



**2011/2012**

Thank you for considering Manor Park as the venue for your forthcoming Wedding. May we take this opportunity to offer our congratulations on what will be a special day that will be remembered forever.

Whatever your needs, Manor Park has a variety of facilities to suit the size and type of function that you require. Weddings and receptions can be held in either one of our fabulous function rooms. The Ashleigh Suite is ideal for celebrations, ranging from 60 to 400 guests. Alternatively, the Alisha Suite is perfect for celebrations for up to 85 guests. Both suites have the advantage of being licensed for civil wedding ceremonies.

We recommend that you view our facilities to fully appreciate what we have to offer. Meetings can be arranged at your convenience in order to answer any queries that you may have, check the availability of dates, and to advise you on our booking procedure.

As a venue that specialises in wedding receptions you can book with the confidence that you are in the hands of professionals. At Manor Park we have the experience to assist in the planning of your day down to the last detail, so that it will be a memory to cherish.

### **Weddings at Manor Park**

Manor Park is licensed to hold civil wedding ceremonies in both the Ashleigh and the Alisha suite. These ceremonies are performed by Swansea's Superintendent Registrar, who can be contacted at:

Swansea Registry Office  
County Hall  
Oystermouth Road  
Swansea.  
SA1 3SN  
Tel; 01792 636188  
Email; [registrars@swansea.gov.uk](mailto:registrars@swansea.gov.uk)

Once you have decided on a Civil Wedding, all arrangements for the ceremony should be made directly with the Registrar. Please note that the Registrar cannot be booked more than twelve months in advance of the Wedding Day. It is the responsibility of the couple to make the necessary booking with the Register Office.

Music for the Civil Ceremony needs to be arranged by the Bride and Groom. This may come in the form of a CD, or a Harpist. We are happy to make suggestions.

## Timings for your Wedding Day

You may find the following example of timings useful in planning your day. Please note that these timings are only approximate.

<b>Church Ceremony</b>		<b>Civil Ceremony</b>	
Church Ceremony (45 mins)	1.00pm	Groom arrives at Hotel	12.00pm
Ceremony finish	1.45pm	Registrar arrives	12.30pm
Photos at church & travel	45 minutes	Bride arrives	12.55pm
Expected arrival at Venue	2.30pm	Civil Ceremony	1.00pm
Photos and pre-drinks	90 minutes	Ceremony finish	1.30pm
Sit for Wedding Breakfast	4.00pm	Photos and pre-drinks	90 minutes
Speeches after Meal	6.00pm	Sit for Wedding Breakfast	3.00pm
Speeches Finish	6.30pm	Speeches after Meal	5.00pm
Evening Party Start	7.30pm	Speeches Finish	5.30pm
Party Finish	Midnight/1.00am	Evening Party Start	7.30pm
		Party Finish	Midnight/1.00am

## Wedding Day Count Down

### 18-12 Months

- Once you have set your date and decided to have either a traditional Church Wedding or a Civil Ceremony, you will need to book your church or licensed civil venue (If you choose a Civil Ceremony, you must make representation to the Registrar yourself, the venue you choose cannot book the registrar on your behalf). This cannot be done more than 12 months in advance. Once you have decided on the ceremony you will need to book the venue. Manor Park can hold a provisional booking for a maximum of 14 days, after which a non-returnable deposit of £500 will be required to confirm the booking. If the deposit is not received the provisional booking will be removed from our records.
- Start to compile a Guest List.
- Choose Bridesmaids etc.
- Look into booking [Wedding Cars](#) (Manor Park has 3 fabulous Wedding Cars which are available for hire. Please ask for details).

### 12-9 Months

- Choose your wedding dress and other outfits for the Bridal party and book them.
- Investigate and book a florist, photographer and Cake Maker. Book any live music.
- Think about and book a Honeymoon!

### 6 Months

- Confirm arrangements with regard to the Wedding ceremony.
- Order or make invitations, place cards etc.
- Visit your bridal outfitters, florist and photographer to confirm details (Manor Park's own florist can provide you with all your floral requirements).
- Choose and order your wedding rings.

### 3 Months

- Visit Cake Maker to check progress. Finalise your Honeymoon plans. Book a hairdresser.
- Send out invitations to guests.
- Telephone Manor Park to book your 6-week appointment.
- Start thinking about Hen and Stag Parties.

## **6 Weeks**

- Visit Manor Park to discuss menus, drinks, and arrival times, approximate guest numbers, provisional table plan and the evening menu selection.
- Choose thank you gifts for Bridal Party.
- Organise arrangements for Hen and Stag Parties.

## **4 Weeks**

- Plan seating arrangements for reception, usually seats no more than 8 guests per round table.
- Chase up late replies. Check transport arrangements.
- Visit Hairdresser.

## **2 Weeks**

- Return to Manor Park to finalise all details, you will need to bring a draft copy of your table plan, and final figures for both the day and night time celebrations. At this stage Manor Park will require full and final payment. Unfortunately we do not accept personal or company cheques.
- Collect rings from Jewellers, Check on collection of Wedding Dress and other attire. Break in new shoes!
- The Day Before Collect men's suits and ensure that they fit correctly.
- Pack overnight bags, take them to Manor Park along with final table plan, place cards, wedding favours and CD for the first dance.

## **On the Day**

Relax and enjoy your perfect day!

## **Wedding Breakfast and Drinks Reception**

At Manor Park we pride ourselves on being able to offer our guests choice. You may wish to serve your guests a Greeting Drink after the Civil Wedding Service or on arrival from the Church. This could be a glass of Champagne or Pimms or our own Fruit Punch (Prices starting from £2.50 per guest). Or, alternatively, you may just like to have the Bar open for guests to choose themselves.

To accompany the Wedding Breakfast we can offer your guests a range of wines including our House Wine, which is available in a Medium Dry White Wine or a full bodied Red Wine. Please ask to see our full wine list.

If you wish to bring your own Wine for consumption over the Wedding Breakfast corkage starts from £6.00 per bottle of Table Wine and £10.00 per bottle for Champagne or Sparkling Wine.

## **All Inclusive Wedding Breakfast Menus 2011 / 2012**

At Manor Park we aim to make your Special day as stress free as possible. To make your day easier to plan, and to assist with budgeting, our [All Inclusive Package](#) is very popular.

Guests are greeted with a Welcome drink of Bucks Fizz or alcohol free Fruit Punch. A full 3 Course Wedding Breakfast is then served with Coffee and mints to follow. During the speeches, guests are given a glass of Sparkling Wine with which to Toast the bride and groom.

At Manor Park, we are very conscious of the various needs of dietary requirements, and we pride ourselves on catering to your needs. If you do have guests with certain dietary requirements, please do not hesitate to enquire about the options available.

## Price List

- £22.25 Monday, Tuesday, Wednesday (except Bank Holidays)
- £25.50 Sunday and Thursday and any weekend throughout January, February, March and November (except Bank Holiday Weekends).
- £33.00 At all other times.

Please turn to the next page for our Wedding Breakfast Menu. We are happy to quote for a Wedding Breakfast Menu that you have created, please enquire when booking.

*Please note. In our continuous strive for excellence; we reserve the right to amend all details, menus and prices.*

## All Inclusive Wedding Breakfast Menus 2011 / 2012

Guests are greeted with a welcome drink of either Bucks Fizz or Fruit Punch.  
A glass of Sparkling Wine is also included for the Toast & Speeches

### Starters

Melon & Strawberry Salad  
*Dressed with mint & served with a light fruit coulis*

Prawn Cocktail  
*served in a Filo Pastry Shell*

Spinach & Ricotta Tart  
*Served on a bed of lettuce, with red onion chutney*

Chef's Soup of the Day  
*Served with fresh bread*

### Main Courses

Roasted Silverside of Beef  
*Presented with a traditional Yorkshire pudding*

Roasted Breast of Turkey  
*Served with a chipolata sausage*

Supreme Breast of Roast Chicken  
*Served in a white wine & mushroom sauce*

Traditional Welsh Leg of Lamb  
*Served with a rosemary and mint jus*

All main courses are served with hot new potatoes and a selection of seasonal vegetables. Please do not hesitate to enquire about our various Vegetarian alternatives.

### Desserts

Classic Citron Tart

Fresh Cream Gateaux

Fruit Topped Cheesecake

Profiteroles  
*Laced with a rich chocolate sauce*

### And

Coffee and Mints

(Please select one choice from each course to create a set Menu for your guests)

Children between the ages of 2-12, can have a smaller version of the above with non alcoholic alternative drinks at half the adult cost. Otherwise, they may prefer a Dinner of Chicken Nuggets and Chips followed by Ice-cream at a cost of £7.50 per child.

## Wedding Evening Buffet Menus

The menus below are designed with the evening party in mind, following a day time reception. Please do not hesitate to ask about different variations to these options.

### **Buffet A**

Assorted Sandwiches, Traditional Pasties, Sausage Rolls, Chicken Drumsticks, Pizza Wedges, Cheese & Pineapple Sticks, Variety of Crisps

£7.75 per person

### **Buffet B**

Assorted Sandwiches, Traditional Pasties, Sausage Rolls, Chicken Drumsticks, Traditional Quiche, Vol-au-vents, Rissoles, Cheese & Pineapple Sticks, Cocktail Sausages, Variety of Crisps

£9.50 per person

### **Buffet C**

Assorted Sandwiches, Pizza Bites, Chicken Drumsticks, Samosas, Traditional Pasties, Spring Rolls, Vol-au-vents, Traditional Quiche, Satay Pickles, Variety of Crisps

£11.75 per person

### **Buffet D**

Your choice of 2 Sliced Cold Meats, Hot New Potatoes, Coleslaw Potato Salad, Pasta Salad, Rice Salad, Mixed Salad, Pickles and Chutney, Crusty French Bread

£18.00 per person

### **Hot Table**

Offer your guests a choice of two of the following dishes:  
Hot Mexican Chilli, Mild Curry, Roast Chicken, Sweet and Sour Pork, Cold Sliced Ham  
All served with Rice, French Fried Chips, Garden Peas and Sweetcorn

£11.50 per guest

*Please note that these menus are for the evening party only.*

*We would be pleased to quote for a day buffet, prices will be dependant on menu content.*

## Other things to Consider

Manor Park provides all White linen tablecloths for the Wedding Breakfast and evening Reception. We can also provide White Linen serviettes at a small charge of 50 pence each. Otherwise, paper serviettes are provided in a wide variety of colours to match your wedding décor.

Throughout the Wedding Breakfast Manor Park are happy to provide back ground music for your guests. Please feel free to make your own special requests and provide your own CD if necessary.

## Bedrooms

Each Function Suite has a selection of Bedrooms as well as a Bridal Suite. These rooms can be booked for your guest. We do ask that bookings are made by the Bride and Groom on behalf of their guests.

### Rooms are of the following type:

Complimentary Bridal Suite

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One Double Room (1 Double Bed)

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One Small Family Room (Sleeps 3, 1 Double Bed & 1 Single Bed)

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One Large Family Room (Sleeps 4, 1 double Bed & 2 Single Beds)

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Bedrooms are £65.00 per room, based on 2 people sharing a room, extra guests in a room are charged at £10 per extra person. Due to fire regulations, we cannot have more guests in a room than we have bed space for.

Full English Breakfast is at an extra charge of £5 per adult and £2.50 per child.

If there are any other questions that you may have please feel free to ask, as we can recommend many different ideas that you may not yet have thought of!

### Booking and Terms and Conditions

When booking please confirm either the Alisha or Ashleigh Suite.

A provisional date will be held for a maximum of 2 weeks. By this time Manor Park will require a non-refundable deposit of £500 to confirm and secure the booking. If the booking is not confirmed with a £500 deposit within this period, Manor Park will release the date.

All legalities with the Registrar must be done by the Wedding couple and is not the responsibility of Manor Park.

Six weeks prior to the date of your Wedding, you should contact Manor Park in order to arrange final details.

Two weeks prior to the date of your wedding, final payment will be required based on your final details.

(Please note that our accepted forms of payment are debit/ credit cards, cash, or banker's draft. We do not accept personal or company cheques.)

Manor Park has the right to amend and change prices and menus.

No refreshments may be brought onto the premises without prior notice, and agreement from the management of Manor Park. We will not tolerate any person bringing their own alcoholic beverages into the premises, and will confiscate any such items and ask the persons concerned to leave the venue.

We advise insurance cover against unforeseen cancellation.

If you have any queries regarding these terms and conditions please do not hesitate to contact Manor Park.