



Norwood Hall Hotel

LOVE AT FIRST SIGHT

Bespoke Service

At Norwood Hall, we never forget it is your special day. Therefore, we are happy to tailor a package around your specific ideas to ensure your day is as individual as you are.

WWW.NORWOOD-HALL.CO.UK

Your Wedding at Norwood Hall

WE ARE DELIGHTED TO OFFER THE FOLLOWING SERVICES FOR YOUR WEDDING RECEPTION:

- Your personal Wedding Co-ordinator to help you plan your special day
- Secluded grounds for your wedding photographs and champagne reception
- Complimentary function suite hire (excluding wedding ceremonies)
- Red carpet treatment on your arrival and a personal welcome from a member of the management team
- Silver cake stand and silver bridal knife for the cutting of your wedding cake
- Toastmaster services by our banqueting manager
- Printing of personalised menus
- Printed table plan on display for the arrival of your guests
- Special dietary requirements will be catered for
- Special accommodation rates for wedding guests
- Complimentary honeymoon suite for the bride and groom on wedding night
- Special offers from local suppliers exclusive to Norwood Hall Hotel couples
- Children under 5 complimentary
- Children 5 to 11 are half price.

Additionally, if you choose to have your wedding on any day except a Friday or Saturday, we will include the following:

- Chair covers
- Candelabra or fish bowl vases for your tables
- 10% discount off your wedding breakfast
- Champagne breakfast for the bride and groom the morning after your reception
- Complimentary function suite hire for your ceremony.

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For weddings on a Sunday we will also include all of the above and:

- 4 complimentary bedrooms for your guests' use
- Further 30% off special wedding accommodation rates.

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These offers cannot be used in conjunction with any other offer.

Wedding ceremonies

At Norwood Hall we are licensed to host both religious, civil and civil partnership ceremonies and our Wedding Co-ordinator would be delighted to discuss your wedding ceremony at the hotel in more detail.

A venue charge of £250 will be applicable.

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Marriage ceremonies may take place at any time of day between 9am and 5pm on any day of the year with the exception of Christmas Day and New Year's Day. It is necessary to make a separate booking with the Registrar and liaise with the Registrar regarding their fees.

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Pitfodels Suite will seat up to 250 guests and the Inchgarth Suite will seat up to 140 guests.

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Library will seat up to 20 guests.

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Outdoors on the lawn.

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We recommend that the Bride and Groom ensure Ushers are available to assist in directing guests to the ceremony.

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No food or drink is permitted by law in the marriage ceremony.

Suggestions to personalise your Special Day

We would be delighted to offer more details on any of the following. Alternatively, if you have your own ideas to make your special day unique, please let us know.

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Treat your bridesmaids or special guests to Champagne, chocolates or flowers in their room.

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Indulge yourself with a Champagne breakfast served in your room.

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Pre-wedding supper – an informal gathering of family and friends the evening prior to your wedding day.

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Coloured linen and chair covers to create a stunning look to the ballroom.

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Fish bowl vases, lily vases or canedelabra for your table centres.

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Brass band or string quartet playing in the gardens for your guests' arrival.

Booking Procedure

Once you have chosen your date you may hold this as a provisional booking for 14 days without obligation. To secure the date a deposit of £1000 is required along with a letter of confirmation. As weddings are booked up well in advance this is non-refundable in the event of a cancellation.

The hotel will acknowledge receipt of the confirmation in contract form and will only be treated as confirmed once the contract has been returned, duly signed. Written confirmation from the client indicates that our standard terms and conditions have been accepted, full terms and conditions enclosed.

A pro-forma invoice based on your requirements will be presented to you for payment after the final details have been discussed with our Wedding Co-ordinator prior to your wedding. This invoice should be paid in full, six weeks prior to the date of the wedding reception. Any balance remaining after the wedding should be paid on departure.

Prices

The prices for food and drinks included within this brochure are correct at time of printing and may be subject to change.

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Prices quoted are inclusive of VAT at the current rate.

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PLEASE NOTE THE FOLLOWING:

We do not permit refreshments to be provided by any party other than the hotel.

We do not permit corkage.

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USEFUL INFORMATION:

Please speak to one of our Wedding Co-ordinators to discuss minimum numbers as these are negotiable throughout the year.