

HAUGHTON HALL HOTEL

& Leisure Club - Shifnal, Shropshire

www.haughtonhall.com



Wedding Brochure

7th edition

Please ask about our **NEW Tailor Made Packages** to suit your budget

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 Houghton Hall Hotel to help you and your guests plan their stay more easily.

- 37 bedrooms including Classic Double & Twins, 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.
- 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.
- Houghton 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 Houghton Hall.



A very warm welcome....





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 up to 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 £750 and for Marquee Weddings, we ask for a £1,250 reservation fee, or to have opted instead for our NEW payment plan option (see details on page 17). We will then send a confirmation to you once the deposit is paid, and arrange to meet up again about 6-8 weeks before the Wedding Day to discuss the full arrangements with you.

Please also see our Terms & Conditions on page 17 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



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& 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

Haughton Hall Hotel offers a choice of beautiful

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 cannons are not allowed anywhere on the property.

TO BOOK THE REGISTRAR & MORE DETAILS

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



THE GARDEN ROOM

With 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 Room 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.



Beautiful Suites set within landscaped Gardens

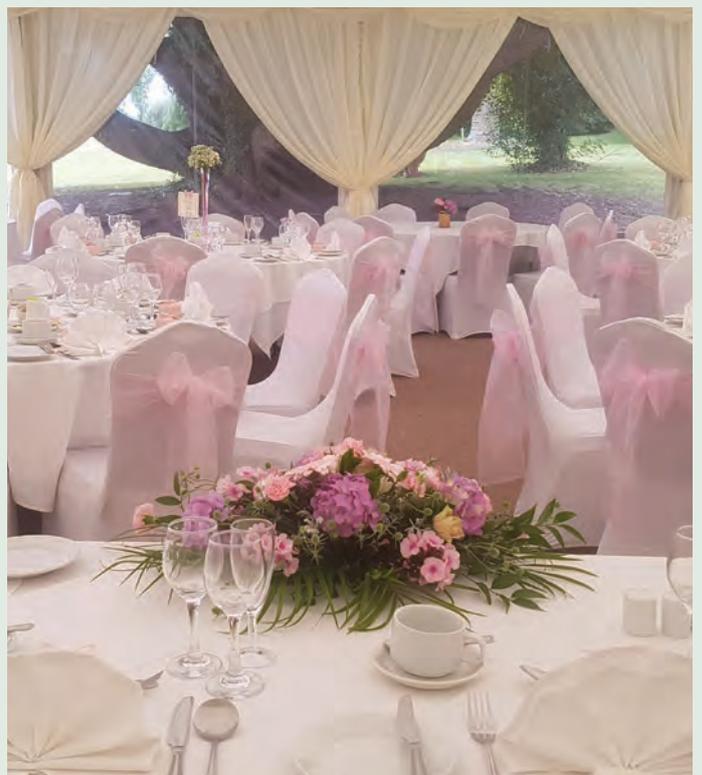
THE MANOR SUITE

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.



NEW Friday Night Only Receptions



Are you recently engaged and want to celebrate, or maybe thinking about getting married abroad, then our new Friday Night Package below may be just right for you!

Evening reception based on 80 guests attending:

- Hire of the Manor Suite
- Light Evening Meal - Roast Pork Bap with Apple Sauce, Served with Potato Wedges
- Houghton Hall's Resident DJ until 12 Midnight

2020 - £995 | 2021 - £1,050 | 2022 - £1,125

Further Options include:	2020	2021	2022
Additional Evening Guests including light evening meal	£10.50	£11.00	£12.00
Chair covers with coloured sash per chair	£2.20	£2.35	£2.50
Arrival drink of Pimms or Prosecco per person	£4.15	£4.30	£4.50
Upgrade to a 7 item finger buffet per person (menu on page 13)	£8.50	£8.50	£8.50

New Sunday Special Wedding Package Offer

Book our beautiful Manor Suite for selected dates* at an unbelievable price
Based on 40 daytime guests and 60 evening guests

Package Includes:

- Inside Civil Ceremony Room Hire Included
- Red Carpet, Cake Stand & Knife
- Set Three Course Meal or Afternoon Tea Option
- A Welcome Drink on Arrival, Glass of House Wine with the Meal, and a Glass of Bubbly for the Toast
- White Linen Napkins and Table Cloths
- Use of the Gardens and Grounds for Photographs
- Resident DJ until 11pm
- Evening Buffet – Choice of Hot Bacon or Sausage Baps, or Roast Pork Baps with Potato Wedges
- Overnight Accommodation for the Couple in a Classic Double Room

2020 - £2,599 | 2021 - £2,699 | 2022 - £2,799

Upgrades and Further Options:	2020	2021	2022
Use of the Marquee instead of the Manor Suite	£450.00	£500.00	£550.00
Extra Daytime Guests	£41.00	£42.00	£43.00
Extra Evening Guests including light evening meal	£11.00	£12.00	£13.00
Outside Ceremony around the Gazebo	£150.00	£175.00	£195.00
Chair Covers with choice of coloured sash each	£2.20	£2.35	£2.50
Upgrade to a Suite on the Night of the Wedding	£32.00	£35.00	£39.00

* Please ask for details but only valid on Selected dates excluding Bank Holiday Weekends

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.





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 Bridal Couple with Full English Breakfast

2020 - £6,750 | 2021 - £6,850 | 2022 - £6,995

*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

	2020	2021	2022
Saturday Supplement	£525	£550	£550
Civil Ceremony outside the Hotel in the Gazebo	£175	£185	£195
Canapes (4 per person)	£5.75	£5.95	£5.95
Extra Chair Covers For Evening Use – each including Sash	£2.20	£2.35	£2.50
Additional Day Guests	£50.00	£51.00	£52.00
Children on the same Package aged 3 – 12 years old	£25.00	£25.50	£26.00
Additional Evening Guests including Finger Buffet	£16.00	£16.00	£16.00
Upgrade Sparkling Wine to Champagne for Toast (per person)	£3.25	£3.40	£3.50
Childrens Package (on page 11)	£23.00	£24.00	£25.00
Upgrade from Finger Buffet to Hog Roast and Salads (per person)	£4.00	£4.00	£4.00
Bridal Couple Four Poster to Suite Upgrade	£65.00	£68.00	£70.00





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 Bridal Couple with Full English Breakfast

2020 - £4,495 | 2021 - £4,595 | 2022 - £4,695

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

	2020	2021	2022
Saturday Supplement	£325	£350	£375
Civil Ceremony outside the Hotel in the Gazebo	£175	£185	£195
Hire of the Brooke Suite near the Manor Suite for the Evening Reception if additional space is required	£150	£150	£150
Canapes (4 per person)	£5.75	£5.95	£5.95
Extra Chair Covers For Evening use – each including Sash	£2.20	£2.35	£2.50
Additional Day Guests.....	£54.00	£55.00	£56.00
Children on the same Package aged 3 – 12 years old	£27.00	£27.50	£28.00
Childrens Package (on page 11)	£23.00	£24.00	£25.00
Additional Evening Guests including Finger Buffet	£16.00	£16.00	£16.00
Upgrade from Finger Buffet to Hog Roast – min. 80 guests (per person)	£4.00	£4.00	£4.00
Bridal Couple Four Poster to Suite Upgrade	£65.00	£68.00	£70.00



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 Choice 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 Bridal Couple
with Full English Breakfast

◆
Ceiling Decorated with Sparkle Drapes

◆
Sparkle Cloth Wall behind Top Table

◆
Coloured Room Uplighters

◆
Winter Table Centre Pieces Included



2020 - £3,495 | 2021 - £3,650 | 2022 - £3,750

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

	2020	2021	2022
Saturday Supplement	£325	£350	£375
Civil Ceremony outside the Hotel in the Gazebo	£150	£160	£170
New Years Eve supplement	£500	£525	£550
Canapes (4 per person)	£5.75	£5.95	£5.95
Extra Chair Covers For Evening Use- each incl. sash	£2.20	£2.35	£2.50
Additional Day Guests	£56.00	£57.00	£58.00
Children on the same Package aged 3 – 12 years old	£28.00	£28.50	£29.00
Additional Evening Guests including Finger Buffet	£16.00	£16.00	£16.00
Hog Roast Upgrade & Choice of 3 Salads (min.80 guests)	£4.00	£4.00	£4.00
Bridal Couple Four Poster Upgrade to Suite	£65.00	£68.00	£70.00



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, Chips and Peas



Chicken Nuggets with Fries



Penne Pasta with Bacon and Tomato & Basil Sauce



Vanilla Ice Cream



Fresh Fruit Salad

2020 - £23 per Child | 2021 - £24 per Child | 2022 - £25 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

Please select up to 3 Starters, 3 Main Courses and 3 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.



CANAPÉS

Please choose 4 items

Chicken Tikka Bites on a Mini Poppadom
with mango chutney & mint yoghurt

❖
Palmiers

❖
Chicken Liver Pate on a Ciabatta Croute
with Onion Marmalade

❖
Cheese Arancini Balls

❖
Welsh Rarebit

❖
King Prawn Toast

❖
Black Pudding Bon Bon's

❖
Mini Fish & Chip

❖
Smoked Salmon Pin Wheels

❖
Cream Cheese & Chive Pin Wheels



SOUPS

Home-Made Soups:

Leek & Potato, Roasted Butternut Squash & Cumin,
Carrot & Coriander, Cream of Mushroom & Thyme,
Roasted Tomato & Basil, Fresh Vegetable
all served with ciabatta croutons

STARTERS

Meat starters:

Chicken Liver Pate – onion marmalade & ciabatta croutes

❖
Oriental Smoked Duck Salad- pickled vegetables &
a sesame & honey dressing

❖
Pork, Apricot & Sage Terrine wrapped in streaky bacon with
plumb & apple chutney

Seafood Starters:

Classic Prawn Cocktail with marie rose sauce &
brown bread & butter

❖
Home-made Fishcake – salmon & prawn
with sweet chilli jam

❖
Smoked Salmon – horseradish cream & baby capers

Vegetarian & Vegan Starters:

Fan of Melon with a berry compote (Vegan)

❖
Greek Salad – feta cheese, mixed olives, red onion, cherry
tomatoes & cucumber (V)

❖
Buffalo Mozzarella with confit tomatoes & basil pesto (V)

❖
Houmous and Pitta Chips with sweet chilli sauce (Vegan)

MAIN COURSES

Meat Mains:

Roasted Sirloin of Beef – Yorkshire pudding & pan gravy
(£3 supplement)

❖
Slow Roasted Blade of Beef – forestiere sauce

❖
Pan Roasted Chicken Breast – sausage meat stuffing
& chipolata

❖
Slow Roasted Belly Pork – apple compote

❖
Roast Breast of Turkey – sausage meat stuffing & chipolata

Seafood Mains:

Grilled Fillet of Salmon – caper butter sauce

❖
Fillet of Seabass – salsa verde

❖
Baked Lemon & Thyme crusted Fillet of Cod

Vegetarian/Vegan Mains:

Pea & Broad Bean Risotto – grated parmesan (V)

Mediterranean Vegetable Wellington – Provençale sauce (V)

Stuffed Bell Pepper – lemon & herb cous cous,
& balsamic glaze (Vegan)

Spiced Butter Bean & Lentil Cassoulet –
steamed wild rice (Vegan)

All Main Courses Served with Seasonal Vegetables & Potatoes

DESSERTS

Profiteroles – chocolate sauce & Chantilly cream

Set Vanilla Cheesecake – berry compote

Eton Mess

Home-made Lemon Tart – lime crème fraiche

Apple & Rhubarb Crumble – warm custard

Sticky Toffee Pudding – toffee sauce & vanilla ice cream

Dark Chocolate Brownie – vanilla ice cream

Crème Brulee – blueberry compote

Treacle and Apple Tart (Vegan)

Fresh Fruit Salad with lemon sorbet (Vegan)

Selection of British & Continental Cheeses, Celery, Grapes,
Chutney & Biscuits

(£3 supplement pp)



FINGER BUFFET SELECTOR

Please choose 7 items.

Extra items are £1.50 each.

Hot Buffet items:

Ciabatta Pizza

Spicy Potato Wedges (Vegan)

Pork Sausage Rolls

Vegetable Spring Rolls (Vegan)

Vegetable Samosas (Vegan)

Fish Goujons with chips

Salt & Pepper Chicken Drumsticks

Home-made Burger Sliders

Cold Buffet items:

Chefs selection of freshly made quarter cut sandwiches
with various fillings which may include:

Prawn Marie Rose, Cheddar Cheese & Pickle,
Ham & English Mustard, Coronation Chicken,
Egg Mayonnaise, Chicken Mayonnaise,
Tuna Mayonnaise & Sweetcorn

Scotch Eggs

Pork Pies

Coleslaw

Tomato & Red Onion Salad (Vegan)

Potato Salad

Selection of Quiche

Dressed Salad Leaves (Vegan)

Penne Pasta Salad with pesto dressing

Mirror of Cold Meats with pickles *(£2 supplement pp)*

SWEET OPTIONS:

Chefs Selection of Gateaux

Cheesecake

Fudge Cake

Mirror of British & Continental Cheeses *(£2 Supplement pp)*

Mirror of Fresh Fruit & Macaroons

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

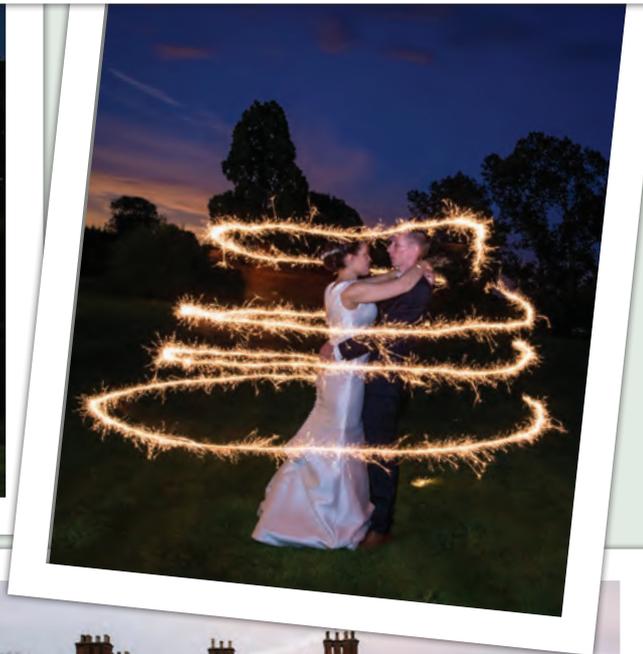
Mixed Salad

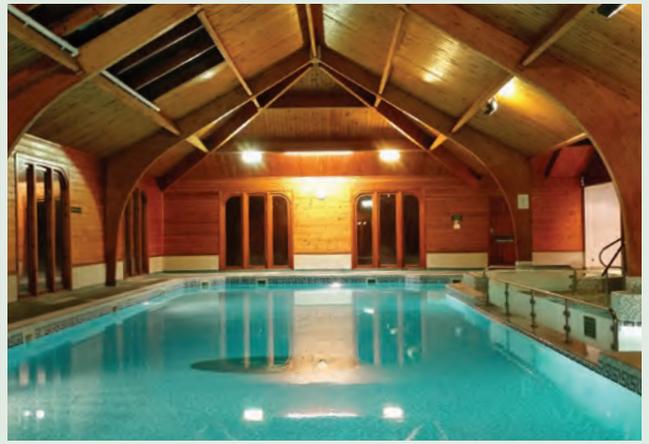
Add an extra Salad for £1 per person

Add Jacket Potatoes for £1.50 per person

Minimum numbers 80







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 en-suite and many bedrooms provide scenic views across the 35 acres that make up Houghton 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.



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 is 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, slippers and bathrobes within the room for that luxurious stay. Most Bridal Couples 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, slippers and bathrobes within the room for that luxurious stay. Most Bridal Couples opt for our two Suites and your chosen Suite will need reserving when the Wedding is booked with us to ensure it is available.

Classic Double, Twin and Family Rooms plus Manor Doubles also available.

Terms & Conditions

1. The Hotel requires a payment or deposit to be paid for bookings to be confirmed. All deposits and subsequent payments are non-refundable and non-transferable. Once the deposit has been paid, our terms and conditions below are deemed to have been accepted, whether a signed copy is returned by both parties or not.

To assist in couples financial planning for their Wedding, Houghton Hall Hotel is happy to offer a new payment plan style option to spread the costs into monthly payments from the booking date up to a short period before the wedding date as follows:
e.g. If the wedding cost is £5,250 in total and booked 12 months prior to the date, then we would take the first payment by credit/debit card, followed one month later by a direct debit only payment, with a fixed £500 a month for 9 months with the final balancing payment due 1 month prior with final numbers. Should any direct debit payments be declined for any reason, a further £25 administration charge would be made and payments would revert back to the standard payment conditions below.

If this option is not required, the standard deposit condition will be £750 for Manor Suite Weddings and £1,250 for Marquee Weddings - both due no later than 14 days after provisionally holding a date.

Further payments will be due:

12 months prior – An additional payment to bring the total payment to 50% of the balance,
6 months prior a further payment to bring the total payment to 75% of the balance due, and
3 months prior – the balance to bring total payments to 90% of that due.
Final numbers and remaining balance are due 1 month prior to event.
If any payments are missed after the first reminder, then a £25 administration charge will be added each time to the balance due.

2. All package rates and charges must be agreed prior to paying the deposit and both parties must sign the terms and conditions as liability for the balance rests with both parties equally. Therefore if payments are missed, both parties are jointly liable for additional costs and future payments. Rates are non-negotiable after this point and Wedding Packages cannot be altered to subsequent packages without additional fees. No changes of numbers attending are allowed once the final payment has been made and any over payments made cannot be offset against other services.
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 all non-refundable deposits
- b. 6-12 months
- 50% of the expected total revenue
- c. 4-6 months
- 75% of the expected total revenue
- d. 1-3 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.

In the event of cancellation, Houghton Hall Hotel will not enter into dispute with regards to the persons liable for the cancellation fee. In the event of a dispute between either name on the contract, Houghton Hall Hotel will deal with the person notifying of the cancellation. Either person will be liable for the FULL amount and we do not look to recover 50% from each party. Should the parties not settle the outstanding amount within the requested time frame, the case will be passed to solicitors to recover and all costs incurred will be also claimed for from the names on the contract.

The Hotel recommend that couples obtain cancellation insurance prior to booking the Wedding to protect themselves against accidents, ill health and other unforeseen circumstances including the failure of suppliers or couples breaking up. Details of links for sample policies for insurance providers can be found on our website, although

Houghton Hall Hotel do not recommend any particular provider.

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 in 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 Hotel 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 sightly for subsequent guests.
 17. Choice Menus may 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 insurance 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 DJs 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. 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.

31. 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 Manger. 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.

32. 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.

33. Please be aware that Houghton Hall Hotel has a fishing lake and small pond within the grounds, and that parents should not allow children near them unsupervised, in case they slip and fall into the water. Adults should also be extra careful at night as there is limited lighting around these areas.

34. These Terms and Conditions are non-negotiable at all times and stand as a legal binding document.



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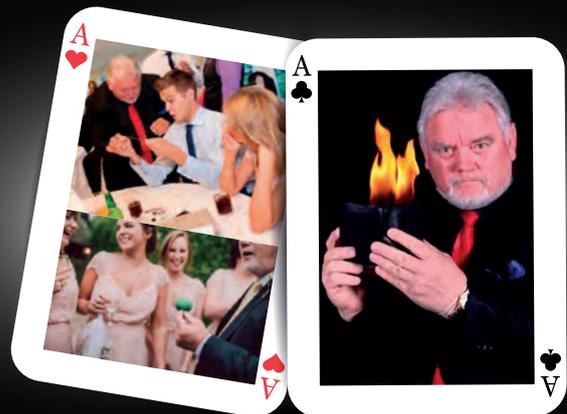
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