



LARKSPUR LODGE

— knitsford —

Please see below confirmation of plans for your wedding day so far and a suggested running order for the day. To discuss in more detail, please contact the team to arrange a planning appointment or telephone meeting to take place 2-4 months prior to your wedding date.

Tel: 01565 651738

DATE OF EVENT			
NAME OF HOSTS			
EVENT TYPE	Civil Ceremony and Celebration	HIRE BASIS	Sole Use Hire
COSTINGS			
PAYMENT SCHEDULE	<p>DEPOSIT: £1000.00 received with many thanks INTERIM 1: INTERIM 2: FINAL BALANCE: due Please ensure payments are made no later than the above dates. Late payment fees may apply. Account: 10622243 Sort code: 09-02-22</p>		
PLANNING APPOINTMENT	To take place 2-4 months prior to the wedding please call to arrange appointment.	HANDOVER DATE	TBC – to take place the week of the wedding
COLLECTION OF ITEMS	TBC – All items must be collected from Larkspur Lodge by 10.00am the following day.		
LARKSPUR LODGE POINTS OF CONTACT	<p>Wedding & Events Manager – Sophie Bradley / info@larkspurlodge.co.uk On the day: Front of House Manager & Team</p>		
CONTACT DETAILS	<p>TELEPHONE: E-MAIL ADDRESS: HOME ADDRESS:</p>		

GUEST NUMBERS

DAYTIME

- o adults catering
 - o baby/no catering Larkspur Lodge can supply 2 highchairs
 - o children's catering
- (**total persons for the wedding breakfast**)

EVENING

- Extra evening guests **TBC**
- Please provide an evening guest list

PREPERATION

The Bride's preparation will take place at **TBC**

The Groom's preparation will take place at **TBC**

Bridal Prep Room is charged at £150.00 and is available from 8am on the morning of your wedding. This includes, room hire, tea, coffee and fresh water and a bottle of Prosecco.

o.00PM ARRIVAL AT LARKSPUR LODGE

o.00pm – Groom, Best Man & principle wedding guests assemble in the bar area (this is the earliest time we will be able to accept the arrival of the wedding party) *Groom will arrive 1 hour before the ceremony takes place*

o.00pm – Wedding Guests arrive

Wedding guests arrive 30 minutes before the ceremony takes place

o.00pm – Larkspur Lodge announces the ceremony

o.00pm – Bride arrives

MUSIC FOR ARRIVAL

Will you be using Larkspur Lodge background music, creating a playlist or live music?

DRINKS

Would you like to provide your guests with drinks on arrival? Please see catering & beverage brochure.

Would you like to soft drinks for your guests? Jugs of fresh juice £8.95 (6 servings)

0.00pm CIVIL CEREMONY

30 minutes approx

0.00pm

The Ceremony will take place **TBC**

The Ceremony will be set up using **the fitted seats**. There are 83 fitted seats.

It is essential for the bridal party to be assigned seats. Please create reserved name cards to be placed on their seats and for immediate family members also.

Name TBC, Relation to Host TBC will escort the bride down the aisle alongside **NUMBER** bridesmaids, **NUMBER** flowers girls & **NUMBER** page boys.

<p>MUSIC FOR CEREMONY Music Device (please bring to the handover appointment)</p> <p>Playlist title: 'Wedding Ceremony Music'</p> <ul style="list-style-type: none"> ➤ Entrance music ➤ Signing 1 ➤ Signing 2 ➤ Signing 3 ➤ Exit song <p>Please ensure the music is downloaded onto the device. The device must have a screen and be fully charged when brought to handover appointment. We will connect this to our PA system, placing an AUX cable into the headphone jack.</p>	<p>DECORATION OF CEREMONY ROOM</p> <p>Please confirm decoration of the ceremony room</p> <p>Would you like to add on 8 Larkspur Lodge uplighters for £150.00?</p>	
<p>0.00pm POST CEREMONY 1 hour and 30 minutes approx.</p>		
<p>Bride and Groom to lead guests to the bar area for reception drinks. Photography to take place outside (weather permitting). Photographer: TBC</p> <p>Confetti is not permitted on the premises; if thrown, there will be £250.00 clean-up charge.</p>		
<p>Music Will you be using Larkspur Lodge background music, creating a playlist or live music?</p>	<p>Canapes Option to add on Entrée Canapes £7.50 for 3 per person £11.00 for 5 per person Please see catering & beverage brochure.</p>	<p>Drinks Would you like to provide your guests with drinks post-ceremony? Please see catering & beverage brochure.</p> <p>Would you like to soft drinks for your guests? Jugs of fresh juice £8.95 (6 servings)</p>

<p>0.00pm WEDDING BREAKFAST Approx 2 hour service</p>		
<p>0.00pm Larkspur Lodge to announce the wedding breakfast. Guests are invited to take their seats in the dining Room. The Bride & Groom's table plan/place cards direct guests to correct table.</p> <p>Once all guests are seated, Larkspur Lodge will announce the entrance of the Bride & Groom as the new Mr and Mrs TBC</p>		
<p>3 Course Wedding Breakfast - £50.00 per person</p>		

Starter		
Main		
Dessert		
Coffee & Tea	Option to provide a Vintage tea, coffee and macaron station - £200.00 serves 50 people	
Option to add on cheese course: £7.50 per person, £55.00 per platter (serves 8-10)		
Mediterranean Grill - £45.00 per person		
Main		
Dessert		
British Pub Classic Menu - £40.00 per person		
Main		
Dessert		
Music <i>Will you be using Larkspur Lodge background music, creating a playlist or live music?</i>	Decoration of Dining Room <i>Would you like to add on 8 Larkspur Lodge uplighters for £150.00?</i>	Drinks <i>Would you like to provide your guests with drinks during the wedding breakfast?</i> <i>House Virua - £21.00</i> <i>House Tempranillo - £21.00</i> <i>We recommend ½ a bottle per person.</i> <i>Would you like to soft drinks for your guests? Jugs of fresh juice £8.95 (6 servings)</i> <i>Please refer to beverage & catering brochure</i>
Supplier Meals <i>Will any of your suppliers require a meal?</i>		
0.00pm WEDDING TOAST Approx 30 minutes		

Do you require a wedding toast Drink? We recommend 1 glass of Prosecco per person (bottles £29.95 – serves 6)

Once the meal is complete, Larkspur Lodge will announce the speeches and introduce the first speaker; TBC after which each speaker introduces the next. TBC A microphone is required.

Who will be doing a speech and in what order?

Speakers:

- 1.
- 2.
- 3.

0.00pm ARRIVAL OF EVENING GUESTS

Drinks

Would you like to offer your evening guests a drink on arrival? Refer to catering and beverage brochure

EVENING ENTERTAINMENT

Band –

DJ –

Live Musicians –

All musicians must plug into our inhouse PA System. Please do note that we have a sound compressor/limiter installed. All DJs/Bands must perform in the alcove area in the main dining room. Live Music until the latest time of 11pm – DJ service is permitted until 11.55pm.

First Dance will be announced by TBC at 0.00pm

0.00pm CUTTING OF THE CAKE

Approx 15 minutes

Who will deliver and assemble the Wedding Cake on the morning of the wedding from 11.00am onwards.

Option to add Wedding Cheese Cake, including crackers & chutney - £Price TBC

The wedding cake will be displayed **on the card table OR by the top table**. Larkspur Lodge will announce the cutting of the cake at 0.00pm.

All cake to be cut and served alongside evening food. **Would you like any of the cake saving to take away?**

0.00pm EVENING FOOD

Please select one of the below evening food options:

100% catering required

Artisan Sourdough Pizza's

£13.95 per person*3 Slices per person*

Pepperoni, Salami, Mozzarella
Spinach, Red Onion, Goats Cheese
Chicken, Jalapeno, Chilli, Mozzarella

Fish & Chip Supper Box**£13.95 per person**

Served In Individual Boxes With Beer
Battered Fish, Triple Cooked Chips,
Tartar Sauce & Lemon

Evening Minis**£17.50 per person**

Fish & Chip Cones
Crispy Bacon Bap with Ketchup
Mini Beef Burger, Relish, Homemade Buns

Please ensure dietary requirements for day guests are catered to

If you would like to have your own outside caterer for the evening, please speak to your wedding planner. Please note that pitch hire fees will apply depending on guest numbers.

12.00am CARRIAGES

8.00pm – Lawn Area is closed off and guests to use front terrace area only. No alcoholic drinks are permitted to be taken outside after 8.00pm.

11.00pm Live Music/Bands to play until the latest time of 11.00pm

11.55pm DJ/Background Music is available until the latest time of 11.55pm (From 11.30pm DJ must gradually quieten the music volume)

11.55pm Last Orders at bar

12.00/12.30am It is advisable that guests reserve transport home in advance. We recommend Passenger Cars – 0161 962 6262. All guests must use the taxi pick up point to the west of the premises.

SUPPLIERS CONTACT DETAILS

Suppliers can set up from the earliest time of 8.00am.

NAME Example:	CONTACT NUMBER	SET UP TIME
Photographer -		
Videographer -		
Florist -		
Venue dresser -		
Band -		
DJ -		

Lighting -		
LOVE Letters -		
Casino Tables -		
Magician -		

Polite Notice:

It is not possible to bring/consume alcohol or food on the premises of Larkspur Lodge. Please be aware that any guests doing so will be asked to leave the premises without exception. We request all guests are aware of this prior to the day. All food and drink must be supplied by Larkspur Lodge.

Important information:

We do not allow fireworks, handheld fireworks or fairground attractions. Festoon lighting is not permitted on the driveway. Tents/Marquees/Tipis are not permitted outside.