



National Centre for Traditional Music

Crowcombe,
Somerset,
TA4 4BD

Tel: 01984 618274

Fax: 01984 618324

Guest: 01984 618365

Web Site: www.halswaymanor.org.uk

Email: office@halswaymanor.org.uk

Congratulations on your forthcoming Wedding

Welcome to Halsway Manor. We would like to take this opportunity to congratulate you both on your forthcoming marriage and extend our very best wishes to you for your future happiness.

We know that your Wedding Day is the most special of all days, and we at Halsway Manor would consider it a privilege to cater for your reception and to offer assistance and guidance with the organisation of your wedding. We have been holding wedding parties here for over twenty years, and with these many years of experience behind us, we are able to offer you a highly professional service, tailored to your personal requirements, ensuring that we give you not only a day to remember, but one you will feel is really yours. During the weeks prior to your wedding we will always be at hand to offer guidance and reassurance. On the day of your wedding, senior members of management will take personal care of you to co-ordinate the day's events, overseeing every detail, so that you are able to relax and enjoy yourselves the whole day through.

Please let us assure you that should you decide on Halsway Manor, we will be delighted to host your Wedding Reception, and promise you that it will certainly be a "Day to Remember".

Best wishes,

Manager

Booking

Appointments for viewing are welcome and can be organised by prior arrangement.

A £1,000.00 one off charge for use of the Manor will be charged along with other costs which are listed in this pack.

Bookings can only be taken with a £600 non-refundable deposit as stated in our Terms & Conditions. Unfortunately we are unable to hold any provisional bookings.

Your Civil Wedding Ceremony

We are pleased to inform you that Halsway Manor is registered with a special licence to hold Civil Marriage Ceremonies on the premises. This brings obvious benefits since you can now organise your entire day, from the ceremony to the reception, all at the same venue.

To help you organise your civil ceremony we have compiled some guidance notes:

Firstly, establish a firm date and provisional time with the Manor and the Registrar. You will require two registrars to attend the ceremony and they will explain their charges to you. On the day of the wedding an interview room at the Manor is made available for you with the registrar to complete any last minute formalities. You will be asked to provide your own favourite music (CD or tape). The ceremony usually lasts about 20 minutes.

Please ask your local registry office for their leaflet on civil marriages – this contains additional information such as the documents you may need to have with you on your wedding day.

We offer a choice of two fine marriage rooms for Civil Ceremonies our fee £500.00

Wedding Reception

Wedding Breakfast menu's within this pack are suggestions only; a cost for a menu of your own choice can be obtained before you confirm your booking.

Accommodation – Bed & Breakfast

We can accommodate overnight guests, see the attached bedroom plan. Cost £48.00 non en-suite rooms and £55.00 en-suited rooms. We would appreciate it if you could allocate rooms 15 & 16 last as they are on the top floor of the Manor; room 21 in the Mews buildings designed for disabled guests

Costings

Please note all prices within this pack include VAT at the current rate of 17.5%.



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VENUE

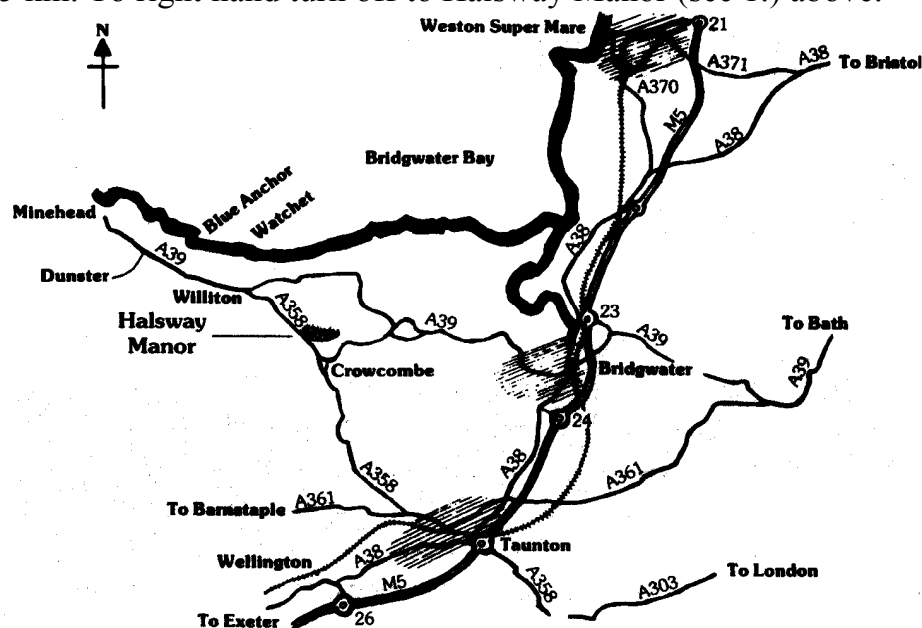
Halsway Manor, an attractive old house at the foot of the Quantock Hills, is an ideal base. Bedrooms have washing and tea-making facilities. Halsway Manor caters for vegetarians. If you have any special dietary requirements, please let us know.

The manor is located approximately 12 miles North West of Taunton on the Minehead Road (A358).

The two recommended routes to the Manor (Grid Reference ST 126382) are-

1. The most straightforward is to leave Taunton via the A358 towards Crowcombe, Williton and Minehead. Approximately 2 km. beyond Crowcombe at a crossroads on the crest of the hill turn right into a minor road, signposted to Halsway. Halsway Manor is a short distance along this lane. There is a brown 'Tourist Information Sign' on the main road just before the turn off advertising the Manor

2. This route gives a good introduction to the top of the Quantocks. Please examine the route on the map. Leave Bridgwater on the A39 towards Minehead. About 2 km. beyond Nether Stowey, watch for left hand turn into minor road signposted to Crowcombe. (If you reach the Castle of Comfort Inn, you have missed the turning!). Proceed up this narrow, bending lane to the top of the Quantocks. At the 'Y' junction at the top of the hill (Dead Woman's Ditch), turn right, continue across the top of the hill, and down towards Crowcombe. There is a steep incline (1:4 in places) as you come down from the hill. At Crowcombe, turn right, and proceed through village. At the main road (A358), turn right. Continue for about 1.5 km. To right hand turn off to Halsway Manor (see 1.) above.



Registered Office: Halsway Manor Ltd., Halsway Manor, Crowcombe, Taunton, Somerset, TA4 4BD

Company Registered No. 849615

VAT Reg. No. 753 5881 02

HMSL-Wedding April 08

Halsway Manor nestles at the foot of the Quantock Hills facing south, set in grounds with formal gardens and wild areas, with wonderful views across the Brendon Hills. A truly beautiful place. The Manor, which is mentioned in the Domesday Book, was at one time used by Cardinal Beaufort as a hunting lodge and thereafter a family home until the 1960's.



The entrance hall with its oak - panelling, impressive staircase and very fine barrel ceiling has a wonderful fireplace, which welcomes our guests with a huge log fire on chilly days.

In our comfortable panelled lounge you can relax obtain drinks from the Bar and sit by the open fire. Open the secret door in the panelling and you are in the Library with its magnificent plasterwork ceiling, a peaceful place in which to retire.



Our Long Room, which is used as a ballroom or lecture hall/dining room, can seat up to 80 people. We also have the Mardon room, which is a small dining room. Enjoy the homely atmosphere and be treated with home cooking by our chef who specialises in dishes for those requiring special diets.

In the Manor we have 17 bedrooms, some very large family room (one with a priest hole) all are equipped with washbasins and tea and coffee making facilities. There are ample bathrooms and showers



In the Mews, which is a converted stable block and coach house there are 10 bedrooms, 2 all of which have private facilities; which gives us a total of 27 rooms and accommodating up to 62 guests.

We are widely used by local authorities, schools and business for their conferences and seminars, and naturally we have the equipment required and rooms can be arranged as necessary. We also cater for weddings, banquets, dinners and specialised weekends and have ample parking space. Guests can enjoy a game of croquet, relax in the gardens or stroll up the hill behind the house where sheep graze and red deer can frequently be seen.

We are open all year round. You will find us just off the A358 Taunton/Minehead road, just past Crowcombe. Our staff would like to welcome you to share the friendly atmosphere of this old traditional Somerset Manor House.

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WEDDING MENU

£32.00 per head.

Please choose two from each section

STARTER:

Stuffed Mushrooms with Basil Oil Drizzle

Smoked Haddock, Dill & Sweet Potato Cakes with White Wine Dip

Summer Melon

Roast Tomato, Fusilli Salad with Raspberry, Balsamic Vinaigrette

MAIN COURSE:

Roast of your choice, choose from:-
Lamb, Beef, Turkey, Pork or Gammon

Baked Rump Steak Stuffed with Garlic Butter

Marinated Tuna Steak with Ginger, Garlic & Peppercorns

Chicken Cacciatora

Roasted Stuffed Peppers (**Vegetarian**)

Aubergine Parmigiana (**Vegetarian**)

SWEET:

Crème Brulee

Port & Claret Jelly

Spiced Poached Pears

Rich Chocolate Mousse with Almond Tuiles

Home Made Lemon Ginger Cheesecake

Coffee & Mints

HMSL-Wedding April 06

WEDDING MENU

£35.00 per head.

Please choose two from each section

STARTER:

Baked Feta & Spinach Filo Parcel

Salade Niçoise

Duck Liver Pâté with Baked Sesame Toasts

Smoked Salmon & Prawn Salad with Pesto Dressing

MAIN COURSE:

Cod Loin with Ginger Orange Sauce

Duck Breast with Raspberry & Pernod Sauce

Lamb Cutlets with a Dijon, Honey & Red Wine Jus

Baked Stuffed Sirloin wrapped in Bacon

Goats Cheese & Black Olive Tartlet (**Vegetarian**)

Celeiac & Parmesan Gratin (**Vegetarian**)

SWEET:

Champagne Jelly with Wild Berries

Rich Baileys & Chocolate Cheesecake

Pannacotta with Dark Cherry Compote

Home Made Pecan Pie with Butterscotch Sauce

Raspberry & Kirsch Mille-Feuille

Full Wedding Buffet Menu

£28.00 per head

Gravadlax

Green Salad

Potato salad

Waldorf Salad

Tabbouleh

(bulger wheat salad mixed with vinaigrette, onions, tomatoes & fresh herbs)

Selection Homemade Quiches

Cold Meat Platter

Selection Potatoes

Selection Breads

SWEETS: (Please choose two)

Tropical Fruit Salad

Kiwi & Lemon Cheesecake

Chocolate Trio Gateaux

Toffee & Hazelnut Pavlova

Coffee & Mints

Dressed Salmon available on request for extra charge

Cheese Board (extra charge)

Children's Menu

Under 5's FREE, 5-8 years old 25%, 9-12 years old 50%, 13-16 years old 75%

Choice of:

Cheese & Tomato Pizza, Dinosaurs, Chicken Nuggets

Chips & Beans

Ice Cream

Light Evening Buffet

Assorted Sandwiches

Home made Quiches

Chicken Drumsticks

Sausages

Stuffed Mushrooms

Mini Tartlets

Roast Potatoes or Herby Wedges

Cheese & Biscuits

These are only suggestions and our Chef would be happy to discuss alternatives.

This Buffet is only available in conjunction with a Wedding Breakfast

WINE LIST

The prices set out below are 2008 prices

White Wines

	<u>Per Bottle</u>
Piesporter Michelsberg Keller – Germany	£10.50
Jacobs Creek Semillion-Chardonnay – Australia	£11.00
Cape Bay Bouquet Blanc – South Africa	£10.50
Seirra Grande Sauvignon Blanc – Chile	£11.50
Muscadet de Sevre et Maine, Henri Vallon – France	£12.00

Red Wines

Cotes du Rhone, Louis Bonard – France	£11.50
Jacobs Creek shiraz – Australia	£13.50
Sierra Grande Merlot – Chile	£11.50
Cape Bay Mellow Red – South Africa	£12.00
Copperidge Cabernet Sauvignon – California	£13.50

Sparkling Wine

Asti Spumante, S. Orsola – Italy	£13.50
Sacred Hill Pinot Brut – Australia	£16.00
Royal St. Vincent Brut – France	£14.50

Champagne

Carre-Perseval N/V Brut	£24.00
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Canard – Duchene Brut N/V

Price on request

Bottles of wine can be provided by yourself a corkage charge of :

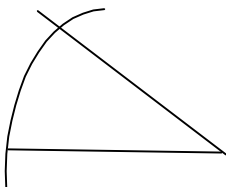
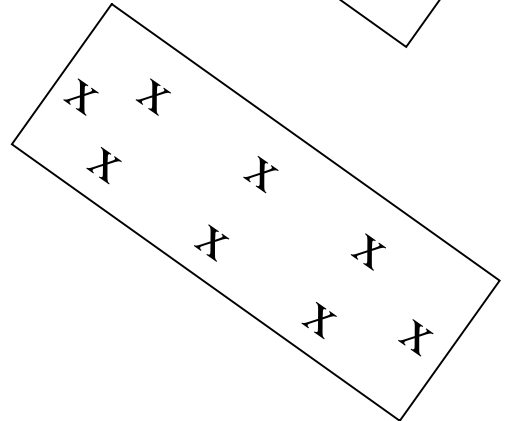
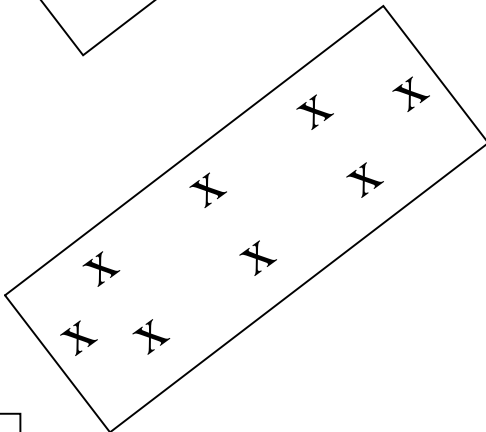
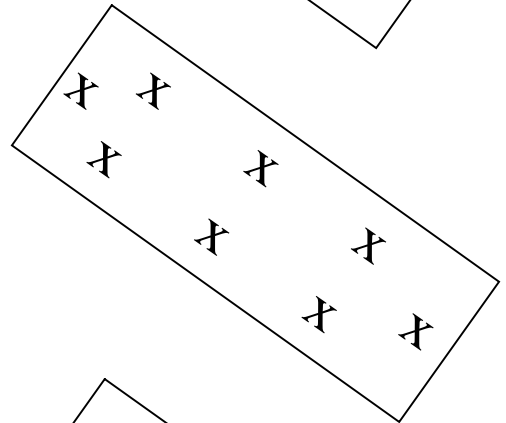
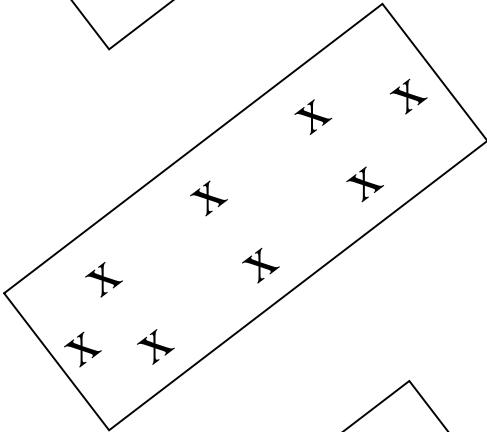
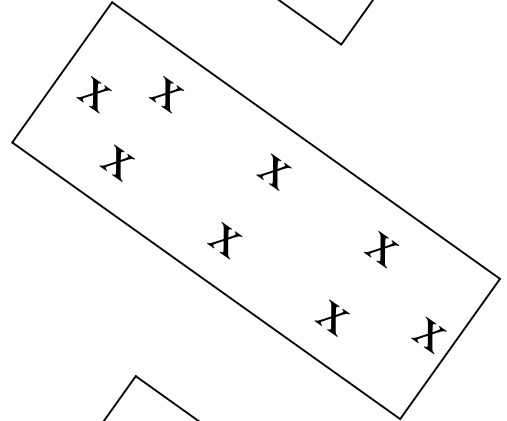
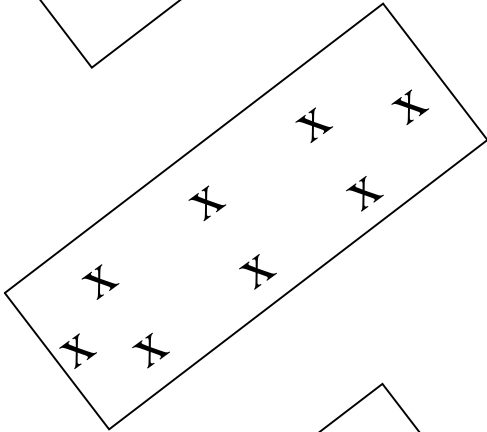
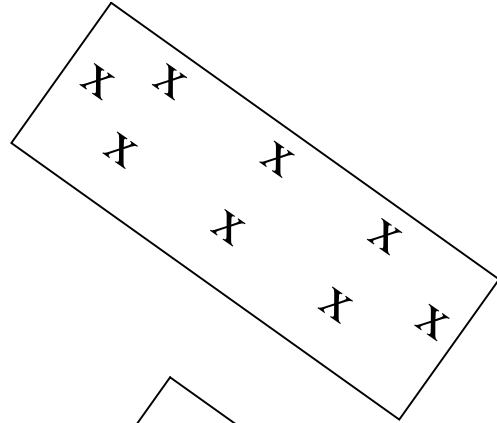
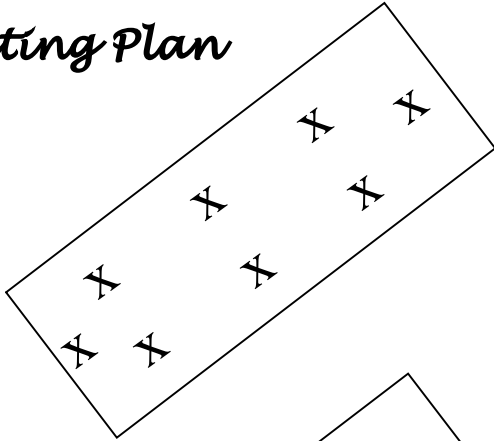
Wine:	£7 per bottle.
Champagne	£9 per bottle

PRE-DRINKS

	<u>Per Glass</u>
Orange Juice	£1.25
Buckfizz	£2.75
Wine	£2.00
Pimms	£2.20
Sherry	£2.20
Mulled Wine	£2.25
Non-alcoholic Punch	£1.75



Seating Plan



MANOR/MEWS BEDROOM LIST

Bed & Breakfast per person per night:-

Non en-suite £48.00

En-suite - £55.00

Event

Date

Manor bedrooms

Mews bedrooms

Room 1 - 5 beds 1st flr front facing	Room 9 - en-suite twin 1st flr back facing	Room 21 - Twin beds En-suite (with shower) Grd flr front/side facing
	Room 10 - Twin bed 1st flr back facing	Room 22 - Twin beds En-suite (with shower) Grd flr front facing
Room 2 - Double bed 1st flr front facing		
Room 3 - 4 beds 1st flr front/side facing, vaulted ceiling, table + chairs	Room 11 - 4 beds 1st flr front facing	Room 23 - Twin bed En-suite (with shower) Grd flr front facing
		Room 24 - Double bed En-suite (with shower) Grd flr front facing
Room 4 - 4 beds 1st flr side facing	Room 12 - 3 beds 1st flr front/side facing	
		Room 31 - Double bed En-suite (with shower) 1st flr side facing
Room 5 - Single Bed 1st flr back facing	Room 14 - 3 beds 1st flr front facing, table + chairs	Room 32 - Dble bed(private shower) 1st flr front facing
		Room 33 - Double bed En-suite (with shower) 1st flr front facing
Room 6 - 4 beds 1st flr back facing	Room 15 - Double bed 2nd flr back facing	
		Room 34 - En-suite single 1st flr back facing
	Room 16 - Twin beds 2nd flr front facing, table + chairs	Room 35 - En-suite single 1st flr front facing
Room 7 - en-suite twin 1st flr back facing		
Room 8 - en-suite small double 1st flr back facing	Room G1 - GF Double bed Ground flr back facing	Room 36 - Double bed En-suite (with bath) 1st flr front/side facing

HMSL-Wedding April 08

PLEASE CAN YOU ALLOCATE ROOMS 15 & 16 LAST AS THEY ARE ON THE TOP FLOOR

TERMS AND CONDITIONS OF BOOKING (WEDDINGS)

1. Please tell us at least seven clear working days prior to the function exactly how many people will attend. Our charges will be based on this figure even if fewer people actually come. If you don't confirm the final numbers we will assume that they will be the same as those indicated when you made the initial booking.
2. All cancellations should be notified to the Manor in writing. The deposit is not refundable in any circumstances. There will be additional charges according to how much notice you give us:

More than six months notice..... Loss of deposit
More than three months but less than six months notice..... 25% Charged
More than one month but less than three months notice..... 50% Charged
One month or less notice..... 100% Charged
3. If Halsway Manor has to cancel your booking because of circumstances beyond our control, such as a fire or a strike, we will refund all payments made to us, but will not be liable for any other compensation.
4. Any damages to any part of Halsway Manor or equipment by any person invited to the Manor by you, or on your behalf, must be paid for. We cannot be held responsible for any loss or damage to any article brought onto the premises.
5. Guests may not bring drinks into the Manor unless this has been agreed in writing. Halsway Manor reserves the right to charge for corkage.
6. Halsway Manor is a non smoking establishment.

Payment and Deposit

A deposit of £600.00 is required when you confirm your booking in writing.

The following payment dates will be confirmed with you when your booking is made:

3 Months Prior to your wedding: We require a payment of 50% of the remaining balance.

1 Month Prior to your wedding: We require a further payment of 25% of the remaining balance.

Final Payment: The remaining balance is required before departure from the Manor.

Please sign and return the form to Halsway Manor Ltd, Halsway Manor, Crowcombe, Taunton, TA4 4BD.
Please take a copy of the completed form for your records before returning it.

I have read and fully understand the cancellation conditions and will abide by them

DATE _____ WEDDING DATE _____

NAME _____ TOTAL NO. OF GUESTS EXPECTED _____

SIGNED _____