	£65.00



NEW

Garden Marquee Wedding Package

Available May to September -
70 Day guests & 120 evening guests

Inside Civil Ceremony Room Hire
Welcome drink with a choice of Pimms & Lemonade or Sparkling Wine
Three Course Wedding Breakfast
See Pages 12 & 13 for Selections
2 Glasses of House Wine during the Meal
A Glass of Sparkling Wine to Toast
Cake Stand and Knife
White Table Linen and Napkins
Evening Finger Buffet – Choice of 7 Items
70 Lycra Chair Covers with Coloured Sash
Evening Disco with our Resident DJ
Four Poster Room for the Bride & Groom with Full English Breakfast

2018 - £6,295 | 2019 - £6,595 | 2020 - £6,750

Special Dietary needs can also be catered for if required and allergy information on each dish is available on request.

PACKAGE EVENING RECEPTIONS AND UPGRADES

	2018	2019	2020
Saturday Supplement	£400	£500	£ 525
Civil Ceremony outside the Hotel in the Gazebo	£125	£150	£175
Canapes (4 per person)	£5.15	£5.45	£5.75
Extra Chair Covers For Evening Use– each incl. sash	£2.00	£2.00	£2.20
Additional Evening Guests including Finger Buffet	£47.00	£49.00	£50.00
Children on the same Package aged 3 – 12 years old	£23.50	£24.50	£25.00
Additional Evening Guests including Evening Buffet	£15.00	£15.50	£16.00
Upgrade Sparkling Wine to Champagne for Toast (per person)	£2.75	£3.00	£3.25
Childrens Package (on page 11)	£21.00	£22.00	£23.00
Upgrade from Finger Buffet to Hog Roast (per person)	£3.50	£4.00	£4.00
Bride & Groom Four Poster to Suite Upgrade	£55.00	£60.00	£65.00





NEW Shifnal All Inclusive Package In The Manor Suite

Based on 50 day guests & 70 evening guests

Inside Civil Wedding Reception Room Hire

A Choice of Pimms & Lemonade or Sparkling Wine

Three Course Wedding Breakfast
See Pages 12 & 13 for Selections

2 Glasses of House Red or White Wine

Sparkling Wine to Toast

Silver Cake Knife and Stand

Red Carpet Welcome

Evening Buffet with a Choice of 7 Items

50 Lycra Chair Covers and Coloured Sash

White Table Linen and Napkins

Evening Disco with our Resident DJ

Four Poster Room for the Bride and Groom with Full English Breakfast

2018 - £4,195 | 2019 - £4,395 | 2020 - £4,495

Special Dietary needs can also be catered for if required and allergy information on each dish is available on request.

PACKAGE EVENING RECEPTIONS AND UPGRADES

	2018	2019	2020
Saturday Supplement	£250	£300	£ 325
Civil Ceremony outside the Hotel in the Gazebo	£125	£150	£ 175
Hire of the Brooke Suite near the Manor Suite for the Evening Reception if additional space is required	£125	£150	£150
Canapes (4 per person)	£5.15	£5.45	£5.75
Extra Chair Covers For Evening use- each incl. sash	£2.00	£2.00	£2.20
Additional Evening Guests including Finger Buffet	£51.00	£53.00	£54.00
Children on the same Package aged 3 – 12 years old	£25.50	£26.50	£27.00
Childrens Package (on page 11)	£21.00	£22.00	£23.00
Additional Evening Guests including Evening Buffet	£15.00	£15.50	£16.00
Upgrade from Finger Buffet to Hog Roast – min. 80 guests (per person)	£3.50	£4.00	£4.00
Bride & Groom Four Poster to Suite Upgrade	£55.00	£60.00	£65.00

Winter Wedding Package in the Manor Suite

Available October - March. Based on 40 day guests & 60 evening guests

Inside Civil Wedding Reception Room Hire

Welcome Drink of Warm Mulled Wine or Sparkling Wine

Three Course Wedding Breakfast
See Pages 12 & 13 for Selections

2 Glasses of House Red or White Wine

Sparkling Wine to Toast

Silver Cake Knife and Stand

Red Carpet Welcome

Evening Buffet with a Choice of 7 Items

40 Lycra Chair Covers and Coloured Sash

White Table Linen and Napkins

Evening Disco with our Resident DJ

Four Poster Room for the Bride and Groom with Full English Breakfast

Ceiling Decorated with Sparkle Drapes

Sparkle Cloth Wall behind Top Table

Coloured Room Uplighters

Winter Table Centre Pieces Included

2018 - £3,195 | 2019 - £3,395 | 2020 - £3,495

Special Dietary needs can also be catered for if required and allergy information on each dish is available on request.

PACKAGE EVENING RECEPTIONS AND UPGRADES

	2018	2019	2020
Saturday Supplement	£250	£300	£ 325
Civil Ceremony outside the Hotel in the Gazebo	£125	£150	£ 150
New Years Eve supplement	£300	£400	£500
Canapes (4 per person)	£5.15	£5.45	£5.75
Extra Chair Covers For Evening Use- each incl. sash	£2.00	£2.00	£2.20
Additional Day Guests	£53.00	£55.00	£56.00
Children on the same Package aged 3 – 12 years old	£26.50	£27.50	£28.00
Additional Evening Guests	£15.00	£15.50	£16.00
Hog Roast Upgrade & Choice of 3 Salads (min.80 guests)	£3.50	£4.00	£4.00
Bride & Groom Four Poster to Suite Upgrade	£55.00	£60.00	£65.00



Children's Menu

Orange Juice Arrival Drink
Unlimited Squash during the Wedding Breakfast

PLEASE CHOOSE 1 SET MEAL FOR ALL CHILDREN

◆◆◆◆◆
Homemade Soup of the Day

◆
Garlic Ciabatta

◆◆◆◆◆
Sausage and Mash with Sweetcorn and Peas

◆
Chicken Nuggets with Fries, Sweetcorn and Peas

◆
Penne Pasta with a Tomato and Basil Sauce
Topped with Grated Parmesan

◆◆◆◆◆
Ice Cream

◆
Fresh Fruit Salad

2018 - £21 per Child | 2019 - £22 per Child | 2020 - £23 per Child
For Children 3 - 12 years old **Under 3 Dine for Free**

Intimate Gatherings

SMALLER WEDDINGS AND PRE -WEDDING FAMILY GATHERINGS

If you have less than 40 daytime guests, we may still be able to provide a suitable size room for your Wedding Reception to offer a more intimate occasion. Please ask us for more details.

INTIMATE GATHERINGS AND EVENING RECEPTIONS

Whether you are getting married abroad or just fancy an evening event for friends and family to celebrate with you, then Haughton Hall Hotel have a range of options that are flexible to your needs and budget.

Please contact us for a full quote for your reception, as room hire rates for the Manor Suite & Marquee can vary throughout the year and we may even be able to offer some great 'Late Availability Deals'



Wedding & Banqueting Selection Menu

HOME-MADE SOUPS ALL SERVED WITH CIABATTA CROUTONS

Leek & Potato



Roasted Butternut Squash & Red Pepper



Carrot & Coriander



Cream of Mushroom & Thyme



Roasted Tomato & Basil



Fresh Vegetable

STARTERS

Ham Hock Terrine
with homemade piccalilli
& ciabatta croutes



Smoked salmon, salad leaves,
and lemon mayonnaise



Prawn cocktail, leaves, marie rose,
lemon, with granary bread



Buffalo Mozzarella,
confit heritage tomato bruschetta & basil pesto



Trio of seasonal melon drizzled
with mixed berry compote



Crispy Pork Confit
with shredded oriental salad
& spiced tomato jam



Fishcakes
with a chilli mayonnaise & salad



Smoked chicken salad
with honey & mustard dressing
with croutons



Duck rilette
with red onion chutney
& melba toast



Greek salad
with feta cheese, red onion,
olives & beef tomatoes



Chicken Liver Pate, Ciabatta croutes
& red grape chutney



Roasted beetroot and goats cheese salad
with pea shoots
& a balsamic and olive dressing

MAIN COURSES

Roast Sirloin of Beef, Yorkshire pudding and gravy
(£3 supplement pp)



Roasted Chicken Breast, chipolata,
sausage meat stuffing & a light jus



Roast Supreme of Salmon
with hollandaise sauce



Fillet of Seabass
with a beurre blanc & tarragon sauce



Slow Roasted Belly Pork
with savoy cabbage,
smoked bacon & apple cider sauce



Confit Duck Leg
with a red wine & shallot reduction
& haricot vert



Lamb rump with champ
and a sweet rosemary jus



Roasted Breast of Duck, celeriac puree,
roast parsnip crisps & a berry jus



Roasted Breast of Lemon Chicken,
olive tapenade
& red pepper & tomato sauce



Slow Cooked Blade of Beef
with a wild mushroom forestiere sauce garnish & pan jus

VEGETARIAN MAIN COURSES

Pea & Leek Risotto
with white truffle oil & shaved parmesan



Thyme & Parsley Gnocchi
with a sage butter & crumbled goats cheese,
sprinkled with toasted pine nuts



Slow Roasted Red Onion & Brie Tart
with a balsamic reduction
& watercress salad



Mediterranean Vegetable Wellington
with blue cheese and garlic & chive sauce



Mushroom Stroganoff
with basmati rice



Feta, Chilli & Spinach Crepes

All main courses served
with seasonal vegetables & potatoes

Please select up to 4 starters, 4 main courses and 4 desserts from the items below to offer to your guests.

The Hotel will need pre-order choices with final numbers in advance of the wedding date. Please ask for more details.

DESSERTS

- Warm dark Belgian chocolate brownie,
white chocolate sauce,
vanilla ice cream
- White & dark chocolate mousse,
chocolate shavings,
milk chocolate sauce
- Sharp lemon tart, sweet lime chantilly,
decorated with a fresh raspberry
- Warm treacle tart,
with vanilla ice cream
- Vanilla and Baileys cheesecake,
summer berry compote
- Strawberries and cream pavlova
- Profiteroles filled vanilla cream
and draped in dark chocolate sauce
- Hearts of homemade shortbread
with fresh whipped cream and strawberries
- Eton mess
- Sticky toffee pudding
with toffee sauce and vanilla ice cream
- Apple and mixed berry crumble
with custard
- Blackberry Bakewell Tart
with a berry coulis
- Selection of British and continental cheeses,
celery, grapes, chutney, biscuits
(£3 supplement pp)

FINGER BUFFET SELECTOR

Please choose 7 items. Extra items are £1.50 each.

Chefs selection of freshly made quarter cut sandwiches or tortilla wraps or open sandwich bites (counts as 1 item each)

Fillings may include:

Prawn marie rose, Cheddar cheese and pickle, Ham and English mustard, Coronation chicken, Egg mayonnaise, Chicken mayonnaise, Tuna mayonnaise and sweetcorn

Lemon chicken & pineapple skewers

Mini beef burgers, lettuce, tomato, mustard

Breaded chicken goujons, sweet chilli dip

Black pepper and sea salt potato wedges, sour cream dip

Cheese and caramelised onion puff pastry rolls

Mini pork sausage rolls

Mini duck spring rolls, plum sauce

Mini vegetable spring rolls, sweet chilli dip

Brie and slow roasted red onion tart

Cajun spiced potato skins with dips

Mini onion bhaji, honey and yoghurt dip

Vegetarian quiche

Mini fish and chip

Mini scotch eggs

Mini pork pies

Selection of ciabatta pizza

Indian vegetable samosas

King prawn tempura with a sweet chilli dip

Mini toad in the holes

Potato skins filled with bacon and spring onion
topped with cheese

Sweet options:

Mini lemon tarts

Cheesecake bites

Dark Belgian chocolate brownie

Milk chocolate mousse filled profiteroles

Exotic fruit kebabs



Hog Roast Selector

(3 Meat Roast Available)

A delicious and juicy whole spit roasted pig,
served with the following:

Baps, Stuffing, Apple Sauce, Crackling

Plus 3 Salads of your choice,

choose from the following:

Coleslaw

Penne Pasta with Tomato

Red Onion, Basil and Tomato Salad

Cucumber and Fennel Salad

Potato Salad

Mixed Salad

Add an extra Salad for £1 per person

Add Jacket Potatoes for £1.50 per person

Minimum numbers 80

We hope that many of your friends will decide to stay with us on your special day, and so we offer guests attending weddings at the Hotel, reduced rates (these may vary throughout the year), but are always lower than our published rates to the general public on the same dates.

Please call reservations on 01952 468300 to enquire for your specific dates and please mention that you are attending a wedding at the Hotel to receive the lowest rates available.

To help with your planning, we have provided a summary below of facilities at Haughton Hall Hotel to help you and your guests plan their stay more easily.

- 37 bedrooms including Family rooms, Manor rooms, Four Poster rooms & two Suites.
- All bedrooms are en-suite and offer tea and coffee making facilities, freeview televisions and free wifi.
- Manor rooms, Four Poster rooms & Suites also offer Sky & BT Sport plus all Sky Entertainment channels, along with bottled water, home-made shortbread and a small bag of treats.
- All room rates include breakfast which is available from 7am to 9.30am during the week and 8am - 10am at weekends and bank holidays.
- Oliver's Restaurant is open Monday to Sunday from 7pm – 9.30pm and Sunday lunchtime.
- The Lounge Bar is open daily from mid morning to late, and offers bar meals until 9.30pm.
- The Leisure Club facilities include a 15m indoor swimming pool, jacuzzi, gymnasium, sauna, steam room, fishing lake and tennis court with complimentary use by hotel guests. We also have a 9 hole FootGolf course, and a beauty suite which is available for treatments by prior appointment, both at an additional cost.
- Haughton Hall has plenty of free car parking on site.
- 24 hour reception
- The Hotel offers various Pamper Days, Celebration Stays and Pre Wedding ideas with more details on page 15

We hope you decide to stay with us, and very much look forward to welcoming you to Haughton Hall.



A very warm welcome....





Haughton Hall Leisure Club

All hotel guests have the use of the Leisure Club during their stay and opening hours are displayed on the website.

Facilities include a 15m indoor swimming pool, jacuzzi, sauna, steam room, tennis court and fishing lake. A beauty treatment room and 18 hole footgolf course are also available for additional charges by booking in advance. Footgolf is now popular as part of Stag weekend events and, as long as the group are well behaved, can be great fun as part of your stay at Haughton Hall.



Spa Pamper Packages & Celebration or Anniversary Breaks

A great way to relax before the big day is to enjoy a day with friends on a Pamper Day at the Leisure Club. They are also popular as part of Hen weekend celebrations. You could enjoy a selection of treatments from our Therapist along with a Deluxe Afternoon Tea and spend the day in the pool, jacuzzi, sauna or steam room.

Please ask reception for more details or view on the website for our latest prices and packages.

Our new Celebration Breaks are ideal for an Engagement Surprise, Wedding Night or Anniversary stay at Haughton with more information available on the website.

Leisure Club membership is also available and great for getting in shape before the Wedding. Our membership categories and prices are also available on the website or call 01952 468309 for full details.



Accommodation

Accommodation can be provided for any of your guests that are travelling or any of those that wish to make a short break of your Wedding.

All accommodation is ensuite and many bedrooms provide scenic views across the 35 acres that make up Haughton Hall and its grand estate. Guests have complimentary access to our leisure club whilst staying at the hotel, including swimming pool, Jacuzzi, sauna, gym and steam room. The function bars are licensed until midnight. Hotel residents are able to enjoy further drinks in the residents lounge until late and charge to their rooms as no cash is taken over night.



Classic Family Rooms

These rooms offer 1 double bed & 2 single beds and can sleep 4 guests and are usually in high demand, so we recommend to book them as early as possible.



Classic Rooms

The Classic Rooms are modern and well situated with everything that a guest requires during their stay away from home. Most Classic rooms have shower cubicles.



Manor Rooms

Each of the five Manor rooms are unique and are based in the original Haughton Hall Manor House, with these rooms being reached by the Oak Staircase and most offer views across the front grounds of the hotel. Each Manor room has Sky & BT Sports and all Entertainment channels along with bottled water and homemade biscuits.



Four Poster Rooms

Four of our largest rooms are the Four Poster bedrooms all of which are individually decorated, and have a comfortable sofa in the bedroom. You can relax and watch all of the Sky & BT Sport channels, along with the full Sky Entertainment pack, in comfort and most of these rooms have great views over the hotel gardens. Bottled water and homemade biscuits are also provided.



The Telford Suite

The Telford Suite boasts a large feature bed and raised platform with an LED lit rolltop bathtub in the room, along with a modern shower and ensuite. SKY & BT Sport channels along with the full Entertainment pack from Sky are provided on a large LED television in addition to bottled water, homemade shortbread, slippers and bathrobes within the room for that luxurious stay. Most Bride & Grooms opt for our two Suites and your chosen Suite will need reserving when the Wedding is booked with us to ensure it is available.



The Boardroom Suite

The Boardroom Suite is very different from the Telford Suite and is made up of an oak panelled Four Poster bedroom, along with a large lounge and bathroom. SKY & BT Sport channels along with the full Entertainment pack from Sky are provided on a large LED television in addition to bottled water, homemade shortbread, slippers and bathrobes within the room for that luxurious stay. Most Bride & Grooms opt for our two Suites and your chosen Suite will need reserving when the Wedding is booked with us to ensure it is available.

Terms & Conditions

The Hotel reserves the right to require payment of a deposit and/or full payment at any time prior to holding the function.

1. All deposits and subsequent payments are non-refundable and non-transferable. £600/£1,000 deposit is due 14 days after provisionally holding a date, with a subsequent £1,000 due six months prior to your event. An amount equal to 75% of the balance is due three months prior to your event. Final numbers and remaining balance are due 14 days prior to event.
2. All rates and charges must be agreed prior to paying deposit and signing terms and conditions. Rates are non-negotiable after this point.
3. All rates quoted include the current rate of VAT, rates are subject to change accordingly.
4. Any additional charges on the day must be settled prior to checking out of the hotel, unless otherwise agreed with the Hotel Manager in advance.
5. In the event of cancellation of any confirmed booking or non-arrival by the customer, the customer shall pay to the Hotel a cancellation or non-arrival fee. However, the Hotel shall do its utmost to re-let the space, but if having used their best endeavours, the Hotel is unable to do so, the following cancellation charges will apply:

Event:

- a. Prior to 12 months
- loss of deposits only
- b. 6-12 months
- 50% of the expected total revenue
- c. 3-6 months
- 75% of the expected total revenue
- d. 1-2 months
- 90% of the expected total revenue
- e. 1 month or less
- 100% of the expected total revenue

Please note that once a booking is confirmed, changes of date are not permitted and would be subject to the cancellation policy.

The Hotel recommend that couples obtain cancellation insurance to protect themselves against accidents, ill health and other unforeseen circumstances including the failure of suppliers prior to booking the wedding.

Hotel bedrooms:

- a. Unsold bedrooms will be released six weeks prior to event without notice.
 - b. Reservation lists must be provided no later than **six weeks** prior to the event.
 - c. All bookings must be guaranteed with a credit card.
 - d. Discounted room rate only applies to the first ten bedrooms unless otherwise agreed.
 - e. Individual bedrooms can be cancelled up until 12 o'clock the day prior to arrival.
 - f. Check in time is 14.00 hours or later. Guests arriving prior to 14.00 hours may leave luggage in reception if their room is not ready. Check out time is 11.00 hours on the morning of departure.
6. All cancellations must be made in writing otherwise 100% charge will be made for the total business lost.
 7. The Hotel reserves the right to cancel any booking forthwith, without any liability on its part in the event of damage or destruction to the Hotel by fire or any other causes, any shortages of labour or food suppliers, strikes, walkouts or industrial unrest or any other cause beyond the control of the Hotel, which shall prevent it from performing its obligations in connection with any booking. In these circumstances, every effort will be made to accommodate the booking in another similar hotel of equal standard.

8. If the numbers of persons attending is reduced by 10% or more from the original number guaranteed, the Hotel reserves the right to change the booking to a different suite, or room (as best fits the numbers involved) and increase the rates quoted to cover for the subsequent loss in revenue.
9. The Hotel cannot accept responsibility for the property of customers or guests left in the Hotel. We refer to the Hotel Proprietors Act 1956, of which a copy is available for inspection at the reception desk.
10. The Client shall be responsible for any damage caused to the Hotel or the furnishings, utensils and equipment therein by the wilful act or default of the customer or guests of the customer and shall pay to the Hotel on demand the amount required to make good or remedy such damage.
11. The Client shall be responsible for the orderly and safe conduct of the function/ stay and shall have regard to any regulations imposed by any competent authority, and shall ensure that nothing shall be done which will constitute a breach of the law or anyway cause a nuisance or possible forfeiture of the Licenses for the sale of wine, beer, spirits or for music and dancing or other permissions attaching to the Hired Premises. In particular the Client shall ensure that there is no illegal betting or gaming. The Client shall fully indemnify the Company against any claims or loss or damage arising as a result of a breach of this clause.
12. The Client shall not store or place in the Hotel or the other buildings on the site or in the grounds any inflammable, combustible or objectionable substances or liquids. Chinese lanterns are Prohibited.
13. The affixing of signs, displays or wall decoration is prohibited.
14. We cannot allow food or drink other than that purchased on the premises to be consumed within the Hotel by the Client or guests of the Client. However, for Asian Weddings, where the Hotel has hired out the Marquee or function Suite for an outside caterer to attend, then our hire fee often covers the corkage fee. Please ask for more details at the time of booking.
15. Houghton Hall reserves the right to refuse the use of its name in any form of advertising or publicity.
16. The use of confetti canons, foil confetti or other non-biodegradable confetti is forbidden inside the Hotel or in the outside grounds and car parks at Houghton Hall Hotel. Limited biodegradable confetti may be used but not where it will be unsightly for subsequent guests.
17. Choice Menus will incur an additional charge and must be ordered in advance.
18. Allergy information on each dish is available on request.
19. Fireworks will only be occasionally permitted and always prior to 10pm at the Hotel's discretion via our preferred supplier.
20. Public liability is required for all external services along with Health and Safety procedures plus any other documentation required by the Law.
21. Any external suppliers requiring power in the grounds will need to provide their own generator.
22. The Hotel shall not be responsible for the music played by DJ's and suggest customers discuss their preferred style of music prior to the day with the DJ directly.
23. The hotel accepts no liability for non-attendance of third party suppliers, their equipment or quality of services provided.
24. Cakes should be delivered on the day of the function, no food storage is available.
25. All items belonging to the bridal party must be collected within 48 hours or will be subject to a storage charge of £50 per day.
26. The Hotel accepts no liability for any goods left on the premises before, during or after the event.
27. Inclement weather can affect outside ceremonies and so for the avoidance of doubt, the fee for an outside wedding is not refundable if the ceremony is conducted inside due to the inclement weather or other environmental issues. The Registrar and Duty Manager are responsible for the ceremony and may decline to conduct the ceremony outside irrespective of the wishes of others including the Bride & Groom, and their decision is final.
28. Access to the Hotel for preparation and decoration of the function room is normally available on the morning of the event. If the space is not in use on the evening prior, it may be possible to have access the night before, but this cannot be confirmed until a few days before the date as bookings change at short notice. If guaranteed access is required the night prior, then a hire charge will be made to cover our loss in revenue from such an event. Please ask for details before booking.
29. Hotel staff can only provide limited assistance in decorating the function room which will be limited to putting name cards and favours on tables, but these must be made ready in advance and in the correct order against the seating plan. Additional room decorations prior to or during the day and evening should be carried out by friends or family of the couple and the Hotel reserve the right to charge an additional fee if Hotel staff are required to assist.
30. These Terms and Conditions are non-negotiable at all times and stand as a legal binding document.
31. The Hotel does not allow alcoholic favours on wedding tables. However, the Hotel reserves the right to charge £3 per alcoholic favour if found to have been brought into the hotel to cover our potential loss of bar revenue.
32. It is our intention to provide an enjoyable stay for all our guests and to allow our neighbours the peaceful enjoyment of our rural environment. We therefore expect guests to be quiet and discreet in the accommodation wing and in the outside areas of the Hotel. Noise in the function rooms and bar will be controlled to prevent disturbance and guests are expected to co-operate with this noise control. Discos, live musical entertainment and other sources of noise must be managed sensibly by the provider who must obey the instructions of the Duty Manager. Music and entertainment must cease at the time agreed. This will be 12:00 midnight unless agreed in writing by the Hotel. The windows and fire doors in function rooms are not to be used for ventilation during functions where there is musical entertainment as this compromises part of the building's sound proofing. Guests are asked to be considerate when leaving functions and events at night avoiding noisy farewells in the car park, slamming of car doors and revving of engines.
33. Children under the age of 16 should not run around the Hotel corridors or grounds and must be properly supervised throughout their stay at the Hotel. They may not at any time sit at the bar and may not consume alcohol on the premises. Parents must keep a close eye on their children, and the Hotel cannot accept any responsibility for accidents caused by bad behaviour.



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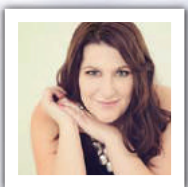
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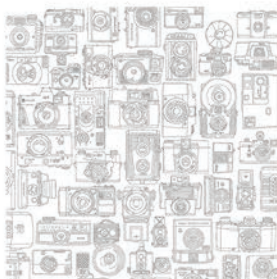
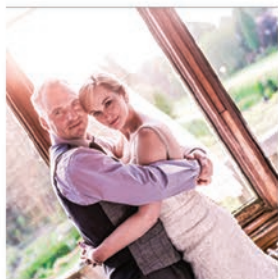
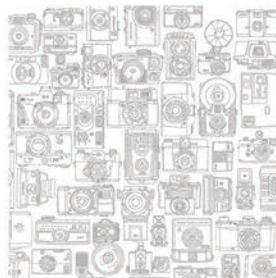
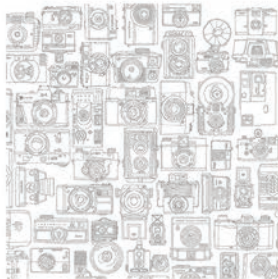
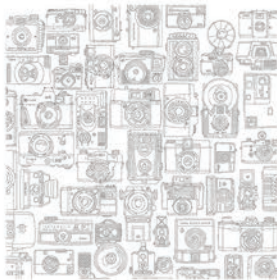


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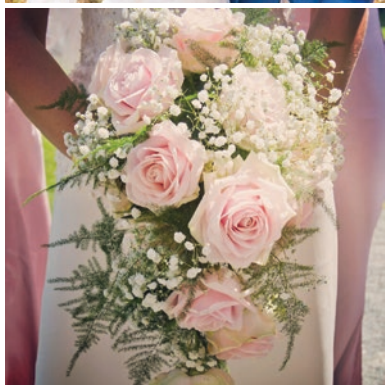
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