

# Howfield Manor Hotel

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## CONGRATULATIONS

May we take this opportunity to offer you our congratulations on your forthcoming marriage and introduce you to The Howfield Manor Hotel. We believe this is the ideal venue to celebrate your wedding as we offer an uncomplicated start to married life with comfort, style, ambiance and convenience all rolled into one.

Our aim is to ensure that the design and planning of your wedding celebrations and the actual event itself is a fun and exciting experience that you both remember with joy.



We have included details of the comprehensive wedding packages available within this brochure.

We also offer services to include flowers, wedding cakes, and many other important touches. Any number of ancillary services can be added to this, such as a Toastmaster and entertainment.

You can have the dedicated services of our Wedding Co-ordinator and exclusive use of the marquee or our function room.

Whatever type of celebration you wish to have, the emphasis at The Howfield Manor Hotel is firmly on quality of service. Our knowledgeable and professional staff are here to help you. We are passionate about ensuring that you and your guests relax and have fun from start to finish.

If you haven't already done so, please contact our Wedding Co-ordinator, on 01227 733892 to arrange an appointment where we can show you the hotel, the marquee, discuss the dates available and determine how we can meet these to suit your needs.

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Howfield Manor is a small hotel with 15 bedrooms. Just 2 miles from Canterbury the hotel is set in 5 acres in the Stour Valley, beneath the Kent Downs.

We have a main function room that will accommodate 80 people and has a civil licence. The Oak room and gazebo are also licensed. The combination of the function room and marquee allows for a larger evening event.

There is a restaurant, lounge, second bar and a suite of three other rooms that can be used for a small civil wedding or event.

There is ample parking and a mixture of formal and informal gardens. Howfield originally dates from the 12<sup>th</sup> Century when it was known as Haghefeide or Hughvelde. The building formed part of the St Gregory's Priory in Canterbury. The manor seems to have been used as a working dairy run by the monks of the priory.



Although little remains of the original manor, glimpses of the chapel can be seen in the restaurant. The 12<sup>th</sup> century well, originally outside, can now be seen inside the building beneath the floor of an adjacent room. The hotel as it is today is a mixture of a sympathetic modern extension and a 17<sup>th</sup> Century wing.

We look forward to hearing from you and hope you enjoy reading through the details in this brochure

## Civil Ceremonies

The hotel has the benefit of a Civil Ceremony Licence. The Registrar should be contacted directly and a fee may be payable to them to secure the date. We can accommodate civil ceremonies as follows:

The Manor Suite:	Up to 80 people
Oak Room:	Up to 40 people
Gazebo (outside)	Up to 70 people

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## Accommodation

However you decide to plan your celebration you will receive with our compliments our Bridal Suite. The Hotel offers an additional 14 en-suite bedrooms, all decorated to a high standard and all offering colour television with digital channels, direct dial telephone, Wireless Internet access, trouser press and ironing facilities, tea and coffee making facilities & safes, all set within 5 acres.

If you would like to book all available rooms for the night of your wedding and we can offer you and your guests a discounted accommodation tariff of £109.00 per room (with 2 persons sharing in a Standard Room) inclusive of English Breakfast. Single rooms are charged at £99.00 each.

For a supplement of £45.00, a bottle of House Champagne can be put on ice in any room at a time of your choosing.

All accommodation is subject to availability, so please make sure you book any rooms you may require well in advance. Check-in time is from 2.00pm onwards, although this may be earlier by prior arrangement and subject to availability.



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## Planning Your Wedding

Our emphasis at Howfield is to provide an informal and relaxed environment in which to enjoy your special day. Our extensive grounds are an ideal complement to the building and for those looking to book the bedrooms for an exclusive event there is good deal of fluidity on how you wish to best use the hotel. We would be delighted to help you with as much or as little of your requirements both leading up to and on the day.



Our approach to food, both in the restaurant and for weddings is to source as locally as possible and as seasonally possible.

Our usual menu is a mixture of traditional and traditional with a modern twist. For weddings our preference is to build the menu together, taking into account your wishes and budget.

Our children's menu is based on fresh local food you can either select an option or have a smaller portion of an adult meal or a simpler menu.

Organising your wedding can be quite a daunting task. With this in mind, our Wedding Co-ordinator will be pleased to assist in planning your day from the moment you arrive, right through to your departure, to ensure your day is truly one to remember.

Throughout the months leading up to your wedding, we will be on hand to offer advice and assist you in determining the menu, drinks packages, entertainment, formalities and those little touches which all go to making the day such a great success.

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We never forget that this is your day, and as such, our flexibility will enable you to explore all possible options. Please remember that if you would like anything that is not included in this brochure, just ask and we will endeavor to oblige.



In the event that you wish to make a provisional booking, we will hold the date for two weeks. If we receive an alternative enquiry for the date we will contact you to determine whether you wish to proceed. To confirm your booking, we require a non-refundable deposit of £600.00 and a signed copy of our terms and conditions. The Company reserves the right decline a booking prior to receipt of the deposit and signed Terms & Conditions.

If you require a Civil Ceremony there is an additional fee of £200.



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## Our Packages

### Standard Wedding Packages Available:

**Friday, Saturday and Bank Holidays**

**March to October**

Your wedding reception at Howfield can start from £5995.

This is for 60 adult guests and includes:

- Services of our dedicated wedding co-ordinator.
- Welcome drink and canapés in the Oak and Inglenook rooms.
- Use of the Oak and Inglenook rooms until 4pm.
- Three course meal including Tea & Coffee.
- Exclusive use of the Manor Suite.
- Half a bottle of wine at the wedding breakfast.
- Glass of sparkling wine at the toast.
- White tablecloths and napkins.
- Menus and Table Plan.
- Cake Stand and Knife.
- Evening Buffet.
- Bedroom for the groom and bride.
- Evening disco with our DJ

Additions:

Children under 4 are Free.

Children under 12 will cost £20 a head for their food and soft drinks.

Additional evening guests will cost £21 for the evening buffet.

Additional all day guests will cost £74.

There is an additional charge for a ceremony of £200.

Hire of the Marquee is £350.

Own band and or disco licence fee of £150.

Extension after midnight for music and bar £300 per hour.

The wedding party's guests are able to book the bedrooms (if available) at the discounted rate

We would be pleased to organise any other aspects of your wedding, chair covers and themed table settings.

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**Monday to Thursday**

**March to October**

Your wedding reception at Howfield can start from £1995

This is for the same items in the package from above but for 25 adult guests.  
(Not Evening DJ)

Additional all day guests will cost £65

## **Flexability**

**Where possible we will endeavour to offer flexibility in both terms of costs and numbers on all the above packages and especially during low season. Your wedding coordinator will be delighted to talk to you about your exact requirements**

**The hotel has the discretion to alter some of these minimum requirements after your consultation with our wedding co-ordinator**

**Monday to Sunday**

**November to February**

Please email or make an appointment to see our wedding coordinator, who will be more than pleased to provide a detailed quote for you wedding.

## **Bespoke Packages**

If you feel that the above packages do not meet your requirements, your wedding coordinator will again be more than pleased to discuss any aspect of your day.

The Manager has the discretion to alter some of these minimum requirements after your consultation with our wedding Co-ordinator.



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## Sample Menus

Our head chef will be more than pleased to provide you with a menu to suit your day after you have met with our dedicated wedding coordinator. Below are some sample ideas, which are simply an indication of the wide range of choice we can provide on the day.

A Fish Course and/or Sorbet can be added if required. Some dishes carry an extra charge per person and these are shown after each dish. If you would like to choose more than one dish for each course, this can be accommodated subject to a supplement. We can also prepare other dishes to your requirements.

### Starters

Soup of Your Choice  
Baked Portobello Mushroom Fillet with Stilton Duxelle  
Fanned Cantaloupe Melon served with Parma Ham & Peach Compote (£3.00)  
Tartlet of Sunblushed Tomatoes, Roasted Peppers & Feta Cheese  
Toasted Goat Cheese and Honey Salad  
Scottish Smoked Salmon Salad with Lemon Dressing  
Cod and Chorizo Fish Cake served with side salad  
and a Lime and Ginger Dressing (£3.00)  
Classic King Prawn Salad (£4.00)  
Home made Chicken Liver Pate served with Wholemeal Toast  
Selection of Antipasti (£4.50)  
Breaded Camembert served with Cranberry Radish  
Trio of Salmon, Smoked, Poached & Gravalax with Honey & Dill Dressing (£4.00)  
Waldorf Salad  
Smoked Duck Salad (£2.00)

### Mains

Roast Beef or Roast Lamb  
Lamb marinated with garlic and Rosemary  
Chicken stuffed with Apricot served with Blue Cheese Sauce  
Fillet of Kentish Beef Wellington with Forest Mushrooms (£3.00)  
Venison cooked in a Red Wine Sauce (seasonal)  
Chicken Breast with Wild Mushroom Sauce  
Salmon Fillet with Smoked Salmon & Hollandaise Sauce  
Roast Chicken Breast with Mushroom and Panchetta Sauce (£4.00)  
Roast Belly of Pork with Roasted Kentish Pear & Black Pudding  
Oven Baked Trout with Lemon and Herbs Butter  
Tournedos of Pork with Caramelised Apple & Calvados Sauce  
Supreme of Halibut with a Lobster Butter sauce (£3.00)

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## Vegetarian Options

Pumpkin Risotto, Roasted Peppers & Pesto Dressing  
Fricassee of Wild Mushrooms with Asparagus served in Puff Pastry  
Kent Rarebit and Vegetable Pie  
Baked Courgette with Cous Cous wrapped in Aubergine with Tomato Sauce  
Leek & Goats Cheese Tart

## Choices of Potatoes

Pomme Noisette  
Creamy Mashed  
Crispy Roast  
New Minted  
Dauphinoise  
Boulangere

## Vegetables

2 seasonally available vegetables served as requested

## Desserts

Lemon Tart with Raspberry Compote  
Rich Chocolate Truffle Torte with Creme de Cassis Cream  
Brioche Bread and Butter Pudding (£1.00)  
Poached Pear in Kentish Cider  
Raspberry and Vanilla Cheesecake  
Apple & Frangipan Tart with Cream  
Raspberry Charlotte with Fruit Coulis  
Layered Three Chocolate Mousse (£1.00)  
Local Homemade Honeycomb Ice Cream with Fudge Pieces & Butterscotch  
Caramel Coated Profiteroles with Creme Anglais  
Red Berry Summer Pudding served with Cream  
Strawberry Pavlova and Cream  
Sticky Toffee Pudding with Vanilla Ice Cream  
Chocolate Fudge Cake with Warm Chocolate Sauce  
Fresh Fruit Salad with Sorbet

We are committed to local produce and hope that any menu will reflect this commitment. Being in the garden of England, we are fortunate to have a wealth of fresh produce on our doorstep and throughout most of the year.

With many excellent farms nearby we aim to source our meat, vegetables and fruit within a 15 mile radius of Howfield. While fresh fish is available from several of the nearby ports around the Isle of Thanet and East Kent Coastline.

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## Sample Buffet Menus (Evening Only)

### Menu A

#### Included In Standard package

Tortilla Wraps  
Quiche Slices (V)  
Mini Spring Rolls with Soy Sauce (V)  
Onion Bhajee with mango Chutney (V)  
Roast Chicken Drumsticks  
Grapes & Brie (V)  
Olives & Gherkins (V)  
Bridge Rolls with a selection of fillings  
Cold Meat Platters  
Two Salads

### Menu B

Tortilla Wraps and Cocktail Sandwiches  
Mini Pork Pies  
Cold Meat Platters  
Mini Savoury Eggs  
Mixed Chicken Satay  
Plaice Goujons with Tartare Sauce  
Indian Vegetable Snack Selection (V)  
Spicy Potato Wedges with Sour Cream (V)  
Tortillas, Olives, Onions & Gherkins (V)  
Cherry Tomatoes, Basil & Mozzarella (V)  
Two Salads  
Cocktail Patisserie  
**£4.00 extra per person**

### Menu C

Carved Buffet (Ham or Beef)  
Poached Salmon  
Six items from Menu B  
Three Salads  
Mini desserts  
**£7.00 extra per person**

(Salads: Rice, Pasta, Potato, Green, Mixed, Couscous, Greek, Waldorf or Coleslaw)

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## Drinks Packages

The drinks packages shown below are suggestions

### OPTION A

#### Included in standard package

Glass of Bucks Fizz on arrival  
2 Glasses of House Red or White Wine  
Glass of Sparkling Wine for Toast

### OPTION B

Glass of Pimms on arrival  
2 Glasses of House Red or White Wine  
Glass of Champagne for Toast  
**£4.50 extra per person**

### OPTION C

2 Glasses of Bucks Fizz on arrival  
2 Glasses of House Red or White Wine  
Glass of Champagne for Toast  
**£7.50 extra per person**

### OPTION D

2 Glasses of Champagne on arrival  
2 Glasses of House Red or White Wine  
Glass of Champagne for Toast  
**£10.00 extra per person**

Mineral Water	£4.50
Jug of Juices (Orange & Apple)	£6.00

If you would like to substitute the House Red or White Wine an additional charge will be incurred based upon the selection of wine chosen from our current Wine List.

### Bar

Your choice of Cash or Account Bar will be in operation from arrival until Midnight on Fridays and Saturdays or 11.00 pm on Sundays.

### PLEASE BE ADVISED

All items within the above package can be tailored to suit your individual requirements and can be taken as individual items should you wish. Please ask our Events Co-ordinator for further details.

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## Canapés

We have included our Chef's hand made canapés for your drinks reception for the perfect combination. A selection is available for your choice and the menu available on request. These canapés are available to suit all tastes.

A sample selection from:

Smoked Salmon and Cream Cheese Blinis  
Pork Liver Pate and Cranberry Crostini  
Avocado and Prawn Crostini  
Tomato and Basil Brushetta  
Mini Lamb and Mint Kebabs  
Selection of French Canapes  
Prawn toast  
Selection of Vegetarian Crolines  
Mini Yorkshire Pudding with Beef and Horseradish  
Breaded Butterfly Tail of King Prawns (supplement)  
Warm tartlet of Celery, Stilton & Smoked Bacon  
Ricotta Filled Red Pepper  
Cranberry and Brie Wonton  
Thai fish cakes

Minimum 3 items – included in the standard package

Each additional item is available at £2.25 per person

## Children's Menu

Starters: Carrot and Cucumber Cheese Dip  
Tomato Soup  
Garlic Bread & Cheese  
Mains: Chipolatas and Mash  
Chicken Kebab and Chips  
Selection of pizzas  
Home made Fish Cakes and Chips  
Dessert: Selection of Ice Creams with either Strawberry or Chocolate Sauce and  
Crisp Wafer Biscuits

*The Children's menu is based on children between the ages of 4 and 12 and will be charged at 50% of the main menu price. There is no charge for Children under 4.*

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## Optional Extras

As an additional service your dedicated Events Co-ordinator has access to many other suppliers offering you the opportunity to really tailor-make your special day. Please discuss all options with our Wedding Coordinator



Transport for guests to and from the marriage venue  
Coloured Table Linen  
Photographer  
Videographer  
Child Minding Services  
Chair Covers  
Balloon Design  
Disposable Cameras  
Additional Entertainment  
Ceremony Music  
Hog Roasts\*  
BBQ\*

\*provided by third party caterers.

Services provided by third parties will be the responsibility of those providers and we accept no liability or responsibility for them unless they have been booked through us.

Our Wedding Co-ordinator will be happy to discuss any of the services above.

**Please note:** All the above services will be charged in addition to the programme charges

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## Wedding Checklist

- 1- 2 years**      Book reception at Howfield Manor Hotel  
Book Photographer  
Book Registrar Office/Church  
Book wedding cars  
Book evening entertainment
- 1 year**            Choose Bridesmaids  
Choose Best Man  
Choose wedding dress and Bridesmaids' dress  
Compile Wedding guest list  
Book the Honeymoon (check passport names)
- 6 months**        Organise florist  
Organise hire of morning wear  
Buy wedding rings  
Compile Wedding gift list  
Order Wedding Cake  
Order stationary
- 3 months**        Book hair appointment  
Finalise ceremony details  
Send out invitations
- 6 weeks**         Liaise with hotel to finalise menus and times  
Collect wedding and Bridesmaid dresses  
Finalise details with Photographer  
Buy gifts for Bridesmaids and Best Man  
Order flowers for Bride's and Groom's mothers
- 1 month**         Finalise guest list  
Arrange seating plan  
Arrange Stag and Hen nights  
Make final arrangements for catering, cakes and flowers
- 1 week**            Confirm final details  
Check stationary has been delivered  
Organise rehearsals for the ceremony
- The Big Day**    Last but not least, sit back, relax and enjoy the day

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**Notes:**