



Frequently asked questions – Weddings & Celebration events

CEREMONY

Which room would we have our Civil Ceremony in?

The Great Hall, Gold Room and Long Gallery are all licensed for Civil Wedding/Partnership Ceremonies.

How many guests can we invite for a Civil Ceremony?

We are licensed to hold Ceremonies for up to 200 guests in the Long Gallery (ceremony only), up to 120 guests in the Great Hall and up to 60 guests in the Gold Room.

Do we have to pay any extra for the Civil Wedding Ceremony?

Yes - for use of the Great Hall the cost is £825, for use of the Gold Room £725 and for use of the Long Gallery please talk to our team for specific requests. There will also be a fee to pay directly to the Registrar for them to conduct the Ceremony for you.

Do we have to book the registrar separately?

Yes, you will need to liaise with the registrar separately and ensure they are available to conduct a Civil Ceremony on the date you have chosen, and it is best to do this before you confirm your date with Harlaxton Manor.

How long does a Civil/Partnership Ceremony take? The Ceremony normally takes around 30 minutes, a little longer if you have readings included.

LOGISTICS

What is the maximum number of guests we can have for the Wedding Breakfast? We can cater for up to 150 guests in the Long Gallery for a formal, seated dinner. Please ask our team if you want to explore options.

What time can we arrive at the Manor on our Wedding Day? We suggest informing guests to arrive no more than 1 hour prior to the ceremony.

Can we gain access to the Manor the day before our wedding? Yes, you can set up name cards, table plans, favours, etc. At a prebooked slot between 11am- 5pm the day before your wedding and drop off your bridal attire if you would like to.

Do you allow children at the Manor?

Yes, we welcome children to the Manor, but ask that they are always supervised.

Do you have any highchairs we can use? Yes,

We have 3 highchairs which you can use.

Can we have lunch at the Manor whilst we are getting ready? Yes, we can provide a sandwich lunch for you whilst you are getting ready. This would need to be ordered in advance and would incur a charge.

How many people can stay overnight at the Manor?

Unfortunately, now, we can only offer overnight accommodation for the Bride and Groom. However, if accommodation options do increase, your wedding co-ordinator will be in touch to present more options for your party.

Do you have other hotels/B&Bs locally?

Yes, there are plenty of other hotels and B&'s locally. We will give you the contact details of all local accommodation when you book.

What time do we need to leave the Manor the next day?

The Bridal Suite will need to be vacated by 11:30 am.

Will I need a microphone for the speeches?

If so, do I have to provide my own? A microphone and PA system is recommended for speeches in the Long Gallery, and we provide these free of charge.

Can you provide an easel to hold our table plan?

Yes, we can provide a selection of easels which can hold your table plan, photo montages, etc.

What time do we have to finish the party?

Our licence for the bar ends at 11.00 pm and we encourage guests to leave by 12 am. We can extend our bar licence on request, and we encourage couples to contact our team about this so we can help with your arrangements.

When do I have to confirm final numbers?

We need an idea of your final numbers 6 weeks prior to your wedding date and any additional numbers we will need 20 days before.

Do you have a cloakroom we can use?

We do not have a cloakroom as such, but we do have hanging rails which your guests can leave their coats on if required.

Can you recommend any Friend of Harlaxton Suppliers?

When you come for a show-round, we can recommend our exciting Friends of Harlaxton network who have worked with Harlaxton Manor Events in the past, such as photographers, florists, cake makers and stylists. We encourage all guests to explore a variety of businesses who can make their day extra special.

Can my photographer come to the Manor before the wedding to look round?

Yes, we require clients to make an appointment beforehand with the events team for this.

Do you recommend having a break between the day and the evening?

We recommend that your day rolls into your evening without a big break. However, if you are looking for a distinctive style of day, our events team can help bespoke the agenda you had in mind.

Is the Manor lit from the outside at night-time?

Yes, the front of the Manor is floodlit from dusk.

Can we have fireworks?

We love fireworks! Fireworks can be fired from the sports field, but suppliers must supply appropriate documentation in advance.

Can we launch Chinese lanterns?

Unfortunately, we do not allow Chinese lanterns to be launched as the debris impacts on our residents and farmland. It also causes harm to local livestock. This ruling is in line with recommendations from the Country Land Association.

CATERING AND WINE

Can we bring our own caterers in?

Our expert catering team have developed exclusive menus that highlight the best we have to offer. It is only on specific circumstances that we allow external catering options into the manor in accordance with the catering and safety standards we adhere to. Ask our team if you have any specific requests.

Can we have a menu tasting session?

Yes, the special couple will be invited to join the manor for a menu tasting event with the catering and event team to sample and explore menu options. This event will be offered to all couples, as standard, after a date and deposit is secured.

Can I 'mix and match' items from your suggested menus?

Yes, but we will have to re-cost your menu if choices fall into different price brackets. Our menus, however, offer a variety of flexible options that should prevent any hidden costs with no expense spared on the quality of your food.

Can you cater for items not covered by your menu options?

Our chefs are love a challenge and will never say no to new requests. However, we feel that our new menus offer a broad variety of options to suit all needs. Please let us know if you need to see anything else and we can work with you to create those extra special touches.

Do you cater for special dietary requirements?

Yes, if we know in advance, we can cater for most dietary needs.

What age do you classify a child?

Anyone aged 12 and under is classified as a child. We can offer half price meals for children under 12 from our standard, adult menus. We also provide a dedicated children's menu.

Can we bring our own wine in?

Yes, but corkage charges will apply. If there is something specific you would like to offer to your guests, which is not on our wine/bar list, we will be happy to try and source it on your behalf.

Can our guests bring their own alcohol in? Guests are not permitted to bring their own alcohol into Harlaxton Manor for consumption on the premises unless a corkage fee has been paid.

Can we taste the wine before we select it?

As part of our menu tasting events for each couple, you will have the option to sample wine along with food to compliment your final package at no extra cost.

DECORATIONS AND ACCESSORIES

We welcome your ideas and input into decorations at the Manor, but please bear the following in mind:

Can we have candles around the Manor?

Candles can be used on the tables in the Long Gallery for the Wedding Breakfast if they are in a safe candle holder (a maximum of 5 candles per table is permitted). For safety reasons the team will require approval of use of candles in state rooms.

Can you move the chairs from the Ceremony Room to the Wedding Breakfast Room to save us ordering two sets of chairs or covers if hired?

We are happy to move chairs, but only from the ceremony room to the Long Gallery. Our team can help plan the logistics that consider guest experience and safety on the day.

HOUSEKEEPING

Can we have confetti?

Size of biodegradable confetti must be considered due the flooring of the building.

Can we have rose petals?

Yes, but only fake rose petals are allowed on any bedding, lining and the staining of our great hall floors.

Can we have table crystals? We do allow crystals on the tables; these must be no smaller than 3cm.

Can we have a chocolate fountain? We do allow chocolate fountains these have to be situated near the food and have plastic wipeable sheet on the table.

Can we have helium balloons? We do not allow helium balloons in the Manor as the ceilings are extremely high and it is therefore almost impossible to retrieve them if they escape up to the ceiling. Specific requests for the long gallery can be considered.

BOOKING PROCESS

Can we come and have a look at the Manor?

Please speak to one our wedding co-ordinators about booking show-arounds. Subject to availability of rooms, some Saturday show-rounds can be arranged. We can also conduct show-rounds Monday to Friday between 9.00am and 4.30pm occasionally evenings by special request.

How long can you provisionally hold a date for us?

The date will only become a confirmed booking on receipt of a letter/email from you, together with a non-refundable deposit of £1,000.00. Unfortunately, we cannot provisionally hold dates and bookings are taken on a first come, first served basis.

I have paid my deposit. When do I have to pay for the rest of my wedding at Harlaxton?

The venue hire fee ('Facility Fee') will need to be paid no later than 90 days prior to the date of your wedding. We will also prepare a preliminary catering invoice, based on your guest numbers, menu/wine choices, etc., and

this will be payable no later than 20 days before your wedding day. Additions or adjustments will be invoiced following the event and due within 14 days from the date of the invoice.