

Dear Bride and Groom,

Thank you for considering New Park Manor as the venue for your wedding. As every couple wants their special day to be unique; we offer a tailor-made package exclusively based on your individual requirement.

It will also be our pleasure to assist you with co-ordinating flowers, cake, photographers, entertainment, transport and any other requirements that you may have.

The hotel boasts spectacular views of the New Forest and we have a choice of rooms in which you can hold your Wedding Ceremony. I would like to invite you to view the hotel so that you may experience the attention to detail and individual service that we will extend. We will ensure that your special day is a memorable and happy occasion for you and your guests.

Enclosed within this brochure are: some information on the history of the hotel, information on civil ceremonies, a simple break down of costs and our terms and conditions.

In the meantime, if I may be of further assistance then please do not hesitate to contact me directly on 01590 623 467 or at events@newparkmanorhotel.co.uk to arrange an appointment.

Kind regards

*Jane Cloughton
Revenue manager*

New Park Manor Hotel

The history of New Park is as old as the forest.

Roman coins found on site were already in use at the time of William the Conqueror, who in 1070 made the forest a royal hunting preserve; his son King Rufus is thought to have hunted from New Park.

It was in 1666 that King Charles made New Park his favourite hunting lodge on his return from exile in France; when he used it in the company of Nell Gwyn.

The Manor was carefully adapted for use as a country house hotel with 24 bedrooms and opened in 1970. Interesting details such as acorns and Oak leaved patterned doors and original furniture and fireplaces can still be seen throughout the building. These commemorate the debt owed by King Charles to the Oak tree which hid him from Cromwell's men on his escape to France in 1651.

Today New Park Manor is a beautiful, stylish country hotel, where the traditions of days gone by still live on.. The Stag restaurant is an ideal setting for a Wedding Ceremony where King Charles II's carved Royal Coat of Arms can still be seen prominently displayed above the fire place.

Bedrooms range from the splendour of our Barbara Villiers Suite to the contemporary style of our Forest rooms.

Over recent years, our facilities have expanded to include a heated outdoor pool, croquet lawn and our Bath House Spa. Our team of highly-experienced chefs pride themselves on an excellent standard of cuisine and we offer outstanding service to make your event an enjoyable and memorable occasion. We hope to have the opportunity to welcome you to New Park Manor where we will endeavour to make your day unforgettable.

Civil Wedding Ceremonies

New Park Manor Hotel is licensed to hold civil wedding ceremonies in 4 different locations. For example, we can offer you our elegant Stag dining room with its oak panelled walls and beamed ceilings, creating an exquisite setting for all seasons; or the New Forest Suite with one wall of glass sliding doors offering uninterrupted views of the New Forest. Whatever your preference we have styles to suit all.

You are advised to reserve your wedding date with the Superintendent Registrar as soon as possible to avoid possible disappointment. The office which deal with marriages for New Park Manor Hotel is based in Ringwood and can be contacted on 01425 470 150. Should you live outside the district then you will need to inform your local Registry office. Payment for all fees due to the Registrar must be arranged directly with the registry Office.

Cost to take the Hotel Exclusively

Here at New Park Manor Hotel you have the option of taking the hotel exclusively. This includes all 24 bedrooms and all room hire charges in the cost and is particularly advisable if you are planning an evening function with music and dancing. From Sunday – Thursday this will cost £6,000 per night, and on Friday this is £8,000 and on Saturday this will cost £10,000.

Costs

Please be aware that the following costs are simply guidelines and for a more detailed breakdown please contact the hotel.

<i>Ceremony Charge</i>	<i>£300.00</i>
<i>Function Room Hire Charges</i>	<i>£200.00 - £750.00 (dependant upon room)</i>
<i>Reception Drinks</i>	<i>From £5.50 per person</i>
<i>Wedding Breakfast</i>	<i>From £25.00 per adult (dependant upon choice)</i>
<i>HouseWine</i>	<i>From £20.00 per bottle</i>
<i>House Champagne</i>	<i>From £52.00 per bottle</i>
<i>Corkage</i>	<i>£12.50 per 75cl bottle of Wine, £17.50 per 75 cl bottle of sparkling wine/champagne</i>
<i>Evening Buffet</i>	<i>From £10.00 per person</i>

Maximum Numbers

Here at New Park Manor Hotel, in order to provide you with the best service we do have to limit our numbers to 80 guests for a ceremony and wedding breakfast and 100 for an evening reception.

Accommodation

Please be aware that if you are planning on having an evening reception with live music (either a band or DJ) here at New Park Manor Hotel then we do require you to occupy a minimum of 8 bedrooms on Sunday - Friday weddings. For Saturday weddings we require that these 8 rooms are occupied for two nights.

Timings

Please note that in all instances our cash bar for non residents closes at 11pm (except on Sundays when it is 10.30pm). For non-exclusive weddings any music must also stop at this time and non-residential guests must depart by 11.30pm.

Function Menus

£25 per person

Chef's Seasonal Soup

Chicken Liver Parfait

With Homemade Chutney

Oak Smoked Salmon

With Crème Fraiche and Citrus dressing

Chargrilled Mediterranean Vegetables

With Toasted Goats Cheese

~oOo~

Pan Fried Chicken Breast

With Basil Mash and Creamed Leeks

Roast Sirloin of Beef

With Fondant Potato and Beetroot Puree

Baked Salmon

With Colcannon and Chive Sauce

Chump of Lamb

With Rosemary Scented Potatoes and Confit Garlic

~oOo~

Lemon Tart

With a Compote of Red Berries

Summer/Winter Pudding

With Clotted Cream

Strawberry Romanov

With Whipped Cream

A Selection of Homemade Ice Creams

A selection of Cheeses is also available as an extra course at £6.50 per person or as a platter per table at £15.

£30 per person

Chef's Seasonal Soup

Confit Chicken and Foie Gras Terrine

Poached Salmon and Prawn Tian

With Caviar

Chargrilled Asparagus

With Roasted Red Pepper and Parmesan

~oOo~

Roast Loin of pork

With Mustard Sauce and Wild Mushrooms

Honey Glazed Duck Leg

With Truffle Mash and Red Cabbage

Pan Fried Brill

With Crushed Potatoes and Braised Leeks

Roasted Breast of Chicken

With Wild Mushrooms and Fondant Potatoes

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Chocolate Tart

With Vanilla Ice Cream

Sticky Toffee Pudding

With Clotted Cream

Passion Fruit Cheese Cake
With Red Fruit Coulis

Raspberry Pavlova

A selection of Cheese is also available as an extra course at £6.50 per person or as a platter per table at £15.

£35 per person

Chef's Seasonal Soup

Pressed Game Terrine
With Chutney

Smokes Trout and Avocado Salad
With Watercress

Asparagus and Quails Egg Salad
With Truffle Dressing

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Guinea Fowl Supreme
With Swede Puree

Pan Fried Fillet of Beef
With Wild Mushrooms

Grilled Sea Bass
With Colcannon

Rack of Lamb
With Gratin Potatoes

~oOo~

Banoffee Pie

Baileys Chocolate Cup
With Shortbread

Red Fruit Cheese Cake

Poached Fruits
With Sorbet

A selection of cheese is also available as an extra course at £6.50 per person or as a platter per table at £15.

Terms and Conditions for Events held at New Park Manor Hotel

General

1. *If your accommodation at New Park Manor includes a Saturday night, a minimum of a two-night booking is required. Exclusive hire may be taken for one night only.*
2. *A booking is not considered confirmed until we have received the complete booking form and relevant non refundable deposit (£500.00). The person that signs the booking form shall be considered the 'customer'.*
3. *Terms of settlement: All accounts should be paid one month prior to the wedding or on departure.*
4. *Any invoice queries must be raised within 30 days of the event date. Failure to do so will be regarded as your acceptance of the full amount as stated on the invoice.*
5. *The customer shall be responsible for paying all charges arising from the booking, including any cancellation fees. Prices are quoted on confirmation of booking will remain the same (except food and beverage costs). Prices listed in the brochure are subject to change until the booking is confirmed.*
6. *If the cancellation occurs within 12 weeks of the function, an additional charge of 50% of the total estimated function spend will be required. If the cancellation occurs within 4 weeks of the function, an additional charge of 100% of the total estimated function spend will be required.*
7. *Accommodation bookings are taken in good faith as guaranteed and cancellations or "no shows" will be charged in full.*
8. *No wines, spirits, foods or other consumables may be brought into the hotel premises unless the prior consent of the management has been obtained. A service charge will be levied if this rule is infringed.*
9. *Any agreed corkage charges are for 75cl bottles. If larger bottles are brought in it will be charged in multiples thereof.*
10. *The customer shall notify New Park Manor in writing, not less than 1 month prior to the date on which the function takes place, of the number of persons who will attend such function and this will be the minimum number charged. In the event of attendance at a function falling below the amount notified to New Park Manor, the customer shall pay on these final numbers from two weeks beforehand. If the customer's booking is accepted by New Park Manor on the basis that a minimum number of persons will attend the function for which the booking is made, the amount payable by the customer shall be calculated on such minimum numbers of the number actually attending, whichever is greater.*
11. *New Park Manor reserves the right to cancel any booking forthwith and without liability on its part in the event of damage or destruction to New Park Manor by fire or other cause, any shortage of food or labour supplies, strikes, lockout or industrial unrest or any other cause beyond the control of New Park Manor which shall prevent it from performing its obligations in connection with any booking. In these circumstances, every effort will be made to accommodate the booking in another nearby establishment.*
12. *Exclusive use of New Park Manor Hotel does not include exclusivity of the Bath House Spa and its facilities. Children (under 16 years old) are allowed into the spa to use the swimming pool between 3.30pm and 5.30pm only.*

13. *Due to the new smoking regulations that came into force 1st July 2007, we would like to take this opportunity to advise you that smoking will be prohibited in all areas of the hotel, including bedrooms, from this date.*

The Event

1. *A senior member of staff will be present during the event.*
2. *No gambling of any description must take place.*
3. *No pole dancing or lap dancing must take place.*
4. *Any child that appears drunk or drugged (the police will be called) will with their guardian be asked to leave the premises. Every attempt will be made to determine the identity of the child, and the relationship with the adults.*
5. *Offensive language and behaviour will not be tolerated to either other guests or staff. This includes the playing of suggestive and obscene records or music. We exercise legal right to remove anyone from the premises if we consider it necessary to do so.*
6. *New Park Manor cannot be held responsible for the quality of food if not served at the scheduled time due to late arrival of the customer, or any delay brought about by the customer.*
7. *The customer shall be responsible for any damage caused to the fixtures, fittings or furnishing, utensils, and equipment in the house and grounds by the wilful act or default of the customer or guests of the customer and shall repay New Park Manor on demand, the amount required to make good or remedy any such damage.*
8. *The cash bar will close at 11pm (except Sundays when it is 10.30pm), unless otherwise agreed. From this time room charges only will be accepted at the bar.*
9. *In the event of any suspicious behaviour by your guests the Police must be called.*
10. *If they attempt to leave Vehicle Registration or Taxi Company numbers will be taken.*
11. *It is preferable for clients to hire our recommended entertainers using equipment that we know is safe.*
12. *If outside equipment is used assurances must be given that their electrical equipment is safe to use. Lighting rigs and amplifiers will be securely stacked.*
13. *The Duty Manager reserves the right to prohibit the use of any equipment that appears unsafe.*
14. *The Duty Manager reserves the right to terminate any event where the conditions of the hiring are breached. A judgement must be made on the seriousness of the breach as a greater public disorder might ensue resulting in a riot and therefore, damage to persons and property.*
15. *Fireworks, sparklers, and such like are prohibited. The use of any such items will result in a fine of £1000 to the customer.*
16. *Any outside contractors should sign in at Reception and should adhere to New Park Manor Hotel Health and Safety policy.*

Signed: _____ **Date:** _____

Printed Name: _____