



# Frequently Asked Questions

Weddings

AT

DERWENT MANOR HOTEL

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## **Who is my contact on day?**

You will be assigned a designated Wedding Coordinator who will look after you on the day along with the hotel team. Your coordinator will oversee your arrival, ceremony, wedding breakfast right through to the start of your evening do including the cake cut and first dance.

## **Will you provide a Toast Master?**

Your designated Wedding Coordinator will act as your Toast Master unless you wish to appoint a family member to take over that duty.

## **Bar closing?**

Bar will close at 1am and the entertainment will end at 1pm unless otherwise agreed with the Sales Coordinator. After this time only residents can be served in the hotel providing they have opened their room account.

## **What time is breakfast the following morning?**

Breakfast is served 7-9.30am Monday to Friday and 8am -10am on Saturday and Sunday.

## **Check in/out times?**

Check in time for the hotel room is 3pm and the cottages 4pm. Due to normal business within the hotel we cannot guarantee that rooms will be ready any earlier. If you would like to secure a room for the earliest of 1pm your guests would be required to pay an additional £10 per hour.

## **What do I do if I have a guest with dietary requirements?**

Should any of your guests have a dietary requirement please inform us soon as possible so that we can provide a suitable meal and liaise with our Chefs.

## **Can we throw confetti?**

We respectfully request that all confetti used on the premises is bio-degradable and is permitted to be thrown in the outside areas only. Derwent Manor reserves the right to levy an additional charge to cover the clearing costs should you or any person invited by you or present on your behalf at Derwent Manor fail to comply with these regulations.

## **How old are children?**

Children are classed as under 12's and their menus can be discussed directly with the Team.

## **Candles?**

Any candles used on the day must be provided in containers high enough to cover the flame, or be correctly installed on candelabras. Any arrangements that do not meet these requirements will not be lit on the day.

## **How many people would I seat around each table?**

Round tables will seat up to 10 guests per table and your top table can vary depending on how many you would like. This can be advised by the team in your meetings.

## **Etiquette for receiving line, top table or speeches?**

You may wish to have a receiving line that can either be just the Bride & Groom or you may wish to add parents. If you would prefer not to, you will be welcomed into the room by your Toast Master to take your seats at the top table.

You can have any number of speeches that you would like but please inform the Sales Team how many people will be speaking so that the length can be factored into timings on the day. These can be conducted before or after your Wedding Breakfast. If you are a little shy and would prefer not to speak then we will just get you seated and start your meal service.

## **How do we provide the wedding music?**

Wedding music must be provided to the hotel on a CD, iPod or Phone device which is compatible with an AUX cable. We also ask that you provide clear instructions as to which song is for each different part of the ceremony or wedding breakfast.

## **Will there be any other events on at the hotel on the same date as my wedding?**

Yes we will run up to another two functions on the same day unless you wish to pay for exclusivity.

## **When should I bring my cake to the hotel?**

We recommend that the cake be brought to the hotel on the day of the Wedding. If you require it to be delivered earlier please inform the Sales Team in advance.