

## Horsley Towers

There can be few more romantic settings in which to say, "I do". From the ornate classical chapel to the grandeur of the great hall, Horsley Towers could have come straight out of the pages of a fairytale. Hidden away in acres of stunning parkland, this grand Victorian house built back in the 1820's has been sympathetically refurbished to create an intimate wedding venue overflowing with history.

So, we'll go no more a-roving  
So late into the night,  
Though the heart be still as loving,  
And the moon be still as bright.

For the sword outwears its sheath,  
And the soul wears out the breast,  
And the heart must pause to breathe,  
And love itself have rest.

Though the night was made for loving,  
And the day return too soon,  
Yet we'll go no more a-roving  
By the light of the moon.

Song, Lord Byron (1788 - 1824)

## Endless Possibilities

At Horsley Towers we offer you the opportunity to create the wedding of your dreams. Sweep your way up our drive in your bridal car after a church service, or choose to say your vows in one of our elegant drawing rooms. For wedding breakfast you can opt of a candlelit marriage feast in the atmospheric Great Hall, a marquee on the lawns with the Towers as backdrop, or a lavish on in the Sopwith Lounge. A wedding at Horsley Towers has endless possibilities.

After drinking and dancing, your guests can retire to bed. For the newly weds the Bridal Suite of your choice with its four poster bed and Victorian roll top bath makes the prefect end to a very special day. In the morning rejoin your guests over breakfast for the chance to reminisce over the previous days events

## Impeccable Service

With so many decisions to make you will welcome the support & experience of our co-ordinator. She will be on hand throughout the planning stages to offer advice on everything from the civil ceremony to our innovative menus & fine wines for the reception. We can also recommend trusted suppliers such as florists and photographers

Whatever shape your day takes, you can rest assured that the service will live up to the occasion. It has been a while since Lord & Lady Lovelace have stayed at Horsley Towers but we are proud to say our standards haven't slipped in the intervening years.

## Canapés

Smoked salmon bilinis with  
crème fraiche

Pesto & olive polenta with  
ricotta and sundried tomatoes

Slow cooked duck in filo with  
pickled ginger and spring  
onions

Plum tomato & chili crostini

Quails eggs with dukkah

Vietnamese spiced pork on  
lemongrass skewers

Wild mushroom and foie gras  
parfait with port jelly

Steamed salmon wrapped in  
nori with wasabi mayonnaise

Extra canapés £2.50 per  
portion

2 pieces per canapé portion.

## Canapé & Drinks Packages

'Ada Byron'  
Pimms No 1 Cup or Winter Pimms,  
fresh orange juice & mineral  
waters with a choice of 2 canapés.  
£18.50 per person

'Tommy Sopwith'  
Bucks Fizz, fresh orange &  
mineral waters with a choice of 2  
canapés  
£19.25 per person

'Charles Barry'  
Sparkling wine, fresh orange &  
mineral waters and a choice of  
3 canapés  
£23.50 per person

'William King'  
Rose sparkling wine, fresh orange  
& mineral waters and a choice of  
3 canapés  
£24.95 per person

'Lord Lovelace'  
Champagne, fresh orange juice &  
mineral waters with a choice of  
3 canapés  
£27.50 per person

2 Alcoholic & 1 non alcoholic drink included in  
all the packages

## Wedding Breakfast Menus

### To Start

- Warm creamed mushrooms on brioche with parmesan shavings & pine nuts
- Pressed ham hock & foie gras terrine with truffle oil
- Creamed Watercress soup, with smoked haddock topped with garlic croutons
- Buffalo mozzarella salad with raddichio, rocket & figs
- Air dried ham, manchego cheese, marinated olives & rosemary oil loaf
- Goats cheese mousse, red pepper chutney with sage & paprika shortbread
- Traditional smoked salmon with capers, shallots, lemon & brown bread
- A Pressed Terrine of Red Mullet & Crushed Potatoes, Rocket & Roasted Pepper Puree

## Main Courses

- Roasted saddle of lamb flavoured with roast garlic on pesto mash with caponata
- Corn fed chicken supreme with prosciutto, basil risotto and red pepper dressing
- Roast sirloin of British beef with caramelsied shallot tart, fondant potatoes and watercress puree
- Steamed salmon supreme with asparagus, new potatoes and hollandaise sauce
- Fillet of seabass with creamed potatoes, braised little gem and lemon oil
- Vegetable rosti with melting goats cheese & tomato chili jam
- Seared duck breast with confit duck hash, apple and cider sauce
- Crisp filo parcel with oyster mushrooms, pumpkin seeds & dolcelatte cheese

### To Finish

Red berry brulee tart with  
chantilly cream

Glazed lemon tart with creme  
fraiche

White chocolate and raspberry  
cheesecake

Dark chocolate truffle to  
with coffee crème anglaise

Summer berry pavlovas with  
raspberry coulis

Burnt cream with lemon  
shortbread biscuits

Strawberry and champagne  
mousse

Fruit Salad

Cheese & Biscuit selection:  
£5 supplement per person

£59.50 per person

### A selection of wines that may go well with your meals.

San Rafael, Sauvignon Blanc  
£16.00

White wine to complement all  
dishes.

Preece Chardonnay £21.00  
Vibrant white wine with aromas of  
fresh peaches.

Chablis Coquille £27.00  
Sleek, Steely apple & lemon fruit  
with a refreshing finish.

Saam Mountain Cabernet  
Sauvignon £22.00  
Cassis and mint are the flavors on  
display in this Cape classic.

Deakin Estate Victoria Rose £19.00  
Light red colour with plums and  
soft vanilla flavours.

We can't guarantee these prices or  
availability of wines.

Children are welcome to eat from  
adults menu or we provide a children's  
menu if required.

**For a full selection of wine and  
children's and vegetarian options,  
please speak to our wedding  
Co-ordinator**

## Evening reception buffets

### 'The Continental'

A selection of cooked and cured meats, smoked fish, terrines, marinated olives, roasted marinated vegetables, selected cheeses & freshly prepared breads baked in house

**£16.95 per person**

### 'Late Supper'

Cumberland sausage ring, sweet cure bacon, hash browns, French toast, served with crusty rolls and sliced plum tomatoes.

**£13.50 per person**

### 'The Finger Buffet'

Brochette of lime marinated chicken with mango  
Plaice goujons with lemon & tarragon mayonnaise  
Breaded mushrooms with garlic mayonnaise  
Mini baked potatoes with bacon & spring onion  
Herb roasted mini pizza with mushrooms & gruyere  
Toasted mini bagels with smoked salmon & creme fraiche  
Lamb kofte with coriander  
Dark chocolate brownies

**£17.95 per person**

### 'The Cheese & Fruit'

A selection of fine British and Continental cheeses with breads and crackers, accompanied by a hamper of seasonal fruits

**£12.55 per person**

### 'The Combination'

A selection of fine British & Continental cheese with breads  
To complete the buffet choose six of the following options.

Mini Open BLT's  
Cod & pancetta fishcakes  
Veggie samosas with minted yoghurt  
Sausage Rolls  
Roasted vegetable & olive pizza  
Sea salt & rosemary baby potatoes with sour cream and chives  
Nachos with tomato salsa  
Marinated olives  
Mini pork pies  
'Hot & Sticky' chicken drumsticks  
Crispy filo prawns with sweet chili dipping sauce  
Beef teriyaki skewers

**£19.95 per person**

### 'The Pork Roast'

Roast loin of pork served with apple sauce, crusty rolls and salad.

**£12.50 per person**

## **Countdown to your Wedding Day**

### **12 months or more in advance**

- ◆ Choose Horsley Towers your Wedding Venue
- ◆ Compile an approximate guest list
- ◆ Book the church or registrar (Please note registrar's cannot be booked until 12 months in advance)
- ◆ Confirm date at Horsley Towers and pay deposit

### **12 to 6 months in advance**

- ◆ Agree on a budget with your family & partner
- ◆ Decide & book your wedding transport, photographer & video company
  - ◆ Start looking for the wedding dress and bridesmaid dresses
- ◆ Arrange the hire of any formal wear for the groom, best man, ushers & the fathers.
- ◆ Gather ideas of how you would like to decorate your venue & book your florist
- ◆ Order your wedding stationery, checking the samples for any spelling mistakes and ensure you have check boxes at the bottom to show as vegetarian vegan, children attending, dietary requirements (allergies) etc.....  
*This can be easily done by having boxes at the bottom of the invitations for guests to tick if applicable.*
- ◆ Order your Wedding Cake, Horsley Towers will supply silver square or round cake stand and silver knife for free if required.
- ◆ Book your honeymoon especially if you plan to travel peak season
  - ◆ Place your wedding list with the store of your choice

- ◆ *Decide upon your entertainment and ensure they have public liability insurance and any equipment is PAT tested and certificates of this are forwarded to myself.*

### **3 months in advance**

- ◆ *Your wedding Coordinator will contact you to arrange a meeting to discuss your wedding day details*
- ◆ *Decide on the menu, if you can't make your mind up organize to come and have a tasting*
- ◆ *Decide upon your choice of receptions drinks & canapés and forward to Wedding Coordinator*
- ◆ *Decide upon your choice of menu and forward to Wedding Coordinator*
  - ◆ *Decide upon your choice of evening buffet and forward to Wedding Coordinator*
- ◆ *finalise your honeymoon plans and check for any visas or vaccinations that may be necessary.*
- ◆ *Send your Wedding invitations, including details of your wedding present list, ensure guests are aware of the low accommodation rates which Horsley Towers offer along with details of hotels in the local area.*
  - ◆ *Organise hen & stag nights*

### **2 Months in advance**

- ◆ *Log the replies from your invitations and chase anyone who has not replied*
  - ◆ *Check that all transportation has been arranged*
  - ◆ *Order money for honeymoon if going to a different country*

- ◆ *Notify banks, gas, insurance companies etc if bride is planning to change her name*

### **6 Weeks Prior**

- ◆ *Final details meeting with your wedding coordinator*
  - ◆ *Build a table plan*
  - ◆ *Organise place cards*
- ◆ *Final check of wedding dress & accessories*
  - ◆ *Book final hair appointment*

### **5 Weeks Prior**

- ◆ *Advise your Wedding Coordinator of your final numbers to enable them to send your invoice*

### **1 Month in Advance**

- ◆ *Payment due for the wedding*

### **2 Weeks prior**

- ◆ *Expect a call from your wedding co-ordinator to ensure all details are correct and make any changes*
- ◆ *Send table plan to Horsley Towers listing names on each table and where dietary requirements and children will be sitting with their names.*
  - ◆ *Meet with the event manager who will be running the wedding.*

### **1 Week Prior**

- ◆ *Pack holiday clothes*
- ◆ *Wear wedding shoes in*
- ◆ *Collect the morning suits for the men*

### **On the day**

- ◆ *An overnight bag to be packed ready to take to the venue*
- ◆ *Organise somebody to collect the wedding presents & cake to take them back to your home either on the day the day after*
- ◆ *Organise an emergency kit: paracetamol, plasters, safety pins, needle & thread.*

### **Relax and Enjoy your Special Day**

## Tariffs

### Exclusive Use of Horsley Towers

Fridays & Saturdays	
April – September & December	£4700
All Other Times	£3100

Fridays only available at certain times of year

Sundays*	
April – September & December	£3100
All Other Times	£2000

This gives you exclusive use of Horsley towers from 12noon till 7 am the following day. Access may be available earlier on the wedding day, subject to availability  
The Towers are on an exclusive use only basis for all weddings.

\*Bank Holiday Sundays are prices as a Saturday.

### All of the following are included in the above charge

A bridal suite for the bride & groom on the evening of the wedding, including a bottle of champagne and breakfast in bed if required

A professional Toastmaster who is a member of the London Guild of Toastmasters if you require. This is only applicable to Exclusive Use hire of the Towers

A complimentary wedding menu tasting for the bride & groom. This is based on 1 starter, 1 main & 1 dessert option only. Extra guests are charged at £30 per person to a

maximum of 4 guests. The same amount of options still applies.

White table linen and napkins, plus the use of our wedding cake stand and ceremonial knife

The services of our wedding co-ordinator throughout the planning stages

## Food & Drink

Our canapés packages start at £18.50 per person

A Three course meal and coffee from our selection of wedding menus is £59.50 per person

Children (2-12 years) are catered for at half price.

Infants under 2 are complimentary

Wine, champagne & mineral water are an additional cost and should be selected from our wine list.

Our evening buffet starts from £12.50 per person

Please note that we require a minimum number of 80 adult guests in the wedding party and in the evening a minimum of 75% of your total guests must be catered for with an evening buffet, however there is no commitment required for accommodation.

## Accommodation rates

### Towers Bedrooms

Double	£95.00
Single	£85.00
Double (2 night total)	£170.00
Single (2 night total)	£150.00

### Management Centre Bedrooms

Double	£75.00
Single	£65.00
Double (2 night total)	£130.00
Single (2 night total)	£110.00

Camp beds for Children      £15.00  
Cot Hire                              £10.00  
All rates include Full English Breakfast & VAT at 17.5%

## **Terms & Conditions**

### **Deposit**

A non-refundable deposit of £1000.00 is payable to secure the booking. The deposit is held as security against any costs of dilapidation arising from the event.

### **Invoicing and Payment`**

A pre-payment invoice will be sent out 60 days before the event date. 50% of the anticipated charges will be due for payment at this time with the remaining 50% becoming due 14 working days before the event. Cheques are to be made payable to Verve Venues Ltd. Credit Card facilities are available but commission will be charged @ 2% for this service. Final payment must be cleared 1 week prior to the wedding failure to clear balance will result in the wedding being cancelled.

### **Final Confirmation of Guests**

Final numbers are required no later than 14 days before the event and should not be less than the minimum number agreed at the time of booking if no penalty is to be incurred. The amount payable by the customer shall be calculated on this final number or on the numbers attending the function, whichever is the greater. No deduction can be made after the event should numbers fall lower on the function date.

### **Registrar**

Please note that it is the responsibility of the Bride and Groom to arrange and confirm the registrar for the day. You will need to contact the Guildford Register Office on 08456 009009

### **Cancellations or amendments**

In the event of a cancellation, the venue must be notified in writing. The company, Devere Venues, will retain the deposit. If the date cannot be resold the client will be liable to a cancellation fee chargeable up to a maximum of 100% of the total estimated account. For your peace of mind may we suggest that appropriate insurance should be purchased by contracting parties.

#### **Period of Notice**

	<b>Cancellation Fee</b>
<b>More than Six Months</b>	<b>Deposit Only</b>
<b>Between 4 and 6 Months</b>	<b>30%</b>
<b>Between 2 and 4 Months</b>	<b>50%</b>
<b>Between 1 and 2 Months</b>	<b>75%</b>
<b>Less than one Month</b>	<b>100%</b>

### **Food & Beverage Services**

The venue reserves the right to withdraw bar services at their discretion. Any buffet food will be removed after 2 hours.

### **Facilities**

The full facilities available to the function will be agreed at the time of booking.

### **Guest/Minimum Numbers**

At the time of booking anticipated numbers attending must be conveyed to the venue. A minimum number of 80 adult guests apply for this event.

### Damage

The client is responsible for all allocated rooms during the period of the booking. Any damage to the rooms or their contents incurred as a result of the client or their guests, employees or representatives, acts, omissions or default will result in a charge to remedy such damage.

We reserve the right to escort any guests from the premises that, in the opinion of the management, are causing excessive disruption or damage.

### Health & Safety

The client is responsible for ensuring all External Contractors e.g. Disco/bands are fully insured and can show proof of all health and safety documentation required by the management of the venue. When providing your own entertainment, please ensure that all equipment is P.A.T (Portable Appliance Testing) tested. The venue does not permit food or beverage refreshments of any nature to be provided by any other party than Verve Venues. Where possible, the venue will assist in the storage of equipment. Verve Venues is not responsible for food or items e.g. cake, presents, etc brought onto the premises or storage of same. The venue reserves the right to withdraw any menu item or wine listed and offer an alternative choice.

### Accommodation

En suite accommodation in Horsley Towers is available on a Bed & Breakfast basis, per room: Twin and Double Rooms £95.00 and Single room £85.00. A limited number of family rooms and suites are also available. Check in time for your guests is from 2pm. Accommodation is available in Horsley Management centre for £85.00 per double & £75.00 for a single.

### General

All rates quoted in this document include VAT @ 17.5% and apply to events held between January and December 2007.

### Dance Floor

If dancing or entertaining is required for large numbers (over 120) additional areas of dance floor can be provided for a charge of £200.00.

### Exclusive Use

Exclusive use is from 12noon until 7am. This does not include any bedrooms that are book and usual check in times still apply unless otherwise confirmed.

All prices quoted are for 2009.