

Venue Hire

2020 / 2021

<u>Room</u>	<u>Min</u>	<u>Max</u>	<u>Sunday – Thursday</u>	<u>Friday & Saturday</u>
The Clubhouse	70	180	£3,500	£4,000
The Fox dining Rooms*	40	60	£2,500	£3,200
The Library	30	60	£2,500	£3,200
The Orangery	25	42	£1,950	£2,400

Minimum numbers are based on adults

* Please note: use of The Fox dining rooms is until 6pm

Ceremony Room

Orangery	45	£450
Library	100	£750
Clubhouse	150	£1250
Outside*	150	£1500

*Includes wet weather option

The fee for the Ceremony Room does not include your registrar's fees. A registrar needs to be booked separately and should be arranged directly with Weybridge Registry Office on 01932 794 712.

You also receive the following, included in the above prices:

- A twin bedroom the night before the big day for either the Bride/Bridesmaid or Groom/Best Man
- A pick of one of our junior suites for your wedding night
- Use of the Manor Lawns & an area of The Manor Lounge for your arrival drinks
- Professional Toastmaster for the formal part of the day
- Menu tasting for the Bride and Groom. Available Monday to Thursdays in The Fox dining rooms, includes - a choice of 2 starters, mains and desserts & a glass each of red and white wine. Extra guests will be charged additionally
- Red carpet outside for arrival
- Use of our round or square cake stand and knife
- Dedicated wedding team & co-ordinator as point of contact throughout the planning process, present on the day itself & the wedding team will set up the venue on the day

For smaller weddings, we can provide a rate for room hire only. This excludes the above inclusions.

Wedding Packages – Health, Wealth & Happiness

Our menus are designed by our Executive Chef using locally sourced, seasonal ingredients to make your first meal together truly memorable.

Select one of the following packages for your special day:

Health

£82 per person

Nibbles on Arrival
1 Glass of Prosecco
3 Course Meal
½ Bottle of House Wine
1 Glass of Prosecco for Toast
Tea/Coffee
Jugs of Iced Water

Wealth

£120 per person

3 Canapés on Arrival
2 Glasses of Prosecco
3 Course Meal
½ Bottle of Premium Wine
1 Glass of Prosecco for Toast
Tea/Coffee & Petits Fours
Still & Sparkling Mineral Water

Happiness

£177 per person

4 Canapés on Arrival
2 Glasses of Champagne
5 Course Meal
½ Bottle of Superior Wine
1 Glass of Champagne for Toast
Tea/Coffee & Petits Fours
Still & Sparkling Mineral Water

We have a selection of drinks & canapés, additional courses, dinner wine, Champagne & ideas for your evening catering all to add to your special day.

Children

Don't forget the little ones. Children aged under 12 years can enjoy a smaller portion of the adult menu or a meal from our children's menu.

3 Courses £24.95

2 Courses £19.95

Price includes squash during the meal. Upgrade with an Appletiser for children during the toast for just £1.95.

Allergen information: All our food is prepared in a kitchen where nuts, cereals containing gluten & other allergens are present and our menu descriptions do not include all ingredients. If you have a food allergy or intolerance, please let us know before ordering. Full allergen information for food and drink is available, upon request.

Evening Reception Food

Finger Buffet 1

£21.00 per person

Chinese Five Spice Duck, Cucumber & Spring Onion Wraps
Smoked Salmon & Dill Cream Cheese
Paella Croquette with Saffron Tomato Dips
Piri Piri Lamb Skewer with Coriander Crème Fraiche
Potato & Spinach Tortilla with Red Pesto Mayonnaise
Teriyaki Salmon with Lime & Red Chilli Yoghurt
Chicken Satay with Coconut Peanut Sauce
Exotic Ginger Mousse
Banoffee Tart

Finger Buffet 2

£21.00 per person

Roast Beef, Horseradish & Rocket on Onion Bread
Cajun Salmon & Mizuna on Arctic Bread
Tomato & Mozzarella on Basil Bread
Chicken Kofta with Red Radish Tzatziki
Thai Crab parcel with Sweet Chilli Yoghurt
Broad Beans & Scallion Mini Burger with Lime & Chive Clotted Cream
Cumin & Harissa Confit of Lamb Puff with Orange & Onion Relish
Wild Mushroom & Goat's Cheese Tart
Lemon Tart with Clotted Cream
Fresh Fruit Platter

BBQ

From £28.00 per person

BBQ's are available for an evening reception, menus are on request

Hog Roast

From £18 per person

A succulent pig roasting on a spit with Brambly apple sauce, crackling and homemade stuffing

If you want to add on chips and salads, the price is £25 per person

The Cheese Wheel

The alternative addition to your evening buffet, with a selection of finest cheeses and crackers, grapes & chutney

£400.00 for 100 guests, additional £4.00 per person thereafter

Upgrade to Ploughman's, to include meat platter, selection of breads, pickled onions, pickles & salads

£350.00 extra for 100 guests, additional £10.00 per person thereafter

If opting for any of the above, it is compulsory to cater for a minimum of 75% of the total amount of wedding guests

Late Evening Snacks

£8.50 per person

A selection of bacon baguettes, sausage rolls, hot dogs & egg rolls

If opting for any late night snacks, it is compulsory to cater for a minimum of 100% of the total amount of

Your Wedding Timeline

wedding guests

As a prospective Bride & Groom, planning your wedding can be daunting. Here at Foxhills, we have years of experience in organising and planning special occasions, so you are in safe hands!

We are here throughout your journey; to guide, aid, assist and suggest in any way we can. We are at the end of a phone, a short email away and of course you are more than welcome to pop in to see us and view your venue set-up.

Below is a guide to key tasks in your wedding planning process, which acts as a great timeline and countdown to your big day and shows when your co-ordinator will be in touch.

12 MONTHS (or prior) TO GO

- Buy a wedding organiser file – a good keepsake and great place to keep your ideas and notes!
- Plan your budget and think on estimate numbers
- Book the registrars for your ceremony – Weybridge Registry Office – 01932 794712 & inform Foxhills of your ceremony time
- Request a brochure and we will invite you in for a full show round of our resort
- Consider dates – bear in mind peak dates (Summer Saturday's), however, off-peak dates (Winter or Sunday-Thursday) are becoming more popular
- Attend a Foxhills wedding fair – usually Autumn & Spring dates each year
- Put a date on hold, then confirm you wish to proceed, we will send a contract, then sign it, return and pay the deposit and then that date and function space is yours
- Book your guest accommodation rooms
- Consider wedding insurance
- Select suppliers - photographer, videographer, wedding car, flowers, cake and entertainment. See our trusted supplier lists - these are companies that are familiar with Foxhills and we know them all well

4 - 6 MONTHS TO GO

- Think about the time of your ceremony and the knock on effect for the rest of the day – see 'example wedding day timings'
- Liaise with suppliers, e.g. pick out colour schemes, theming (Chair covers and bows can give an instant 'wow' factor)
- Wedding 'Thank You' Gifts – vouchers or spa/golf gifts from Foxhills are always good
- Think about catering options – formal sit-down or more informal buffet – at Foxhills we can offer both and even a BBQ
- Book your suppliers – some do get booked up very soon
- 'Something old, something new, something borrowed, something blue' ... a wedding tradition!

2 - 3 MONTHS TO GO

- Menu Tasting at venue – we will invite you in, but you are more than welcome to come before this
- Children's packs and children's games – to keep them busy!
- Are you having a receiving line? If so, who do you want to be in it – this can be as many as you like, but bear in mind it can take a while to greet all guests
- Design or confirm your table/floor plans
- Speeches - remember to thank people and give gifts – certain people have certain 'traditions' to say in their speech. The traditional order is Father of the Bride, Groom, then Best Man ... Even 'The Bride' has been known to say a few words!

2 - 6 WEEKS TO GO

- Accommodation – confirm names for rooms with our Reservation team – spare rooms released 60 days prior
- Directions to venue for guests, do's and don'ts at venue e.g. no confetti/dress code
- Final details appointment with your co-ordinator and liaise with the toastmaster
- Confirm menu (food & beverage) choices for all guests, remembering children's menu and any special diets and the evening buffet
- Confirm final numbers to your co-ordinator and issue floor plan & guest list
- Complete your online stationery order via your log-in details
- Liaise again with suppliers, e.g. tell DJ/band what the first dance is and confirm set-up times and delivery times for other suppliers e.g. cake, flowers (bear in mind if flowers need to be delivered to different locations e.g. different homes), theming, give the photographer timings and types of shot you both want
- Liaise with your co-ordinator to confirm any last minute changes
- Settle the final balance

1 - 2 DAYS TO GO

- Drop off all items for venue – favours, gifts, flowers, cake, kids packs, your own table plan, guest book & pen
- Day before – check-in to your complimentary twin room to relax prior to your big day

'THE WEDDING DAY'

- Try to eat something prior to the ceremony, albeit if nerves are running high
- Both relax – use your ushers/best man to do the liaising with people
- Take everything in and have fun – as the day will go very fast!
- Attempt to speak to all your guests – but do take time together!
- It is your special day, so changes can be made if timings are running over
- Take in every moment, and allow Foxhills staff to look after you both and your guests!

AFTER YOUR 'WEDDING DAY'

- Collect all items from Foxhills the following day
- Feedback on your wedding day to your co-ordinator ... letter, email, internet review is always nice
- Consider returning to Foxhills for your anniversary!

Wedding Day Timings

Here is a good starting point and guide to work out timings for your wedding day and highlights what times to ask your guests to arrive from for each part of your day.

We are flexible at Foxhills, however bear in mind, the majority of timings all depend on what time you get married, e.g. church or the availability of the registrar's.

Here are some outlined timings we work to at Foxhills:

Civil Ceremony – allow 30 minutes

Church Service – usually takes 45 minutes

Drinks Reception & Photos – we allow 90 minutes

Wedding Breakfast & Speeches – we allow 3 hours

Here is a typical wedding day, incorporating both civil ceremony & church service, both working on a 2.00pm marriage time:

Church Service

2.00pm – Church Service

(the service, some photos at church and commuting time to venue)

3.30pm – Arrival at Foxhills for Drinks Reception & Photos

5.00pm – Sit down for Wedding Breakfast & Speeches

7.30pm – Evening Guests arrive

Midnight – Bar to close & Music to finish

Civil Ceremony at Foxhills

1.00pm – Arrival of Groom & Best Man

1.45pm – Bride collected from Bedroom or Arrives at Manor House

2.00pm – Civil Ceremony

2.30pm – Drinks Reception & Photos

4.00pm – Sit down for Wedding Breakfast & Speeches

7.00pm – Evening Guests arrive

Midnight – Bar to close & Music to finish

This is purely just a guide and for use as reference to highlight what your wedding day could look like.

We will always confirm estimated timings for the day at the time of booking, however these are not set in stone, so can be amended at anytime. If this is the case, always let us know.

Wedding FAQ's

Here is a list of frequently asked questions from our bride & groom's, however, if you have your own, and then always feel free to call or email us!

How long do you allow for a show round and the final details meeting?

We allow 1-hour for a full resort show round. For final details we allow 90 minutes, this is plenty of time for both to cover all details required

Can we hold a wedding date & how much does it cost?

Of course you can, we recommend you holding a date with us, even if we are in your top 5 venues, we can hold a date for up to 2 weeks, after that time it is automatically released

When do we have to pay the balance?

A £1,000 deposit is required at time of booking and then the balance is settled 4 weeks prior to the wedding day

How many rooms can we hold?

We cannot hold bedrooms specifically for your wedding. We do have a mixture of standard, executive rooms along with suites. We can offer you a preferred rate per night for your wedding party to call our reservations team to book a standard room. All bedrooms are subject to availability and supplements may apply. The rate is honoured until 60 days prior to the wedding.

What are check-in & check-out times?

Check-in is from 2pm, guests can arrive earlier to drop off luggage and use the facilities, then check-out is at 11am the following day, residents are welcome to stay on the resort for the day of departure

What are access times for set-up?

For majority of our spaces, access will be from 8am for suppliers to dress, theme and set-up. Please always double check with the wedding team

Do you allow confetti?

No, regardless if the petals are artificial or fresh

Do you allow Chinese lanterns to be set-off or Fireworks?

No to lanterns, but yes to fireworks. We ask that you use our preferred supplier from the brochure

How many people can each table seat?

In the Clubhouse, we can do a maximum of 10 per table and up to 4 tables of 12

How many glasses are in a jug?

You can get 4-5 glasses per jug

How much do you charge corkage?

Wine - £25 per bottle, Sparkling Wine - £39 per bottle & Champagne - £59.50 per bottle

Do we have to feed suppliers?

Sometimes suppliers will state they require feeding e.g. entertainment & photographers. In this situation we recommend stating they have a £20pp allowance to spend in Nineteen, this is then charged to your main event account

Is there a restriction to play music?

Majority of our rooms allow music to be played, live band, DJ or background music, always double check with your co-ordinator. If suppliers are used that are not our recommended ones, we do require Public Liability Insurance & PAT Testing Certificates

Can we extend the bar or music?

Yes, both bar & music can be extended until 1am for £300 (only available in the Clubhouse)

Suppliers List

For such an important occasion, we know that it is important suppliers have the correct level of expertise and are able to offer the same high quality of service which matches that of Foxhills.

With this in mind, we have hand-picked a selection of suppliers that we wholly trust. They all know us as a resort and we have worked with all the companies on a one-to-one basis.

We hope you are able to use some of our suppliers for your big day. Please feel free to contact the companies below who will be more than happy to assist with your wedding plans.

Florists

Lily & Myrtle – Kate Lamport www.lilyandmyrtle.co.uk	0845 130 2451 kate@lilyandmyrtle.co.uk
Wrap & Tie Floral – Steph Brenner www.wrapandtiefloral.co.uk	01932 765 392 info@wrapandtiefloral.co.uk
Stems – Jo Dowthwaite www.stemsoflondon.com	07951 329 807 flowers@stemsoflondon.com

Photographers & Videographer

Paul Talbot Photography – Paul Talbot www.paul-talbot.com	07515 569 432 paultalbotphoto@gmail.com
BeUnveiled Photography – Simon Pope www.beunveiled.co.uk	01932 830 877 info@beunveiled.co.uk
Mark Lewis Photography – Mark Lewis www.marklewisphotography.co.uk	07973 459 960 mark@marklewisphotography.co.uk
Elaine Mayson Photography – Elaine Mayson www.elainemaysonphotography.co.uk	020 8546 1165 photo@e-mayson.demon.co.uk
W4 Wedding Films – Amy & Chris www.w4weddingfilms.com	07913 898 964 contact@w4weddingfilms.com
Katlyn Sampson Photography www.katlynsampsonphotography.com info@katlynsampsonphotography.com	07393 942 975

Chair Covers & Venue Theming

Basically Balloons – Alison & Jo Couch www.basicallyballoons.co.uk	01932 880 283 enquiries@basicallyballoons.co.uk
Chair Dressing Company – Margaret & Chris www.chairdressingcompany.co.uk margaret@chairdressingcompany.co.uk	07736 241 641
Distinctive Elegance – Colleen www.distinctiveelegance.co.uk	01483 839 993 info@distinctiveelegance.co.uk
Chair Cover Dreams – Maxine www.chaircoverdreams.co.uk	01932 765 737 maxine@chaircoverdreams.co.uk

	Your Wedding Day PA – Beth www.yourweddingdaypa.co.uk	07789 221779 beth@yourweddingdaypa.co.uk
Cakes	Iced Innovations – Erica www.icedinnovations.co.uk	07833 760983 info@icedinnovations.co.uk
	Speciality Cakes – Sarah Hutchins www.specialitycakesknaphill.co.uk	01483 797 610 sarahhutchins12@gmail.com
	Stable Cottage Cakes – Lucy www.stablecottagecakes.com	07948 070 024 stablecottagecakes@gmail.com
Entertainment	Dovetail Quartet – Claire Wheeler www.dovetailquartet.co.uk	07904 567 972 mail@dovetailquartet.co.uk
	LR Disco Entertainment – Lee Russell www.lrdiscoentertainment.com	07799 643 889 russell996@btinternet.com
	Pyromania Fireworks Displays – James Reid www.pyromaniadisplays.co.uk	0800 135 7696 info@pyromaniadisplays.co.uk
	Platinum Fireworks – Tom Shine www.platinumfireworks.co.uk	07765 881 000 displays@platinumfireworks.co.uk
	Charismagic, Magician – Dan Alexander www.charismagic.com	07930 530 638 Dan@charismagic.com
	Rebeca Jones Harpist – Rebecca www.rebecajones.co.uk	01372 469 169 rebeca@rebecajones.co.uk
	Karizma Band – Talisha Karrer www.Karizmafunctionband.com	07956 150 479 karizmafunctionband@gmail.com
	Little Guest Care – Hayley www.littleguestcare.com	07917 694 711 info@littleguestcare.com
Hair, Make-up & Spa	Finishing Touches - Michelle www.foxhills.co.uk/spa	01932 704462 mhealy@foxhills.co.uk
	Hair by Lisa – Lisa http://instagram.com/hair_by_lisa	07808 933 986 hairbylisabotana@hotmail.co.uk
	Clare Pinkney Make-up Artist – Clare www.clarepinkney.co.uk	07761 304 924 info@clarepinkney.co.uk
	Foxhills Spa – Spa Team www.foxhills.co.uk/spa	01932 704 555 relax@foxhills.co.uk
Car Hire	Church on Time – Will www.churchontime.co.uk	0330 323 0173 info@churchontime.co.uk
	Clover Care Wedding Cars – Mark & Debbie www.clovercare.com	01483 479 579 mark@clovercare.com