



# OLD RECTORY

HOUSE HOTEL



QUINTESSENTIAL BRITISH WEDDINGS  
**WEDDING BROCHURE**  
OLD RECTORY HOUSE



*Old Rectory House provides bespoke wedding receptions and an exclusive hire venue for between 20 and 150 guests. We are fully licensed for Civil Wedding Services and civil partnerships. We can provide a full wedding service with help and support on all aspects of this most important day. Everything from setting the date to the finer details, menus, table settings, flowers, chair covers, invitations, disco and much, much more can be discussed and organised with our experienced Wedding Director. The services of the Wedding Director are free of charge and will be available up to and after you have said your 'I-dos'.*





# WEDDINGS AT OUR HOUSE

*Discover our hidden gem and  
enjoy a truly memorable wedding  
experience at our quintessential  
Elizabethan & Georgian House.*







*A thousand years of history -  
featured in the Doomsday Book,  
1086. Our house radiates charm  
& peace, providing the perfect  
setting for your big day.*



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## **DINING + IMBIBING**

*Dining & imbibing at Old Rectory House is a fine affair - we offer 3 fantastic menus with options to suit every taste and a drinks selection ranging from craft beers to award-winning cocktails.*



## PROMISE

*To care, really care & care some more, to be as excited as you about your big day, and no we don't get bored, we absolutely love what we do!*

## PRIDE

*We take pride in providing an uncompromising commitment to making this truly the best day of your life.*

# OUR VOWS

## PASSION

*We are passionate about creating a memorable experience that will live long in the memories of you, your guests & your family.*

## PREPARATION

*We'll be there every step of the way & promise to be transparent with our pricing & products. No hidden charges - guaranteed.*

# SIMPLY SPLENDID PACKAGE

FROM £5500

(includes exclusive use fees)

## THE VENUE

*Exclusive run of the house from 12pm - 10am.  
All day & evening private room hire of the Conservatory.  
Unique breath-taking photographic opportunities in  
our 3 acres of historic grounds.  
Complimentary use of the outside terrace  
& gardens for reception drinks.  
Complimentary Old Rectory confetti.  
On-site parking for your guests.  
Terrace & gardens for reception drinks.*

## THE ACCOMMODATION

*Opulent overnight accommodation in the bridal suite with  
elegant four poster kingsize bed for the Bride & Groom.  
All nine additional rooms must be booked from £99.00 per room  
to include bed & breakfast for two persons.*

## THE FOOD + DRINK

*Full menu tasting for Bride & Groom.  
The Simply Splendid Drinks Package.  
Choose from the three course Simply Splendid menu - for up  
to 40 guests in the conservatory.  
Evening food choice of traditional buffet  
or 80 individual baskets of fish & chips.  
Complimentary breakfast from the Bride & Groom.*

## PERSONALISED SERVICES

*Personal attention throughout your day from our Wedding Director.  
Master of ceremonies.  
Table linen & napkins.  
Background music during meal using our  
Sonos surround sound speaker system.  
Rectory personalised menus.  
Cake stand & knife.*





## SIMPLY SPLENDID MENU

*You choose the three course wedding breakfast from the Simply Splendid menu sample, to include;*

### BREAD

*Fresh artisan bread & salted butter*

### STARTERS

*Seasonal soup (v)*

*Chicken liver pate, pickled cucumber, brioche  
Prosciutto, rocket, parmesan*

### MAINS

*Chicken breast in white wine sauce*

*Roast rib of beef and homemade gravy*

*Scottish salmon fillet with a creamy sauce*

*Pappardelle with butternut squash, pine nuts, brown  
sage burnt butter & vegetarian parmesan (v)*

*All served with potatoes & seasonal greens*

### PUDDINGS

*Raspberry cheesecake*

*Warm chocolate brownie*

*Seasonal fruit compote*

## DRINKS PACKAGE

*Your guests will be provided with a simply splendid selection of drinks throughout the day, to include;*

### ON ARRIVAL

*Infused iced water*

*A choice of either;*

*House Lager*

*Seasonal Pimms*

*a chilled glass of sparkling wine  
& elderflower fizz*

## FOR QUOFFING DURING THE MEAL

*A glass of Old Rectory Cellar wine per guest*

### A TIPPLE FOR THE TOAST

*A chilled glass of sparkling wine*

### TO FINISH

*Union Hand roasted coffee or*

*Traditional English Breakfast Tea*

### ADDITIONAL GUESTS

*Wedding guests - from £69.50 pp*

*Evening guests - from £16.50 pp*



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THIS IS A SAMPLE MENU WHICH IS SUBJECT TO SEASONAL CHANGE

# TRULY MARVELLOUS PACKAGE

FROM £7500

(includes exclusive use fees)

## THE VENUE

*Exclusive run of the Old Rectory House from 12pm - 10am.*

*Unique breath-taking photographic opportunities in our 3 acres of historic landscaped grounds.*

*Complimentary use of The Stables or Garden Pagoda for the Civil Ceremony.*

*Complimentary Old Rectory confetti.*

*Full use of the outside terrace & gardens for reception drinks.*

*Private use of our residents bar for all your wedding guests that are staying at the house from 11pm - 12am.*

*On-site parking for your guests.*

## THE ACCOMMODATION

*Early check-in and overnight accommodation in the bridal suite with elegant four poster kingsize bed for the Bride & Groom.*

*All nine additional rooms must be booked from £99.00 per room to include bed & breakfast for two persons.*

## THE FOOD + DRINK

*Full menu tasting for up to 6 persons.*

*Canapes for up to 40 guests.*

*The Truly Marvellous Drinks Package.*

*Choose from the three course Truly Marvellous menu - for up to 40 guests in The Conservatory.*

*Evening food choice of premium buffet or 80 individual baskets of fish & chips.*

*Complimentary breakfast buffet for all guests staying at the hotel.*

## PERSONALISED SERVICES

*Personal attention throughout your day from our Wedding Director.*

*Master of ceremonies.*

*Table linen & napkins.*

*Background music during meal using our*

*Sonos surround sound speaker system.*

*White chair covers & co-ordinated sashes.*

*Personalised menus & table plan.*

*Cake stand & knife.*





## TRULY MARVELLOUS MENU

*You choose the four course wedding breakfast from the Truly Marvellous menu sample, to include;*

### BREAD

*Fresh artisan bread & salted butter*

### STARTERS

*Seasonal soup (v)*

*Buffalo mozzarella, tomatoes, basil (v)*

*King Prawn cocktail Marie Rose*

*Duck liver pâté, pickled cucumber, toast*

### SORBET

*Lemon & prosecco sorbet*

### MAINS

*Prosciutto wrapped Monkfish in a prosecco volute*

*Chicken breast in a creamed chestnut mushroom sauce*

*Lamb Shoulder in rosemary & garlic gravy*

*Asparagus & broad bean risotto (v)*

*All served with potatoes & seasonal greens*

### PUDDINGS

*Raspberry cheesecake*

*Warm chocolate brownie, double-chocolate ice cream*

*Salted caramel & chocolate tart*

## DRINKS PACKAGE

*Your guests will be provided with a truly marvellous selection of drinks throughout your day, to include;*

### ON ARRIVAL

*Infused iced water*

*Choice of Belstar Prosecco,*

*Mimosa*

*& Elderflower fizz*

*A personalised cocktail designed especially for your special day by our team of award-winning mixologists*

### FOR QUOFFING DURING THE MEAL

*Half a bottle of Chilean Sauvignon Blanc or Cabernet Sauvignon per guest for dinner*

### A TIPPLE FOR THE TOAST

*A chilled glass of Belstar Prosecco for all guests*

### TO FINISH

*Union Hand roasted coffee or*

*Traditional English Breakfast Tea & petit fours*

### ADDITIONAL GUESTS

*Wedding guests - from £84.50 pp*

*Evening guests - from £18.50 pp*



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# TOTALLY TOP-NOTCH PACKAGE

FROM £8995

(includes exclusive use fees)

## THE VENUE

*Run of the house from 12pm - 10am.*

*All day & evening private hire of The Old Rectory House.*

*Unique breath-taking photographic opportunities in our 3 acres of historic grounds.*

*Complimentary use of The Conservatory, The Stables or Garden Pagoda for the Civil Ceremony.*

*Complimentary use of the outside terrace & gardens for reception drinks.*

*Complimentary Old Rectory confetti.*

*Private use of our residents bar for all your wedding guests that are staying at the house from 11pm - 12am... and sometimes a little later!*

*Plenty of on-site parking for your guests.*

## THE ACCOMMODATION

*Early check-in & overnight accommodation in the bridal suite with elegant four poster kingsize bed for the Bride & Groom.*

*All nine additional rooms must be booked from £99.00 per room to include bed & breakfast for two persons.*

## THE FOOD + DRINK

*Full menu tasting for up to 8 guests.*

*Wine tasting with our resident wine expert for up to 8 guests.*

*Canapes for up to 40 guests.*

*The Totally Top-Notch Drinks Package.*

*Choose from the five course Totally Top-Notch menu - for up to 40 guests in the conservatory.*

*Evening food choice of top notch evening buffet or 80 individual baskets of fish & chips.*

*Midnight bacon butties for all guests staying at the house.*

*Complimentary breakfast buffet for all guests staying at the house.*

## PERSONALISED SERVICES

*Personal attention throughout your day from our Wedding Director.*

*Evening entertainment consisting of a live band or DJ \**

*Master of ceremonies.*

*Table linen & napkins.*

*Background music during meal using our*

*Sonos surround sound speaker system.*

*White chair covers complemented with a sash colour of your choice.*

*Personalised menus & table plan*

*Cake stand & knife.*





## TOTALLY TOP-NOTCH MENU

*You choose the five course wedding breakfast from the Totally Top-Notch sample menu, to include;*

### BREAD

*Fresh artisan bread & salted butter*

### STARTERS

*Seasonal soup (v)*

*Buffalo mozzarella, tomatoes, basil (v)*

*King Prawn cocktail Marie Rose*

*Duck Pâté, pickled cornichons, brioche*

### SORBET

*Lemon & prosecco sorbet*

### MAINS

*Asparagus & broad bean risotto (v)*

*Roasted Sea bass fillet creamy mushroom volute*

*Prosciutto wrapped corn-fed free range chicken in a white wine sauce*

*Individual Beef Wellington & horseradish gravy*

*All served with bowls of boiled potatoes & seasonal greens*

### PUDDINGS

*Raspberry cheesecake*

*Warm chocolate brownie, double-chocolate ice cream*

*Classic Eton mess*

*Salted caramel & chocolate tart*

### CHEESE

*A selection of Great British cheeses, crackers & house chutney*

## DRINKS PACKAGE

*Your guests will be provided with our Totally Top-Notch selection of premium drinks, as outlined below;*

### ON ARRIVAL

*Infused iced water*

*Choice of Perrier Jouet Champagne, personalised cocktail designed for your special day by our award-winning mixologists & Elderflower fizz*

### DURING THE MEAL

*Half a bottle of your chosen exceptional wines per guest*

### A TIPPLE FOR THE TOAST

*A chilled glass of Perrier Jouet Champagne*

### TO FINISH

*Union Hand roasted coffee or*

*Traditional English Breakfast Tea & petit fours*

### ADDITIONAL GUESTS

*Wedding guests - from £99.50 pp*

*Evening guests - from £22.00 pp*



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# WEDDING TERMS + CONDITIONS

## INITIAL APPOINTMENT

An initial appointment will be booked with our dedicated Wedding Co-ordinator so you are able to view Old Rectory House and discuss your requirements for your special day.

## SECURING YOUR BOOKING

Your date will be secured upon receipt of your signed booking form and non-refundable booking fee of £1000. We are unable to hold the date you require and will continue to leave the date open to other couples until a booking form with appropriate deposits are received. As we are an exclusive use venue, all our bedrooms must be booked. These must be paid for at least 3 months prior to your wedding day.

## AVAILABILITY

We offer both mid-week and weekend weddings through the year. Please speak to our Wedding Co-ordinator regarding availability if you have a certain date in mind. All bookings are subject to availability. During peak wedding season we do ask that you meet our minimum booking requirements.

## DEPOSIT

A booking fee of £1000 will secure your date with us. This fee will be deducted from your final balance. Your booking fee is non-transferable. We would advise all our couples to take out appropriate wedding insurance.

## SUPPLIERS

We will provide you with details of our recommended suppliers.

If you would like us to make arrangements with a particular supplier on your behalf, please just ask. If you are organising your own suppliers, please ensure they have the correct, relevant and up-to date certification necessary, otherwise we have the right to refuse their services at the hotel.

## PAYMENT TERMS

Upon booking	<u>£1000</u>
6 months before the wedding	<u>£1000 instalment towards final balance</u>
3 months before the wedding	<u>We will meet with you to discuss your arrangements, at which 50% of the remaining wedding balance will be payable and also any remaining bedrooms that haven't been paid for.</u>
6 weeks before the wedding	<u>Your final consultation will take place with your wedding co-ordinator. Your final balance will be issued with payment due within 7 days of receipt of this.</u>

**Failure to pay your final balance in full within 5 weeks of your wedding may result in the cancellation of your wedding.**

We understand that occasionally your guest numbers can reduce.

We will allow you to reduce your guest numbers by up to 5% up until 2 weeks before the wedding. We do not allow any changes after this time. However, you must still meet our minimum guest numbers.

Deposits and instalments need to be made by bank transfer to:

**ACCOUNT NAME:** Old Rectory House

**BANK:** Bank of Scotland

**SORT CODE:** 16-13-05

**ACCOUNT NUMBER:** 10141378





## CANCELLATION POLICY

All cancellations must be in writing to Old Rectory House. The cancellation date will be the date we receive the cancellation notice at the hotel.

We will retain your booking fee and calculate a cancellation charge based upon the following time scales (based on minimum numbers required for the wedding).

From booking - 6 months prior to wedding date	<u>25% of total wedding booking</u>
6 - 3 months prior to wedding date	<u>50% of total wedding booking</u>
3 - 1 month prior to wedding date	<u>75% of total wedding booking</u>
1 month or less prior to wedding date	<u>100% of total wedding booking</u>

## DAMAGE

We expect you and your guests to respect the house, its grounds and property. We do not allow you to bring your own alcohol into the grounds and do not tolerate any drug use.

Any guest not adhering to these conditions will be removed from the hotel and its grounds. Any damage and costs incurred in connection with your wedding, will be the responsibility of the names person(s) on the booking confirmation form.

## GENERAL CONDITIONS

You will receive a formal written quotation 3 months before your wedding outlining all the details for your day. If you require a written quotation before this, please speak to your Wedding Co-ordinator.

We reserve the right to amend any aspect of your booking if there is a change in circumstances outside of the hotels control, including any incident of force majeure.

All prices are inclusive of VAT at the current rate. We reserve the right to amend our prices as we deem necessary.

## HOUSE RULES

We are unable to accomodate fireworks or Chinese lanterns of any kind.

We do not allow any pets in the hotel or its grounds (unless by prior agreement).

Live music / DJ music is allowed uptill 11pm.

All guests need to respectfully depart by 11.30pm.

The hotel bar will be open between 11pm - 12am for hotel residents only.

As we have limited on-site parking facilities, we kindly request that you respect our neighbours when considering where to park. If you require any information about alternative parking, please just ask. The car park can hold up to 30 cars and we advise any guests not staying at the hotel to arrive by taxi.

All hotel residents must check out by 10.30am.

All wedding items e.g. decorations must be removed by 10.30am. If it is after this time, you will be required to organise a suitable time with the hotel to arrange collection.

We only allow our own real petal Old Rectory House confetti to be used and it is only to be used in outside areas.

*Old Rectory House Team*





**OLD RECTORY HOUSE**

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**WWW.OLDRECTORYHOUSE.CO.UK | @OLDRECTORYHOUSE**