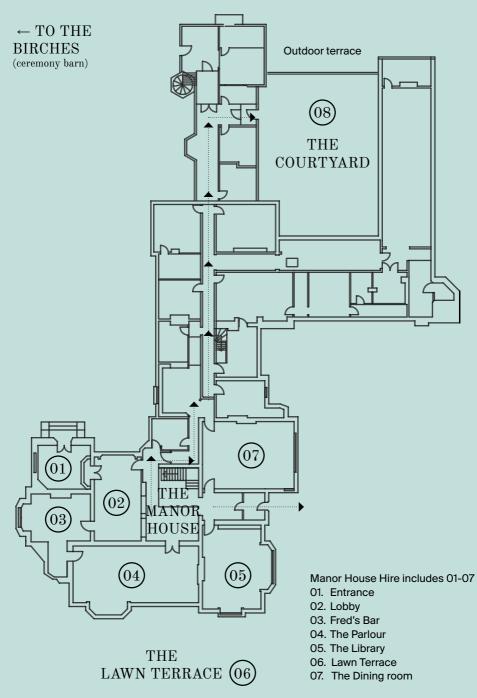
# THE DETAILS



08. The Courtyard

# CEREMONY

**Civil Ceremony:** The registrar for this area is Solihull – 0121704 8002 **Local Church:** C of E, St Mary & St Bartholomew – 01675 442 339 See our recommended celebrants in our Little Black Book

Please make sure you have booked the ceremony yourself with the registrars or church or a celebrant.

# TIMINGS

Civil Ceremony	30 minutes
Church Ceremony	1 hour
<b>Reception Drinks/Photos</b>	1.5 hours
Wedding Breakfast	2.5–3 hours

Weddings without manor house hire will exit Manor House & terrace by 5pm latest Evening reception must finish at midnight

#### Suggested Itinerary:

Church Ceremony	1pm
Civil Ceremony	2pm (£200 charge for earlier ceremony, see contract)
Reception Drinks	2.30pm – 4pm
Wedding Breakfast	4.15pm – 6.30pm/7pm
Evening Reception	7.30pm – midnight
Night cap for residents only	Midnight-1am

#### Co-ordinating your guests:

We have an on-the-day coordinator to usher your guests from place to place and facilitate your timings. You'll have one coordinator for the day and one for the evening. To announce your arrival into the Courtyard for your wedding meal, or to announce speeches, please nominate someone in your family/bridal party to do it or hire a toastmaster.

# SUPPLIERS

We require all external suppliers to provide a public liability certificate of  $\pounds$ 1.5 million before they are allowed on estate. We do not accept external food or drink suppliers, apart from ice-cream. Performers must also supply PAT certificates.

# FAQS

Please scan our QR code on right for our most updated version. Also see following pages.



↑ PLANNING GUIDE

# FOOD

Food tasting:	You'll receive an invite about 6 months before your wedding. You'll be offered a choice of two food tasting dates - these are set about 3-5 months before your wedding, held on Monday nights only. One complimentary tasting for two guests only is included in your package. The wedding tasting night is served like a restaurant night; with a group of wedding couples invited at the same time. Therefore we can only offer set dates and cannot accommodate dates at your request. If you cannot make the wedding tasting date, you would be choosing to forego the opportunity for a wedding tasting altogether. We are unable to accommodate extra guests.
Menu choices & dietaries:	Our menus change bi-annually. You'll be required to choose a set menu after your wedding tasting; one starter, one main and one dessert for all the table. A vegetarian option is also available as a second choice for starter and main. Choice upgrades start from £10: If you'd like to add in a third choice to your starters/mains or a second choice for your dessert, this is £10 starter, £15 for main, £10 per dessert or £30 for 3 courses and these are prices per person, applied to the full number guests, not just those having the extra choice. (2025 guide price only - please check your year's price at your tasting). Extra courses are also available to add on. All our in-house dishes can be adapted for dietaries. Aktar's Asian menus only offer basic dietaries eg vegan and gluten/ dairy free. For other dietaries, we can offer alternative curry dishes cooked by our own Manor team.
Pescatarians:	If you don't choose a fish option as your main option, pescatarians are offered a vegetarian option. You can opt to upgrade to the Choice Menu to include a fish option but the upgrade is applied to all adult guests at the table.
Bespoke menus:	If you'd like to create a bespoke menu, this occurs after you have done our regular tasting and includes a second tasting for two. Pricing starts at £2500 for full menu development and testing. Adjustments can be made to our set menus on quotation.
Evening food:	Evening food is one set menu for all guests, with a vegetarian option. A second choice is £20 per person, applied to total of all evening guests.
Canapés:	Three canapes per person are included. You can opt to double this for a price upgrade.

Suppliers food:	Suppliers present during daytime are served a 2 course version of your wedding meal at price on application. Suppliers during evening are served the same as your evening food at same price as your evening guests.
Wedding cake or alternative:	You can provide your own cake for the wedding or an alternative sweet treat for display such as cupcakes or doughnuts or a cheese tower. For other served desserts, these must be purchased through us as an extra course with the evening food.

## DRINKS:

Bar closure:	We close the Courtyard bar at midnight. Once non- resident guests have exited, we will open the Library bar for overnight residents only, for another hour. If you want to stay up later than that, guests can order some bottles; we will close the Library bar but guests can continue to sit in the Parlour with these pre-ordered bottles. If you anticipate going into the early hours, we advise that bedrooms Lord Mowbray, George Fentham and De Mountford are part of the late night party as they are directly above the Parlour.
Alcohol:	If guests are seen to be drinking alcohol other than those purchased at the hotel, this will be confiscated.
Non-alcoholic options:	Elderflower spritzers are served during drinks reception. During meal reception, guests are offered 3 bottled soft drinks instead of wine.
Bar tab:	We can set up the bar tab at your instruction. You can direct the time for the bar tab. Eg only during evening or afternoon reception or only during wedding meal. You can direct what you'd like to include/exclude from bar tab. Eg only wine/beer, no double shots.
Corkage:	From £35 per bottle (2025 guide pricing). If you have a specific wine/champagne you'd like for your wedding day, we can buy these wines in and these will be charged at bar prices (not retail prices).
Champagne towers:	If you'd like a champagne tower, we request you hire in your own glasses due to breakage potential. You'll need to purchase the bottles of Champagne or Prosecco from us.
Bespoke choices:	If you'd like to serve a spirit /liqueur/bottle that is not on our list, you can do so by purchasing a whole bottle. This will be priced at bar prices, rather than retail prices. You can then sell this at the bar to recoup your costs and take home any leftovers.
Cocktails:	To serve cocktails, a set number of cocktails must be pre- paid and pre-ordered before the wedding as they are pre- batched to allow for fast service at the bar. If you prefer, you can then sell this at the bar to recoup your costs. However, any cocktails pre-ordered but not purchased at the bar will remain on your bill. Prices will be charged according to live menus on date of your wedding.

### GUESTS

Final numbers:	You can wait to confirm your final numbers until 4 weeks before the wedding but no later. If there is any drop to guest numbers within 10 days of wedding (or at any time, below your minimum number), these guests will be charged in full.
Evening guests:	We can host a maximum of 170 evening guests on site. We recommend you have a quick purchase wine/beer station to alleviate queues at the bar if your guest numbers are over 130.
Children:	<ul> <li>Chargeable for extra guests beyond your minimum number adult guests, according to contract.</li> <li><b>0-2 years:</b> No charge, on the basis that parents bring their own food for their infants. We have 5 high chairs available, 4 booster seats.</li> <li><b>2-12 yrs:</b> Includes a 3 course meal and soft drinks package.</li> </ul>
Max numbers children:	Maximum 10 if you have not booked evening manor house hire extension.
Child minding:	You are welcome to book your own child minder to look after children in their bedrooms if they are not joining the meal/ evening party. If you have extended manor house evening hire, childminders can also look after/feed children in the manor house.
Dogs:	Dogs are welcome for a photo opportunity after the ceremony. After that, no dogs are allowed into the Manor House or into the Courtyard for the wedding meal. For couples staying the night before, the cottage is dog-friendly but our other rooms do not accept dogs. There are a couple of very local dog hotels: inthedoghousesolihull.com thehamptonspethotel.co.uk
Ushering guests:	We have on-the-day coordinators to usher your guests from place to place and facilitate your timings. To announce your arrival into the Courtyard for your wedding meal, or to announce speeches, please nominate someone in your family/bridal party to do it or hire a toastmaster.
Guest arrival before ceremony:	Your exclusive use does not start til 1pm. However, if you'd like guests to arrive earlier, the Library bar will be open from 12pm for you. You can do a pre-order of set numbers of welcome drink, pastries or sausage rolls if you'd like to greet guests with a snack.
Disabled access:	If required, please request that our disabled ramps are placed onto the entrance steps into the Manor. Within the manor, there are no required steps for reception/meal.

## PHOTOGRAPHY:

Rainy weather options for group photos during afternoon:	We have three options and we advise you to choose one so we can best prepare for you if the forecast is for rain and please let your on-the-day coordinator know with 24 hrs notice so we can prepare for you. If its not raining, its best to leave the furniture as per usual to provide more atmosphere to your setting. The Birches offers a plain backdrop for group photos. We can clear some chairs for you after the ceremony if required. With advance notice (the day before) we can clear one area in front of the fireplace in the Parlour OR the Library.
Evening photography:	If you have not hired the Manor House for the evening, there will be no access to the Manor areas or lawn/clocktower terrace after 6pm for photos. This includes no photos on lawn terrace, Manor lobby area, staircase, Parlour, Dining Room, Library, Games room, Manor house entrance as we will have other guests arriving. If you'd like to take couple portrait photos indoors after 5pm, you can use the honeymoon suite and upstairs of the manor house. Upstairs, in front of the grand chandelier is a beautiful option.
Golden hour portraits:	<ul> <li>Photographers often want to capture 'golden hour' (around 3-4pm Dec-Feb, 8pm in May-July, 7-730pm Apr/August, 6pm September, 5pm October/March).</li> <li>After 6pm Apr-Oct, if you haven't opted for evening manor house hire for all day exclusive use, we can permit access for couple and photographer only onto the lawns, but not the raised clocktower terrace for golden hour. We recommend the avenue behind the line of trees at the bottom of the lawns for best evening light as an alternative option.</li> <li>During winter months, you are likely to be able to access the lawns &amp; terrace after 6pm but our Manor house evening booking will have precedent. (However, they often don't require outdoor drinks receptions during winter).</li> <li>Please be aware, during summer months, there will be another group of guests on the lawn terrace if you haven't opted for evening manor house hire for all day exclusive use.</li> <li>We do not stop dinner service for golden hour photography but if you'd like us to save your dessert til you are back, please let your on-the-day coordinator know in advance.</li> </ul>

# **STYLING & DETAILS**

What is included?	Napkins, tablecloths, chairs, tables, cutlery, crockery, glassware are all included. We have two easels for table plans/welcome signs to fit A1. We have one wooden card box (14 x 10 x 4 inch).
What is not included?	You'll need to provide your own stationery for your table plan, table numbers, place names. You'll need to provide your flowers and styling, your own candles, with drip plates.
Can Hampton Manor set up my tables for me?	Hampton Manor will set up tables, chairs, cloths. We don't set up any table decorations for you but we will set out table menus, place cards and favours.
Table layout:	Please see pictures of our recommended layouts at www.hamptonmanor.com/wedding-planning. This includes lengths/sizes of the tables.
Table plan:	We have an easel for the table plan to be displayed on. It is best suited for A1 size. Please provide your own plan.
Table linen:	We provide tablecloths and napkins. If you choose to provide your own table linen we would need to receive this the night before the wedding. We don't provide a steam iron service for hired cloths.
Table stationery/favours:	The hotel policy is that we do not allow alcoholic miniatures. Table stationery and favours can be delivered the night before and we will position all items on the tables. We ask that items are organised by table and boxed/bagged up separately.
Table menus & place cards:	Please provide your own table menus and place cards. We request these are provided in the order of guest seating. You will be required to submit all table plan details by 4 weeks prior to the wedding. We will take care of placing all table stationery and favours on the table for you.
Table numbers:	We have some basic table number stands to hold card numbers but most couples provide their own to match their own styling. Please provide your own table name/ number cards.
Ceremony chairs:	If you are having an outdoor ceremony, you must hire in your own chairs. Please arrange delivery for morning of the wedding and no sooner. Our ceremony chairs cannot be moved to the Courtyard for your wedding meal.
Courtyard chairs:	Our own courtyard chairs are provided for the meal. If you are hiring in your own chairs, please book these to arrive the morning of your wedding and not before.

Candles:	For the Birches, they must be LED candles. Open flames are allowed in the Courtyard. These must have candle plates below them to make them drip safe.
When will the rooms be ready to decorate?	The rooms will be ready as soon as feasibly possible, allowing for the event of the previous day. The Birches and Manor can be accessed in the morning. The Courtyard tables are set up overnight so will be ready for the morning of your wedding. Cutlery/glasses may not be laid til later in day. Stylists can gain early access for set up from 8am. We cannot grant Courtyard access the night before, until the week of the wedding, as we are likely to have another booking in the space. We ask that your stylists are ready and cleared up by one hour before the ceremony in the Courtyard at the latest and two hours before the ceremony in the Manor house and The Birches.
Can you move my flowers from the ceremony room to the Courtyard/ Manor?	We ask that the florist or stylist looks after any movement of flowers if you need to move them from the ceremony room to the main house. Our team will be serving your guests.
Can we attach or hand decorations from the wall or ceilings?	We do ask that nothing be attached to the walls. In the Birches, (the ceremony room), decor cannot be hung from the lights. We have two high hooks at front of Birches to hang any light floral backdrops, behind where you say your vows. In the Courtyard, florist items and styling can be hung from the ceiling with prior arrangement. There are some hooks in place in the ceiling which allow your florist to hang very light weighted arrangements. For heavier items, your florist will need to sign a waiver to cover any damage to our blinds. Please notify us if this is your plan. Your stylist will be required to bring in their own ladder/scaffolding for any hangings and this will need to be done before 8am.
Confetti:	Due to the gardens we ask that paper confetti is not used. If non-permitted confetti is used, there will be a £200 cleaning fine. Dried or real petals are permitted but must be located outside The Birches only. We do not allow confetti canons.
Aisle flower petals:	Aisle flower petals are allowed as long as they stay indoors.
Signage:	We have two wooden easels for A1 signs for standing signs/ table plans. We also have a hanging sign near the white gated entrance of the Manor House car park that says 'Our Wedding'. If you want to provide your own signboard we can hang this for you.



#### What do you recommend for decorating the Birches?

Our floral decorative ceiling lights are permanent. If you would like to change the florals, this costs  $\pounds1500$  to change over, subject to us being able to book our florist to remove, rehang and refresh them.

Often couples will line the aisles with flowers and place an arch/columns/pedestals/ floral hanging at the end of the room to act as a backdrop, behind where you say your vows. There are high hooks just in front of the back wall, to allow for a light floral hanging backdrop. If you would like to place candles down the aisle, these need to be LED candles. Please note, our team are not available to move any floral arrangements around the building for you. If you would like them moved from Birches to Courtyard, please arrange this with your florist.

#### What extra areas could we decorate?

Many couples may just decorate the ceremony room and courtyard tables. Others also choose to decorate the porch entrance outside, the shelf above the Maker's Table in the lobby (see above), the staircase. If you'd like to decorate any of the fireplaces in the Manor House, please let us know - we may have our own florals on these and we'd need to arrange to move them. There is a charge of £150 for our florist to redress them.





What does your easel and cake stand looks like? Please see above. We have two easels.

#### Cake cutting:

We can provide a cake stand and knife. The cake stand (see pic above) is white ceramic, 30cm wide. For larger cakes, your cake maker will need to supply one. Cake cutting is usually done in the centre of the Courtyard, just before the first dance. If you have smaller guest numbers, some couples choose to do this in the lobby under the staircase, if you have hired the Manor house for the evening.

#### Christmas decor:

From last week of Nov-first week of January, the staircase, Maker's Table shelf and fireplaces are already festively decorated, with a wreath on our front door. The Lobby and Courtyard will also have a large Christmas tree, already decorated. Our festive decorations cannot be changed.

#### What does your tableware look like?

See below for our picture of our cutlery, glasses and plateware style. Our plates are handmade off-white pottery, with a fine speckle. You can also hire in your own. (Menus and place names shown in the picture are not included).



### BEDROOMS

Check-in/out:	Check-in is from 3pm for all bedrooms. Check-out is at 11am. Early check-ins are not offered but we can try to prioritise 2 bedrooms to have ready first, with the aim of them being ready for 2pm (please understand this is never guaranteed however).
Arrival and getting ready:	For arriving guests, we do not offer a changing room, apart from the rest rooms. The rest rooms are roomy enough for a couple of guests to change in or freshen up but we recommend that guests arrive ready for the ceremony. Access to bedrooms will be from 3pm so most guests check in during the drinks reception or after the meal. Guests can drop their bags earlier before the ceremony for us to place in bedrooms. If you want to get dressed and ready at the Manor, you will need to book the Cottage or bedrooms for the night before, subject to availability, if you have not already booked it.
Extra bedrooms the night before the wedding day:	If the night before the wedding is a Thursday-Monday, extra manor bedrooms for night before wedding are only available to book 4 months before the wedding, subject to availability. If the night before the wedding is a Thursday, extra manor bedrooms are available, from point of contract, if you book all 15 bedrooms and a private dinner for 30as a package. Otherwise, you are best to book the cottage if you'd like to secure rooms for the night before, at an earlier stage. At 4 months, you can also book the 4 bed cottage the night of your wedding, subject to availability. (See following pages)
Disabled access:	If required, please request that our disabled ramps are placed onto the entrance steps into the Manor. We have one room (Rollason) with disabled access on the ground floor. Within the manor house, there are no required steps for reception/meal.
Bedrooms in package:	We have 15 bedrooms in the Manor House, including the honeymoon suite. We do not accommodate extra adults within the bedrooms.
Beds for children:	We have a maximum of four extra folding beds and five travel cots for any children that are staying with parents. The folding beds are not suitable for adults. We advise older teenagers may prefer a room rather than a folding bed. A child supplement applies for folding beds – this is £30 inclusive of breakfast per child, per room, per night (2025).
Cots:	Cots are complimentary but don't include breakfast for the infant. They come with a mattress, sheet and light blanket.

Breakfast:	Buffet style cooked breakfast is included in the rates and is served within our Dining Room or an alternative function room, subject to availability. We can receive up to 40 guests if you'd like to invite extra guests - they will be charged breakfast on your final invoice. Your breakfast room will be exclusive to you but the Manor House is open to other guests from the morning after your wedding as exclusive use ends at midnight.
Damage costs:	Any damage to the bedrooms will be added to your bill. At your discretion, you may ask your guest to pay for any damage instead. If they are unwilling, the damage costs remain with you, as per your contract.
Bedroom allocations & payments:	You will be required to fill in our bedroom spreadsheet to let us know which guests you'd like in each bedroom. If you'd like your guests to contribute to their room payments, this can only be done once you have allocated all bedrooms. Please email us to let us know you have completed your allocations. After this, guests can call us to pay direct with us for their bedroom. You are not required to collect the payments yourselves but we do require you notify your guests to call us. Any rooms not paid for within one month of the wedding will be placed back on your invoice and you'll be required to collect any outstanding payments yourselves from your guests.
Toiletries in room:	All rooms are supplied with body wash, shampoo, conditioner, body and hand lotion, including haircare options for afro hair. If guests take away toiletries, they will be charged the bottle prices. If guests don't pay for these themselves, they will be placed on your tab so please do notify them.
Gifts in bedrooms:	If you'd like to place gifts or hangover kits in the bedrooms, we can lay these out for you. Please drop them to us by 10am, the morning of the wedding.
Cottage:	See following pages for specific details around Cottage bookings.

COTTAGE:	Available only for those who have booked it at signing of contract, as an additional extra.
	If you haven't booked the cottage at point of contract, it will have been released for general sale. You can still enquire to book it at later point, subject to availability.
Number of cottage beds:	4 super king size beds, sleeping 8. There are two main cottage bedrooms and two coachouse rooms. The coach house rooms adjoin the main house but have their own separate entrance, should the someone want to stay there without seeing the guests in the main rooms. The two main bedrooms can be twinned but beds will stay next together, rather than separated. The two coach house bedrooms cannot be twinned. We can fit in a folding bed into the main suite (or downstairs if more than one is needed), at chargeable cost. Folding beds are not suitable for adults, for children only.
Cottage check in/out times:	As you'll have a late check out of 2pm, there is also a late check in at 5pm. We kindly ask you to have your bags packed and labeled. We will then transfer them to your Manor bedrooms whilst you are at your ceremony.
Cottage guests dinner night before:	If you'd like to organise some food for the night before your wedding, you can either book a meal in one of our restaurants (6pm only for tables larger than 6) or we can deliver grazing plates or a more hearty meal two course meal for you. There is also an Aga cooker if you want to cook your own - please let us know if you do as we'll turn the Aga on for you - it takes a day to heat up.
Breakfast in cottage:	We'll deliver continental breakfast to your door, along with hot breakfast baps. If you have also booked it for the night of your wedding, your guests will join you for breakfast in the Manor for the morning after your wedding. Breakfast for up to 8 is included in your booking price, for each night you have booked.
Kitchen in cottage:	The cottage is fully equipped for cooking - the cooker is an Aga cooker so please let us know if you'd like it turned on for your use as it does take a day to fully warm up. There is a microwave, dishwasher, two fridges and fully stocked cupboards of serving plates, cutlery, glassware etc.

## TRANSPORT:

Car parking:	Parking is complimentary. We have 14 spaces in the car park outside the Courtyard, 32 outside the Manor House, 15 on the grass verge area (total 61). The car parks outside our restaurants are reserved for restaurant guests only.
Reserving spaces:	We can rope off half the car park for you on the morning of the wedding to prevent your guests parking in front of the manor house. We cannot guarantee there are no cars parked, subject to your guests or any breakdown issues from cars the night before, but will endeavour to keep it clear! If you choose to rope off part of the car park, please consider you are limiting your available car park spaces.
Electrical charge vehicles:	We do have electrical charging stations.
Buses and coaches:	A double decker bus or coach can fit along our entrance road, subject to number of cars parked to allow for turning space. Buses and coaches are not allowed to park on the road. They must have a dedicated parking space.
Umbrellas:	We do have some umbrellas, with our logo on, for the bride and groom. We cannot provide enough for the whole party so please ask guests to provide their own for walking to and from ceremony.
Estate bus:	Our electric estate bus seats 8. Please be aware that although we endeavour to escort you on the bus as required, to and from the ceremony, we only have one bus and no spare in the case of breakdown. The bus cannot leave the estate.
Taxis:	Uber is available in the area and there are several nearby taxi cars. Whilst we can order taxis, we are not responsible for pick ups or any delays.

# **MUSIC & ENTERTAINMENT**

Bands/DJs/Performers:	DJ, bands, performers must have insurance/liability cover and must finish by midnight. If they request details on our voltage, we have standard plug access.
Music in The Birches:	In the Birches, (ceremony room), you can link your own phone to the bluetooth speakers and play your soundtrack off your phone. As it'll be on a personal device, you'll have to arrange for a guest to control the music as our team will not be in the ceremony room. They will be on the other side of the curtain, ready to open the exit for you, as soon as the music starts. We do not have any speakers for keyboard etc.
Band set up for drinks reception:	If you require an acoustic set in the manor house for drinks reception, usually the best place is in the lobby area by the staircase. The two rocking chairs by the reading corner can be cleared to make space.
Outdoor music set up on the Lawn Terrace:	If your band require power outdoors for the drinks reception, they will need to bring their own extension cables and speakers, if they require them. We can hang a cable outside from the Library, Dining Room or Parlour.
Do you have any speakers on the outdoor terraces?	We have speakers on the courtyard outdoor terrace but not on the lawn terrace for the Manor house.
Band set up for evening reception in the Courtyard:	The band can set up after the meal. The band will use the turn around period between the meal and the evening reception. Usually, the area chosen for band set up is the back section of the courtyard, behind the curtains. If you are not using this space for your table seating, there is also the option for the band to set up before the meal.
Do you have sound limiters?	There are no sound limiters but we reserve the right to adjust volume on the rare occasion there is disturbance to the village.
PA system details:	We have one portable microphone, for use in the Courtyard only. We have an AUX connection should you want to connect your iphone or laptop to our sound system. We do not have any speakers for keyboard etc.
Background music:	If you have a Spotify playlist, if you make the list public, we can play it off our speaker system for you in the Courtyard or the Manor House. One of your guests should be put in charge of starting playlists. Alternatively, we can play our own manor soundtracks. For Courtyard announcement entry, we can play a soundtrack for you on Spotify and can agree this at your final details meeting.

Event lighting:	We do not provide production style or DJ lighting or coloured uplighters. Please book this with your DJ or band.
Fireworks:	These are permitted, but they must be arranged exclusively with one of our recommended suppliers. Fireworks must be Low Noise and be finished by 10pm at the latest.
Sparklers:	You may bring in your own sparklers.
Floating lanterns:	Floating lanterns are not permitted due to surrounding farmland.
Smoke/haze machines:	We do not allow smoke machines or haze as they do set off our fire alarms.
Lawn games:	We have a small range of lawn games available for you. These most likely include croquet, quoits, giant jenga.
Games room:	The Games room can be left open all day or closed for part of day, as you prefer. The interactive darts games in the games room are pay-by- turn (available from Apr 2025)
Fire pits:	If you'd like to add firepits to your celebration, these are $\pounds 25$ per fire pit for the wood. You can also add in a S'mores package, to include giant marshmallows, extra long skewers, chocolate biscuits, $\pounds 4$ per person or $\pounds 8$ with hot chocolate. Pricing is a guide pricing for 2025 only.