

Derwent Manor Boutique Hotel is licensed to hold Civil Ceremonies and Civil Partnerships.

The Grand Hall up to 200 Guests

The Allensford Suite up to 180 Guests

The Garden Room up to 60 Guests

Hire Charge £400

All couples must contact Northumberland registrars direct to book their ceremony on 01665 602 870 or alnwickreg@northumberland.gov.uk

	THE GRAND HALL	ALLENSFORD SUITE	THE GARDEN ROOM
Ceremony	250	150	60
Wedding Breakfast	250	150	60
Evening Reception	350	200	60



- Room Hire until 12.30am
 (midnight Monday to Thursday
- Dedicated Wedding Co-ordinato
- Master of Ceremonies on your big day
- Arrival / Reception Drinks
 Bucks Fizz / Sparking Wine or Bottled Lager
- Sparkling Wine Toast Drink
- Three Course Wedding Breakfast

- One glass of House Wine during the Wedding Breakfast
- Cake Stand & Knife
- Menu tasting for the couple
- Suite for your first night as a married couple

	2024	2024	2026
Monday to Thursday	£79pp	£89pp	£105pp
Sunday (excludes bank holidays)	f90pp	£100pp	£115pp
Friday & Saturday* (minimum numbers apply)	£99pp	£110pp	£120pp
 Grand Hall 90/130*	Allensford 70/100*	The Garden	Room up to 60*

(Children under 12 priced from £27.50pp)

We offer 10% discount off our packages during December (excludes New Year's Eve)
& 20% discount during the off-peak season, November, January, February & March (excludes any Bank Holidays)

Swap your three-course Wedding Breakfast for Afternoon Tea on the above package from £55pp. (Only available Sunday to Thursday)



- Room Hire until 12.30am (midnight Monday to Thursday)
- Dedicated Wedding Co-ordinator
- Master of Ceremonies on your big day
- Choice of 3 Canapes
- Arrival / Reception Drinks
 Bucks Fizz / Sparking Wine or Bottled Lager
- Sparkling Wine Toast Drink
- Three Course Wedding Breakfast followed by Tea, Coffee & Chocolates
- Two glasses of House Wine during the Wedding Breakfast

- Cake Stand & Knife
- Hot Sandwich Evening Buffet for Day Guests (Buffet Upgrade £5pp)
- Menu tasting for the couple
- Suite for your first night as a married couple
- Resident DJ
- First Anniversary Return Stay Bed and Breakfast (subject to availability, in a standard double room

	2024	2025	2026
Monday to Thursday	£120pp	£125pp	£140pp
Sunday (excludes bank holidays)	£130pp	£135pp	£150pp
Friday & Saturday* (minimum numbers apply)	£140pp	£145pp	£160pp

arand Hall 90/130* Allensford /0/100

The Garden Room up to 60*

(Children under 12 priced from £55pp)

We offer 10% discount off our packages during December (excludes New Year's Eve) & 20% discount during the off-peak season, November, January, February & March (excludes any Bank Holidays



Join us from the night prior to your wedding.

- Premier Room for up to 4 Guests, including a bottle of Prosecco in your room
- Room Service Breakfast on the morning of your Wedding
- Room Hire until 12.30am (midnight Monday to Thursday)
- Master of Ceremonies on your big day
- Arrival / Reception Drinks
 Champagne / Cocktail or Premium Bottled Lage
- Three Course Wedding Breakfast followed by Tea, Coffee & Chocolates (Give guests 3 choices from each course)

- Choice of 5 Canapes
- Champagne Toast Drink
- Two Bottles of House Wine per table (Up to 12 tables)
- Cake Stand & Knife
- Menu tasting for the couple
- Suite for your first night as a married couple
- First Anniversary Return Stay Bed and Breakfast (subject to availability, in a premier double room)
- Dedicated Wedding Co-ordinator

	2024	2025	2026
Monday to Thursday	£145pp	£155pp	£170pp
Sunday (excludes bank holidays)	£155pp	£165pp	£180pp
Friday & Saturday* (minimum numbers apply)	£165pp	£175pp	£190pp

The Garden Room up to 60*

(Children under 12 priced from £55pp)

We offer 10% discount off our packages during December (excludes New Year's Eve) & 20% discount during the off-peak season, November, January, February & March (excludes any Bank Holidays)



- Ceremony from 4.00pm onwards
- Room Hire until 12.30am (midnight Monday to Thursday
- Dedicated Wedding Co-ordinator
- Master of Ceremonies on your big day
- Arrival / Reception Drinks
 Bucks Fizz / Sparking Wine or Bottled Lage
- Cake Stand & Knife

- Hot Sandwich Evening Buffet for Day Guests (Buffet Upgrade £5pp)
- Resident D.J.
- Standard Double Bedroom for your first night as a married couple

	2024	2025	2026
Monday to Thursday	£55pp	£60pp	£70pp
Sunday (excludes bank holidays)	£65pp	£70pp	£80pp

(Children under 12 priced from £27.50pp)

Explyive Atire

Upgrade your wedding to have exclusivity of all three of our function rooms during your special day.

	2024	2025	2026
Monday to Thursday	£2000	£2500	£3500
Sunday (excludes bank holidays)	£5000	£6000	£7000
Friday & Saturday* (minimum numbers apply)	£7000	£8000	£9000

Please note the above prices are on top of one of our package prices.

We offer 10% discount off our packages during December (excludes New Year's Eve) & 20% discount during the off-peak season, November, January, February & March (excludes any Bank Holidays)

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	2024	2025	
anday to Thursday	£165	f170	

Monday to Thursday	£165	£170	£179
Sunday (excludes bank holidays)	£170		£189
Friday & Saturday	£189	£195	£210

Medding Menry

SIMPLE BUT PERFECT

Please choose one starter, main & dessert for all guests, with the exception dietary / allergy requirements.

Starters

- Chef's Homemade Seasonal Vegetable Soup (V
- Chargrilled Bruschetta, Feta, Rocket & Chilli Oil (V
- Chicken & Cognac Pate, Brioche & Spiced Fruit Chutney

Mains

- Braised Northumberland Beef or Chicken Breast Seasonal Vegetables & Rich Pan Gravy
- Peppered Goats Cheese wrapped in Filo Pastry, topped with a Creamy Leek & Parmesan Sauce (V)
- Pan Seared Salmon topped with a Tomato & Basil Sauce Served with Roasted Baby Potatoes

Desserts

- Sticky Toffee Pudding, Butterscotch Sauce & Vanilla Ice Cream
- Vanilla Cheesecake topped with Fresh Berry Compote
- Warm Chocolate Brownie, Chocolate Sauce & Vanilla Ice Cream
- Selection of Ice Creams

ABSOLUTELY ALL-IN

Please choose one starter, main & dessert for all guests with the exception dietary / allergy requirements.

Starter

- Chef's Homemade Chicken & Sweetcorn Soup
- Slow Roasted Mediterranean Vegetable & Caramelised Onion Tart, Cherry Tomato & Red Pesto (V)
- Smoked Salmon & Prawn Parcels, Lemon Chive & Crème Fraiche

Mains

- Braised Northumberland Beef or Chicken Breast, Seasonal Vegetables & Rich Pan Gravy
- Slow Cooked Lamb Shank, Tender Stem Broccoli & Creamed Mash
- Mixed Vegetable Gratin (V) (VE)

Dessert

- Sticky Toffee Pudding, Butterscotch Sauce & Vanilla Ice Cream
- Chocolate & Mandarin Tart & a Quenelle of Chantilly Cream
- Trio of Cheesecakes (strawberry, chocolate, vanilla, lemon)
- Selection of Ice Creams

INDULGENCE PACKAGE

Please give your guests the choice of three starters, mains and desserts.

Starter

- Chef's Homemade Roasted Red Pepper & Tomato Soup (V
- Beef Carpaccio with Rocket & Parmesan Flakes, Drizzled with Lemon Oil
- Asparagus, Parma Ham, Boiled Duck Egg topped with Saffron Hollandaise
- Goats Cheese, Pickled Beetroot
 & Black Olive Bon Bons (V)

Mains

- Rare Breed Pork Chops, Savoy Cabbage, Black Pudding Mash & Cider Jus
- Slow Cooked Lamb Shank, Tender Stem Broccoli & Creamed Mash
- Butternut Squash Souffle topped with Sage (V)

Desserts

- Raspberry Shortcake & Clotted Cream
- Chocolate & Mandarin Tart & a Quenelle of Chantilly Crean
- Trio of Cheesecakes (strawberry, chocolate, vanilla, lemon)
- Citrus Crème Brulee
- Northumberland Cheese & Biscuit Selection

Weddings booked throughout December will be given the choice of a festive menu.



Choose your buffet...

Hot Sandwich Buffet (choice of 2 meats per buffet) from £19.95pp

Cold Finger Buffet from £20.95pg

Hot Fork Buffet (choice of 2 mains & 3 sides) from £23.95pp

Hog Roast (minimum of 80 quests) from £27.95pp

Children's Buffet from £9.95pp

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	2024	2025	2026
Based on 6 Hours	£360	£370	£380
Extra Hour(s)	£55	£60	 £70



- Additional arrival drinks from £5.95pp
- Wine by the bottle from £24
- Upgrade your toast drinks to Champagne from £5.95pp
- Upgrade your arrival / reception drinks to a cocktail from £6.95pp
- Three choice canapes from £9pp

- Upgrade your wedding breakfast to a choice menu for your guests from £8pp
- Add tea, coffee & chocolates to your Wedding Breakfast from £3.95pp
- Upgrade your bedroom to a suite from £200
- Five choice canapes from £15pp
- Add a sorbet course from £5pp

MORE THAN JUST THE WEDDING DAY

Get your family and friends together early and indulge in a pre-wedding meal in our fabulous restaurant, or choose the option of a private dinner in our Garden Room* to celebrate the upcoming big day. Contact our Wedding Sales & Events Team today, the possibilities are endless.

*subject to availability

LATE AVAILABILITY

We offer 10% off all of our wedding packages if booked within 6 months of your wedding date '

We offer 10% off all of our wedding packages if booked within 6 months of your wedding date*

*Subject to availability, not in conjunction with any other offer, term & conditions apply.

TERMS & CONDITIONS

Provisional Bookings

We are happy to hold a date provisionally for 14 days, with no obligation. We reserve the right to release a booking any time after this period. If we do not receive deposit, the date will be released back onto sale.

Confirmation

If you wish to go ahead and confirm your booking, we require a £1000 nonrefundable deposit. Following this you will receive a payment plan:

12 months prior 20% of remaining balance 6 months prior 50% of remaining balance 3 months prior 75% of remaining balance 1 month prior 100% of remaining balance

For late availability bookings, following deposit payment, 50% of your remaining balance will be due halfway between the booking time and the actual wedding date and then full balance one month prior to the wedding.

Accommodation

As part of your package you will receive a number of discounted bedrooms, this will vary for specific days, please see bedroom pricing insert for each day. For a guest to secure their room they must provide credit/debit card details, which will be used in the event of a no show. For any additional rooms booked over your allocation, these will be sold at the Best Available Rate for that day. Any unallocated rooms will be released back into sale one month prior to the wedding.

Price

Our Wedding Sales & Events team will inform you of any price changes to your contract (if any) during your payment plan. Once you have paid your deposit and signed your contract, this is your minimum payment, you cannot decrease from the numbers signed for, you can only increase. The minimum chargeable numbers shown on the contract will apply.

Payments

Payments can be made via telephone, in person or BACS. If you are paying by transfer please do allow enough time for payments to clear and reference your payments with both names and event date.

Wedding Insurance

Although it is not a service provided by the hotel, we would recommend all couples to take out wedding insurance, which will cover all areas of your big day.

Damage

Derwent Manor Hotel reserve the right to charge any individual or group for any damage wilfully caused to the hotel or its contents. Clothing, personal property or gifts - Derwent Manor Hotel cannot accept responsibility for items left in the hotel or private cars. No liability can be accepted for property, gifts or cars damaged or lost at the hotel. All of your property must be removed on the evening of your function, unless arrange in advance.

Cancellations

In the event of a cancellation, the following charges will apply:

- More than one years notice -Loss of deposit
- Between 12 & 9 months' notice 25% of total balance
- Between 9 & 6 months' notice 50% of total balance
- Between 6 & 3 months' notice -75% of total balance
- Less than 3 months -100% of total balance

Following all cancellations the £1000 deposit will be retained, this is deducted from any other value owed. The cancellation charge must be paid within one week of cancellation.

Postponement or Change of Date

A change of date or postponement of the wedding will be treated as a cancellation and as such, the cancellation policy will apply. Payments cannot be transferred to alternative dates. The Hotel cannot make any commitment regarding availability of alternative dates.

Catering

The hotel must provide all catering for both daytime and evening events. We do not hire rooms out on a selfcatering basis.

A meal must be provided for each guest attending an event.

FREQUENTLY ASKED QUESTIONS

Who is my contact on the day?

Our Wedding Sales & Events team will assist you in all meetings right up until the big day and then you will be assigned a Wedding's Duty Manager, who will look after you on the day, along with the hotel team.

Will you provide a Toast Master?

Your assigned Wedding's Duty Manager will act as your Toast Master, unless you wish to appoint a family member or friend to do this.

Bar Closing Times

The bar will close at 12.30am midnight, entertainment will end at 1.00am (Monday to Thursday). Unless otherwise agreed with the Wedding Sales & Events team. After this time, only residents can be served in the Hotel, providing they have an open room account.

What time is breakfast?

7.00am-10.00am Monday to Friday

8.00am-10.00am Saturday and Sunday

Check-in/out times

Check-in is from 3.00pm

We cannot always guarantee early check in, however, if we can 1.00pm is the earliest and is charged at £10 per hour

Check out is 11.00am

Can we throw confetti?

Confetti is permitted to be thrown in the outside areas only, and this must be biodegradable. Derwent Manor Hotel reserves the right to levy an additional charge to cover the clearing costs should you or any person invited by you or present on your behalf fail to comply with these regulations.

What age are children classed as?

Under 12 years – menus can be discussed with the team, of they can have a half portion of the adult choices

Can I use candles?

Any candles used on the day must be provided in containers high enough to cover the flame, or be correctly installed on candelabras Any arrangements that do not meet these requirements will not be lit on the day.

How many people can I sit round a table?

Round tables will seat up to 8 guests for your wedding breakfast and up to 10 guests for your evening reception.

How do we provide the wedding music?

Wedding music must be provided to the hotel on a phone, iPad or device which is compatible with a Bluetooth speaker or AUX cable. Please give clear instructions on the order you would like your songs played.

X2 Guests seating X1 Aisle song

X2 Signing register X1 Exit song

Will there be any other events on, on the same date?

Yes we can run up to 3 functions on the same day, unless you wish to pay for exclusive use of our function rooms.