



DE VERE

HORSLEY ESTATE



Temporary Brochure Inserts

Exclusive Use

Celebrate your Wedding day with family & friends in total privacy as you are Lord & Lady of your very own 'Castle' for the day. Exclusive hire of the Towers gives you this 19th century ancestral home to the Lovelace family, with your very own lake, croquet lawn, cloisters and ornamental chapel... perfect for the photo album!

Exclusive use of Horsley Towers gives you the added benefits of;

- Full venue hire including 3 function rooms, private bar & lounge, dressing rooms and plenty of storage space, plus private parking
- Privileged use of the magical cloisters, unique ornamental chapel, soaring Tower and serene lake for truly memorable photographs
- The wrap around terrace complete with garden furniture gives you further private space to break out into, with great vantage points for the family photos. The large croquet lawn is also yours with giant games and football nets available to entertain the kids (and the older kids too!)
- Exclusivity of all our newly refurbished Towers bedrooms available for you & your guests to reserve
- Complimentary Guest room for you to stay the night prior to the Wedding
- Our best room in the Estate the De Vere Suite on the night of the Wedding
- Your own certified toastmaster in full regal attire
- Flower arrangements from Blakes of Bookham, worth £300 from our recommended & trusted supplier
- Elegant & on trend lime washed Chiavari chairs
- Red carpet for you & your guests arrival
- Civil ceremony space if required is yours at no additional cost with chairs and cream aisle runner
- Use of our ceremonial cake knife and sterling silver stand
- Mirrored table centre pieces
- White table clothes & linen with all crockery, cutlery & glassware
- Wooden 14x14 ft. Dance Floor
- Disco & DJ from 9pm to midnight with Surrey Events Services, worth £450 with a 3 hour DJ set and 4 x uplighters from our trusted supplier
- PA System & Handheld Mic for speeches
- Menu tasting for the Wedding couple before the big day. Taste a selection of delicious starters, mains and desserts and choose the perfect accompanying wines for your perfect Wedding breakfast
- Complimentary bed & breakfast and evening meal stay at the Estate for your 1st Wedding anniversary. *Towers bedrooms cannot be guaranteed and are subject to availability
- Access to the Estates extended facilities found in the modern facilities of Horsley Place, including the 16mtr indoor pool & well equipped gym, for all guests
- 6 months leisure membership for the Bride & Groom, with indoor pool & gym

The Towers exclusive use starts from 12 noon on the day of your wedding until 7am the following morning

Tariff for Exclusive Use;

Every Friday & Sunday in January-March & October-November £3,500.00

Every Friday & Sunday in April-September & December £5,000.00

*any Friday & Sunday over a Bank Holiday weekend £7,000.00

Every Saturday in January-March & October-November £5,000.00

Every Saturday in April-September & December £7,000.00

All Bank Holiday Mondays £3,500.00

All rates shown include VAT at the prevailing rate

Packages

Welcome your guests with one of our all-inclusive packages;

the Ada Byron – The daughter of the romantic poet Lord Byron, famous in her own right for writing the algorithm for the first mechanical computer designed by Sir Charles Babbage, the first lady of computing is on the Microsoft hologram and has a medal struck in her honour awarded every year to those making advances in computer sciences. Ada married Lord Lovelace and lived in the Towers.

- A warm welcome with 2 glasses of Pimms & 1 glass of orange juice per person, plus a choice of 2 canapes (4 items per person)
- A sumptuous 3 Course set dinner with a selection of 7 starters, 7 mains and 7 desserts to choose from, followed by freshly brewed coffee or a selection of teas, with after dinner chocolates
- Half a bottle of Kudu Plains Chenin Blanc or El Muro Tinto Tempranillo Garnacha table wine per person *or alternative House wine as in the cellar
- A glass of Sparkling Wine Marquis de Valette Brut to raise a toast to the happy couple
- Our evening buffet of Finger Food Favourites including Japanese filo prawns, spiced lamb koftas, vegetable samosas, oriental spring rolls, pork pies, hot & sticky chicken, dipping sauces & accompaniments

£120.00 including VAT, per person

The Charles Barry – The designer of our Wonderful Towers, also the architect of the Houses of Parliament and Highclere House of Downton fame!

- Treat your guests to a welcome of 2 glasses of Prosecco & 1 glass of orange juice per person, plus a choice of 3 canapes (6 items per person)
- A sumptuous 4 Course set dinner with a selection of 7 starters, 7 mains and 7 desserts to choose from, with a Sorbet cleanser to clean the palate ready for the main event, followed by freshly brewed coffee or a selection of teas, with after dinner chocolates
- Half a bottle of upgraded Spee'Wah Pinot Grigio or Cabernet Shiraz table wine per person
- An upgraded glass of Sparkling Belstar Cuvee Rosé to raise a toast to the happy couple
- Our evening buffet of Finger Food Favourites including Japanese filo prawns, spiced lamb koftas, vegetable samosas, oriental spring rolls, pork pies, hot & sticky chicken, dipping sauces & accompaniments

£132.00 including VAT, per person

The Lord Lovelace – The Ancestral home to the Lovelace family, the Towers was bought by Lord Lovelace from William Currie in 1800's. Lord Lovelace added the iconic Italian tower, the clock tower and Great Hall and commissioned the cloisters & beautiful chapel for his wife Ada Byron. The Lovelace family mottos are inscribed on the Great Halls cantilevered roof, a design of Lord Lovelace himself.

- Spoil your guests to a welcome of 2 glasses of Lanson Champagne & 1 glass of orange juice per person, plus a choice of 3 canapes (6 items per person)
- A sumptuous 5 Course set dinner with a selection of 7 starters, 7 mains and 7 desserts to choose from, with an Amuse Bouche to start proceedings and a Sorbet cleanser to clean the palate ready for the main event, followed by freshly brewed coffee or a selection of teas, with petit fours
- Half a bottle of upgraded Journeys End Chardonnay or Cabernet Merlot table wine per person
- A glass of upgraded Grande Tradition Besserat Brut Champagne to raise a toast to the happy couple
- Our evening buffet of Finger Food Favourites including Japanese filo prawns, spiced lamb koftas, vegetable samosas, oriental spring rolls, pork pies, hot & sticky chicken, dipping sauces & accompaniments

£145.00 including VAT, per person

Menus

Choose 1 starter, 1 main & 1 dessert from the following choices of 7 starters, 7 mains and 7 desserts, for your guests to dine from. We also include an additional vegetarian option for those who wish for this.

Starter

Smoked Salmon, Pickled Cucumber, Lemon, Caper Popcorn and Micro Leaf Salad

Duck Confit Terrine, Pear and Vanilla Puree, Parma Ham and Crisp Bread

Beef Carpaccio, Rocket and Parmesan Salad, Hazelnut and Truffle Dressing

Goats Cheese Mousse, Beetroot Textures, Chicory and Tarragon Oil (V)

Roasted Pepper Arrancini, Rocket Pesto, Sundried Tomato and Feta (V)

Seasonal Soup, Parmesan Croutons, Freshly Baked Seeded Roll (V)

Seared Scallops, Roasted Cauliflower, Cauliflower Puree and Tempura Cauliflower (£5 supplement)

Main

Salmon/Sea Trout Fillet, Fishcake, Leeks and Crushed Potato, Mustard Cream Sauce

Fillet of Sea bass, Buttermilk Mash, Aubergine and Sundried Tomato, Gremolata

Seared Corn Fed Chicken Breast, Fondant Potato, Green Beans, Baby Leek, Chicken Jus

Roasted Rump of Lamb, Roasted Garlic Mash, Root Vegetables and Madeira Jus

Sundried Tomato Risotto with Oregano, Bocconcini, Roasted Cherry Tomatoes and Confit Shallot (V)

Crisp Gnocchi, Roasted Celeriac Puree, Crisp Apple, Walnut, Stilton and Watercress Salad (V)

Fillet of Beef, Braised Beef Cheek, Horseradish Rosti, Baby Vegetables, Red Wine Jus (£10 supplement)

Dessert

Warm Chocolate Fondant, Salted Caramel, Chocolate Crumbs and Vanilla Ice Cream

Chocolate Ganache, Mascarpone Mousse, Chocolate Popping Candy, Clotted Cream Ice Cream

Lemon Tart, Fresh Raspberries, Passion Fruit Sorbet

Tiramisu Torte, Espresso Ganache, Chocolate Ice Cream

White Chocolate Cheesecake, Marinated Strawberries and Sorbet

Mango Torte, Passion Fruit Caramel, Mango and Ginger Sorbet

Fruit platter with Champagne Sorbet (Gluten Free)

Children's Menu is priced at £15.00 per child.

Starter - *Garlic Bread or Melon Balls*

Mains

Chicken Goujons with Beans & Chips / Mashed Potato and vegetables

Chicken Breast with Beans & Chips / Mashed Potato and vegetables

Fish Goujons with Beans & Chips / Mashed Potato and vegetables

Burger & Chips

Margarita Pizza & Chips (v)

Cheesy Tomato Penne Pasta with Garlic Bread (v)

Please choose a maximum of two options from the main courses

Dessert - *Ice cream*

We supply a complimentary kid's toast of sparkling apple juice on all packages

Children having a smaller portion of the adult's Wedding Breakfast are charged at £30.00 per child, ages 2yrs – 12yrs.

Over 12 years are charged as adults.

Canapés selection

Your chosen package will include 4 or 6 canapes pp, choosing 2 or 3 selections from the below

Choose from;

Meat

Roast Beef, Mini Yorkshire pudding, Horseradish Sauce

Lamb Kofta, Cucumber Yoghurt Dip

Chicken Liver Pate, Apricot Chutney

Satay Chicken Skewers

Fish

Crispy Salt and Pepper Squid with Seaweed Seasoning and Chilli Dipping Sauce

Mini Fish and Chip Cones

Smoked Salmon, Cream Cheese, Dill

Cod, Dill and Lemon Fishcakes, Tartare Sauce

Vegetarian

Pea and Mint Tartlets with Feta Cheese

Vegetable Spring Rolls with Chili Sauce

Polenta Fritter with Wild Mushroom and Gorgonzola

Olive and Parmesan Cheese Palmiers

Something More...

Have you a favourite food not on the menu? Wish to add a fish or Soup course to the menu? Talk to our Chefs to arrange for the bespoke menu to be created for you.

Wish to add an Amuse Bouche or Palate cleansing sorbet course? Or add a Cheese Platter to finish the meal? Just ask us.

Amuse Bouche – choose from;

Scallop, Peas & Bacon

Red Mullet, Tomato, Basil & Artichoke

Smoked Duck, Truffle Mayonnaise, Parma Ham & French Beans

Smoked Trout, Lemon, Keta & Cucumber

Salmon Rillettes, Keta, Crème Fraîche & Dill

£3.00 p/person

Sorbet Course - with a variety of flavours available to choose from;

Mango Sorbet with Passion fruit Coulis

Pink Champagne Sorbet with Prosecco

Lemon Sorbet with a Ginger, Lime & Mint Syrup

Raspberry Sorbet with a Cassis Coulis

Pink Grapefruit Sorbet with a mint Syrup

Apple Sorbet with a poached pear

£3.00 p/person

Petit Fours – a miniature sweet treat with your Tea & Coffee

£3.00 p/person

Cheese Platter – Add a plate of Seasonal cheeses served with celery, dried fruit, chutney, grapes & a selection of biscuits & crackers

£8.95 p/person

Chair Covers - We supply very fashionable Chiavari chairs for your Wedding breakfast and the civil ceremony (if being conducted onsite). However if you were looking for a white chair cover with coloured sash of your choice then we can arrange this for you at a £4.50 supplement per chair. Just ask your Wedding coordinator for more details

Discos, DJ's, Light up dance floors, photo booths, magicians or orchestral quintets to accompany your meal? We know a supplier for all so just ask for our recommendations.

Similarly if you are looking for a photographer, flower arrangements or car hire we can recommend one of our trusted suppliers for you.

Evening Reception

Our Family Favourites Finger Buffet is included in all wedding packages.

Family Favourites Finger Buffet - Japanese filo prawns, spiced lamb koftas, vegetable samosas, oriental spring rolls, pork pies, hot & sticky chicken, dipping sauces & accompaniments

We suggest you cater for a minimum of 75% of your total evening guests. After you tell us your expected numbers for the evening we will calculate any additional costs for you to cater for those not attending the dinner previously. Priced at £13.95 p/person if not included in your package

However if you wish to choose something a little less traditional then why not ask for one of the below options, the supplement price on your wedding package is shown;

Artisan Cheese Platter or Antipasti – The ultimate cheese board or a selection of cured meats, charcuterie, marinated vegetables, olives, rustic bread & dipping sauces

£3.00 p/person supplement on your chosen package. £16.95 pp for additional guests

Around the World Platter - The ultimate platter with a selection of the best bites around the world. Burgers, Pizzas, Falafel bites with tzatziki and fish Goujons and chips. All of your favourites in miniature.

£4.00 p/person supplement on your chosen package. £17.95 pp for additional guests

Family Paella – cooked in front of you on the Towers Terrace in a large flat traditional paella pans, a Spanish dish prepared by simmering together chicken, seafood, rice, vegetables with saffron and other seasonings

£5.00 supplement p/person on your chosen package. £18.95 pp for additional guests

BBQ - Treat your guests to a family style BBQ with Angus Burgers, Lemon & Herb Chicken Thighs, Halloumi and roasted pesto peppers, Corn on the Cob, Jacket Potatoes, Coleslaw, Salads and Fresh Crusty Breads.

£10.00 supplement p/person on your chosen package. £24.00 per additional guest

Go the whole Hog

Spoil your guests to a traditional hog roast experience supplied by our award winning local butcher, served on the terrace with all the trimmings of apple sauce, crackling, a selection of salads and fresh crusty breads

£12.00 supplement p/person on your chosen package. £25 pp for additional guests

Something More...

Still hungry? Then why not choose from one of our popular midnight munchies;

Mini Burgers - £3.50 per guest

Mini Pies, choose from the following fillings: Steak & Ale, Chicken & Mushroom, Spinach, Sweet Potato & Goats Cheese - £4.50 per guest

Midnight baps with bacon or Cumberland sausage - £7.95 p/person

Pulled pork baps with red cabbage and coriander coleslaw - £9.95 p/person

12" Pizzas - £12.95 per pizza

Let the Wine Flow

Do you know your Sauvignon Blanc from your Riesling or your Merlot from your Rioja? Maybe you wish to match a wine to each course? We have a great selection of wines for your guests to enjoy.

Your menu tasting includes a glass of wine stated in your package however do request to taste anything from our cellars with prices shown on the table menu.

Light & Fresh White

Kudu Plains Chenin Blanc - SOUTH AFRICA £22.50
Fresh citrus and peach flavours with a zippy acidity and a refreshing finish

The Spee'wah Pinot Grigio – AUSTRALIA £26.00
Crisp and fresh with lemon acidity and bright fruit characteristics

La Chablisienne Chablis Le Finage – FRANCE £55.00
Aromas of white fruit and citrus with hints of minerality. Well-balanced with a mineral finish

Aromatic & Fruit Driven White

Nyala Sauvignon Blanc - SOUTH AFRICA £24.00
Crisp, mouth-watering wine with powerful gooseberry and citrus flavours

Cap Cete Picpoul de Pinet – FRANCE £28.00
Crisp and firm with green fruit, a truly outstanding wine

Ara Single Estate Sauvignon Blanc – NZ £32.00
Restrained mineral and stone fruit characters with accentuated grapefruit aromatics balanced with elegance and texture

Fruity & Ripe White

Alto Bajo Chardonnay – CHILE £22.50
A light and simple style that has apple and citrus fruit flavours and aromas, floral notes, a light body and refreshing finish

Journeys End Chardonnay - SOUTH AFRICA £31.00
Delicious Chardonnay with mellow oak and tropical fruit notes

Domingo Martin Albarino – SPAIN £37.00
Rich and generous flavours of ripe peaches and pears, backed by a vivid streak of lemon and mineral acidity.

Fruity & Juicy Red

El Muro Tinto Tempranillo Garnacha – SPAIN £22.50
Soft, fruity, easy-going red with bags of dark berry and just a twist of pepper on the finish

Alto Bajo Merlot – CHILE £25.00
Intense aromas and flavours of ripe plums, sweet spices, coffee, chocolate and delicate smoky notes.

Spy Valley Pinot Noir - NEW ZEALAND £52.00
Fresh fruit supports a crisp and crunch texture. Sweet cherry and red fruits are underlined by fragrant notes of incense, mocha and lavender

Soft & Rounded Red

Gable View Cabernet Sauvignon - SOUTH AFRICA £24.00
Ripe dark berry fruit, sweet spice and well balanced tannins

Villa dei Fiori Primitivo Puglia – ITALY £27.00
A well-balanced red wine, with notes of ripe red berries and warm spices

Journeys End Cab Merlot - SOUTH AFRICA £31.00
Ripe fruit and underpinned mintiness. Sweet spicy palate and tannins gives the wine a generous finish

Rich & Spicy Red

The Spee'wah Cabernet Shiraz – AUSTRALIA £28.00
An easy-drinking but full bodied wine, with aromas and flavours of blackcurrant and bramble, with vanilla spice to finish

Castillo Viento Rioja Crianza – SPAIN £36.00
A deliciously uncomplicated version of an old world classic

Esquinas de Argento Malbec - ARGENTINA £42.00
Vibrant aromas of cherry, ripe plum, blackberry and truffle flavours, a long lingering finish, with velvety tannins

Refreshing Rose

Wandering Bear Rosé - SOUTH AFRICA £23.00
A very fruity rosé with juicy flavours of strawberry and raspberry

Cotes de Provence Rosé – FRANCE £30.00
Bursting with bright peachy fruit with a faint strawberry note and a crisp dry finish

Sparkling Wine

Marquis de Valette Brut – FRANCE £30.00
Crisp, fresh fruit with soft green apple, lemon and peach flavours and a gentle fizz

Vaporetto Prosecco NV – ITALY £35.00
Fruity and refreshing sparkling wine with citrus, pear and floral flavours

Belstar Cuvee Rosé Sparkling – ITALY £37.00
Cherries, citrus fruits, slightly spicy notes of mint, thyme and tomato leaves, elegantly floral

Champagne

Grande Tradition Besserat Brut – FRANCE £49.00
Fruity nose full of finesse and elegance, with a palate of red fruits and honey. The finish is long and powerful

Lanson Black Label 75cl – FRANCE £60.50
A fine stream of persistent bubbles. A crisp and elegant wine with a long and lingering taste

Lanson Rosé Label – FRANCE £64.00
Well-rounded and fresh, this wine has harmonious balance and good length on the finish

*Wines are priced by the bottle. Your Package wine is stated in the described packages. Wines are subject to change and if your chosen wine is unavailable a substitute of the same price will be provided for you.

If you wish to have a wine or beverage you cannot see advertised as supplied please ask us to source this for you. If we cannot then corkage rates are available and quoted for at the time of request.

Stay the Night

Your guests can relax at the end of your special day in luxury in one of our beautifully refurbished Towers bedrooms. The best room in the House is reserved for you, with another 4 Jnr suites, 3 Family rooms and 20 Deluxe rooms available to be reserved by your guests.

We do ask that a further 24 of the 28 Towers bedrooms must be guaranteed by the Wedding party. Any rooms not reserved by your wedding guests including no shows would be part of your final wedding invoice

Accommodation rates for the Towers bedrooms;

The De Vere Suite - included in your venue hire & reserved for you with complimentary champagne. With its double aspect views of our grounds, plenty of space to relax in the lounge area and a dream bathroom complete with his & hers sinks, roll top bath and walk in rainfall shower it's a real treat for you

Complimentary for you... £200.00 per night to anyone else!

Junior Suites - For a truly memorable stay, head to the Towers where you'll find our beautiful Junior Suites. Offering fabulous views look out over the grounds, courtyard or the lake. Here period features blend with modern elegance, providing plenty of space to relax and reflect on the day.

£160.00 per night

Family Rooms – All the benefits of a Jnr Suite and perfect for the family with a Double Bed plus Double Sofa Bed. Or just a suite for 2 providing plenty of space to relax and reflect on the day.

£160.00 per night

Deluxe Doubles & Singles - Our spacious en-suite Deluxe rooms, many with fantastic views of our grounds & courtyard, and with period features and art deco ornamental fireplaces, make a memorable place for guests to get ready for the big day and to unwind at the end of the celebrations

£140.00 per night

All rates include VAT and a full breakfast buffet service in our Steam, Bake & Grill restaurant located in the modern facilities of Horsley Place.

Fancy keeping the party going? Why not arrange a private breakfast for your guests in the Towers. Prices available on request and subject to availability.

Our Estate has a total of 180 bedrooms. Your group will be roomed in the Towers first & foremost however should you wish to reserve further bedrooms to accommodate your guests please discuss your requirements with your Wedding Coordinator.

Accommodation is available for check in from 2pm on your Wedding day, with changing facilities available prior on request. Early check in is available from 12pm, on request and subject to availability at the time of enquiry with a £10 booking fee.

Your guests are welcome to book the night prior to avoid long travels or for family & friends to be close on hand for an early start. Prior night bedrooms are available in our stylish & contemporary Guest Rooms located in the modern facilities of Horsley Place, priced as the best rate available at the time of booking.

Reservations

Our in-house reservations team are available to take your guests bookings Monday-Friday 9am-5pm. Outside of these hours our Central Reservation Office are there to help.

Towers bedrooms are not available to book online for the night of your Wedding.

Wedding guests are welcome to book online for the wedding night, on the best rate advertised at the time of searching, however these bookings will not be roomed in Towers bedrooms or associated with the Wedding bedrooms reserved and guaranteed by the Wedding party. Should your guests make an online booking in our Management Centre and then call us to be roomed in the Towers this will be completed subject to availability and the rate for the room will be as stated on your Wedding agreement.

Prior night bedrooms in the Management Centre can be reserved by phone or on our web site, at the best available rate shown at the time of searching.

Alternatively all reservations can be made directly through yourselves on a rooming list, finalised with your Wedding coordinator, giving you the enjoyment of allocating favourite rooms to family & friends you wish to say thank you to. These rooms can be marked as to be paid on departure by the guest or to be added to your final Wedding invoice.

Horsley Reservations

Tel: 01483 286518 - Mon-Fri 9am-5pm

Email: horsleysalesteam@devere.com

Principal Hotel Group Central Reservations Office

Tel: 0871 2224195

Web: www.phcompany.com/de-vere/horsley-estate

Something More

Why not extend your celebrations at Horsley Estate

Exclusive dinners – stay the night prior and give your family & friends the chance to get to know each other before the big day. We can offer options ranging from a private candle lit dinner to a casual BBQ or a meal in our Steam Bake & Grill restaurant

Prices from £25 ahead

Have you seen our Grooms Room? Book our games room in the Towers Pump House for your stag do or for the evening before the Wedding. Complete with a full sized snooker table, ping pong table, table football, darts, poker and large screen tv. Order a pizza, fill the American style fridge with beer and chill

Prices from £180.00, subject to availability at time of enquiry

Girls night in – Why not gather the girls the night prior to your big day and relax in style with a tapas style dinner, girlie movie of your choice and some chilled wine, in our Chill Out room in the Court building

Prices from £180.00, subject to availability at time of enquiry

The all-important Details

Here a few of the finer details you will need to know before booking your special day with us;

- Deposits

A non-refundable or transferable payment of £2,000.00 is payable to secure your booking along with a contract signed by both the Bride & Groom.

- Billing instructions

A pre-payment invoiced will be issued stating your agreed package costs, billing plan and balance due dates;

- Full deposit due on contract
- 3 months prior to the date of your Wedding a payment of 50% of the anticipated cost is due
- 1 month prior to the date of your Wedding the remaining balance is due

Credit & Debit card payments and Bank transfers are accepted. Cheques made payable to 'De Vere Limited' and must be cleared within 14 days of your Wedding day.

Please note that any unpaid guest incidental charges, any guaranteed but unreserved Towers bedrooms and any venue damages will be included within your main account to be settled in full.

- Final confirmation of Guests and Appointments

Final numbers and details are required no later than one month (4 weeks) before your Wedding day. Charges will apply if you are below your guest numbers as per the terms & conditions outlined in your signed agreement.

- Cancellations & Amendments

In the unfortunate event of a cancellation, the venue must be notified in writing. The company, De Vere, will retain the deposit and any pre payments made in accordance to the Period of Notice of Cancellation Charges outlined below and in your contract. Both parties are asked to sign the contract and thus liable for any fees. For your peace of mind we suggest that appropriate insurances should be purchased by contracting parties.

- Period of Notice for Cancellation Charges

More than 52 weeks – Deposit only

Between 27-52 weeks – 25% of the anticipated revenue plus the deposit

Between 13-26 weeks – 50% of anticipated revenues plus deposit

Between 5-12 weeks – 90% of anticipated revenues plus deposit

Between 1-4 weeks – 100% of anticipated revenues plus deposit

- Civil Ceremonies & your registrar

It is the responsibility of the Wedding couple to arrange and confirm the registrar for the day. We suggest you confirm availability before booking Horsley Estate for your Wedding day. You will need to contact the Guildford Registry Office on 01483 518255

We welcome all Church, civil ceremonies & blessings of Weddings of all faiths and preferences to Horsley Estate

- Menu Tasting

Your complimentary menu tasting is based on tasting 1 starter, 1 main & 1 dessert per person chosen from the Wedding selector menu provided. Extra guests are welcome, charged at £30 a head. Additional menu items can be tasted priced individually and subject to prior agreement with your wedding coordinator. Additional menu tasting sessions can be arranged priced at £30 a head.

- Food & Beverage Services

The Hotel reserves the right to withdraw bar services at their discretion at any time

Any buffet food will be removed after 2hrs of serving due to Health & Safety guidelines

From time to time certain products may become unavailable in circumstances beyond our control. In this instance we will ensure a suitable alternative is made available.

Your wedding coordinator will ask you to provide any dietary preferences from your guests, should you wish for any advice on Allergens please ask the team.

- Damages

The bill payer & signed parties are responsible for any damage made by the wedding group to any area of the property. Any damage to the buildings, grounds and rooms or their contents incurred as a result of the client or their guests, employees or representatives, acts, omissions or default, will result in a charge to remedy such damage.

We reserve the right to escort any guests from the premises that, in the opinion of management, are causing excessive disruption or damage. If the management have any cause for concern over possible damage to the property a further deposit may be requested, refundable on inspection of the property post event.

- Entertainment

Evening entertainment must finish by midnight

No outside amplified music is permitted

Fireworks are not allowed without prior authorisation from the Wedding planner and in receipt of a temporary event licence for the local authority

Sky lanterns are not permitted

Dry Hire

The Towers is available for dry hire allowing you to hire in your own caterers.

Venue hire costs including use of the kitchens are Fridays & Sundays £12,000 and Saturdays £15,000

The Hotel will provide;

- Exclusive use of the ground floor of Horsley Towers (to include 3 function rooms)
- Supervisor as point of contact on the day
- Tables & chairs
- Complimentary bedroom for the Wedding couple on the night of the Wedding

Caterers must supply all other requirements including but not exhaustive of ; an event manager, waiting staff, kitchen staff, room set up & clear down, food, crockery & cutlery, glassware & beverages

Caterers must supply the hotel with complete Health & Safety documentation, risk assessments, public liability insurances and food standard certifications.

A £2,000 non-refundable deposit will be required to secure your booking alongside a signed booking agreement by the supplier. The supplier is liable for all and any charges including cancellations and damages. All caterers must comply with our terms & conditions.