



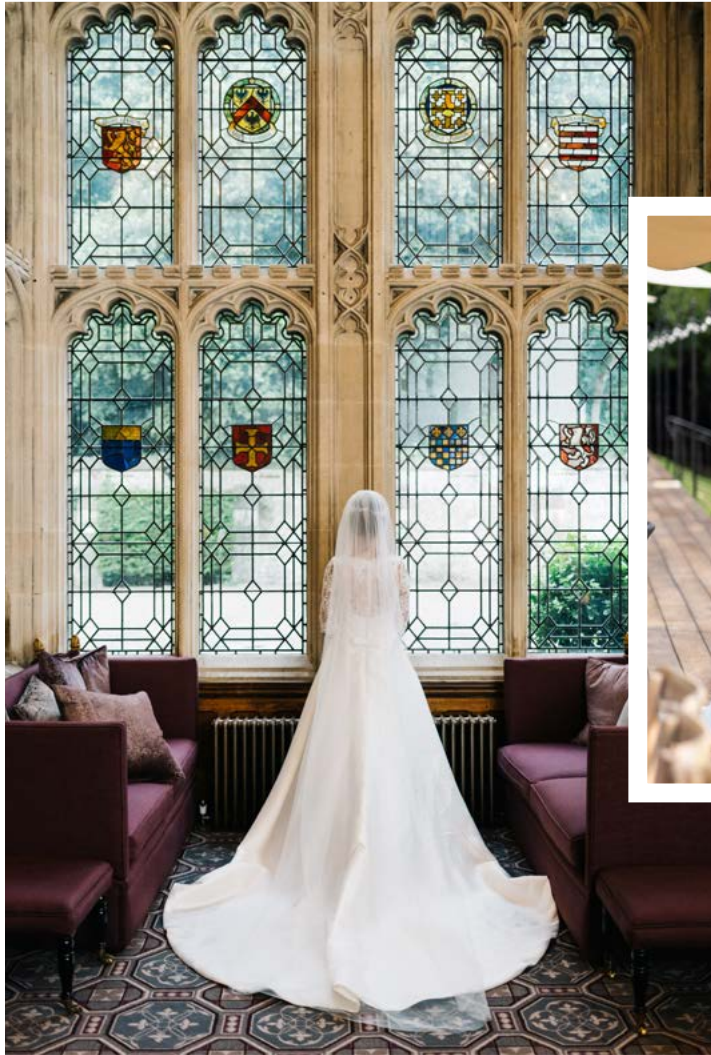
Your Wedding Handbook



NUTFIELD PRIORY
HOTEL & SPA
NUTFIELD, SURREY



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Your Wedding Journey

We are here to help you take the next step towards a new chapter. This is your guide to a wedding celebration at Nutfield Priory, where it's more than just a day. Get a flavour of the experience you can create, from food inspiration to floor plan layouts.



Magical Moments

There are so many exciting moments to look forward to in the build-up to your big day. Here are a few to keep on the radar, with useful timescales to tick as you go.

12 Months

9 Months

6 Months

3 Months

2 Months

1 Week

- Book your registrar
- Arrange wedding insurance
- Create your guest list
- Send out 'Save the Date'
- Choose your wedding party
- Speak to us about accommodation
- Research suppliers and themes

- Attend one of our wedding showcases
- Book your suppliers
- Find your dream outfits
- Arrange wedding party outfits
- Choose your honeymoon destination
- Order rings
- Book transport to Nutfield Priory

- Choose your wedding cake
- Book flowers and decorations
- Schedule hair and makeup appointments
- Choose your accessories
- Send out invitations
- Book menu tasting
- Choose gifts for your wedding party
- Discuss food and drink options with us

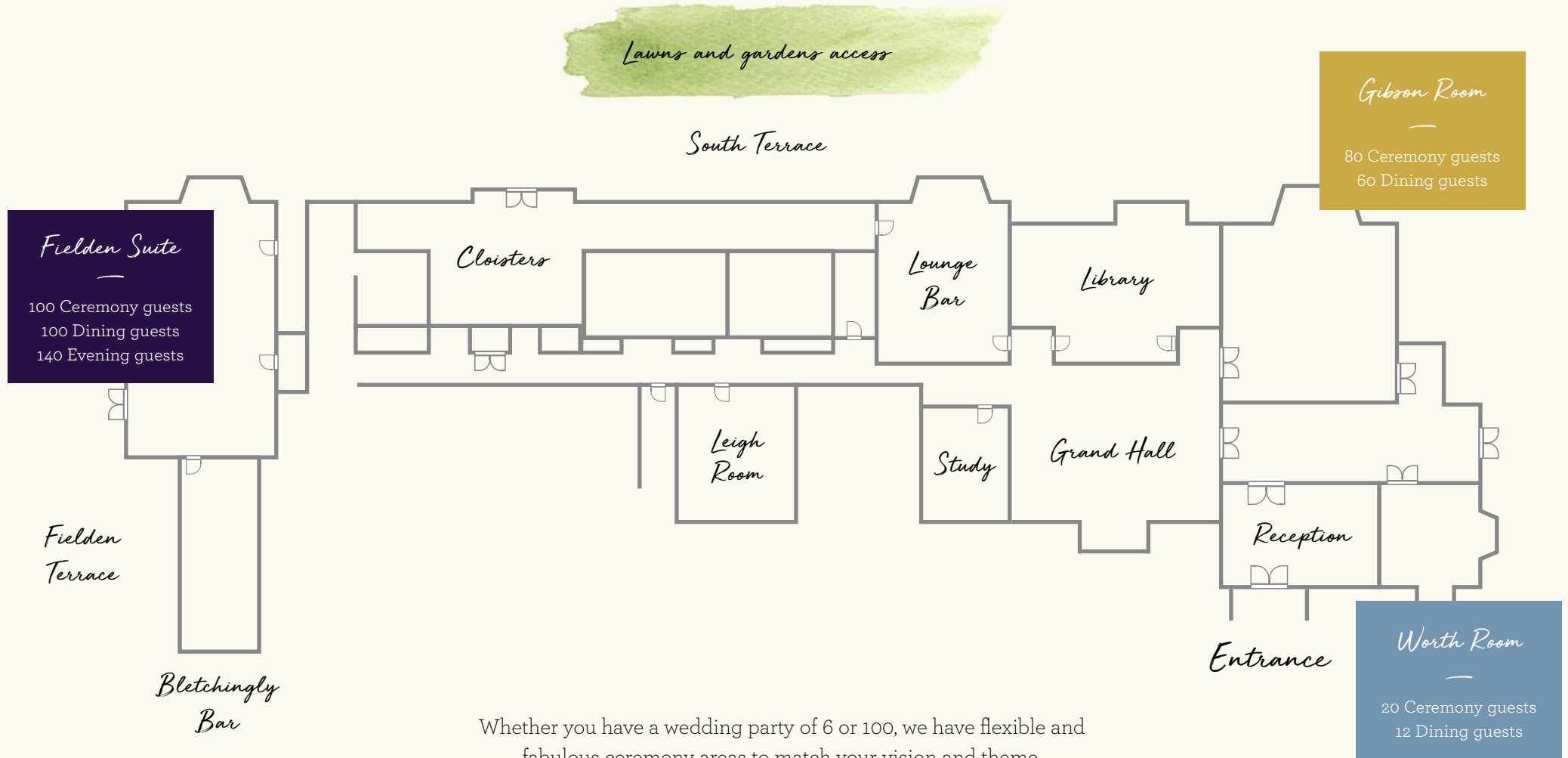
- Confirm the order of service
- Finalise your menus
- Finalise number of guests

- Final details meeting with your Wedding Coordinator
- Send us suppliers' Public Liability Insurance documents
- Finalise table plans
- Stag and hen parties
- Finalise music playlist
- Final dress fitting and pick up garments
- Pick up your wedding rings
- Send directions to your wedding transportation driver
- Reconfirm all details with your suppliers

- Why not relax with a spa day at the hotel?
- The handover appointment; run through the day with your Banqueting Manager
- Deliver any decorations or favours



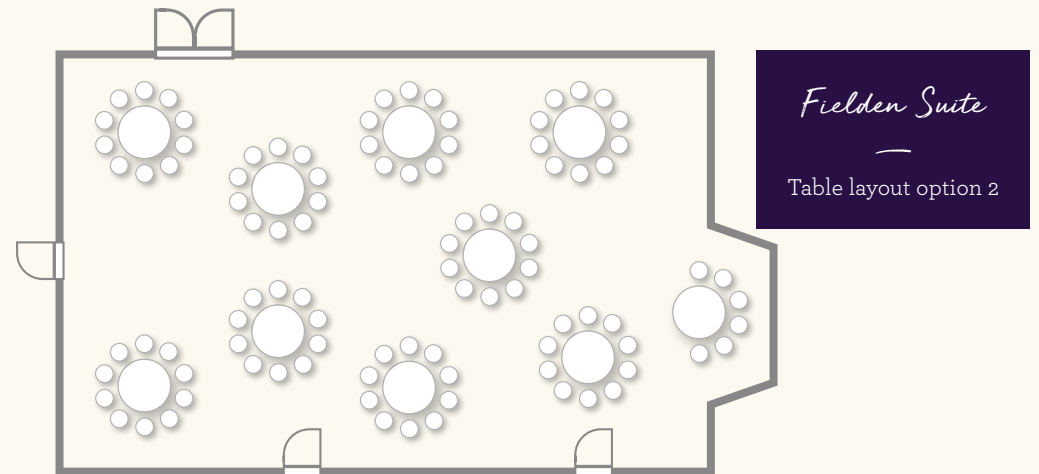
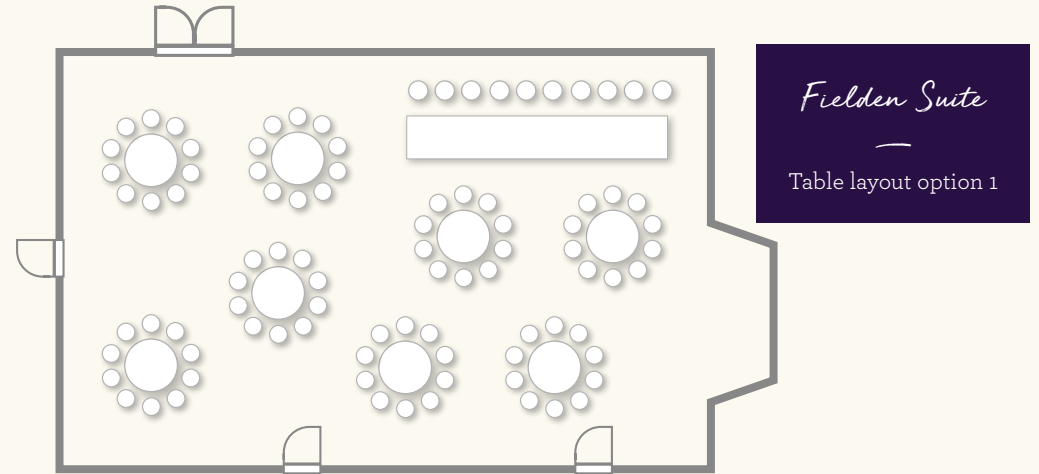
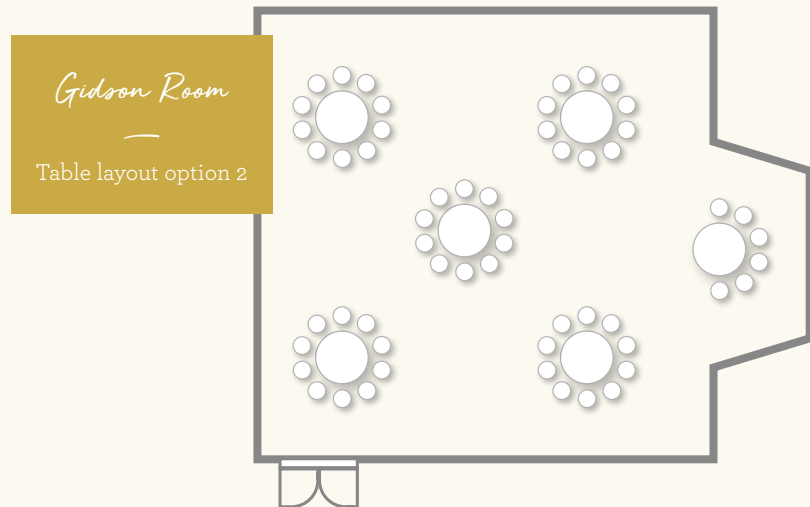
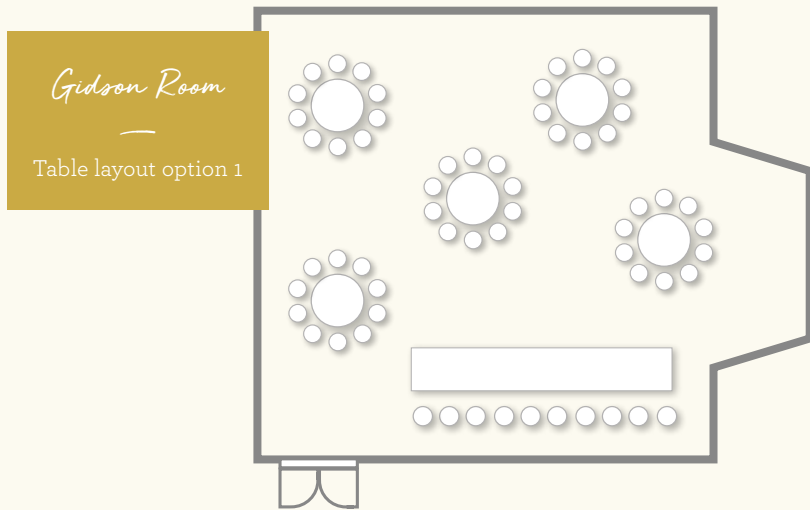
Floor Plan



Whether you have a wedding party of 6 or 100, we have flexible and fabulous ceremony areas to match your vision and theme. Here is a snapshot of the stunning rooms you can choose from.

Table Layout Options

Here are some recommended table layouts for our most popular rooms, but you are welcome to set up in whichever way suits you best.



Each round table can seat 10 guests.

Frequently Asked Questions



Fielden Suite



Worth Room



Gibson Room

What is the maximum capacity in each of our spaces?

Ceremony

Fielden Suite - up to 100 guests

Gibson Room - up to 80 guests

Worth Room - up to 20 guests

Wedding meal

Fielden Suite - up to 100 guests

Gibson Room - up to 60 guests

Leigh Room - up to 20 guests

Worth Room - up to 14 guests

Study - up to 10 guests

Is it possible to get married in the grounds of Nutfield Priory?

It is possible for an outside blessing or ceremony on our Fielden Terrace, but it would require a separate legal ceremony inside.

How far in advance do you need a table plan?

This is to be available at the point of your final details meeting at approximately 6-8 weeks prior to your wedding day. We also would ask you to provide us with a completed copy that has special dietary requirements and children detailed on it. This document will be provided by the hotel in advance for you to complete. Amendments can be made to this up to 14 days prior to arrival.

How big is the dance floor?

We provide a wooden 12ft x 12ft dance floor for evening receptions in the Fielden Suite. This will be laid for you by the hotel ready for your evening reception.

Can we have fireworks?

Due to health and safety regulations, fireworks are only permitted at Nutfield Priory when using our preferred supplier (Aurora Fireworks - 01403 701 991) and when using low noise fireworks. Please discuss this directly with your Wedding Coordinator.

Frequently Asked Questions



Why do we have a menu tasting?

With a large menu selection, we want you to be able to create a meal that is perfect for you. We host the wedding menu tasting so that you have the opportunity to sample two starters, main courses and desserts. Additional guests can attend at an extra charge.

When should we arrange our menu tasting by?

To get the best idea of seasonal food, you should aim to be 3 months in advance. Should you choose to offer your guests a choice menu, we would recommend hosting your menu tasting at least 6 months in advance so these can be detailed within your invitations.

Can we use an outside catering company?

Outside catering is not normally permitted, however, if there is specialist food that you require, please talk to your Wedding Coordinator and we'll do our best to help.

Which wine is included in the package?

Our Sommelier-selected house wine is included in the packages.

How is our wine allocation used?

Half a bottle of wine is allocated per person, which will be poured throughout your meal or to be more informal a bottle of each can be placed on each table and replaced as required until the allocation has been used.

Is there a corkage charge if we bring our own wine?

As we offer an extensive wine list we do not offer corkage at Nutfield Priory. However, if there is something specific you're looking for, we can of course work with our suppliers.

Do you have a cake stand and knife?

Yes. We can supply a knife and we have two cake stands, one is round and the other square. They measure 16" in diameter and you are welcome to use either.

Can you set up cakes?

We ask your supplier to setup your cake as we cannot be liable should anything happen.

How many guests do we need to cater for during the evening celebration?

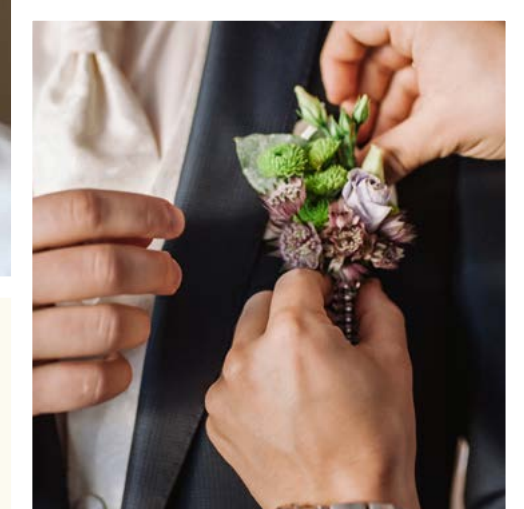
We request that you cater for no less than 100% of your guests.

What time does the music finish and the bar close?

Your wedding bar and music is required to finish by midnight. Where an exclusive use package is booked, you may choose to have the bar and music until 1am. Residents in the hotel may continue to drink in the lounge bar which can be charged to their room. We offer a 24 hour residents bar at the discretion of the Duty Manager.

Getting Ready

Your day starts here, with stunning accommodation* offering natural light and elegant décor in which to get ready with your closest friends and family.



*Night prior accommodation and/or getting ready room is subject to availability and starts from £198.

Stay the Night

We have 60 beautiful bedrooms including 9 feature suites available before, during and after your big day.



Suites



Superior Rooms



Frequently Asked Questions

What time can wedding guests check in?

Bedrooms are guaranteed to be available for check in from 3pm, however rooms can be requested for early arrival (subject to availability).

What time is check out for wedding guests?

We ask all of our guests to please vacate their rooms by 11am.

Can we book bedrooms for the night prior to the wedding?

We will take bedroom reservations for the night prior to your wedding no earlier than 1 year before your wedding day. Bedrooms will be subject to availability and charged at a preferential wedding rate.

If guests arrive early will they be able to check in?

Our rooms are guaranteed from 3pm. If you are aware of guests that are travelling long distances we may be able to allocate some rooms as a priority, however this cannot be guaranteed. Please ask though!

Do you have parking for guests?

There is plenty of free parking for all guests.

How do the bedroom sales on 'exclusive use' packages work?

30-40 bedrooms are included in our wedding package dependent on date. Your Wedding Coordinator will issue a rooming list template for you to complete, and you can collect monies from your guests directly.

Do you have any online booking options?

Yes, we can create you a personalised online booking page via our website for non-exclusive use weddings.

What do we do if we want to book the rooms for our guests?

We will block the bedrooms off for you and then we simply need a rooming list with the guests details around one month prior to the wedding and payment from you.

A Dining Experience

Our team of expert chefs work closely with you to create a menu of your choosing, but here are some crowd pleasers to get a taste of what we can do.

Canapés

Tempura chicken with sweet chilli dip
Smoked chicken and chorizo tartlet
Pulled pork belly with apple sauce in a savoury tart
Mini roast beef and horseradish profiteroles
Whipped duck liver parfait and fig chutney on toast
Prawn and salmon tartlet
John Ross smoked salmon Ballantine, crème fraîche, fig and fennel bread
Salmon rillettes with chive and sour cream with toasted onion bread
Creamed onion and Brie tart
Rarebit on soda bread
Whipped goat's cheese and beetroot tartare
Beetroot and onion chutney on soda bread
Cherry tomato, avocado, and cucumber stack



Wedding Meal

Whipped chicken liver parfait, toasted brioche, onion gel, Secretts Farm leaves
Classic prawn cocktail with brown bread and butter
Traditional roast ribeye of Surrey beef with rosemary roasted potato, whole roasted carrot and parsnip, green beans, red wine reduction and Yorkshire pudding (£5 supplement per person)
Pan fried chicken breast, truffle mash, sautéed French beans, peas, red onion and leek, red wine jus
Whole roasted butternut squash, carrot purée, grilled butter bean, artichoke, French beans, confit cherry tomato
Baked lemon tart, lemon mascarpone panna cotta and vanilla bean cream
Warm Belgian chocolate pudding with vanilla ice cream



Evening Party

Options include:

Traditional finger buffet
Ploughman's table
Wood fired pizza oven
Hog roast
Street food truck
BBQ





The Logistics

Do we need to take out wedding insurance?

We strongly recommend that you take out suitable wedding insurance cover for your wedding day, in the case of every eventuality.

How do we book the registrar?

Once a date has been agreed with us, contact the Surrey Ceremonies Office to book your wedding date and time (refer to our Suppliers list for contact details). Please make your Wedding Coordinator aware once confirmed.

What time is the ceremony?

Your ceremony time can be your preference in arrangement with the hotel.

Who plays the music during the ceremony?

Please note that a member of the wedding party/guest will need to operate the bluetooth speaker during the ceremony.

Do children count in my overall number of day guests?

Yes, we allocate a space at the table for children, so they do count as guests. Children aged 3 and under will be catered for free of charge, children aged 4-12 are charged at £50 per child and children over 12 will get charged at the adult price.

What time do we get access to the wedding meal room on the day?

Your room will be available from 2 hours prior to your wedding to decorate.

Do we have to hire a Toastmaster or can one be provided?

One of our expert team will act as your informal master of ceremonies or see our suppliers list for a professional Toastmaster.

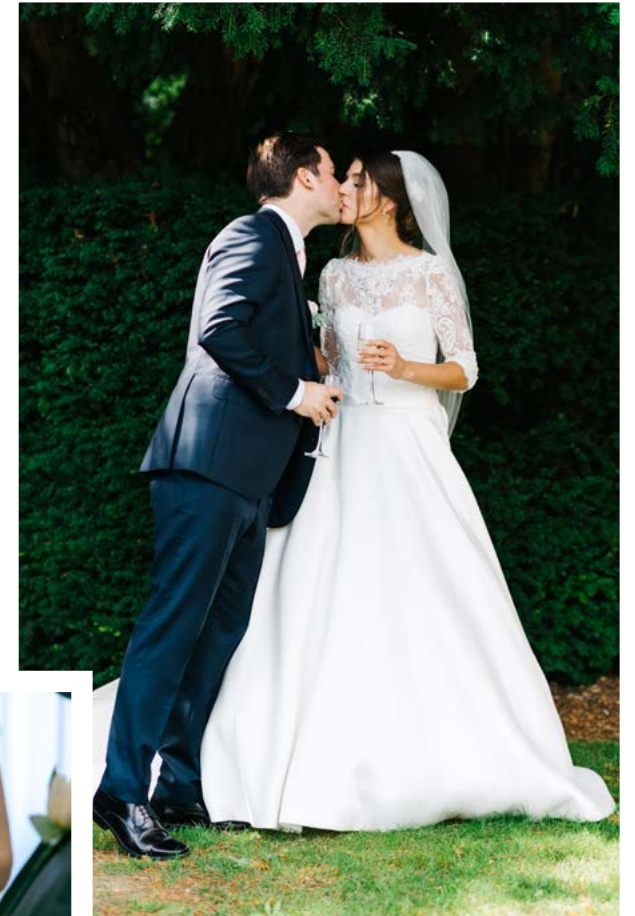
What do we do with gifts and cards that guests may bring?

We recommend that a member of your wedding party is entrusted with your gifts and cards. You will be required to sign a gift disclaimer naming the guest who will take charge of collection and safe storage of all items. The hotel cannot accept any responsibility for items left.

When will we finalise all of our details?

Your Wedding Coordinator will contact you to arrange your final details meeting around 2 months prior to your wedding.

Once all of the details have been agreed, the information will be passed on to the Operations Team, who will run your event on the day.



The Logistics

What is the 'final details' meeting and what do we need to bring?

This meeting is to go through your wedding contract and to confirm how your day will run. Please bring all details of your wedding plans with you including supplier details, your chosen menu and any notes following your tasting and your rooming list.

Can we have candles?

Candles can be used as a matter of course on tables, if they are contained within a full height glass enclosure with an open top. Pillar candles must be in containers that are taller than the flame. Other candle combinations – such as candelabras can be used but these must be subject to a bespoke event risk assessment. Where flowers are also attached, they need to be sprayed with a fire retardant lacquer. When placed at floor level or used in the ceremony room, the candles must be LED.

Can we have sky lanterns?

The use of sky lanterns is not permitted in our grounds.

Can we have confetti inside or outside the hotel?

We allow biodegradable confetti to be used outside only. Confetti cannons are not permitted.

What table decorations will the hotel supply?

We can supply all white linen, crockery, glassware and silverware for your table and recommend venue stylists for extra details such as chair sashes or table centrepieces - please ask your wedding coordinator for details of our available finishing touches. The Operations Team will be happy to lay out your place cards and any favours on your tables, following instructions from you.

When do we drop off items?

24 hours prior to the wedding if possible during your handover appointment. The hotel cannot accept any responsibility for any items left after your wedding, so please make sure everything is collected.

Who sets up the tables on the wedding day?

Our team will work with you and your suppliers to dress the rooms. Please ensure that you make specific arrangements with your Wedding Coordinator.

Can suppliers leave things at the hotel to be collected after the wedding?

Yes, but we ask that they be collected the next morning by 11am.



The 'Need to Knows'



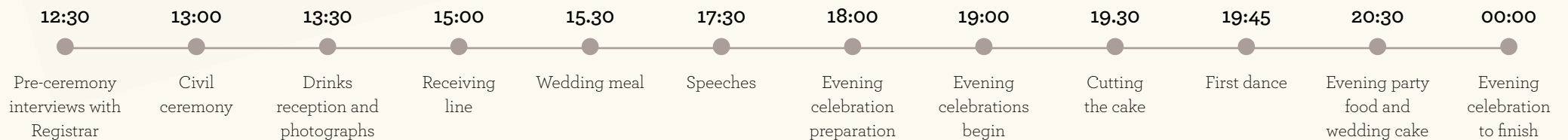
Classic or quirky, your wedding day approach is entirely down to you, but just in case you'd like to incorporate these into your big day, here are some wedding traditions.

Receiving Line

A receiving line ensures that you greet each and every one of your wedding guests. Traditionally, it is the wedding couple, both sets of parents, the best man and chief bridesmaid that participate - but anyone can join.

The Top Table

Many couples opt for a traditional long top table layout, but we also give you the option of a round or sweetheart top table. Feel free to arrange your guests in a way that suits you! We can be flexible with layouts, so please talk to one of the team for some inspiration.



Your Finishing Touches

Below are just a few ways to enhance and personalise your wedding celebration. Speak to your Wedding Coordinator for even more ideas to inspire and enhance your day!

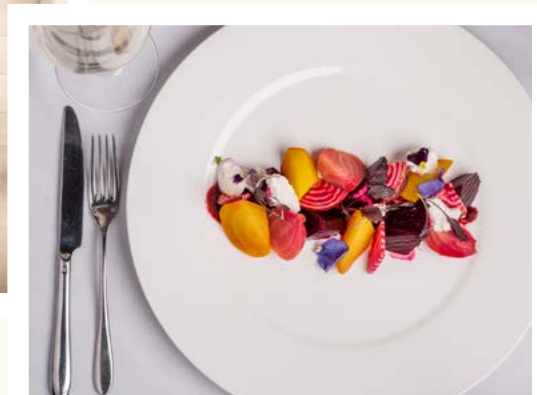
Before the wedding

- Accommodation for your menu tasting*
- Stag and hen celebrations*
- Group dinner*
- Accommodation the night prior*

*Prices may vary and are subject to availability.

Ceremony

- Pre-ceremony drink of Prosecco (per glass, per person) £6.50
- Set of white or limewash Chiavari chairs (per chair) £5.75
- White aisle runner £134 - £251
- E-There live ceremony streaming POR



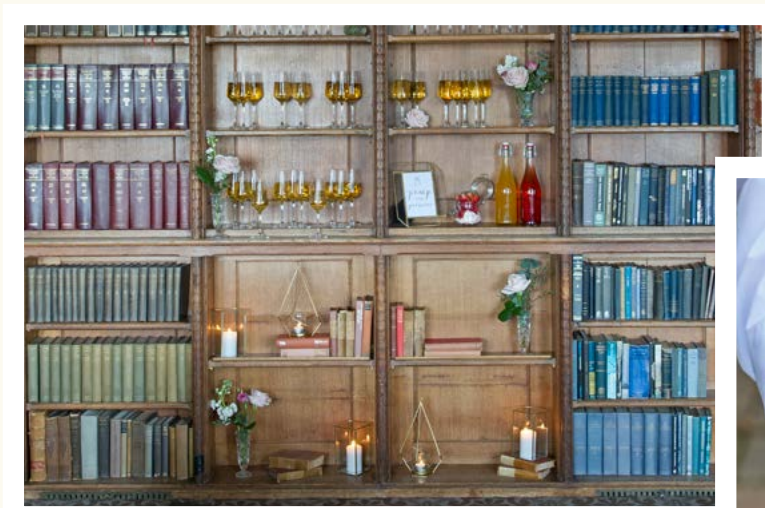
Your Finishing Touches

Drinks reception and toasts

- Additional canapés (per person, per canapé) £2
- Upgrade Prosecco to Champagne (per glass) £4
- Classic cocktail (per glass) £12.95
- Jug of fruit juice (5 glasses per jug) £10.50
- Beer bucket (5 bottles of Bottle of Peroni, Corona, Budwaiser or Curious Brew) £32.50

Wedding meal

- White Hand Picked Hotels menu card £2.50
- White Hand Picked Hotels place card £1
- Upgrade to a 3-3-3 pre-ordered choice menu (per person) £10
- Soup course (per person) £4
- Sorbet course (per person) £4
- Cheese course (per person) £12.50



Your Finishing Touches

Evening reception

- Additional evening guest drink of Prosecco (per glass, per person) £6.50
- DJ £420
- Additional evening guest for a 6 item finger buffet (per person) £25
- Additional buffet items (per item, per person) £4
- Upgrade to a barbecue, (per person, 40 guests minimum) £10
- Late night feast - ham, cheese and bread platter (per person) £13.95
- Late night feast - bacon and/or egg baps (per person, 40 minimum) £5.95



After the wedding

- Personalised Nutfield Priory Bear for your guests to keep (per person) £20
- Extend your celebrations with a brunch or lunch with your family.
Please ask for further details.



Our Trusted Suppliers

Feel free to contact any of our recommended suppliers, who are all experienced in assisting with weddings at Nutfield Priory, or you are welcome to source your own suppliers.

Photography

Andrew Franklin Photography
07853314192
info@andrewfranklin.co.uk

Darren Charles Holloway
08456432068
info@darrencharlesholloway.com

Event Selfies
0203 978 0072
info@eventselfies.co.uk

Fabulous Wedding Photography
07836781428
studio@tgphotos.com

Jordan Mansfield (Videographer)
07738 460669
hello@jordanmansfieldweddings.com

Peter Prior Photography
07590983418
info@peterprior.com

E-There (Wedding Live Streaming)
0800 0291711
info@e-there.com

Decorations & stationery

Cherished Cards (Handmade Stationery)

07817098874
info@cherishedcards.co.uk

Chic Weddings & Events
01474369241
hello@chicweds.co.uk

Cocoa Island (Favours)
07932011703
natasha@cocoaaisland.co.uk

Glam Grazing
info@glamgrazing.co.uk
07889 438 030

Headstart Events
08009875661
hello@headstart.events

Host with Style
02082410032
info@hostwithstyle.co.uk

Willows Flowers
01737248484
flowers@willowsreigate.co.uk

Entertainment

Aurora Fireworks
01403701991
sales@aurorafireworks.co.uk

Dean Jorgensen Magic
07881 744 173
dean@deanjorgensenmagic.com

Essential Entertainments
02084 626226
info@essentialentertainments.com

George Kinder (Magician)
07913 843084
georgesmagic@hotmail.co.uk

Keziah Tomas (Harpist)
07980803933
keziahtomas@hotmail.com

Mikey JC Wedding Singer
07961404095
swaywithbuble@live.com

MTA Events (Pianist & DJ)
01273858584
office@mta-events.com

Nicola Veal (Harpist)
07792202654
enquiries@nicolaveal.co.uk

Noelle Vaughan (Singer)
07956418063
enquiries@noellevaughn.co.uk

Stephen James (Magician)
07512322673
stephen@stephenjamesmagic.uk

Surrey Event Services Ltd
02034985170
info@surreyevenervices.co.uk

Tailored Tenors (Singers)
07974911717
tailoredtenors@hotmail.com

Bridal

Beckie's Bridal Hair
07879 840105
contactme@beckiesbridalhair.co.uk

Goldfinger Rings
02074 057590
goldfingerrings@gmail.com

NW Makeup
07841 511409
tashwiggins@hotmail.co.uk

Philippa Foyle Makeup Artistry
077132 43200
philippafoylemua@gmail.com

Cakes & sweet treats

Caravents (Ice Cream Van)
07769 354 749
hello@caravents.co.uk

Gorgeous Gem's Bakery
07980 743885
gorgeousgemsbakery@hotmail.co.uk

Lisa Broughton Wedding Cakes
07803 078317
Weddingcakesbylisa.co.uk

Scrumptious Sweets
07794360762
scrumptioussweets4alloccasions@gmail.com

Shelley's Cakes
02083 256930
shelley@shelleyscakes.com

Services

Registrar at the Surrey Ceremonies Office
01372 832806
registration.ceremonies@surreycc.gov.uk

Julia Hill (Celebrant)
07565 564961
juliaclairehill@gmail.com

Peter Tautz (Toastmaster)
07966 157688
tautz2@gmail.com

Stephen J Hall (Toastmaster)
01737 823600
stephen@toastmastersguild.co.uk

Notes

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Discover Nutfield Priory...

Virtual Tour

Nutfield Priory Hotel & Spa

Nutfield Road, Nutfield, Redhill, Surrey RH1 4EL

01737 824400

weddings.nutfield@handpicked.co.uk

handpickedhotels.co.uk/nutfieldpriory

Photographic contribution from
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The Fabulous Photography Group
Jeff Oliver Photography
Kim Farinha Photography
Mark O'Brian Photography
Pebble Heaven Photography

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HOTELS