



FREQUENTLY ASKED QUESTIONS

Organising the day

Does Beeston Manor have an in-house Master of Ceremonies?

- Amy Bickerstaffe, our General Manager, is experienced with MC requirements and will be more than happy to assist in these duties for you. Throughout the day she will expertly guide you and keep you to schedule. A microphone is available for speeches. We also recommend Alex Birtwell Wedding Entertainment and Andy B Events who can act as toastmasters/ live musicians/DJ's on your day. Please see our the recommended suppliers on our website by clicking [here](#).

Do you have a preferred order of service?

- Our recommended order for the day, allowing lots of time for you to meet, greet and party with your friends and family members is as follows: ceremony at 1pm, or arrival from church around 1.30pm-2.00pm, drinks reception from 1.30pm onwards, wedding breakfast commencing around 3.30pm taking around 2.5 hours (including 1/2 hour for speeches), a welcome rest break of 45 minutes before your evening party commences at 7pm. 8pm sees the cutting of your cake and first dance, 9pm your evening buffet is served with your last orders called at midnight and carriages at 12.45am. There is a residents only bar available for a nightcap for friends and family staying over – last orders here at 1.40am and finally, lights out 2am.

When can we have access to begin setting up the room in terms of decorating it?

- We set the room either a couple of days before your wedding or on the morning itself depending on our diary. If we have no function booked the day before your wedding then couples are welcome to dress the tables (with placecards, favours etc) themselves. Should we have a function booked the day before your wedding then this will not be possible and we will do this for you on the morning of your wedding day. We arrange for you to drop of all your wedding items the day before your wedding. Also, in preparation, you are welcome to dress a table at your itinerary meeting (approximately 12 weeks prior to your wedding) so that we can take photographs and notes to ensure the tables are dressed exactly as you would like them. Your florist, balloonist etc are able to dress from 7am onwards on the day itself.

Our Fabulous Food and Drink

Can I offer a choice menu to my guests?

- You are very welcome to offer food choices for your wedding breakfast. The wedding breakfast is a banquet and our service aims to be smooth and efficient whilst serving a large number of people. We want them to have a really superb experience at your wedding and so your choice must not be more than 2 starters, 2 mains and 2 desserts (there's an additional charge per person per course for this). Special dietary requirements can be added without further charges.
- We ask that your guests are given a set menu, however, if you ask your guests via the invitations if they have any special dietary requirements we will adapt the dishes to provide a suitable alternative. We ask for a working table plan at least one month prior to the event showing where each person is seated and what their food choice is, along with a placecard for the table showing the menu choice as a reminder to your guest, in order for us to serve with minimal disruption/inconvenience to the guest.

Do you insist on doing all the catering?

- As Julie Bickerstaffe-Smith is responsible for the food at our fabulous award-winning venue, we are very proud of our fully catered venue that works so successfully. We are renowned for offering generous, homemade food to suit all tastes, so we stick with our successful formula.

Can we come and taste some menu options before we choose the final details?

- Yes, of course; a good idea is to try to reduce your choices to two starters, two mains and two desserts, you can then try these in one of our Wedding Restaurants. We open the restaurant on selected dates - you are able to book a table and purchase your chosen food to try. Previous menus are available to view via our Facebook page, and a price guide is £25 for a 3-course meal.

Do you insist on supplying the wine and champagne or can I have a Prosecco/Cocktail Van?

- We include all beverage items in our drinks packages. These can be sampled at any of our Wedding Restaurants or at our Wedding Fairs. We do not offer corkage or have suppliers of alcohol on site.

What other drinks are available for the wedding package?

- The drinks packages are designed to provide drinks at strategic moments during your day; the comfort of your guests is your priority. Couples want to avoid guests queuing at bars or rushing off to fill their own glasses for speeches etc. Our packages can be anything you want it to be - we are able to adapt a package to suit your particular needs if necessary.

Can a cask ale be arranged for my guests?

- Yes, we frequently buy in specific cask ales requested by couples. If ale is left which we were unable to sell, the remainder in the barrel would be charged at cost price.

We are thinking of having a cake made of cheese - can you provide crackers to accompany and if so what is the cost?

- We can provide crackers and butter to accompany the cheese at an additional cost of around 25-35p per guest.

A Venue to Remember

Is your venue licensed to carry out civil weddings?

- Both the Woodland and The Oakland Rooms are licensed to hold a civil ceremony. To arrange a ceremony you will need to contact our local Superintendent Registrar on 0845 053 0021 in order to book the registration staff who will conduct the ceremony and confirm all legalities.

Can we get married outside in the gardens?

- Unfortunately not as our license is for our beautiful Oakland and Woodland rooms.

Will ours be the only wedding at your venue on our wedding day?

- We only hold one wedding on one date. However, it is possible there could be another function at Beeston Manor should you not opt for exclusive use of Beeston Manor. The Reception area, Bar Lounge and Gardens are communal areas and the Dining Room would be available for private hire for up to 45 guests.

Are there separate rooms provided for the wedding, drinks reception, meal, evening reception, etc.?

- The Oakland Room is usually used for your ceremony and the Woodland Room for the wedding breakfast and evening party. Both are self-contained with their own bars. The Woodland Room has its own rest rooms and kitchen, allowing your guests the very best comfort from the moment they arrive until the last dance. The upstairs Oakland Room is usually used for the change around period between the wedding breakfast and evening reception. However, if you take our exclusivity option, you have the option of using the downstairs dining room and bar lounge too.

What is the difference between exclusive and none-exclusive weddings?

If you choose to book Beeston Manor exclusively, this means that we close the diary off to all other bookings, and your wedding will be the only one held on your wedding day. Your guests will have access to the whole venue. For none-exclusive weddings, the other event would be in the Dining Room (just behind reception) and those guests would have access to reception, the bar lounge and the gardens. Exclusivity does not include the cost of the bedrooms. On exclusive weddings, upon booking, we block our accommodation system off, and you will be sent a bedroom summary sheet to assist you allocating guests to the bedrooms. If you choose exclusivity, no bedroom deposits are required. Guests pay in full on check-in and any other services, drinks are charged to the room and are also payable by the guest. Any bedrooms which remain vacant, will be charged for on your final invoice which is payable 28 days before your event. On none-exclusive weddings, a £25 deposit is required to secure a bedroom and not all 14 bedrooms have to be taken.

How many people can you accommodate?

- The Woodland Room and the Oakland Room (for the ceremony) hold a maximum of 125 for the ceremony and daytime celebration and a maximum of 150 (200 with exclusivity) for the evening reception.

Do you offer the option of a marquee?

- As our building interior is very beautiful and we encourage you to make the very best use of it without further expense and so we do not offer the option to erect a marquee.

Are we able to borrow the round mirrors for the table decorations from yourselves?

- Our mirror bases are available to hire for £3.00 each if you would like to use them for your centrepieces.

Are we able to have ivory table covers and napkins?

- The table linen that we include is white for both the table cloth and the napkins, should you require ivory this can be arranged through Creative Cover Hire on 01772 614461 for an additional fee.

Do you include a cake stand and knife if required?

- We can provide various styles of cake stand to elevate your cake from the table with a cake knife to use for the all important cake cutting shot. This is included in the wedding package price per head.

Are we allowed to...?

Do you allow professional firework displays at your venue?

- We are very happy for you to have a firework display but, in consideration of our neighbours, we must specify that you display only “Silent Fireworks”. Please contact Wayne at Pyrodise on 01772 877860 for further information.

Do you have landing permission should we want a helicopter to drop us in?

- We have 2 helipads that are available for your use subject to a landing fee.
- We also are very pleased to offer the facility to hire either a 2 or 4 seater helicopter from Bickerstaffe Aviation who work from Beeston Manor. We are happy to provide you with a quotation.

Do you allow confetti to be thrown at the venue?

- Absolutely, as long as the confetti used is bio-degradable and is used in the garden area only.

Do you allow candles to be lit in the reception room?

- Yes we do, but any candle holder must be approved by Beeston Manor. If there is excessive damage caused by candles, this will incur charges. Therefore, battery operated candles are preferred. For candelabras, only battery operated candles are allowed.
- Battery operated candles are only allowed down the aisle for civil ceremonies. If you would like candles with a naked flame, these must be placed on pillars that can be hired from our in-house venue dresser Creative.

Is there a smoking area at Beeston Manor?

- We have designated areas for smokers which are located by the entrance to the Woodland Room and also in the gardens and beside the main entrance. E-cigarettes are not permitted to be used inside the building.

A pretty penny

What kinds of packages are available?

- Our brochure has full details of all options available to you – a summary of items included in the usual wedding package if you meet the minimum numbers is below:
 - Hire of the Oakland and Woodland Rooms
 - Complimentary bridal suite
 - A choice of chair cover or chivari chair with your choice of colour co-ordinated sash
 - A master of ceremonies
 - Experienced wedding co-ordinator to assist with planning
 - A serving of freshly cooked homemade bread at the beginning of your wedding breakfast
 - Three course wedding breakfast of your choice from our wedding breakfast menu
 - White table linen and napkins
 - Glasses and cutlery
 - Cake stand, table and knife
 - A choice of easel for your table plan
 - A choice of table number/name card holders
 - Silver bucket for your cards

Are there minimum numbers that need to attend?

- Instead of working from minimum numbers, we work from a minimum spend requirement.
- For weddings held on a Friday, Saturday, Bank Holidays and Sundays on a Bank Holiday weekend:

There is a minimum spend requirement of:

- 2018: £7500
- 2019: £8500
- 2020: £9500
- 2021: £10000

The minimum spend can be made up with anything from our wedding brochure, excluding the following items:

- Exclusivity
- Accommodation
- Bar tabs
- Additional décor (by Creative)
- £75 (£95 for weddings held from 2021) transfer fee for civil ceremonies

- For weddings held on a Sunday to Thursday excluding Bank Holiday weekends:
-There is no minimum spend requirement.

The bridal suite is complimentary and there are no room hire supplement charges on the Woodland or Oakland Room **when** you spend:

- 2018: £5460
- 2019: £6210
- 2020 and 2021: £7000

Excluding the following items:

- Exclusivity
- Accommodation
- Bar tabs
- Additional décor (by Creative)
- £75 (£95 for weddings held from 2021) transfer fee for civil ceremonies

Room hire charges (applicable for weddings spending less than the amounts shown above)

Downstairs Woodland Room:

- 2018: £240
- 2019: £245
- 2020 and 2021: £250

Upstairs Oakland Room:

- 2018: £175
- 2019: £180
- 2020 and 2021: £185

Bridal Suite:

- 2018 and 2019: £130
- 2020 and 2021: £135

What is your maximum guest number capacity?

- Maximum numbers for the Wedding Package and Drinks Selection: 125
- Maximum numbers for the Evening Selection: 150 or 200 with exclusivity.

Is VAT included?

- Our price quoted does include VAT at the current prevailing rate.

Is there outdoor space available to use?

- Of course, our beautiful gardens are the perfect overflow or additional space to your wedding reception. They are available throughout the day and into the evening – the sunsets can be quite breathtaking and you wouldn't want to miss out on the fantastic photo opportunities available from our rural location.

Keeping your guests entertained

Can we play background music on the patio areas?

- It is with regret that we do not have any audio equipment in the external grounds of our property, only internally. By all means please provide us with your preferred music (by Spotify playlist) and we will play these for you during the drinks reception and the wedding breakfast. Weather permitting, should you have entertainers for your drinks reception, for example Alex Birtwell, they are able to play live on the outdoor patio area.

Who is the resident DJ?

- We do not have a resident DJ but we have recommended a couple of fabulous regulars in our Supplier Brochure and on our website. You can see our recommended supplier page by clicking [here](#).

Do you require the DJ/Band to set-up their equipment beforehand?

- We use the Woodland Room for both your day and night-time celebrations. We ask your guests to retire from the Woodland Room after your wedding breakfast and before the evening guests arrive. This allows us to set-up your evening event and give the DJ/Band chance to set up. This would normally take approximately 45 minutes and so any entertainers should aim to arrive from around 6pm.

Into the night

Is there a room provided for the use of "bride and groom" for the day?

- Our Wedding Package includes the complimentary use of the Bridal Suite (providing you meet the minimum numbers or minimum spend) allowing you that chance for a small get-away in between your wedding breakfast and evening reception 😊 You will retire here after our residents bar closes at 2am.

Is there a dressing room that the bride and bridesmaids can use prior to the ceremony?

- Should the bedrooms be in use the night before your wedding then we advise our brides to arrange for hair and make-up to be enjoyed at home on the morning of your wedding. We aim to have at least two or three of your bedrooms ready for you to check in at 11.30am leaving ample time for you arrive and check in for a glass of fizz before you begin to organize your dress, veil and jewellery in time for your ceremony at approximately 1pm.

If rooms are available for overnight accommodation, how many?

- We have 14 wonderful individually designed bedrooms at Beeston Manor; 1 single room, 1 beautiful bridal suite, 1 king-sized room with disabled access and 11 double rooms. Some can be made into family rooms by adding Zbeds, with others best kept for a special couple.

What are the costs for overnight accommodation?

- Our 2019 rates are £120 for a double room, £130 for the king-sized room and £80 for the single room. Our 2020 and 2021 rates are £125 for a double room, £135 for the king-sized room and £85 for the single room. Z Beds which can take small children and young teenagers are £30 for the first child in the room and £11.95 for the second one.

Do you require a deposit to secure a bedroom?

- For none-exclusive weddings, a £25 deposit is required to secure a bedroom. For exclusive weddings, no bedroom deposits are required, and your guests will individually settle their room invoices upon check-in.

Can I book bedrooms the night before?

- You can book bedrooms the night before, 6 months before your wedding.

When do my guests settle their bedroom invoices?

- Upon check-in.

Is breakfast included?

- A delicious full English breakfast is included in the bedroom rate – served in the relaxed surroundings of our beautiful restaurant.

What is the checkout time the following day?

- We ask that guests vacate the room no later than 10.30am, with a check-in time of 3pm. Early arrivals can be requested however can not be guaranteed.

Do you have the contacts of local hotels in the area?

- A list of the suppliers that we recommend is available upon request. This document also contains the contact information of companies we work with on a regular basis therefore know the hotel and the facilities the best.

What time do you offer an alcohol license until?

- Last orders are called at 12.00am which concludes at 12.15am.

What time do you insist the reception finishes by?

- The entertainment is asked to conclude no later than 12.30am.

Decor

Can you transfer the fairy light curtain in the wedding breakfast room to the ceremony room?

- Our fairy light curtain is fixed to a pole in the wedding breakfast room so it is with regret that we are unable to transfer this upstairs to your ceremony room. You can hire a fairy light backdrop from Creative.

Do we order additional décor through Creative or Beeston Manor?

- Once you have booked your wedding, we would recommend contacting the team at Creative to arrange an initial consultation at their showroom. This is where all your ideas will come to life. Your final decor choices from Creative can be added to your invoice at Beeston Manor to keep things simple. Photographs of examples of additional décor from Creative can be seen on our website by clicking [here](#).

Do we pay Creative Cover Hire or Beeston Manor for the additional items ordered?

- Any additional items that you order from Creative will be settled with us on your final invoice

What is the £75 transfer fee?

- The £75 transfer fee only applies to couples that have opted to have a civil ceremony. This charge is for Creative Cover Hire to come back to our venue after the ceremony, to transfer and re-tie sashes in the downstairs wedding breakfast room. This is a less expensive way rather than purchasing more chair covers for the wedding breakfast. This fee will be settled upon your final invoice at Beeston Manor.

Is the 'décor package' by Beeston Manor or Creative Cover Hire?

- The 'décor package' is done in house by us at Beeston Manor. Anything that is used in the ceremony room will be transferred to the downstairs wedding breakfast room (i.e. uplighters, pillars and lanterns). Photos of whats included in the décor package can be seen on our website by clicking [here](#).

What are uplighters?

- Included in our décor package are 12 uplighters that you can use to colour match your wedding theme. These are lights that we place on the floor to change the colour of the walls. There are 65 colours for you to choose from.

Can I have chiavari chairs with a sash or gold chairs with a chair cover and sash?

- Included in the price per head on the wedding package, you have an option of having a chiavari chair and sash or a gold chair with a chair cover and sash. Please note, with weddings of 90 and above, you are required to use our chivari chairs.

Where can I see photographs of all the décor items?

- We have an album at Beeston Manor that you can look through. We also have photographs on our website at <http://www.beestonmanor.com/decor-photos-and-centrepieces/>.

Payment terms

What are your payment terms?

- We ask for a non-refundable £500 deposit along with the hard copies of the booking forms and terms and conditions to secure your booking. For weddings taking place in 2020, the non-refundable deposit is £750. For weddings taking place in 2021, the non-refundable deposit is £1000. Both the deposit payment and signed paperwork must be completed on the same date. At 6 months from the date of your wedding we ask for an interim payment of £1000, and 28 days before your wedding the full payment is due. For weddings taking place in 2020, the interim payment is £2000, and for weddings taking place in 2021, the interim payment is £4000.

What are your payment methods?

- Cash
- Cheque
- Debit Card
- Bank Transfer
- Credit Card