

**Marriage Ceremonies,  
Civil Partnerships  
and Receptions at**



**OCKENDEN MANOR**

Appointments essential for viewing

## **A Day Reception**

We are delighted to be able to accommodate day receptions for up to seventy five guests in the Ockenden Suite or greater number in a Marquee.

Due to the demand for receptions on a Saturday, during the Summer months we require a minimum of fifty guests or a minimum food and beverage spend. This does not apply Sunday to Friday. A day reception must finish by 7.00pm

## **An Evening Reception**

In consideration to our other guests we are only able to accommodate evening receptions when the eleven rooms above the Ockenden Suite are taken in conjunction with the Wedding booking. This consists of The Merrick Suite at £360.00, One Feature Four Poster Room at £324.00, Two Deluxe Rooms at £288.00, Six Superior Rooms at £244.00 and a Single Room at £105.00.

A total of £2,829.00 for the eleven rooms for the night

If additional accommodation is required, Double Rooms are £175.00 per night.

The above rates are inclusive of accommodation, full English breakfast, newspaper, mineral water in the room and V.A.T. at 17.5%

Bookings on a Saturday are subject to a minimum of a two night stay; this means that the eleven rooms must be booked on both the Friday and Saturday or Sunday. There may be occasions when this does not apply.

Should your wedding take place on a Friday, then we are able to offer the eleven rooms on a one night basis at the above rates. If your wedding is on a Sunday we may be able to offer a discount rate depending on availability and season.



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## Timings

To enable us to offer the highest standard of service we require that the following timings apply:

Wedding receptions - Ceremony (if applicable) at 2.00pm, Reception drinks served from 2.30pm and guests seated for the Wedding Breakfast by 4.00pm

Sunday Reception - Ceremony (if applicable) at 3.00pm, Reception drinks served from 3.30pm and guests seated for the Wedding breakfast by 5.00pm

Music must finish by 11.00pm Monday to Saturday and 10.30pm on Sunday

These timings do not apply if you have exclusive use of the hotel except for the finishing time of the Music

## Exclusive Use

Have Ockenden Manor all to yourselves !

We are delighted to offer you the chance of having Ockenden Manor as your very own for the day. Our gracious Drawing room provides a superbly elegant setting for your wedding, and if the weather is fine then our extensive lawns and terrace overlooking the South Downs are the perfect place to sip your champagne, before enjoying your wedding breakfast in the Ockenden Suite or a Marquee.

### Cost for 2008

Monday To Friday	£6,995 per day
Saturday	£9,300 per day
Sunday	£5,999 per day

The above rates are inclusive of the following: accommodation, full English breakfast, newspaper, mineral water in the room and VAT at 17.5% for forty three guests.

Exclusive use is from 2.30pm on the day of arrival until 11.00am on the day of departure



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## Civil Ceremonies at Ockenden Manor

1. Once you have made a provisional booking or enquiry at Ockenden Manor you should then contact the Superintendent Registrar to co-ordinate your specific dates. Without the presence of the Superintendent Registrar and a Registrar there can be no marriage and any arrangements for the use of the premises depends entirely on their availability.

2. Their current fees are £305.00 for a wedding on a weekday, £360.00 for a Saturday wedding and £400.00 for a wedding on a Sunday or a Bank Holiday. These fees will be payable directly to the Superintendent Registrar. Fees change in April

Our local Superintendent Registrar, Ms Pauline Reed can be found at:  
WSCC Offices, Oaklands Road, Haywards Heath, RH16 1SU

Telephone 01444 452157 Monday, Wednesday and Friday  
between 9.30am and 1.00pm and 2.00pm until 4.00pm.

3. No food or drink may be sold or consumed in the ceremony room, one hour prior to and after the marriage.

4. When issuing the invitations to the ceremony, please note that you should invite the guests to arrive not more than half an hour before the ceremony.

5. Ockenden Manor has a choice of two private rooms for your marriage ceremony. The Drawing Room can accommodate up to fifty guests with a reception following in our Ockenden Suite. The Ockenden Suite can accommodate approximately seventy five guests and would precede a Marquee or Ockenden Suite reception.

6. The designated rooms will be set out in a theatre style arrangement with a desk with two chairs behind it facing the room. The desk is for the signing of the registry book. The Bride and Groom will be able to sit at the desk after the ceremony so that photographs can be taken.

7. The Manager or Deputy Manager will be present on the day as authorised persons to ensure that the correct procedure is followed regarding the room layout and required procedures.

8. We do charge for the use of the ceremony room , the charges are detailed below

Drawing Room £555.00

Ockenden Suite £710.00

There is a reduction of 50% for Ceremony Room Hire between Sunday and Thursday



## The Borde Hill Menu

Creamy White Onion Soup with  
Sussex Cheddar Rarebit

Crispy Fish Cakes with Tartare Sauce

Traditional Country House Terrine with Homemade  
Piccalilli and Walnut and Raisin Bread

\* \* \* \*

Honey Roast Breast of Corn-fed Chicken wrapped in  
Parma Ham with Creamed Leeks, French Beans,  
Rosti Potato and Madeira Jus

Navarin of Ditchling Lamb with Mashed Potato,  
Roast Carrots, Mange Tout and Rosemary Oil

Grilled Fillet of Salmon with New Potatoes, Sweet  
Dill Carrots, Broccoli and Hollandaise Sauce

Cumberland Sausage with Mashed Potato,  
Buttered Savoy Cabbage and Onion Gravy

\* \* \* \*

Eton Mess

Vanilla Crème Brulée

Warm Chocolate Mousse with Orange Ice Cream

\* \* \* \*

Coffee and Truffles

£49.50 per person inclusive of VAT @ 17.5%

## The Leonardslee Menu

Traditional Smoked Salmon  
with Brown Bread, Butter and Lemon

Thai Chicken Soup with Lemongrass,  
Ginger and Coconut Milk

Home Cured Bresaola of Scottish Beef with  
Horseradish Potato Salad, Confit Tomatoes,  
Crispy Shallots and Roquette Salad

\* \* \* \*

Herb Crusted Rack of Ditchling Lamb with Creamy  
Garlic Potatoes, Provencale Vegetables,  
French Beans and Madeira Jus

Sliced Saddle of Balcombe Venison with  
Sweet and Sour Red Cabbage, Cauliflower Cheese  
and Wild Mushrooms

Escalope of Halibut with Caramelised Salsify,  
Wild Mushrooms, Wilted Roquette, Crispy Potato  
and Cep Sauce

\* \* \* \*

Chocolate Tart with Baileys Ice Cream

Roast Pineapple with French Toast  
and Rum and Raisin Ice Cream

Warm Fine Apple Tarte with Vanilla Ice Cream  
and Butterscotch Sauce

\* \* \* \*

Coffee and Truffles

£60.00 per person inclusive of VAT @ 17.5%

## The Nymans Menu

Chicken Caesar Salad with Smoked Bacon  
and Herb Croutons

Prawn Cocktail with Marie Rose Sauce

Crispy Oyster Beignets wrapped in Smoked Salmon  
with Pea Puree and Shoots

\* \* \* \*

Sliced Chump of Ditchling Lamb with Boulangere  
Potatoes, Baby Spinach, Courgette Provencale  
and Madeira Jus

Honey Roast Duck Breast with Bubble and Squeak,  
Creamed Celeriac, French Beans and Smoked Bacon Jus

Roast Fillet of Cod with Mashed Potato,  
Mange Tout, Carrots and Parsley Sauce

\* \* \* \*

Warm Apple and Blackberry Crumble  
with Clotted Cream

Natural Yoghurt Pannacotta with  
Pineapple Sorbet and Sesame Tuile

Chilled White Chocolate Mousse with  
Marinated Berries and Hazelnut Tuile

\* \* \* \*

Coffee and Truffles

£55.00 per person inclusive of VAT @ 17.5%

## The Wakehurst Menu

Ballotine of Salmon wrapped in Fresh Herbs with  
Fromage Blanc and Avruga Caviar

Sauté Foie Gras with Toasted Brioche  
and Caramelised Orange Salad

Truffle Risotto with Un-Pasteurised Brie

\* \* \* \*

Sliced Sirloin of Scottish Beef with Baby Spinach,  
Roast Potatoes, Parsnip Gratin and Red Wine Sauce

Sliced Saddle of Wild Boar with  
Roasted Butternut Squash, Wild Mushrooms,  
Artichoke Puree and Crisps

Grilled Fillet of Sea Bass with Salsify, Smoked Bacon,  
Sweet Shallots, Mange Tout and Red Wine Sauce

\* \* \* \*

Caramelised Lemon Tart with Blackcurrant Sorbet

Chilled White and Dark Chocolate Mousse  
with Raspberry Sorbet and Hazelnut Tuile

Feuilleté of Poached Pear with Vanilla Ice Cream

\* \* \* \*

Coffee and Truffles

£65.00 per person inclusive of VAT @ 17.5%

**WE REQUIRE THE SAME STARTER, MAIN AND DESSERT FOR EACH GUEST.  
EXCEPTIONS ARE MADE FOR VEGETARIANS AND OTHER DIETARY REQUIREMENTS**

## The Rock Lodge Tasting Menu

Sweetcorn Veloute with Wild Mushrooms and Truffle Oil

\* \* \* \* \*

Ballotine of Salmon wrapped in Fresh Herbs  
with Fromage Blanc and Avruga Caviar

\* \* \* \* \*

Apple and Calvados Sorbet

\* \* \* \* \*

Sliced Breast of Honey Roast Duck with Celeriac,  
Smoked Bacon, Baby Spinach and Sauté Foie Gras

\* \* \* \* \*

Selection of English and French Cheeses

\* \* \* \* \*

Praline Mousse with Milk Sorbet and Crisp Cocoa Tuile

\* \* \* \* \*

Coffee and Petits Fours

Seventy five pounds per person inclusive of value added tax

## The Ridge View Tasting Menu

Jerusalem Artichoke Soup with Roasted Ceps and Melted Parmesan

\* \* \* \* \*

Whole Grilled Scallops wrapped in Smoked Salmon with Pea Purée

\* \* \* \* \*

Lime and Champagne Sorbet

\* \* \* \* \*

Sliced Saddle of Lamb with Herb Gnocchi, Sauté Courgettes,  
Confit Garlic and Red Pepper Mousse

\* \* \* \* \*

Selection of English and French Cheeses

\* \* \* \* \*

Warm Apple Tarte Fine with Vanilla Ice Cream

\* \* \* \* \*

Coffee and Petits Fours

Eighty five pounds per person inclusive of value added tax

## The Nyetimber Tasting Menu

Parsley Soup with Truffled Fromage Blanc

\* \* \* \* \*

Chilled English Lobster with Cherry Tomatoes, Avocado,  
Quail Egg, Pea Shoots, Cress and Marie Rose Sauce

\* \* \* \* \*

Pink Grapefruit and Champagne Sorbet

\* \* \* \* \*

Sliced Fillet of Scottish Beef with Baby Spinach, Asparagus,  
Confit Shallots, Crispy Potato and Béarnaise Sauce

\* \* \* \* \*

Selection of English and French Cheeses

\* \* \* \* \*

Caramelised Lemon Tart with Blackcurrant Sorbet

\* \* \* \* \*

Coffee and Petits Fours

Ninety five pounds per person inclusive of value added tax

## May we suggest

### The Ouse

2 glasses of Pimms  
or  
Sparkling Wine Kir Royale  
on arrival

\* \* \*

Half a bottle of  
House recommendation  
Red or White Wine

\* \* \*

A glass of Sparkling Wine  
for the toast

\* \* \*

Half a bottle of mineral water

£31.00 per person  
inclusive of VAT at 17.5%

### The Cuckmere

2 glasses of House Champagne  
on arrival

\* \* \*

Half a bottle of  
Deakin Estate Sauvignon Blanc  
or  
Fleurie

\* \* \*

A glass of House Champagne  
Champagne for the toast

\* \* \*

Half a bottle of mineral water

£42.50 per person  
inclusive of VAT at 17.5%

### The Rother

2 Glasses of Veuve Clicquot,  
Yellow Label on arrival

\* \* \*

Half bottle of  
Cloudy Bay Sauvignon Blanc  
or  
Baron Arques Toques et Cloches Villebazy

\* \* \*

A glass of Veuve Clicquot  
Yellow Label for the toast

\* \* \*

Half a bottle of mineral water

£70.00 per person  
inclusive of VAT at 17.5%



## Wedding Information

### Menus and Place Cards

We would be delighted to provide you with menus for the tables and place cards for your guests together with table posies at a cost of £7.00 per guest or contact;

Jmb Designs 01273 452771

### Florists

Perfect Flowers 01273 400950

Cottage Flowers 01444 454290

Briony Billingham Floral Design 01444 226321

### Photography & Wedding DVD

Hector Photo 01903 823843

Hip Wedding Photography 01444 474454

CH Media (DVD) 01903 246946

### Limousines

Chariots 01825 750236

### Wedding Cakes

Purita Hyam 01403 891518

### Music

Fiona Hosford - Harpist 01323 442935

Sally Whitaker - Harpist 01243 773388

Ben Pugsley - Classical Guitarist 07803 143316

Lea Graham Entertainment Agency 01444 235475

Lost in Music - Disco 07979 433418

### Marquee Hire

Brookfield Marquees 01798 342255

**Fireworks** : please speak to Annie Tomsett if you are considering a firework display



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# Wedding Booking Form and Cancellation Policy

Provisional bookings will be held for 10 days, after which they will be released without notice to you.

A letter of confirmation and a deposit of £1500.00 are required to confirm the booking - **Deposits are non-refundable**

Day receptions finish by 7.00pm and evening music must finish by 11.00pm

The Bar will close at 11.00pm unless we are advised otherwise by prior arrangement

Numbers\* must be confirmed 21 days before the event.

Minimum Food and Beverage Spend of £6000.00 on a Saturday \* (excludes November, January, and March)

A Discretionary 5% Service Charge is added to the final Food & Beverage spend

The balance of all known costs must be settled 14 days prior to your wedding allowing time for cheque clearance. An invoice will be sent to the Bride and Groom for any additional costs after your wedding.

Cancellations given 180-14 days prior to arrival date will incur 50% charge of known or expected invoice value, i.e. menu price plus drinks x cancelled guests

Cancellations given 14 days or less prior to arrival date will incur 90% of known or expected invoice value.

In the event that we are able to re-let the facilities for a similar occasion, no cancellation charge would be made.

- Final numbers within 14 days will be the minimum number of guests invoiced for the day. \*
- If menu + drinks have not been decided an average price will be used for the calculation.

Any damage caused to the hotel premises will be charged to the company or person who makes the booking.

Please sign and return this copy of our cancellation policy as confirmation of your acceptance of our terms and conditions. This must be returned at time of confirmation.

Signed..... Printed Name.....

Address.....

Telephone Number:..... Email.....

Dated..... Date of Wedding.....

