

Weddings

HIGHLEY MANOR HOTEL
RESTAURANT AND WEDDING VENUE



❖ Congratulations ❖

We would like to take this opportunity to congratulate you both on your engagement and the news of your forthcoming Wedding. We are delighted that you are considering Highley Manor as a venue for your celebrations. Your Wedding Day is one of the most important days of your life and it is our aim to ensure that you have many treasured memories of your special day.

In 1669 the Manor was home to the Shelley family. Romantic poet Percy Bysshe Shelley moved to Highley Manor in the early 19th century. Towards the end of the 19th century the manor fell into disuse and was eventually demolished with the present building erected in its place. In the high living 1920's Highley Manor achieved most of its fame and notoriety. Rumour has it that Edward Prince of Wales (the uncrowned Edward VIII) entertained Mrs Simpson at Highley. During World War II Highley Manor was used as a base for the Canadian Army and was later lovingly restored by its present owner.

Wedding Days at Highley Manor are based on exclusive use, meaning that the Hotel and its grounds are yours for your special day. The exclusivity makes for an intimate experience for you and your day guests with a private party for your evening reception.

The Bridal Suite with its four poster bed and balcony is included complimentary for your Wedding night within our three packages. We also offer an additional 18 bedrooms for friends and family to stay over at a negotiated bed & breakfast rate.

"Absolutely perfect venue for a Wedding. The staff here are amazingly helpful throughout the planning and on the big day. The venue was perfectly set out with everything clean, tidy and well organised. Food was fantastic and a well-priced bar. Cannot fault anything!"

– Mr & Mrs Chapman March 2018

"Has to be one of (if not the best) venues for a Wedding. Great attention to details, nothing is too much trouble, fabulous food and beautiful rooms. Worth every penny we paid."

– Ms. Moralee (Mother of the Bride) May 2018



Steeped in history and romance...

MAKING A BOOKING

First check with the Hotel that your chosen date is available. Make a provisional booking (which can be held for two weeks without a deposit), then you should make arrangements regarding the Wedding ceremony with your chosen Church or the Registrars.

A completed booking form with a signed copy of our terms and conditions should be returned to us. A deposit of £500 is required to confirm and secure your booking, with a further £500 due six weeks later.

Appointments with our Wedding Co-ordinator or Functions Manager can be made to discuss the finer details of your day, along with a final appointment around four weeks before your Wedding Day.

A final copy of your details plus an invoice will be sent to you after the final appointment. Final payment is due four weeks before your Wedding Day along with final guest numbers (and menu choices where applicable) and a table plan. Please note that minimum numbers will apply as outlined in your contract.

CANCELLATIONS

Your initial deposit totalling £1000 is non-refundable and non-transferable. Any confirmed Wedding reception that is cancelled within twelve months of the date booked will be charged a cancellations fee (a percentage of the estimated final bill) Once final numbers and payment have been received four weeks prior, no refunds or credit to any other services we offer will be given if numbers reduce. Please see our terms and conditions for more information. We strongly advise couples to consider Wedding insurance.

CIVIL CEREMONIES

Our Wedding suite has been approved by the local authority as being suitable for the staging of Wedding ceremonies and civil partnerships. The booking of the Registrar must be done in person with West Sussex Registrars; we advise that you do this as soon as possible. Registrar fees are not included in any of our packages; we are unable to book or make arrangements with Registrars on your behalf.

Registrar name: [West Sussex Registrars](#)

Telephone: 01243 624 122

Email: ceremonies@westsussex.gov.uk

✧ Bespoke Wedding Packages ✧

If any of our Wedding packages are not for you, why not let us plan a day that will be totally tailored to your needs. We can offer a great setting for a more intimate Wedding for 10 guests, to an evening reception for 150 guests and everything in-between. Our team will be happy to provide a quote, just let us know your requirements and guest numbers. Please note that either an exclusivity or room hire charge will apply depending on your choice.

All of our silver, gold and platinum packages for Wedding Breakfast, drinks packages and evening reception menu packages are priced per person to help you decide. Don't forget to add on an entertainment package.

SILVER WEDDING PACKAGE

FOR 60 DAY GUESTS and 100 EVENING GUESTS

- Your choice of reception drink from the silver drinks package
- 3 course Wedding Breakfast from the silver menu package (this includes a taster meal for the couple)
- Glass of red / white wine per person during the Wedding Breakfast
- Toast drink of sparkling wine to accompany your speeches
- Bacon and sausage baps with chips for your evening reception

- | | |
|---|---------------------------------------|
| Exclusive use of Highley Manor and grounds | Use of the Hotel cake knife and stand |
| Civil Ceremony License | Table linen and napkins |
| Functions manager to ensure the running of your day goes smoothly | Use of the Hotel dancefloor |
| | Complimentary Bridal Suite |

WEEKDAY £4,200 FRIDAY £5,100
SATURDAY £5,600 SUNDAY £4,600

Let us plan a day that will be totally tailored to you...



GOLD WEDDING PACKAGE

FOR 60 DAY GUESTS and 100 EVENING GUESTS

- Your choice of reception drink from the silver/gold drinks packages
- Choice of 3 canapés from the gold menu package
- 3 course Wedding Breakfast from the silver/gold menu packages (this includes a taster meal for the couple)
- ½ bottle of red / white wine per person during the Wedding Breakfast
- Toast drink of prosecco to accompany your speeches
- 6 item finger buffet for your evening reception (see the gold evening menu)

- | | |
|---|--|
| Exclusive use of Highley Manor and grounds | Use of the Hotel cake knife and stand |
| Civil Ceremony License | Table linen and napkins |
| Functions manager to ensure the running of your day goes smoothly | Use of the Hotel dancefloor |
| Resident DJ | Complimentary Bridal Suite with a bottle of prosecco |

WEEKDAY £5,500 FRIDAY £6,500
SATURDAY £7,000 SUNDAY £6,000

PLATINUM WEDDING PACKAGE

FOR 60 DAY GUESTS and 100 EVENING GUESTS

- Your choice of reception drink from the silver/gold/platinum drinks packages
- Choice of 6 canapés from the gold/platinum menu packages
- 3 course Wedding Breakfast from the silver/gold/platinum menu packages (this includes a taster meal for the couple)
- ½ bottle of House wine per person during the Wedding Breakfast
- Toast drink of champagne to accompany your speeches
- Hog Roast with your choice of 3 salads (from the platinum evening menu) or a 6 item finger buffet

- | | |
|---|---|
| Exclusive use of Highley Manor and grounds | Resident DJ and the dancefloor in a location of your choice (Shelley, Baronial, Reception etc.) |
| Civil Ceremony License | Table linen and napkins |
| Functions manager to ensure the running of your day goes smoothly | Complimentary Bridal Suite with a bottle of champagne |
| Use of the Hotel cake knife and stand | |

WEEKDAY £7,000 FRIDAY £8,000
SATURDAY £8,500 SUNDAY £7,500



Wedding Breakfast Menus

We are extremely proud of our quality of food here at Highley Manor. Only the best produce is used and sourced locally where possible. Our 3 course menu packages offer the most popular menu selections but are only suggestions for your guidance. Your own ideas are welcome and we are always happy to cater for any special requirements. Vegetarian, vegan and any other dietary needs are gladly catered for and we can discuss your requirements in advance. It is essential for you to notify us of any guests with special requirements before your final meeting (approximately four weeks before) so that we can arrange alternative options for them.

Menus may be extended with the addition of an extra course (e.g. soup, sorbet, fish, cheese etc.) Prices for this can be discussed. It is advisable to include your menu with your invitations so that guests can RSVP with any requirements they have.

There is a set menu for all guests, excluding those with dietary requirements. It is essential that you provide us with a record of your menu choice no later than four weeks prior to your event.

Any guest who suffers from any known allergies or intolerances should inform the Hotel. We cannot guarantee our produce is 100% free from allergies although every effort is made to ensure safe preparation.

CHILDREN

Children are classed as under 12 years old and are priced at £15 per child. This includes a 3 course child's meal with a soft drink as a reception drink. Please select one dish for each course to create a child's menu

Popular options for children include:

Melon with fruit coulis

Tomato soup

Carrot and cucumber stick with dips

Chicken nuggets chips and peas

Sausage, mash potato and gravy

Mini fish and chips

Chocolate brownie with ice cream

Trio of ice cream

Or a half sized portion of the adults menu

SILVER WEDDING BREAKFAST PACKAGE

Homemade soup of your choice

Chicken liver parfait with toasted brioche, mixed leaves and red onion chutney

Smoked mackerel pate with toasted bread, rocket and horseradish crème fraiche

Brie and cherry tomato tart with rocket and balsamic glaze

Duo of fanned melon with port syrup

Roast chicken supreme with crispy Parma ham, crushed new potatoes, white wine tarragon sauce

Roast pork loin with apple cider sauce, roasted potatoes, roasted parsnips and red wine jus

Chicken stroganoff with herby mashed potatoes and crispy parsnip

Grilled plaice fillet with buttered baby potatoes, white wine and dill sauce

Wild mushrooms and asparagus linguine with parmesan crisp and fresh rocket

All accompanied with seasonal vegetables

Traditional Eton mess with fresh berries

Crème brulee with berry compote

Lemon posset topped with ginger crust

Dark chocolate and orange tart with vanilla ice cream

Trio of ice creams with strawberry coolie and fresh berries

£30 PER PERSON

ADD CANAPÉS

PLEASE CHOOSE EITHER
Gold OR Platinum CANAPÉS

GOLD CANAPÉS

£3 PER PERSON

PLATINUM CANAPÉS

£6 PER PERSON

GOLD WEDDING BREAKFAST PACKAGE

Homemade soup of your choice

Ham hock and asparagus terrine with homemade herb infused bread

Sussex brie and cherry tomato tart with a pesto dressing and rocket

Chicken liver parfait on toasted brioche

Traditional prawn cocktail

Breast of chicken stuffed with a Sussex smoked cheese wrapped in Parma ham, mustard crushed new potatoes and a white wine cream sauce

Braised beef steak in red wine with creamy mash

Pork fillet wrapped in streaky bacon stuffed with sage and apple, sautéed potatoes and red wine jus

Fresh homemade ravioli filled with butternut squash and red onion topped with a cheese sauce and crispy parsnips

All accompanied with seasonal vegetables

Lemon and lime tart with vanilla ice cream

Chocolate brownie with toffee sauce and vanilla ice cream

White chocolate panna cotta with berry compote

Traditional Eton mess

£40 PER PERSON

UPGRADE FROM SILVER MENU
£10 PER PERSON

GOLD CANAPÉS

Coronation chicken cups

Prawn and chive vol au vents

Homemade Welsh rarebit

Balsamic strawberries with crème fraiche

Tortilla chips topped with avocado, onion and tomato

PLATINUM WEDDING BREAKFAST PACKAGE

Homemade soup of your choice

Chicken and tarragon pate with fruit chutney and pickled vegetables

Marinated roast vegetables and mozzarella gateau with a basil and pine nut dressing

Fresh salmon and dill terrine with dressed rocket and balsamic glaze

Smoked duck breast with a watercress and orange salad and mango salsa

Rack of lamb (served pink) with fondant potatoes and red cabbage

Homemade fillet of beef stroganoff on creamy mash topped with crispy parsnips

Pan fried duck breast with braised fennel, dauphinoise potatoes and caramelised orange sauce

Homemade spinach and ricotta cannelloni with rich tomato sauce and parmesan

All accompanied with seasonal vegetables

White and dark chocolate terrine with vanilla sauce and hazelnut praline

Mixed berry cheesecake with fruit compote

Poached pear in red wine with honeycomb ice cream and a brandy snap basket

Sticky toffee pudding with vanilla ice cream and warm toffee sauce

£50 PER PERSON

UPGRADE FROM SILVER MENU
£10 PER PERSON

UPGRADE FROM GOLD MENU
£20 PER PERSON

UPGRADE FROM GOLD CANAPÉS
£3 PER PERSON

PLATINUM CANAPÉS

Coronation chicken cups

Prawn and chive vol au vents

Homemade Welsh rarebit

Balsamic strawberries with crème fraiche

Smoked salmon and crayfish roulade

Chicken liver parfait in a pastry cup

Roasted marinated vegetables mini tartlets

Tortilla chips topped with avocado, onion and tomato

Drinks Packages

SILVER DRINKS PACKAGE

£12 PER PERSON

Reception Drink: Glass of Bucks Fizz,
Mulled Wine or Mulled Cider

Wedding Breakfast: Glass of Red / White

Toast Drink: Glass of Sparkling Wine

GOLD DRINKS PACKAGE

£16 PER PERSON

Reception Drink: Glass of Prosecco or Pimms
(or options from Silver package)

Wedding Breakfast: ½ Bottle of Red / White

Toast Drink: Glass of Prosecco

UPGRADE FROM SILVER PACKAGE

£4 PER PERSON

PLATINUM DRINKS PACKAGE

£22 PER PERSON

Reception Drink: Glass of Champagne
(or options from Silver / Gold)

Wedding Breakfast: ½ Bottle of House
Wine per person

Toast Drink: Glass of Champagne

UPGRADE FROM SILVER PACKAGE

£10 PER PERSON

UPGRADE FROM GOLD PACKAGE

£6 PER PERSON



Evening Menu Packages

SILVER EVENING PACKAGE

£10 PER PERSON

Bacon and sausage baps served with chips to accompany your Wedding Cake

GOLD EVENING PACKAGE

£13 PER PERSON

6 ITEM BUFFET TO ACCOMPANY YOUR WEDDING CAKE

Filo prawns with sweet chilli sauce

Homemade sausage and apricot rolls

BBQ chicken drumsticks

Brie and tomato open sandwiches

Fish goujons with tartare sauce

Chicken and bacon open sandwiches

UPGRADE FROM SILVER PACKAGE £3 PER PERSON

PLATINUM EVENING PACKAGE

£16 PER PERSON

Hog roast with floured baps, fried onions, apple sauce, crackling and stuffing with 3 salads to be chosen from the following. Served alongside your Wedding Cake:

Mixed leaf salad

Potato and chive salad

Red cabbage coleslaw salad

Greek salad with feta cheese

Penne pasta with sundried tomato and basil

UPGRADE FROM SILVER PACKAGE

£6 PER PERSON

UPGRADE FROM GOLD PACKAGE

£3 PER PERSON

MINIMUM 100 GUESTS

Entertainment Packages

SILVER ENTERTAINMENT PACKAGE - £100

Use of the Hotel dancefloor and music license

Perfect if you prefer to have a band play at your evening reception

GOLD ENTERTAINMENT PACKAGE - £400

Use of the Hotel dancefloor, music license and our resident DJ booked on your behalf

PLATINUM ENTERTAINMENT PACKAGE - £500

Resident DJ and the dancefloor in a location of your choice (Shelley, Baronial, Reception etc.)

If you would like to get in touch with CBS Media who provide the Wedding DJ they will be happy to answer any questions you have.

Telephone: 023 9257 0001 Email: info@cbsgroup.co.uk
Website: cbsgroup.co.uk

Accommodation

We offer special overnight accommodation rates for all guests who wish to stay over on the night of your Wedding. All rates include breakfast the following morning. We are also able to offer a discount for the Wedding party on the night before the Wedding, depending on availability.

Rooms are available to check into from 3pm. If your guests are travelling a long distance it may be wise to remind them to arrange a pgold to change as rooms may not be available before the check in time.

You are welcome to include the accommodation rate and our telephone number in your invitations. Your guests will need to book direct as online booking is unavailable to ensure the privacy for your Wedding day.

We have a total of 19 rooms, each would be charged at £100 for the night of the function, and breakfast is included.

10 CLASSIC DOUBLES (1 DOUBLE BED)

7 FAMILY ROOMS (2 DOUBLE BEDS)

2 JUNIOR SUITES

ADDITIONAL BEDS ARE £20.00 PER NIGHT INCLUDING BREAKFAST (SUBJECT TO AVAILABILITY)

A little
inspiration to
create your
perfect day ...

Wedding Suppliers

To provide you with a little inspiration to create your perfect day, please find a few of our recommended suppliers below. All listed suppliers have worked with us on a regular basis and have taken part in our Wedding Open Days.



Dominic Smith Photography

01444 280058

www.dominicsmithphotography.co.uk

dominic@dominicsmithphotography.co.uk

"When it comes to a wedding I know that this is one of the most important days of your life and I feel it should be treated as such.

My photographs will capture the different elements of the day in a way that reflects the individual atmosphere that every wedding, by nature, has."



Shelley's Venue Decoration

07739 840769

www.shelleys.co.uk

info@shelleys.co.uk

"Shelley's Venue Decoration offers full venue styling services and our priority is you. Our customers are important to us and our aim is to help personalise your event, taking all the stress and work away leaving you to enjoy the experience.

With over 10 years of experience in the industry, please get in contact to see how we can help."



Church's Florist

01444 400010

www.churchsflorist.com

churchs@hotmail.co.uk

"If you want stunning wedding flowers to remember, on a day you'll never forget. Then you will be thrilled if you choose Church's Florist, based in Handcross - West Sussex.

Jackie & her experienced floral team will discuss your requirements and help you make the right choices to reflect your style and personality. You're guaranteed a bespoke service, tailored to suit your venue and budget."



Red Robin Cakes

07963 862541

www.redrobincakes.co.uk

redrobincakes@hotmail.co.uk

"Hello, my name is Julie and I am the founder of Red Robin Cakes. Based in Ifield, Crawley, I create bespoke, hand crafted, beautifully intricate and elegant wedding and celebration cakes. Taylor made to compliment your individual style and theme, my aim is to produce a stunning and unique centre piece for your special occasion, which tastes as good as it looks."

For more inspiration please visit us at one of our Wedding Open Days



Photographs taken by Dominic Smith Photography

✿ Frequently Asked Questions ✿

WHO WILL BE OUR CONTACT ON THE DAY?

The Wedding Coordinator or Functions Manager will be on hand to ensure the smooth running of your big day.

WHO CONDUCTS THE CIVIL CEREMONY?

Highley Manor Hotel is in the county of West Sussex meaning that all ceremonies taking place in our hotel are performed by West Sussex Registrars. You can contact them on 01243 624 122.

WHAT IS THE MAXIMUM CAPACITY OF YOUR CEREMONY ROOM?

Our ceremony room has been approved by West Sussex Registrars who have set the maximum number of guests allowed:
Baronial = 90

WHAT DO I DO ABOUT MUSIC FOR OUR CEREMONY?

We recommend having at least 8 songs copied onto a CD (MP3) in the order you would like played, with a playlist. All songs must be on one CD.

CAN WE USE CONFETTI?

Your guests are welcome to use biodegradable confetti in the hotel grounds.

WHAT ELSE IS INCLUDED IN OUR PACKAGES?

Table clothes and napkins (white), plus cutlery, crockery and glasses are all provided by us. We do not include chair covers, sashes, flowers, centre pieces or stationery. Please refer to our list of Wedding suppliers for recommendations.

WHEN IS THE FINAL PAYMENT DUE?

The final payment is due 1 month before the wedding along with your final numbers and table plan.

Any other questions - please feel free to ask!

✿ Booking Form ✿

Date of Event: _____

Name: _____ Name: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

Email: _____ Email: _____

Print Name: _____ Print Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Please return the booking form along with a signed and dated copy of our terms and conditions.

