

## **BOOKING AND PAYMENT FOR YOUR WEDDING CELEBRATIONS AT ASTLEY BANK HOTEL 2011**

Once you have decided upon the date you will need to make a provisional reservation. To confirm this date we require a deposit of £500.00 (£1000.00 for a sole use wedding) and written confirmation. Once the general terms and conditions have been agreed your booking will be guaranteed.

Six months prior to the event we ask for a further payment of £1500.00. Eight weeks prior to the event we ask that you contact us to arrange an appointment to come into the hotel to discuss final arrangements for your wedding with the Restaurant Manager. Following this (usually within 5 working days) you will receive a Function Sheet and a Pro Forma Invoice.

The Function Sheet contains all the details pertaining to your wedding. Please check this thoroughly and, if there are any amendments, advise us immediately. The Pro Forma invoice specifies the charges involved for your reception, any deposits paid and any balance remaining. The Final Balance must be settled 28 days prior to the event.

**Note: All deposits and final balances paid are non refundable in the event of cancellation.**

### **WEDDING BREAKFAST/RECEPTIONS**

Our restaurant is available for DAYTIME ONLY Wedding Breakfasts up to 6 pm for parties of 35 to 80 guests. We suggest that the meal be arranged for no later than 2 pm. For smaller parties we also have two delightful private dining rooms.

We can cater for evening functions up to a maximum of 120 guests when in conjunction with a daytime event (150 for a sole use wedding). Please note that for SATURDAY/ SUNDAY Wedding Receptions minimum numbers to cater for apply (50 persons in the day and 100 in the evening). Our charges are based on a minimum 3 course meal with a wine package and an evening finger buffet.

For 2011 this is 50 x minimum meal @ £32.55 = £1627.50, 50 x wine package no. 1 @ £14.55 = £727.50, 100 x evening buffet @ £11.40 = £1140.00, Total £3495.00.

Our prices include the following:- Exclusive use of our picturesque grounds for photographs, room hire, candles, bud vases of seasonal flowers, cake stand and knife and for parties of 35 or over, complimentary use of the Bridal Suite on the night of your wedding day (**not transferable**).

**Astley Bank is also available for exclusive and private use for a guaranteed minimum spend of £8,200.00 .This price includes charges for all 37 bedrooms with the balance to be made up on food and wine (excluding bar).**

### **CIVIL WEDDING CEREMONIES**

Astley Bank is registered to hold Civil wedding Ceremonies and has two rooms for this purpose. The maximum attendance is **70** persons seated and standing or **50** persons seated and a set up charge of £275.00 is made for either room (please see separate guidelines for Civil Ceremony).

### **ACCOMMODATION**

Astley Bank has 37 en suite standard and executive bedrooms and for guests attending the celebrations we offer a discount of £15.00 per room from our normal tariff.

# Tariff

## Accommodation Rates

MIDWEEK – Mon to Thurs	
Standard Single Room	£100.00
Standard Double/Twin Room	£120.00
Executive Double Room – Single Occupancy	£120.00
Executive Double Room – Double Occupancy	£140.00
Four Poster Room – Double Occupancy	£140.00
WEEKEND – Fri to Sun	
Standard Single Room	£90.00
Standard Double/Twin Room	£100.00
Executive Double Room – Single Occupancy	£110.00
Executive Double Room – Double Occupancy	£120.00
Four Poster – Double Occupancy	£140.00
Leisure Breaks – Fri to Sun	
Weekend Dinner, Bed & Breakfast at a rate of £68.00 per person per night. – Minimum of 2 nights stay, based on two persons sharing. Single Occupancy Supplement – £22.00 Executive upgrade – £22.00	
All Rates quoted, include – Full English Breakfast and VAT @ 20% Prices Valid until 31st December 2011	

# Directions to Astley Bank Hotel & Conference Centre

## From M60, Junction 15 (East or West bound)

Follow signs for Preston, M61; then Bolton, A666. Take A666. This is dual carriageway at first (St. Peter's Way).

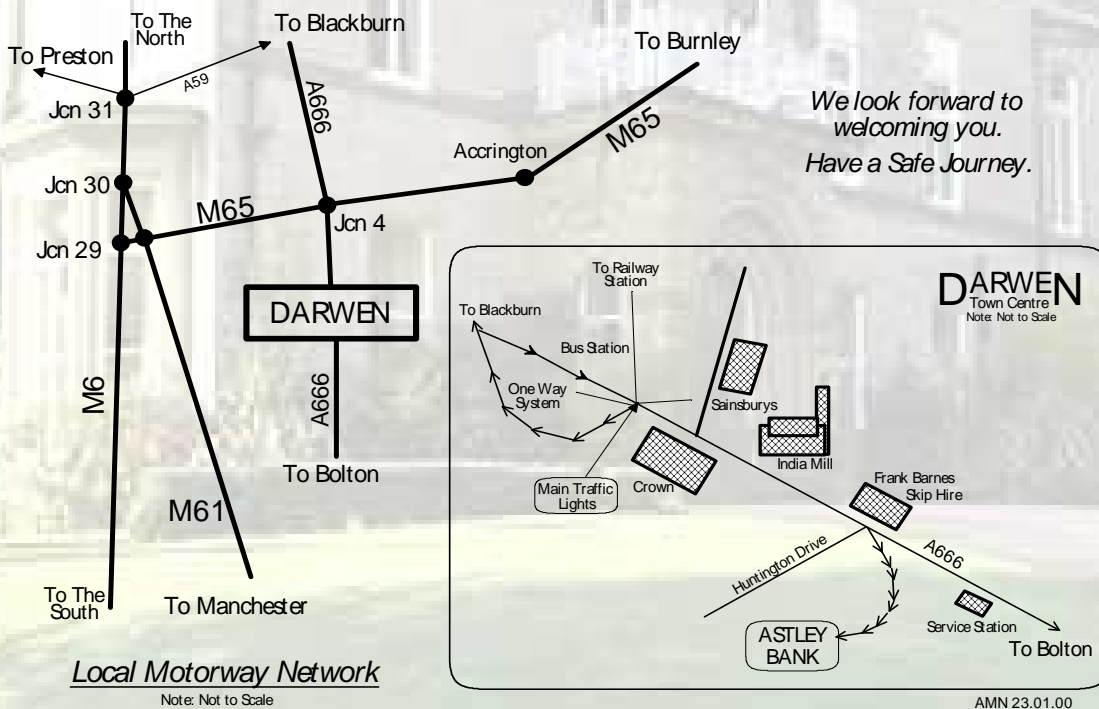
At the end of the dual carriageway, continue on the A666 towards Blackburn. The road goes through suburbs of Bolton then becomes countryside before dropping into Darwen. Coming into Darwen, the speed restriction reduces to 30 mph, Look out for the petrol station on left. Shortly after this is the Frank Barnes on the right. Directly opposite is Huntington Drive. Turn left into here and immediately left again.

(180° turn) Follow this private drive to the top to Astley Bank (Mileage from the end of St Peter's Way to Astley Bank is eight miles).

## From M65 Junction 4

At end of motorway slip road, follow signs for Darwen, Bolton, A666. Continue for 2 miles through Darwen town centre on the A666. A quarter of a mile after the town centre is India Mill on the left and quarter of a mile after India Mill on the right is Huntington Drive. Turn right into here and immediately left. Follow this private drive to the top to Astley Bank.

We look forward to welcoming you. Have a safe journey.



# *Astley Bank Hotel*

## *Menu Selector 2011*

Our Chef takes great pride in preparing your Menu created with foods selected daily from the markets. We offer you the chance to create a unique menu of your choice with our Menu Selector. In order for us to deliver the first class service that Astley Bank is renowned for, we ask that you select the same menu for all your guests. We understand that you may have vegetarian guests, or people on special diets, and we will be happy to cater for them accordingly.

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### *Before Your Meal*

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**A Selection of Astley Bank Canapés**

**£2.10**

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### **To Start**

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<b>Trio of Melon</b> <i>galia pearls, cantaloupe fan and watermelon hearts with raspberry sorbet and mango coulis</i>	£6.45
<b>Grilled Seabass</b> <i>with lemon and dill, on Caesar salad, with garlic croutons, soft boiled egg and Parmesan</i>	£7.60
<b>Smoked Chicken Tower</b> <i>served with avocado guacamole, tomato salsa, melba toast and tossed leaves</i>	£7.30
<b>Grilled Asparagus</b> <i>with sweet pepper, goats cheese, pine nut pesto and Mizuna leaf salad</i>	£7.60
<b>Salmon and Chive Fishcakes</b> <i>served with scorched cherry tomatoes and homemade tartare sauce</i>	£7.10
<b>Charred Blackpudding</b> <i>with Lancashire cheese rarebit, creamed potato, onion rings and thyme jus</i>	£7.10
<b>Stuffed Flat Mushroom</b> <i>with spinach and green lentils on foccacia bread croute with melting Mozzarella and choron sauce</i>	£6.70
<b>Panfried Tiger Prawn Tails and Asparagus</b> <i>spun over with chilli cranberry, balsamic and basil syrups</i>	£9.25
<b>Aromatic Confit Duck Leg</b> <i>on roasted brioche with onion marmalade and green peppercorn sauce</i>	£8.00
<b>Forest Mushrooms Sautéed in Garlic</b> <i>on a Ciabatta croute with lemon and herb oil and fresh parmesan</i>	£7.60
<b>Salmon and Crab Cheesecake</b> <i>with Greenland prawns a salted cracker base, parmesan wafer and tomato relish</i>	£8.55
<b>Beef and Pancetta Salad</b> <i>with parsnip crisps and blue cheese dressing</i>	£7.30
<b>Panseared Scallops</b> <i>on creamed potato, spinach and blackpudding stack, napped with a tomato and white wine cream sauce</i>	£9.25
<b>Chicken and Smoked Bacon Terrine</b> <i>studded with herbs and garlic served with a homemade pear and real ale chutney</i>	£7.00

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### *Soups*

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<b>Cappuccino Asparagus Soup</b> <i>with parsnip crisps and basil oil</i>	£5.55
<b>Minestrone Soup</b> <i>with fresh basil and parmesan</i>	£5.55
<b>Leek, Potato and Blue Cheese Soup</b> <i>with garlic croutons</i>	£5.55
<b>Roast Tomato and Red Pepper Soup</b> <i>topped with a goats cheese fritter</i>	£5.55
<b>Cold Gazpachio Soup</b> <i>with plenty of basil and a drizzle of sweet chilli sauce</i>	£5.55
<b>French Onion Soup</b> <i>with a mature cheddar cheese croute</i>	£5.55
<b>Cream of Mushroom Soup</b> <i>topped with croutons and sautéed wild mushrooms</i>	£5.55
<b>Haddock Chowder</b> <i>with quails egg and coriander</i>	£5.55
<b>Roasted Butternut Squash and Ginger Soup</b> <i>drizzled with lemon oil</i>	£5.55

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### **SORBETS**

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<b>Mango Sorbet</b> <i>with a kiwi twist</i>	£3.15
<b>Orange Sorbet</b> <i>with mint syrup</i>	£3.15
<b>Raspberry Sorbet</b> <i>with a dash of sparkling wine</i>	£3.15

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### **Main Courses**

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<b>Slow Cooked Shank of Lamb</b> <i>in herbs and stock on creamed potato with a rosemary and garlic jus</i>	£19.80
<b>Pot Roasted Corn Fed Chicken</b> <i>with lentils, chorizo and wine on a hassleback potato</i>	£17.45
<b>Roast Turkey</b> <i>served with thyme roasted fondant potatoes, chestnut stuffing, chipolata rolls and whole cranberry gravy</i>	£17.10
<b>Roast Pork Loin Stuffed with Apricot Farce</b> <i>on mashed potato with an au poivre sauce</i>	£17.10
<b>Panfried Duck Breast</b> <i>in soya and honey on a goats cheese potato cake with a Cumberland sauce</i>	£20.60
<b>Guinea Fowl Breast</b> <i>served with spinach and fondant potato with a white wine and grape sauce</i>	£18.30
<b>Roast Rib of Beef with Yorkshire Pudding</b> <i>rosemary roast potatoes and rich pan gravy</i>	£21.95
<b>Breast of Chicken with Mozzarella</b> <i>encased in pancetta with pesto mash and a tomato balsamic sauce</i>	£18.30
<b>Fillet of Beef</b> <i>on dauphinoise potato with a wild mushroom sauce and stilton parcel</i>	£26.35
<b>Lamb Cannon</b> <i>carved around hot pot potato, napped with a mint gravy and parsnip crisps</i>	£26.35

### **Fish Main Courses**

<b>Salmon and King Prawns</b> <i>on roasted asparagus and new potatoes with a dill and lemon sauce</i>	£18.30
<b>Cod Loin with a Basil Crust</b> <i>on pancetta, thyme and brie new potatoes with a cherry vine tomato sauce</i>	£19.45
<b>Grilled Seabass</b> <i>with dauphinoise potatoes vegetable spaghetti and saffron sauce</i>	£19.45
<b>Lemon Sole Rolled with Spinach</b> <i>on rosti potato with a bacon and wild mushroom cream sauce</i>	£21.40

### **Vegetarian Main courses**

***These dishes will be priced equivalent to your Main Course Selection***

<b>Asparagus and Wild Mushroom Fricasse</b> <i>served with rosti potato and blue cheese filo parcel</i>	
<b>Vine Tomato, Basil and Mozzarella Galette</b> <i>topped with pesto and parmesan dressed leaves</i>	
<b>Risotto Rice Balls Flecked with Herbs</b> <i>served on a roasted Mediterranean vegetable sauce</i>	
<b>Wild Garlic Mushroom Linguine</b> <i>tossed with white wine cream sauce, pine nut pesto and pecorino shavings</i>	

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### **Desserts**

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<b>Orange and Ginger Pannacotta</b> <i>topped with Chantilly cream, praline crumble and citrus anglaise sauce</i>	£7.25
<b>Flapjack Topped Apple Crumble</b> <i>with rum and raisin ice-cream and butterscotch sauce</i>	£7.25
<b>Bread and Butter Pudding</b> <i>with apricot glaze vanilla pod ice-cream and custard</i>	£7.25
<b>Lemon Shortbread Hearts</b> <i>layered with strawberry ice-cream, summer berries and fruit coulis</i>	£7.25
<b>Honeycomb and Chocolate Parfait</b> <i>served with baileys sauce and ginger snap cigars</i>	£7.25
<b>Sticky Toffee Sponge Pudding</b> <i>served with honey custard and tuile wafer</i>	£7.25
<b>Lemon Meringue Cheesecake</b> <i>topped with mini meringue and an array of fruit sauces</i>	£7.25
<b>Brandy Snap Basket Filled</b> <i>with a trio of refreshing summer sorbets and exotic fruits</i>	£7.25
<b>Astley Bank Chocolate Plate</b> <i>white chocolate ice-cream, orange chocolate mousse, double chocolate muffin and brownie thins</i>	£10.00
<b>Assiette of Astley Bank Seasonal Miniature Desserts</b>	£11.00

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### **Cheeses**

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<b>Local Lancashire Farmhouse Cheeses</b> <i>served with biscuits, grapes and chutney</i>	£6.50
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### **Beverages**

*We will offer your guests a choice of Kenyan Coffee or Decaffeinated Coffee.*

<i>Freshly Ground Coffee, or Freshly Brewed Tea with mints</i>	£2.65
<i>Freshly Ground Coffee, or Freshly Brewed Tea with home-made petit fours</i>	£2.80
<i>Freshly Ground Coffee, or Freshly Brewed Tea with chocolate strawberries</i>	£3.75

*Additionally our Tea selection includes*

*Earl Grey, English Breakfast, Assam, Ceylon, Darjeeling, Fine Kenya and an assortment of Fruit Teas.*

*If you would like any assistance with your menu selection, our Head Chef, James Andrew, will be delighted to discuss your requirements with you.*

**All Prices include VAT @ 20% and are valid until 31<sup>st</sup> December 2011**

## Fork Buffet

Homemade Bread of the Day

**Choose one Starter from below**

**Smoked Chicken Tower** *edged with vine tomato salsa, Melba toast and pesto dressed leaves,*

**Assiette of Melon** *served with orange sorbet and mango yoghurt sauce*

**Asparagus Soup** *with basil oil and parsnip crisps*

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**Choose two Meat or Fish and one Vegetarian dish from below**

**Blackened Sugar Baked Ham**

**Fish Pie** *salmon, cod and prawn's in cream herb sauce with mashed potato crust*

**Chicken with Mushrooms** *in red wine sauce*

**Beef Stroganoff** *with rice*

**Lamb Rogan Josh** *with rice, popadoms and dips*

**Tray Baked Salmon** *with mushrooms, asparagus and new potatoes*

**Steak and Ale Pie** *with a puff pastry crust*

**Shepherds Pie** *with a cheese potato crust*

**Chicken Chow Mein** *with prawn crackers*

**Chilli Con Carne** *rice and jacket potatoes*

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**Vegetarian Options**

**Stuffed Mushrooms on Croute** *with spinach and goats cheese*

**Sundried Tomato, Feta and Basil Quiche**

**Roast Vegetable and Tomato Lasagne**

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**Salads**

*Tomato, olive and basil salad*

*Coleslaw with spring onion*

*Smoked chicken and bacon Caesar*

*Dressed seasonal leaves*

*Pasta and roast vegetable salad*

*Medley of vegetables*

*Lyonnaise style new potatoes*

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*Tea or Coffee with Mints*

£23.15

*Add a homemade dessert from the choice below for £5.00 per person*

**Orange and Ginger Syrup Sponge** *and custard*

**Tiramisu** *laced with Rum and Chocolate Shavings*

**Pavalova** *filled with vanilla cream and raspberries*

**Strawberry and Mango Cheesecake**

**Exotic Fruit Salad** *served in a watermelon half*

**Local Lancashire Cheese Platter** *with a selection of breads, biscuits and chutney*

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**Presentation Carvery Buffet**

*In addition to our fork buffet menu*

**Scottish poached and hot house smoked salmon and prawn platter**

**Roast Rib of Beef and Yorkshire pudding**

**Thyme and Garlic Roasted Turkey** *with chipolata bacon rolls*

**A Selection of Home-Made Desserts**

**Local Lancashire Cheese Platter** *with a selection of breads, biscuits and chutney*

*Coffee, or Tea with home-made petit fours*

£40.00

**Evening Buffet Menu – 1**

*Platter of Sandwiches  
Mushroom & Parmesan Puff Pastry Cases*

*Toasted Ham and Cheddar Croissants  
Cajon Spiced Cod Goujons with tartare sauce*

*Chicken Pieces with honey, lemon and herbs  
Bombay Style New Potatoes with mango chutney*

*Chipolata & Bacon Skewer  
with mustard mayonnaise  
Lamb Koftas with mint yoghurt dip*

£11.40

**Evening Buffet Menu – 2**

*Platter of Sandwiches  
Salmon Kebabs with lemon and herbs*

*Italian Meat Balls  
Chicken Pieces in sweet chilli marinade  
New Potatoes in garlic butter*

*Ham and Cheddar Toasties  
Mini Vegetable Samosas with mango chutney  
Mixed fruit skewer*

*Chipolata & Bacon skewer  
with mustard mayonnaise  
Cajon spiced cod goujons with tartare sauce*

£14.25

**Evening Buffet Menu – 3**

*Platter of Sandwiches  
Home-Made Scotch Eggs  
Chicken and Peanut Sate  
Smoked Salmon Cream Cheese Bagel  
Lamb Koftas with mint yoghurt dip  
Chicken Liver Pate on toast  
Garlic King Prawn and cherry tomato kebab  
Vegetable Dim Sums  
New Potatoes with salsa and parmesan  
Mushroom Rice Balls*

£17.25

*Add a homemade dessert from below for £3.15 per person for any of the above buffets*

*Banana, rum and almond trifle*

*Apricot glazed bread and butter pudding*

*Flapjack apple crumble and custard*

*Chocolate orange cheesecake on ginger nut base*

*Seasonal fruit salad and Chantilly cream*

*Local Lancashire cheese platter with a selection of breads, biscuits and chutney*

*Please note: Evening Buffet Menus are only available for Evening Wedding receptions  
that follow a day time Wedding Breakfast.*

*We do not hold Evening Receptions on there own.*

**All Prices include VAT @ 20% and are valid until 31<sup>st</sup> December 2011**

# Wine Packages

## **Package 1**

*1 Glass of Sherry on Arrival  
2 Glasses of House Wine  
1 Glass of Veuve Valmante – Brut*

*£14.55 per person*

## **Package 2**

*1 Glass of Bucks Fizz on Arrival  
2 Glasses of House Wine  
1 Glass of Cava Rabetllat 1 Vidal-  
Brut*

*£15.85 per person*

## **Package 3**

*1 Glass of Bucks Fizz on Arrival  
2 Glasses of Cotes du Rhone Domaine  
Lafonde or Chenin Blanc Simonsig  
1 Glass of Cava Rabetllat 1 Vidal-  
Brut*

*£17.25 per person*

## **Package 4**

*1 Glass of Hot Rum Punch on Arrival  
2 Glasses of Gavi La Caplana Guido  
Natalino  
or Dolcetto D'Ovada La Caplana  
1 Glass of Cava Rosado Rabetllat 1  
Vidal Brut*

*£18.30 per person*

## **Package 5**

*1 Glass of Cava Rosado Rabetllat 1  
Vidal- Brut  
on Arrival  
2 Glasses of Chateau la Commanderie  
de Queyret de Bordeaux or Sauvignon  
Blanc  
Giddy Goose Marlborough  
1 Glass of House Champagne*

*£20.40 per person*

## **Package 6**

*1 Glass of Prestige Rose House  
Champagne  
on Arrival  
2 Glasses of Pinot Noir Kotare  
Marlborough  
or Bacchus Chapel Down Kent  
1 Glass of Laurent Perrier Brut*

*£25.90 per person*

*1 Glass of Kir Royal on Arrival  
2 Glasses of Mersault 1er Cru Louis Latour  
or Chateauneuf-du-Pape Domaine Berthet Rayne  
1 Glass of Laurent Perrier Cuvee Rose Brut*

*£35.90 per person*

## **Children's Drinks Package**

*1 Glass of fruit cocktail on arrival  
2 Glasses of fresh orange or apple juice with meal  
1 Glass of Appletize*

*£6.25 per person*

*Wines may be subject to change depending on availability from suppliers  
in which case a suitable replacement will be offered.*

**All Prices include VAT @ 20% and are valid until 31<sup>st</sup> December 2011  
Prices are subject to any duty increases**

# **Guidance on Planning Your Perfect Day**

*The tradition and conventions of wedding etiquette will not suit everyone but it is important to be aware of them. This explanation of who does what in the preparations and ceremony aims to enable you to make an informed decision on the best way to run your wedding day.*

## **THE BRIDE**

The bride traditionally selects the type of service. She oversees all the preparations, which include choosing the date and the church, who her attendants will be, her own dress and accessories, as well as those of the bridesmaids. She will choose the flowers, help with the guest list and seating arrangements, and attend to the many small details which will contribute to her perfect day.

## **THE GROOM**

The groom has to arrange transport for himself, the bride and the wedding party, as well as hiring the church and booking the honeymoon. The groom chooses his best man and ushers, of which it is traditional to have three, and is conventionally given responsibility for little else! However, in reality the bride and groom discuss most aspects of the day as it is, after all, 'their' wedding. At the reception, the groom will reply to the bride's father's speech, thanking the bride's parents and guests, and proposing a toast to the bridesmaids.

## **THE BEST MAN**

Traditionally, the best man is responsible for his own dress and that of the groom. He sees that transport to the church for them both is arranged, and also organises the 'Stag Night'.

On the day, the best man has to ensure that the whole day runs smoothly primarily ensuring safe keeping of the rings. After the ceremony, he is responsible for transportation of all the guests to the reception. The best man will speak at the reception, replying to the groom's toast to the bridesmaids, and will read out a few cards and telegrams from guests unable to attend. His final responsibility for the day is to ensure that the bride & groom leave the reception in good time, and that their transport is arranged.

## **THE CHIEF BRIDESMAID**

The chief bridesmaid is chosen by the bride to assist her during the preparations. On the day itself, it is her job to make sure that all the other attendants are in their places. She will arrange the bride's dress and veil when she arrives, ready for her entry into the church. During the service, she holds the bride's bouquet. The chief bridesmaid also signs the register, along with the best man. She is then escorted by the best man, and will be on hand all day to assist the bride.

## **THE USHERS**

The ushers greet the guests as they arrive at the church. They will distribute the service sheets and show people to their seats. If it is raining they will help escort the guests and bridal party from their cars to the church under umbrellas.

## **THE BRIDE'S FATHER**

Much of the bride's father's responsibility lies with the financial aspect of the event, as traditionally he pays for the bulk of the costs. Nowadays, though, it is likely that the bride and groom will meet some of the expenses themselves. On the day, the bride will be accompanied to the church by her father, who will escort her up the aisle and give her away during the ceremony. The bride's father will sit next to the bride on the top table during the wedding breakfast, and will make the first speech, in which he proposes a toast to the bride and groom.

## **THE BRIDE'S MOTHER**

The bride's mother will help her daughter with the wedding arrangements. She will help compile the guest list, in consultation with the groom and his parents.

The bride's mother will not only stand proudly watching her daughter on this special day, but is there to oversee all the arrangements, as well as to stand in line to greet the guests, along with her husband.

## **THE GROOM'S PARENTS**

There is no specific traditional role for the groom's parents, but it is important that they do not feel neglected. Ask their advice and approval and ensure that they involve them as much as possible in the preparations.

## FIRST STEPS

The first thing you will plan for your wedding is the budget.

Talk between yourselves and your respective parents about the kind of service you would like. You will find that your parents will be of enormous help to you in discussing the budget. On your very special day you will want the best of everything, so plan carefully the style and tone of the day.

When you have decided, visit your Vicar/Priest or Registrar and make arrangements for your marriage ceremony. They will be of great help to you both, and explain everything you will need to know about walking up the aisle and saying 'I do'. If you wish a rehearsal can be arranged to set your minds at ease and to assure you that it will all be perfect on your wedding day.

Take this opportunity to apply for a marriage licence if necessary. Now might also be the ideal time to decide on who you will ask to be 'Chief Bridesmaid' and 'Best Man'.

## *The Wedding Countdown*

### 18 MONTHS

Once you have decided the date and place of your wedding, it is important to remember the following points. In descending order your family and friends will generally remember the following:

1. How beautiful the bride looked
2. How wonderful the ceremony was
3. The reception.

Think about it. Now is certainly the time to be choosing carefully both your reception venue and your wedding dress. Other important things to be arranged now are as follows:

1. Book the photographer and videographer
2. Book the transport
3. Book the toastmaster if required
4. Decide on the number of guests and make a list
5. Order the invitations
6. Book the honeymoon and apply for passports
7. Decide on the bridesmaids and ushers
8. Order the wedding cake

You have now put in place an excellent framework for the build up to your big day. Hopefully, you now have a team of professionals all working towards making sure it is a day to remember, and for all the right reasons.

### 6 MONTHS

Time for some fun! Lets organise a wedding present list. (Don't forget that a lot of stores will now help you with this.) Having already organised your dress you will probably have a colour scheme in mind for the bridesmaid's dresses. Now is the time to be co-ordinating these as well.

Once the colour scheme is decided it is probably time to start ordering the flowers for bouquets, church, and the reception, if required. Other items to arrange now are:

1. Hire of the suits for the bridegroom, best man, fathers and ushers.
2. Initial Fitting of the dress
3. Choosing the Wedding Rings

While you're on the phone, now might be the ideal time to organise appointments with your hairdresser and beauty salon, to make sure you look at your most beautiful on the big day.

### 3 MONTHS

Now is the time to be sending out the wedding invitations. This would also be the ideal time to be escorting the 'mums' into town to organise their outfits. (Don't forget the hats!)

- Also:-
1. Choose the hymns and choice of music
  2. Arrange for the 'Order of Service' sheets to be printed.

### 4 WEEKS

The pace is starting to hot up now. It's time to see whether everyone else has been as organised as you.

1. Confirm the numbers attending the reception with the venue.
2. Confirm details with the photographer.
3. Confirm the wedding cars
4. Confirm details with the florist and give final numbers for buttonholes
5. Confirm travel and hotel bookings for the honeymoon.  
(N.B Check passport)

### 10 - 7 DAYS

If you haven't organised a rehearsal of the ceremony now might be a good time to meet with the best man, bridesmaids and ushers to finalise arrangements and responsibilities.

1. Practice your make-up
2. Take the headdress to your hairdresser
3. Give the 'Order of Service' sheets to the vicar

and perhaps most importantly of all .....**START PACKING FOR THE HONEYMOON!**

### ONE DAY TO GO

Try and delegate as much work as possible. Have your beauty treatment, finish off any packing that still remains to be done to the honeymoon, lay out your wedding and going away ensemble, relax and put your feet up.

### THE WEDDING DAY

Assuming a 2 pm Wedding, the bride's timetable will run something like this:-

- 8.00 Have a shower or relaxing bath. Have a good breakfast.
- 8.30 Polish your nails
- 9.30 Hairdressers
- 11.00 Best man arrives to collect the luggage/greetings cards/telegrams
- 11.30 The bridesmaids/pageboys arrive
- 12.00 Make-up
- 12.30 The bride and bridesmaids dress
- 1.00 The photographer arrives.
- 1.30 The first car takes the mother and the bridesmaids to the church. The bridesmaids then wait in the church entrance.
- 1.45 The second car takes the bride and her father to the church.
- 1.58 Wait in church entrance and line bridesmaids up behind you. The verger will greet you.
- 2.00 The Ceremony
- 2.45 Ceremony finished. Church photographs
- 3.15 Leave for reception/venue
- 3.45 Arrive at reception/Venue. Time for additional shots with photographer. Offer guests their reception drinks.
- 4.30 Greet the guests. Have your Toastmaster/M.C announce the bridal reception.
- 4.45 Toastmaster/M.C announces the Newlyweds to the guests.
- 5.00 The Wedding Breakfast

**SIT BACK AND ENJOY YOUR DAY!**

## Astley Bank Hotel – Civil Marriage Guidelines

1. When a provisional reservation is made for the Wedding Service at Astley Bank, contact should immediately be made in person with Susan Walsh at the Blackburn with Darwen Registry office on 01254 588660
2. Without the presence of the Superintendent Registrar and a Registrar there can be no marriage. Any arrangements for the use of the premises depend entirely on their availability. It is therefore essential that you make an advance booking with the Superintendent Registrar for her attendance at your proposed marriage. This should be done as soon as you have made a booking with Astley Bank Hotel. A fee for his attendance will be payable before the Ceremony.
3. The couple will also have to give notice of marriage to the Superintendent Registrar(s) of the district(s) in which they live. This notice must be given in person by the couple.
4. The couple should be advised that any arrangements made for a marriage to take place at Astley Bank Hotel are dependent on:
  - (a) The attendance of the Superintendent Registrar and a Registrar for the district in which the Hotel is situated (Blackburn with Darwen)
  - and
  - (b) The issue of the authority or authorities for the marriage by the Superintendent Registrar(s) to whom notice of marriage was given.
5. When notice is given in a different registration district from the one where the marriage is taking place, the couple will have to collect the authority before the ceremony and ensure it is delivered to the registrar who is to attend the ceremony.
6. The couple should be advised that only a civil, non religious ceremony can be permitted by the Superintendent Registrar. Any music, reading, words or performances which form any part of the ceremony must be secular. The content of the ceremony must be agreed in advance with the Superintendent Registrar who will be attending the ceremony.
7. You **must provide a copy of the provisional booking form** to Astley Bank.
8. We ask you to take thorough notice of the conditions that apply and the responsibility lies solely with yourselves

**GENERAL TERMS AND CONDITIONS FOR WEDDING CELEBRATIONS**  
**AT ASTLEY BANK HOTEL**

**Provisional Bookings and Confirmations**

We will hold a provisional booking for 14 days without requiring a deposit. Bookings will be regarded as provisional until a signed contract together with a deposit of £500 (£1000 for exclusive use) has been received. The deposit is for the agreed date and is non-refundable.

**Payments and Final Arrangements**

Six months prior to your wedding a second deposit of £1500 is required. A minimum of eight weeks prior to the event menu and wine package choices are needed. Final balances are due 28 days prior to the event.

Any change's in numbers thereafter are non refundable.

Please note that payment by credit card will incur a surcharge of 2% of amount paid.

**Cancellations**

In the event of a cancellation, all deposits and final balances paid are non-refundable. Cancellations within 6 months will be charged in addition 75% of expected revenue

Written confirmation is required to cancel a booking.

**Prices and Tariffs**

All prices include V.A.T at the current rate and are subject to any additional V.A.T and duty increases.

We reserve the right to amend our prices if necessary. "Exclusive Use" refers to all areas, except the conference centre and all bedrooms must be taken and paid for in full.

**Entertainment**

Astley Bank's resident DJ must be used. You are welcome to arrange your own entertainment but any entertainment you engage must be approved by the hotel and a valid public liability insurance document will need to be provided 7 days prior to the event.

Fireworks and marquees are not permitted in the hotel grounds.

**Guest Behaviour**

At all times the conduct of your guests is your responsibility. Any accounts outstanding from the guest's attending your wedding, however caused, remain your responsibility and you hereby agree to pay for such accounts. Only food and beverages (alcoholic or non alcoholic) purchased from the Hotel may be consumed on the premises. Any guests deemed by the Hotel not to be upholding these conditions, or a good level of behaviour, may be removed from the Hotel and its premises. The Hotel is under no obligation to pay compensation or a refund for any guests in the event of inappropriate behaviour.

**Accommodation**

Bedrooms are available from 3pm on arrival day and should be vacated by 11am on day of departure unless specific alternative arrangements have been made.

All bedrooms are strictly NO SMOKING any breach of this will incur a cleaning charge of £75.00.

A smoking shelter is provided in the hotel grounds.

**I/We hereby agree to the above terms and conditions**

Bride _____	Bridegroom _____
Address _____	Address _____
_____	_____
_____	_____
_____ Post Code _____	_____ Post Code _____
Signature _____	Signature _____
Tel No _____	Tel No _____
Date _____	Date _____
Signature _____	Function Date _____
On behalf of the hotel	Numbers Day _____ Eve _____
Print Name _____	Date Signed _____