



GREAT FOSTERS

BUILT AS A ROYAL HUNTING LODGE 1550 AD

WEDDINGS





WELCOME TO GREAT FOSTERS

Great Fosters is a fine example of Elizabethan architecture; set amongst 50 acres of stunning gardens and parkland in Egham, Surrey, the hotel is the perfect setting for a wedding. This grand building became a hotel in the 1930s and has been sympathetically converted by the Sutcliffe family, who are still its current custodians. Great Fosters possesses a plethora of original details and features and is both a Scheduled Historic Monument and Grade I listed building.

Great Fosters is licensed to hold civil ceremonies and partnerships as well as wedding receptions.

Spectacular topiary and statuary sit within a knot garden that is encompassed by a Saxon moat, a legacy from an architectural predecessor. A glorious fountain plays beside a wisteria clad Japanese bridge overlooking a circular sunken rose garden... a perfect backdrop for your photographs.

From your initial enquiry, one of our experienced and dedicated wedding co-ordinators will work with you to create the memorable day you have always imagined. They will be on hand throughout the organisation of your wedding to offer advice, guidance and support leading up to the day.





CIVIL CEREMONIES & CIVIL PARTNERSHIPS

Great Fosters is licensed to hold civil ceremonies and partnerships. When reserving the hotel for your wedding you will need to check the availability of a registrar to conduct your ceremony. The register office for Great Fosters is the North Surrey Register Office in Weybridge. They may be contacted on 01932 794712. The register office will accept confirmed bookings up to two years in advance.

During May to September outdoor ceremonies may also be held in the Archery Pavilion adjacent to the moat and lawns. The registrar also asks that you hire an indoor venue in case of inclement weather. The hire of the Archery Lawn for a ceremony is £500.

On certain dates it is possible to hold a ceremony and reception in the Orangery (the room will be re-laid during your drinks reception). The additional fee for this is £1,000.

The hotel also holds Jewish ceremonies, blessings and humanist ceremonies. Our wedding co-ordinators and banqueting managers have a wealth of experience between them. They are familiar with most customs and traditions and they really will do everything in their power to assist with the planning and execution of your day. The following rooms are licensed:

ROOM	CAPACITY
Orangery	160 guests
Conservatory	40 guests
Clarence	50 guests
Garden Room	30 guests
Archery Pavilion and Lawn	160 guests





WEDDING DAY TIMINGS

The timings below are based on a 2pm ceremony at the hotel and are merely to demonstrate how your day may flow.

1:15pm	Guests arrive at the hotel prior to the ceremony
2:00pm	Ceremony begins
2:30pm	Ceremony ends followed by reception drinks and photographs
4:00pm	The wedding breakfast is announced Receiving line takes place
4:30pm	The Bride and Groom are announced into the room and the wedding breakfast is served
6:30pm	Speeches
7:00pm	Tea and coffee are served in the drinks reception room
7:30pm	Evening guests begin to arrive
8:00pm	Cutting of the cake and first dance
9:45pm	Evening buffet is served
Midnight	Music finishes and the bar closes





THE TITHE BARN & PAINTED HALL

Dating from 1390, The Tithe Barn was painstakingly dismantled from its original site in Surrey and re-built at Great Fosters in the 1930s. It provides a romantic setting for a wedding with its exposed vaulted English oak beams, open fire and Minstrels' Gallery.

Reception drinks are held in the adjacent Painted Hall, which has its own fireplace and private bar. During fine weather we suggest that drinks are served on the Tithe Barn Terrace.

Following the wedding breakfast and speeches, coffee is served in the Painted Hall before the evening reception commences. You and your guests may enjoy the rest of the evening until the music finishes and the bar closes at midnight. After midnight the bar is available for hotel residents only.

The Tithe Barn accommodates up to 180 guests seated on 18 round tables of ten guests. We can accommodate up to 250 guests in the Tithe Barn and Painted Hall for an evening reception after the wedding breakfast.

We are able to accommodate a maximum of 10 guests around a table. Please note that children and highchairs still take up the space of a chair and we are unable to 'squeeze' 11 guests around a table.

The Queen Anne Suite is reserved for the Bride and Groom on their wedding night on a complimentary basis. A small complimentary changing room is also provided from midday until the start of your ceremony.





THE ORANGERY & CONSERVATORY

With its tall arched windows in the style of the eighteenth century, the Orangery is an elegant room with views over the Magnolia Lawn and gardens.

Reception drinks are held in the adjacent Conservatory, which has its own private bar. During fine weather we suggest that drinks are served on the Magnolia Lawn.

Following the wedding breakfast and speeches, coffee is served in the Conservatory while the Orangery is refreshed for the evening. You and your guests may enjoy the rest of the evening until the music finishes and the bar closes at midnight. After midnight the bar is available for hotel residents only.

The Orangery accommodates up to 80 guests on round tables or up to 100 guests on long tables, with up to 120 guests for an evening reception.

We can accommodate a maximum of 10 guests around a table. Please note that children and highchairs still take up the space of a chair and we are unable to 'squeeze' 11 around a table.

Panel II, a four poster historic bedroom, is reserved for the Bride and Groom on their wedding night on a complimentary basis. A small complimentary changing room is also provided from midday until the start of your ceremony.





OUR FOOD

Food at Great Fosters is important to us whether we are catering for two or two hundred. We put the same emphasis on our wedding menus as we do for our restaurants. Our talented kitchen brigade take great pride in creating dishes that not only look fabulous but also exceed your expectations on the taste front too. Menus change regularly to reflect the seasonal produce available which guarantees the freshest and highest quality of ingredients are used in every dish.

Our Chef personally selects produce on a daily basis, choosing locally sourced suppliers where possible, but at the same time ensuring he has the absolute best.

A menu tasting a few months prior to your wedding ensures you have exactly what you want for your big day.

When selecting your menu we ask that you choose one set menu suitable for all your guests. We are, of course, happy to cater for any vegetarians or those with food intolerances or allergies separately.





OUR BEDROOMS

Great Fosters has a total of 43 individually decorated bedrooms and suites:-

THE MAIN HOUSE

All rooms are situated on the first and second floors of the original building, including beautiful historic bedrooms and suites and a selection of double bedded, twin bedded and executive rooms. In addition there are a few single bedded rooms.

THE COACH HOUSE

A short walk across the courtyard leads to The Coach House, which offers beautifully appointed contemporary suites and executive double and twin bedded rooms over the first and second floors.

THE CLOISTERS

These rooms are a short walk across the courtyard from the Main House and overlook an intimate garden. The Cloisters is an elegant collection of three suites and eight double rooms including one that is suitable for disabled guests. They offer excellent facilities and combine the charming historical features of the Main House with modern décor. All rooms are situated on the ground floor.

We are unable to guarantee that any bedrooms will be available for check in prior to 3pm. If an earlier check in time is required the bedrooms will need to be reserved the night prior. Guests are required to vacate their bedrooms by 11am on the day of departure.





OUR BEDROOMS

On confirmation of your wedding our reservations team will automatically reserve a selection of bedrooms at a reduced rate for the night of your wedding. Should you wish to reserve any bedrooms for the night prior or the night after your wedding please reserve them at this stage to avoid disappointment. These will be available on a dinner, bed and breakfast basis. You may wish to put aside some of these rooms for immediate family and close friends before offering the remaining rooms to your other guests on a 'first come first served basis'. You will be given a booking code and your guests will be able to reserve and pay for their rooms online using this code. We are happy to hold your bedrooms on a no obligation basis for up to three months before your wedding.

A small complimentary changing room is also provided from midday until the start of your ceremony.

WEDDING RECEPTIONS IN THE TITHE BARN & PAINTED HALL

We will reserve a selection of ten bedrooms and suites at a reduced rate. In addition the Queen Anne suite is reserved on a complimentary basis for the Bride and Groom.

WEDDING RECEPTIONS IN THE ORANGERY & CONSERVATORY

We will reserve a selection of ten bedrooms and suites at a reduced rate. In addition Panel II, a four poster bedroom, is reserved on a complimentary basis for the Bride and Groom.

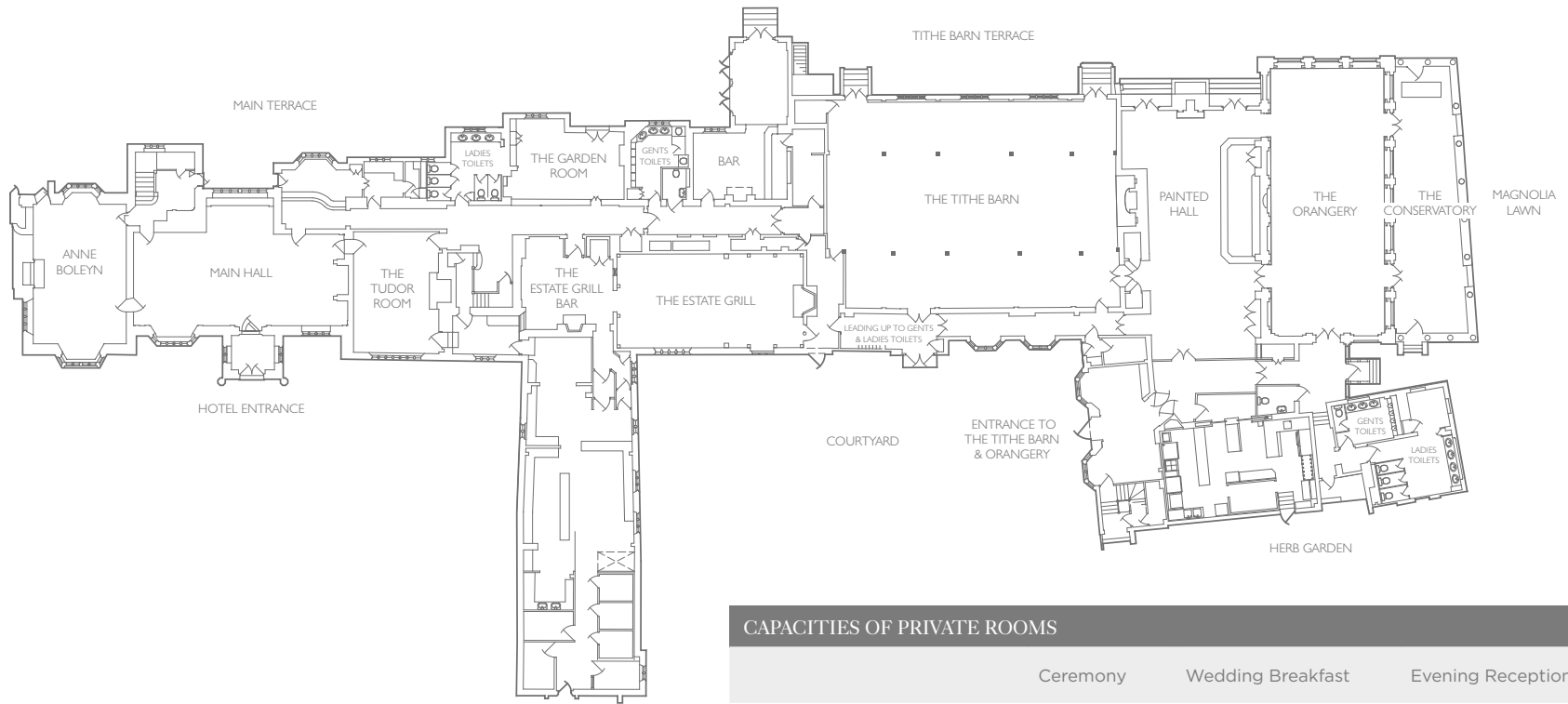
CEREMONY & RECEPTION IN BOTH THE ORANGERY & TITHE BARN

We will reserve a selection of twenty bedrooms and suites at a reduced rate. In addition the Queen Anne suite is reserved on a complimentary basis for the Bride and Groom.





PRIVATE ROOMS AT GREAT FOSTERS



CAPACITIES OF PRIVATE ROOMS			
	Ceremony	Wedding Breakfast	Evening Reception
TITHE BARN	-	180 on round tables	250
ORANGERY	160	80 on round tables 100 on long tables	120
CLARENCE	50	-	-
GARDEN ROOM	30	20	-
ARCHERY PAVILION & LAWN	160	-	-



THE LITTLE THINGS

MASTER OF CEREMONIES

We recommend one of the Master of Ceremonies or Toastmasters featured in our brochure, who will assist with the smooth running of your day and help with announcements.

WEDDING CAKE

We request that your cake maker delivers your wedding cake to the hotel on the day of your wedding. We have a 15" silver round or a 14" square cake stand with silver knife available on a complimentary basis.

CHILDREN

Children aged twelve and under may eat a smaller portion of the adult menu, which is charged at 2/3 of the adult price, or a meal from our children's menu. We have a number of highchairs and booster seats available. Please request these when meeting with your wedding co-ordinator 4 - 6 weeks prior to your wedding.

MENUS, TABLE PLAN AND PLACE CARDS

We ask you to deliver your final table plan and place cards to the hotel three days prior to your wedding. Our board for displaying table plans can be portrait or landscape and is A1 size. We are delighted to print the menus for your wedding day for you on a complimentary basis (two per table).

We will supply you with a floor plan so that you can show us where you would like each table positioned in the room. We will also ask you to complete a plan for each individual table so we know where each guest should be seated.

LINEN

All our linen is white. You may wish to hire chair covers and sashes, which come in a variety of colours. We recommend you order these in plenty of time from one of our trusted suppliers.

CAKES & CHEESECAKES

Should you wish to serve your wedding cake or cheesecake as a dessert a supplement charge will be applied.





HOW MUCH WILL MY WEDDING COST?

Our experience has shown that a Bride and Groom prefer a more bespoke approach to their wedding day and we have therefore decided not to restrict couples by offering a wedding package.

MAY - SEPTEMBER AND DECEMBER

WEDDING RECEPTION

TITHE BARN & PAINTED HALL

	Room Hire	Minimum spend per person	Minimum no. of guests
Monday - Thursday	£1,500	£62 Menu	60
Friday*	£3,500	£100	90
Saturday*	£7,500	£120	100
Sunday*	£2,500	£100	80
Bank Holiday Sunday*	£7,500	£120	100
Bank Holiday Monday*	£2,500	£100	80

ORANGERY & CONSERVATORY

	Room Hire	Minimum spend per person	Minimum no. of guests
Monday - Thursday	£750	£62 Menu	40
Friday*	£1,750	£62 Menu	60
Saturday*	Only available with the Tithe Barn		
Sunday*	£1,250	£62 Menu	40
Bank Holiday Sunday*	Only available with the Tithe Barn		
Bank Holiday Monday*	£1,250	£62 Menu	40

WEDDING CEREMONY AND RECEPTION

TITHE BARN & PAINTED HALL WITH THE ORANGERY & CONSERVATORY

	Room Hire	Minimum spend per person	Minimum no. of guests
Monday - Thursday	£3,500	£62 Menu	60
Friday*	£5,500	£100	90
Saturday*	£7,500	£120	100
Sunday*	£4,000	£100	80
Bank Holiday Sunday*	£7,500	£120	100
Bank Holiday Monday*	£4,000	£100	80

*On a Friday, Saturday, Sunday or Bank Holiday Monday we require a guarantee of overall spend. Details of what the minimum spend may include with examples are on page 25. Minimum numbers are based on adults.

JANUARY - APRIL, OCTOBER AND NOVEMBER

WEDDING RECEPTION

TITHE BARN & PAINTED HALL

	Room Hire	Minimum spend per person	Minimum no. of guests
Monday - Thursday	£1,000	£62 Menu	50
Friday*	£2,500	£90	80
Saturday*	£3,000	£100	100
Sunday*	£1,500	£90	80

ORANGERY & CONSERVATORY

	Room Hire	Minimum spend per person	Minimum no. of guests
Monday - Thursday	£500	£62 Menu	40
Friday*	£1,250	£62 Menu	60
Saturday*	£2,000	£62 Menu	60
Sunday*	£1,000	£62 Menu	40

WEDDING CEREMONY AND RECEPTION

TITHE BARN & PAINTED HALL WITH THE ORANGERY & CONSERVATORY

	Room Hire	Minimum spend per person	Minimum no. of guests
Monday - Thursday	£2,500	£62 Menu	50
Friday*	£3,500	£90	80
Saturday*	£6,500	£100	100
Sunday*	£3,000	£90	80

Menus for 2018 commence from £62 per person. During December minimum numbers for the Tithe Barn from Monday - Thursday increase to 80. The above rates are valid until 30th December 2018.



BESPOKE SUGGESTIONS

EXAMPLE A

Reception drinks	2 Glasses of Pimm's	£14
Canapés	4 Pieces	£10
Menu	3 Course wedding breakfast with coffee	£62
Wine	½ Bottle house wine	£12
Mineral water	½ Bottle of mineral water	£2.25
Toast	1 Glass of sparkling wine	£7.50
Total	per person	£107.75

EXAMPLE C

Reception drinks	2 Glasses of Kir Royale (Sparkling Wine)	£14
Canapés	8 Pieces	£18
Menu	3 Course wedding breakfast with coffee	£62
Wine	½ Bottle house wine	£12
Mineral water	½ Bottle of mineral water	£2.25
Toast	1 Glass of Champagne	£12
Total	per person	£120.25

The above are merely examples of how the minimum spend may be achieved. How you achieve it is entirely up to you! The minimum spend may include reception drinks, canapés, wedding breakfast, wines and soft drinks with the wedding breakfast and Champagne for the toasts.

EXAMPLE B

Reception drinks	2 Glasses of mulled wine	£14
Canapés	4 Pieces	£10
Menu	3 Course wedding breakfast with coffee	£62
Wine	¾ Bottle house wine	£18
Mineral water	½ Bottle of mineral water	£2.25
Toast	1 Glass of sparkling wine	£7.50
Total	per person	£113.75

EXAMPLE D

Reception drinks	2 Glasses of Kir Royale (Champagne)	£24
Canapés	6 Pieces	£14
Menu	3 Course wedding breakfast with coffee	£62
Wine	½ Bottle house wine	£12
Mineral water	½ Bottle of mineral water	£2.25
Toast	1 Glass of Champagne	£12
Total	per person	£126.25

The minimum spend may not incorporate room hire, evening refreshments, bar spend or accommodation. The above costings are based on 2017 prices. Prices may increase for 2018.



THE SMALL PRINT

TIMINGS

Great Fosters is a popular wedding venue and it is possible that two weddings may take place on any given day. Your arrival time at the hotel will be agreed at the initial booking stage to avoid conflicting with another event. The first wedding to confirm their reservation is given the first choice of arrival time. If a second booking is taken, your wedding co-ordinator will advise the choice of arrival times available, this being either two hours before or two hours after the other wedding party arrives.

APPOINTMENTS TO DISCUSS YOUR WEDDING

We suggest a meeting with your wedding co-ordinator to discuss the details for your wedding takes place 4-6 weeks prior to the day. Appointments can be made through the Events Office and are available from 8.30am - 6pm Monday to Friday.

A limited number of appointments are also available on a Saturday and Sunday but we suggest that these are reserved at least 8 weeks in advance.

MUSIC

In order to comply with the requirements of our Public Entertainment Licence, live bands are not permitted to play in the Tithe Barn. However, a live band may play in the Orangery, where the level of noise will be monitored at all times. If you prefer a DJ you must use Firebird Events, our trusted supplier in our wedding brochure. A DJ may play in the Orangery or the Tithe Barn.

DEPOSITS AND PAYMENTS

An initial deposit of £2,000 is required to secure your booking. A further payment based on your contracted minimum number of guests multiplied by the minimum menu spend (£62.00 for 2018) is required six months prior to your wedding. 100% of the estimated total cost is required 21 days prior to your wedding day. Full settlement of your final account is required within 14 days of receipt of your invoice. In the unfortunate event that you need to cancel your wedding, cancellation charges will apply, as per our terms & conditions, unless we are able to re-sell the facilities for the same value.

THE HOUSE AND GARDENS

Some areas of the house and gardens have uneven surfaces and you and your guests should take care. Children must be accompanied by an adult at all times, particularly near the lily pond, lake and moat.

SPECIAL NOTES

In order that the integrity of our historic building is preserved and our commitments to English Heritage and other guests met, we ask that wedding guests do not gather on the Main Terrace or in the Parterres, Anne Boleyn, Cocktail Bar or Main Hall. Photographs may be taken anywhere in the grounds with the exception of the above areas.



WEDDING CHECKLIST

ON CONFIRMING YOUR RESERVATION WITH GREAT FOSTERS

Book your church and arrange the time with your vicar or priest. If you are having a civil ceremony book your registrar and the time you would like to get married. Reserve any bedrooms required with our reservations team.

Book musicians, band, DJ or other entertainment. Book your photographer, videographer, florist, wedding transport and chair covers or chairs (if you are hiring these). Please refer to our trusted suppliers brochure. Good suppliers get booked up fast, particularly on a Saturday!

Arrange wedding insurance.

SIX MONTHS PRIOR

Settle your six month pro forma invoice.

FOUR MONTHS PRIOR

Reserve specific bedrooms for close family and friends before sending your wedding invitations. Send your invitations and advise guests to book any accommodation now while there is still availability. Book your menu tasting with your wedding co-ordinator.

THREE MONTHS PRIOR

Book a meeting with your wedding co-ordinator to discuss all the arrangements for the day in detail. This meeting will take about 1 - 1 ½ hours.

Confirm your bedrooms with our reservations team.

Confirm your precise requirements with your florist, photographer, videographer, the companies supplying the wedding transport and table linen and all musicians or DJ.

THREE DAYS PRIOR

Deliver your table plan, place cards, favours, table decorations (apart from flowers) to your wedding. Confirm the final numbers with your wedding co-ordinator.

YOUR WEDDING DAY

Enjoy, relax and create some wonderful memories!

THE DAY AFTER YOUR WEDDING

Please remember to take all your items including any left over wedding cake with you by 11am.





CONTACT US

Great Fosters would like to thank all couples who have allowed us to reproduce their wedding photographs in this brochure.

THANKS TO THE FOLLOWING FOR PHOTOGRAPHY:

David Ward, Ward Photo Art - www.wardphotoart.com

Don Wales Wedding Photography - www.donwalesweddings.co.uk

BeUnveiled - www.BeUnveiled.co.uk

Hayley Bray Photography - www.hayleybray.com

OUR CONTACT DETAILS ARE:

www.greatfosters.co.uk

Stroude Road Egham Surrey TW20 9UR

t 01784 480402 e weddings@greatfosters.co.uk









WEDDING NOTES

A series of horizontal dotted lines for writing notes.



www.greatfosters.co.uk

Stroude Road Egham Surrey TW20 9UR
t 01784 480402 e weddings@greatfosters.co.uk