**MANOR LODGE FUNCTION ROOM
AT STOTFOLD CONSERVATIVE CLUB**

**WEDDING RECEPTION RESERVATION FORM**



DATE CEREMONY
OF WEDDING LOCATION

TIME OF RECEPTION
CEREMONY START TIME

SET UP
DAY/TIME

BRIDES PHONE
NAME NUMBER

GROOMS PHONE
NAME NUMBER

EMAIL

ADDRESS

NO. OF NO. OF NO. OF
DAY GUESTS EVE GUESTS CHILDREN

COLOUR
SCHEME

DJ BAND OTHER

Bar Tab

Photographer

Use of Garden

Wedding Cake Time of Arrival

Top Table

Table Plan

Extras (Photo Booth, Sweet Cart etc)

Time of Speech’s

Time of Toast

Time of First Dance

**PRICES:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ITEM | PRICE | Y/N | TOTAL COST | PAYMENT DUE | PAID | PAYMENT TYPE | DATE RECEIVED |
| HALL HIRE 30-50 GUESTS | £225 |  |  | At Time of Booking |  |  |  |
| HALL HIRE51-120 GUESTS | £275 |  |  | At Time of Booking |  |  |  |
| 3 COURSE MEAL | £17.50 p/head |  |  | 1 Month Prior to Wedding |  |  |  |
| EVENING BUFFET | £10 p/head |  |  | 1 Month Prior to Wedding |  |  |  |
| PROSECCO ON ARRIVAL | £2 p/head |  |  | 1 Month Prior to Wedding |  |  |  |
| PROSECCO FOR TOAST | £2 p/head |  |  | 1 Month Prior to Wedding |  |  |  |
| CANAPES ON ARRIVAL | £2 p/head |  |  | 1 Month Prior to Wedding |  |  |  |
| ½ bt WINE PER PERSON | £6 |  |  | 1 Month Prior to Wedding |  |  |  |
| Bar Extension 11:30pm – 12:30am | £50 |  |  | At Time of Booking |  |  |  |
| Bar Extension 11:30pm – 1:30am | £100 |  |  | At Time of Booking |  |  |  |
| TOTAL COST |  |  |  |  |  |  |  |

All prices correct at 01.04.2020

Package Includes:

* Flower Centrepiece & Candle for each table
* Cake Table & Knife
* Table Linen & Napkins (Napkins to compliment colour scheme)
* Waiting Staff & Bar Staff
* Security Staff
* Free Parking – 34 Spaces

**OFFICE USE ONLY:**

T’s & C’s Booking form Food options DJ Contract