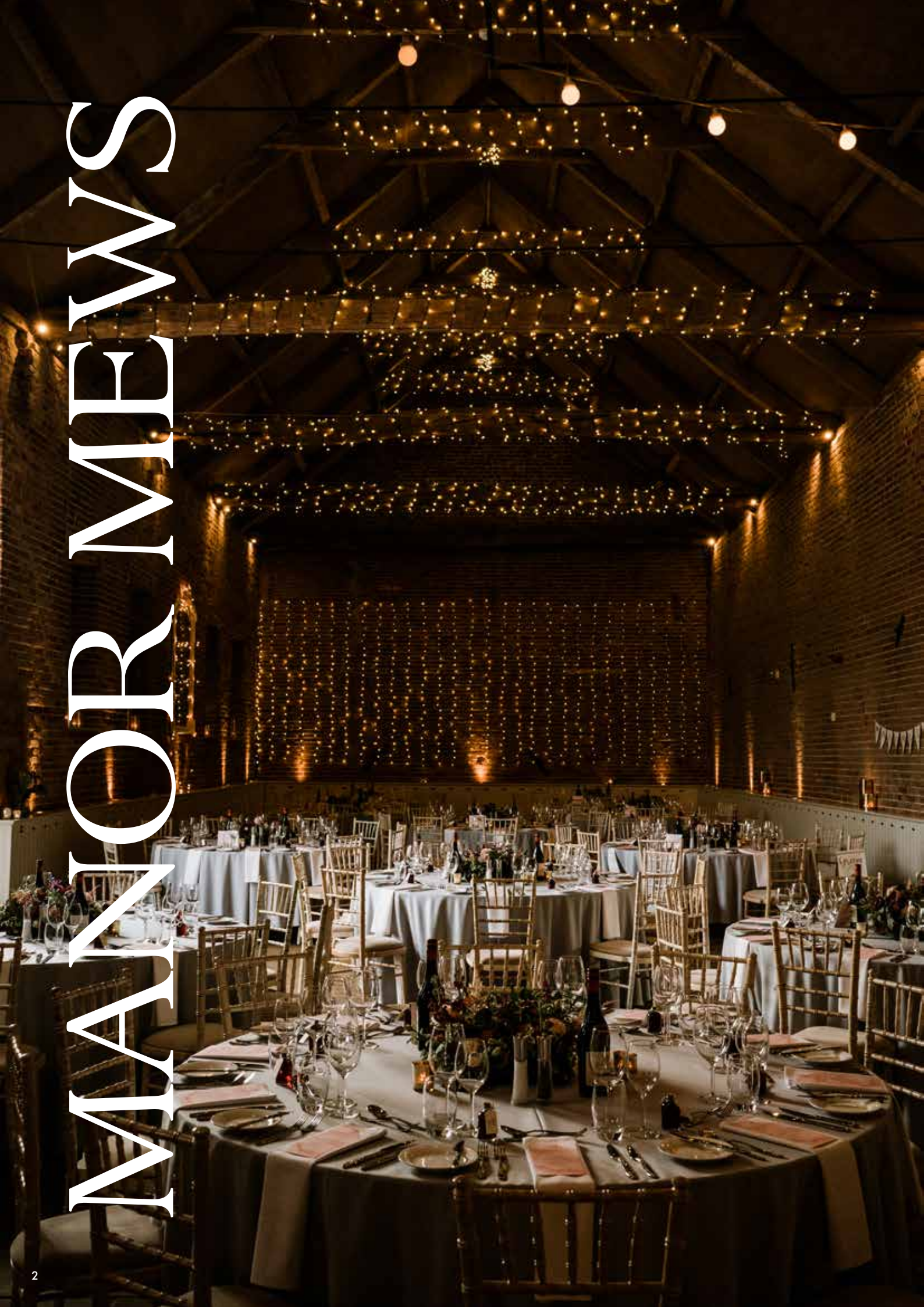


MANOR MEWS

BY UNIQUE NORFOLK VENUES

MANOR NEWS





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Marry, dine and celebrate in spectacular surroundings amidst the Norfolk countryside. Manor Mews, a breathtaking barn venue. Your family and friends are bound to fall in love with its vast accommodation, facilities, and diligent event staff.





MAP LOCATIONS

- | | | |
|-------------------|---------------------|-------------------------|
| 1 THE OLD DAIRY | 5 THE HAYLOFT | 9 THE MILKING PARLOUR * |
| 2 THE MANOR HOUSE | 6 THE STABLES | 10 THE GREAT BARN |
| 3 THE STRAWHOUSE | 7 THE OLD FEEDHOUSE | 11 THE SHEEPSHED * |
| 4 THE HENHOUSE | 8 THE PIGGERY | |

* INCLUDED IN THE PACKAGE

Time Line

THE PLAN FOR THE DAY



2 PM

It's time for your ceremony in your choice of location.



4 PM

Any guests staying in the accommodation can now check in.



6:30 PM

Time for the all-important speeches.



9 PM

Party the night away with your guests and enjoy a choice of evening food.



10 AM

You and your wedding party begin getting ready in your accommodation.



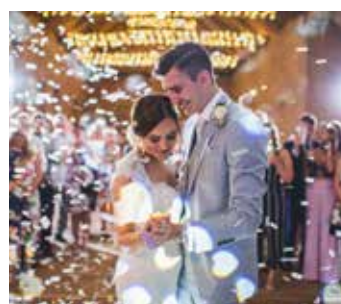
2:30 PM

Now married, your reception begins with drinks and canapés in the gardens.



4:30 PM

Your wedding breakfast is served – we recommend allowing two hours for this part of the day.



7:30 PM

Your moment as a newlywed couple to cut the cake and have your first dance.



Midnight

Your music comes to an end – time to retreat to your Honeymoon Suite.

Our Service

A UNIQUE APPROACH

Here at Unique Norfolk Venues we pride ourselves on providing a luxury experience for couples and guests alike. Our dedicated Wedding Planner and Events Team will be on hand to answer all your questions from the first visit to your venue, all the way through to your big day. Whether that be helping you select your dream wedding menu, coordinating the day or helping you arrange your dress for photographs, we will be there with you every step of the way.



Catering

TASTE THE DIFFERENCE

We recognise that food and drink is a crucial part of your big day. This is why we have partnered up with UNV Kitchen, run by Executive Head Chef Keith McDowell, in order to ensure only the best food is served. Driven by quality, simplicity and seasonality, our food is always a big hit while our service is personal and efficient, making your day memorable and unique! When sitting down with your Wedding Planner, you will discuss your ideas on food and drink and they will help you create your perfect Wedding Breakfast Menu.

TASTING EVENT

Before you make any decisions, we think it is important that you sample the delicious food that our Executive Head Chef and his team create for you on your special day. Please contact our Planning Team for more information on our tasting events.



Executive Head
Chef Keith McDowell

Accommodation



STAY

We can accommodate stays of 2 nights (weddings on Tuesday and Thursdays) 3 nights (Saturday wedding) where friends and family can stay and enjoy the time together. Within the package at Manor Mews, includes The Milking Parlour (sleeps 2) and The Sheepshed (Sleeps 5).

THE ROOMS

The Sheepshed

Honeymoon Suite, Sleeps 2, included in package

1 double bedroom. Includes a hot tub.

The Milking Parlour

Sleeps 5, included in package

1 triple bedroom and 1 double bedroom. Includes a hot tub.

The Hayloft

Sleeps 4

1 twin bedroom and 1 double bedroom.

The Strawhouse

Sleeps 10

1 twin bedroom, 3 double bedrooms and 1 double sofa bed.

The Henhouse

Sleeps 16

2 twin bedrooms, 4 double bedrooms and 2 double sofa beds.

The Manor House

Sleeps 22

5 double bedrooms and 3 family rooms.

The Old Dairy

Sleeps 6

1 twin bedroom and 2 double bedrooms. Includes a hot tub.

The Stables

Sleeps 10

1 twin bedroom and 3 double bedrooms and 1 double sofa bed.

The Old Feedhouse

Sleeps 2

1 double bedroom

The Piggery

Sleeps 6

1 twin bedroom and 2 double bedrooms.

FAQ

VENUE

What is included in the venue fee?

Please see the package price list for details.

When can we set up for our wedding breakfast?

You will be able to access the barn the day before your wedding between 12pm and 4pm.

Is The Great Barn licensed to hold Civil Ceremonies?

The Great Barn is fully licensed to hold civil ceremonies for up to 120 people.

What about clearing up the next day?

There is no need to worry about this, a member of staff will arrange to meet you before and their team will clear up everything and pack away

your decorations so you can relax. Your wedding planner will arrange to meet you upon checkout to return your belongings.

Is there a car park?

There is a large car park providing ample spaces for guests there is also an over flow car park. Cars may be left overnight, at the owner's risk, for collection the next morning by 10 am.

Will there be seating on the patio and lawn outside The Great Barn?

There are several benches and sets of patio tables and chairs for the use of the guests. If you would like any more seating for your guests to rest on, then these can all be hired at an additional cost through one of Unique Norfolk Venues recommended suppliers

DETAILS

What about music during the ceremony? Many couples book musicians to provide music during the ceremony. However pre-recorded music is also popular. There is a sound system and mic for you to use at the venue

Is confetti allowed?

Natural or organic confetti e.g. dried flower petals is permitted.

Are there any high chairs to use?

Yes, we have 4 high chairs.

Are fireworks allowed?

Out of consideration for our neighbours and local livestock we do not allow fireworks.

Are candles allowed?

Yes, but the candle holder has to be taller than the flame. So unfortunately we are not allowed





to light the candles on candelabras. If you would like candles on the cladding ledge around the barn these must be LEDs.

Is outdoor light allowed to be put up around the venue?

Yes, only if agreed before and only done by our expert supplier Epic Event Hire.

Can we have outdoor games and bouncy castles on the lawn?

Lawn games are permitted on the lawn nearest to the Great Barn. Bouncy castles are not permitted at Manor Mews.

Please note our staff are unable to supervise any lawn games.

Do you allow coaches?

Yes, coaches must come into the main Great Barn car park and not the cottage car park.

Are dogs allowed at Manor Mews?

Yes! We can allow your dog to be on site at Manor Mews for a short period of time, of 1 hour and 30 minutes. Your dog can go in the ceremony area and can join you in the grounds during your drinks reception. Your dog must be kept on a lead at all times and under

no circumstances can your dog be permitted in the accommodation or any unauthorised buildings. Any dog excrement must be cleared up by a member of the wedding party. Once the photographs have taken place provisions must be in place for the immediate collection of the dog. We have a recommended supplier that you can use who can provide a drop off, pick up and overnight stay service for your dog. Oh Bella Wedding Day Dogs - www.ohbellaweddings.co.uk woof@ohbellaweddings.co.uk

If any guests wish to bring their dogs in the accommodation this must be cleared with the owners 6 months prior to your wedding. Guests bringing dogs will be charged a separate £150 security deposit per dog when they arrive. Dogs must be either crated (but only for short periods of time) or dog sitters must be with them. Dogs staying in the accommodation are charged at £100 per dog.

Are drones allowed?

Sadly we do not permit the usage of drones above the Manor Mews grounds due to the horses and other wildlife.

Do you take cash and card payments at your bar?

We take cards only at our bars which include Apple Pay and Contactless.

PLANNING

Will I have the same dedicated Wedding Planner throughout the planning process?

Every couple will have access to our planning team from the very beginning, so that you will always have someone to help guide you with questions or ideas.

Closer to your wedding date you will then be assigned your designated planner to ensure every last detail is managed on your big day!

Can we use any supplier?

Yes, of course. For any recommendations however, we do have a recommended supplier list. We require all suppliers' phone numbers and email addresses. We will also need a copy of their public liability insurance before they can operate at Manor Mews. Please note that this also applies to any food supplier.

If any supplier is using electrical equipment, PAT certificates must be

provided in advance. By making a booking at Manor Mews, we assume that you agree to this condition.

Can we decorate up high on the fishing wire?

Yes. For insurance reasons Epic Event Hire is the only supplier authorised to hang your decorations at height. Please contact Epic Event Hire to organise a quote for this. Their email is info@epiceventhire.co.uk

Can we hire a projector and screen?

Yes! Projector screen: £20 Projector: £30. Please contact our planning team to book!

Can we put signs on the ground?

We cannot allow signs to be used in the grounds because of the irrigation system. This one needs to

be separate as it links to previous question on the FAQs.

CATERING

Can our menu be tailor made?

Yes, we will work with you to provide the perfect menu on your wedding day.

Is it possible to choose a couple of dishes?

We recommend that you choose one starter, one main course and one dessert. Please have a look in our catering brochure for choice menus and bespoke options.

Can you cater for our guests who are vegetarians or have food allergies?

Yes, allergen, vegan and vegetarian

adapted menus are available to guests with dietary requirements at no extra charge.

Can we bring our own caterers?

No, it is essential that we provide a consistently high standard of catering at Manor Mews and therefore only allow our own in house experienced chefs, who offer exceptionally high level of service using quality locally sourced ingredients.

When do I need to give in my pre-orders?

We require all pre-orders and your final table plan to be with us six weeks before your event. Your Wedding Planner will give you a blank table plan to fill in.





Can I bring my own alcohol?

You can only bring your own wine, prosecco or champagne however, there will be no reduction in cost of the package. If you would like more wine, prosecco or champagne on top of what we offer in the package, then you can bring this for a corkage charge of £9.50 per bottle. Alternatively, we have an extensive wine list at competitive prices which are available on sale or return. The only other exception is a cask of real ale, which our planning team can advise you on. You can also bring one 50ml alcoholic favour per person.

Should we provide our contractors with a meal?

We recommend that you provide any of your contractors with a meal if they will be spending more than five hours at your wedding. We have two options available; we can provide either a one, two or three course from your wedding breakfast menu or sandwiches.

What is involved in the tasting event?

We believe that it is very important for you to sample the fantastic food from our menu before your big day. We hold a tasting event to give couples an understanding of service, food and presentation when catering at a large scale. Unfortunately, we cannot accommodate private one on one tastings as these do not accurately reflect the whole experience that you would at your wedding.

What menu can the children have?

Children can either have main meal but half portion or from the children's menu.

What constitutes as a child?

Anyone eating a smaller version of the meal or a children's dish.

Do you provide crockery?

White crockery, traditional silver cutlery, table linen and glassware is all included in the package.

Unique Norfolk Venues also offers a hire brochure.

Our brochure showcases an incredible range of crockery, cutlery, linen and glassware that can complement your wedding day. Contact your wedding coordinator for a copy of our hire brochure.





NEXT STEP

How do we book and secure our date?

We allow couples to hold their chosen date for 48 hours. Thereafter, our wedding office will be in touch.

Next, an initial £750 payment is required to hold your date. You then will need to sign our reservation form on the online portal. Once this has been completed you will receive an email from the Manor Mews planning team. You will then need to sign your contract to secure your date. We will hold all accommodation for 6 weeks at 6 weeks you will need to confirm which accommodation you wish to take.

How is the full payment broken down?

The full payment is broken down into the following steps:

- ✓ **£750** deposit.
- ✓ **£1000 & 25%** of accommodation within first 6 weeks of booking.
- ✓ **£1000 & 25%** of accommodation 1 year before your wedding.
- ✓ **£1500 & remaining of accommodation** (final 50%) 6 months before your wedding.
- ✓ Final balance 1 month prior to your wedding.

Is VAT included?

Yes, VAT is included in the prices of our packages, menus and extras.

Other Questions?

If you have any other questions, then please contact us via email; manormewsplanners@uniquenorfolkvenues.co.uk

