

Final Details – Inclusive Packages

The following information will help us in preparing for your Wedding Reception.

Confirmation of these details will be asked for three weeks

before your Reception date.

Please don't feel you have to complete all questions if you are still deciding, we will have plenty of time to discuss options at your meeting with us, typically about 8 weeks before your Reception date..

Bride: _____ Groom: _____

Wedding Day / Date: _____

Is Your Wedding at Church or a Civil Ceremony at Blakelands: Church / Civil

Will you require the Bridal Preparation Loft for early arrival: YES / NO

(Please provide a completed Bridal Loft Reservation form)

Including Yourselfs,

How many are attending your Wedding Breakfast in total: _____

Of which,

How many are Adults: _____ are children under 10: _____ or Babies under 18 months: _____

And, including your day guests,

how many guests in total will be attending your Evening Reception: _____

Who is the Best Man: _____

& for Civil Ceremonies, who are your 2 official Witnesses:

_____ & _____

Who is your Photographer: _____ Have you booked a Videographer: Yes / No

Will Refreshments be required for either of them: Yes / No

Have you booked any live Musicians to play during the Civil Ceremony or after your Wedding Ceremony during photography or the Meal: Yes / No

Contact Details: _____

Have they provided you with details of their Public Liability Insurance? Yes / No

The Main group photograph will be taken either after arrival from Church or following the Civil Ceremony, after which we will serve your Reception Drink.

What Reception Drink would you like served: _____

& will you require canapés (Upgrade 2) to be served with the drinks: Yes / No

Canapé number: 1 / 2 / 3 / 4 / 5 / 6 / 7

For us to prepare the Maltings Barn for your Wedding Breakfast, please provide the following information:

We will provide your Seating Plan, but would you prefer to supply your own: YES / NO

Name Place Cards are provided by us, would you prefer to supply your own? YES / NO
(If you prefer to supply your own, please ensure they are provided in table order)

Brides Favours: Yes / No

Top Table Flowers are provided by Flowers by Andrew, please contact him on 01384 443380 to discuss your requirements.

Additional Table Decorations: Yes / No – Flowers or other: _____

Which Table Centre's do you require: Birdcages / Candlestick / Hurricane Vase

Will you require the additional Bunting Package: YES / NO

Are you providing Presentation Bouquets for Moms: Yes / No

& Thank you gifts for your attendants: Yes / No

Will there be a Card Box for guests to place wedding cards: Yes / No

& any other Table Decoration / Items: _____

Would you prefer the room dressed in either White or Ivory (please circle)

What Colour Table Napkins will you require: _____

What Colour Chair Sash do you require: _____

Do you give us permission to put pictures of your day on social media? Yes / No

Would you like a Formal Line up to receive your guests to dinner? Yes / No

Following this, would you like to be announced into the dining room: Yes / No

Will a guest be saying Grace before your meal? Yes / No

(If yes) Grace will be said by: _____

& Apart from the picture taken by your photographer, would you like to cut your Wedding Cake either:

A - Following your Dessert, to be served following the speeches

B - Before your First Dance is announced

Your Wedding Breakfast Menu

From this information, a detailed menu will be prepared and placed on your guest's tables.

A copy will be prepared & sent to you.

Please refer to our Starters & Desserts Choices in your Wedding Information Pack for options

First Course - Please choose 1 option to be offered to your guests

Option: _____

Fruit Juices will also be offered as a 2nd option

Main Course - Selection: A - B - C - D - E - M - N or Upgrade Options: F - G - H - J - P

Vegetarian Option: _____ No. of Vegetarian guests: _____

Are there any other special dietary requirements? YES / NO

Details: _____

Vegetable Selection: 1 _____

Vegetable Selection: 2 _____

Vegetable Selection: 3 _____

Dessert Course - Please choose 1 option to be offered to your guests

Option: _____

Ice Cream will also be offered to your guests

Followed by Tea & Coffee with mints

Wine Package - To be served with your Wedding Meal

Guests will be served with a glass of French Chenin Blanc or Merlot with their meal.

Would you like an additional glass (Upgrade 3) of wine served: Yes / No

Alternative wine choice - White: _____ Red: _____

Would you like additional Bottles placed on the tables: Yes / No

If so, How many bottles would you like on the tables: ___ White & ___ Red

Do you prefer (Upgrade 4) 175ml glasses to the standard 125ml glasses to be used: YES / NO

Do You prefer Prosecco (Upgrade 5) for the Toast rather than our std toast wine: YES / NO

Do You prefer Champagne (Upgrade 5) for the Toast rather than our std toast wine: YES / NO

Jugs of Ice Water will be placed on the guest tables,
would you prefer bottles of mineral water instead? Yes / No

Your Evening Reception

Have you booked a DJ or Band for the evening Reception: YES / NO

Please provide details: _____

Has your DJ or Band provided you with copies of their Public Liability Insurance: YES / NO
(copies of this insurance will be required before they are permitted to attend your Reception)

Have you booked any other entertainers for the Reception: YES / NO

Please provide details: *(this may include services such as fireworks, photobooths, candy carts, magicians etc)*

Have these performers provided you with copies of their Public Liability Insurance: YES / NO
(again, copies of this insurance will be required before they are permitted to attend your Reception)

For your Evening Supper, would you prefer option: F - G - L - M - N - P - R - T

Supper: _____

Do you wish to replace the Supper (Upgrade 6) with a full Buffet Option? Yes / No

For your Evening Buffet, which option would you prefer: A - B - C - H - D - E - J - K

Buffet: _____

Within your evening guests

How many are Adults: _____ or are children under 10: _____

How many Vegetarian guests are attending: _____

Are there any other dietary considerations: _____

& Would you like any Buffet Extras adding to your selection? Yes / No
Please refer to our Buffet Extras Leaflet for your options

Selection 1 _____

Selection 2 _____

Selection 3 _____

Selection 4 _____

Overnight Guests

All Bedrooms are currently reserved for your guests, we now require guest names & contact details for your accommodation requirements that we may confirm rooms with your guests.
Please provide a completed Accommodation Reservation Form.

Would you like to upgrade all guest rooms to include Full Breakfasts? YES / NO
(a charge for this option will be added to your wedding account)

You may however add the Accommodation Package to your wedding account for prepayment,
Would you prefer to do this? YES / NO
(details of this package can be found in your wedding information package)

General Information

Additional Information – Are there any additional details we need to know for your Wedding Reception?

Thank you for providing this information, & I look forward to seeing you soon.

Paul Morgan