

Final Details – Sunday Supper 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 Yourself,

How many are attending your Wedding Reception 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 for your Reception & Buffet: _____

Of which,

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

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: 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 & canapés.

What Reception Drink would you like served: _____

& Canapé number: 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 _____

For us to prepare the Maltings Barn for your Wedding Buffet, 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)

Are you providing Brides Table 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 you require use of Blakelands 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: _____

Would you like them Fanned or Folded? Fanned/Folded

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

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

A – Before Buffet Service

B - Before your First Dance is announced

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

Buffet Choice: _____

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 _____

& would you prefer (weather permitting) OUTDOOR or INDOOR food service
(please circle)

The Main Bar will be open during your buffet service, in addition, will you require any wine served during your buffet: YES / NO

Wine choice - White: _____ No: _____

Red: _____ No: _____

Bottles will be placed on tables during the buffet service

Your Toast wine will be served in readiness for your Thank you Speeches &

Jugs of Ice Water will be placed on the guest tables,

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)

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