

# WEDDING & EVENTS GUIDE



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# CONGRATULATIONS

Step into a world of enchantment at St. Michael's Manor Hotel, where dreams come to life and your special day is crafted with unparalleled elegance.

This events guide includes options for your ceremony and wedding reception, suggested floor plans, and our terms and conditions policy.

Our dedicated wedding planning team stands ready, eager to delve into the unique tapestry of your vision. From the moment you decide to entrust us with your celebration, consider us your steadfast companions, guiding you through every stage of preparation and seamlessly orchestrating the event itself.

At St. Michael's Manor Hotel, we take pride in delivering a professional and approachable service, ensuring that your special day becomes an indelible part of your life.

Do not hesitate to contact our wedding and events team at any time and we will be happy to provide you with further information.



# Your WEDDING GUIDE

Count on our expert team to seamlessly orchestrate every detail, ensuring a flawless execution of your plans. For added convenience, you have the option to provide extra items in advance—whether it's room decorations, seat covers, flowers, table plans, place cards, favours, table sprinkles, balloons, and more—we'll make sure they're perfectly arranged upon your arrival.

Beyond the exquisite wedding breakfast, envision a captivating drinks reception. Whether indoors, within our inviting lounge and bar, or outdoors on the terrace, garden lawns, or the lakeside jetty, the choice is yours to savour.

As the evening unfolds, we prioritize your guests' comfort while transforming the venue for continued revelry. From live music and dance floors to a DJ and sumptuous buffet, we ensure a vibrant atmosphere. In respect of our neighbours, access to the grounds and patio is restricted at 22:00, but the festivities can continue indoors until midnight.

For those staying overnight, your welcoming bedroom awaits from 15:00. Choose between our 'Exclusive' and 'Non-exclusive' wedding hire options, tailored to suit your desires and preferences.

To make an enquiry or booking please contact our Conference & Banqueting team or visit [www.stmichaelsmanor.com](http://www.stmichaelsmanor.com)



*Your Home*

# AWAY FROM HOME

The exclusive use of St Michael's Manor Hotel offers yourself and your family a place to consider a home away from home. You will get flexibility and full attention from our team as well as, of course, private use of the whole hotel and grounds for any 24 hour period: From 12pm until 11am the following day.

This package includes:

- All our outdoor areas, from the terrace and summerhouse to all four acres of land
- Car park
- All public areas, from the bar and lounge to our Oak Lounge & Cedar Suite
- All our 30 bedroom
- Manor House furniture
- Crockery, cutlery & glassware





# HOTEL FLOOR PLAN





# CIVIL CEREMONIES

The Restaurant-orangery, Cedar suite, Oak lounge and Summerhouse are licensed and require a Registrar, who should be contacted direct on 0300 123 4045

Restaurant: 140 guests



Cedar Suite: 30 guests



Summerhouse: 24 guests



Oak Lounge: 14 guests



# CIVIL CEREMONIES

## SAMPLE SEATING PLANS



**Summerhouse**  
Seats: 24 (*maximum*)



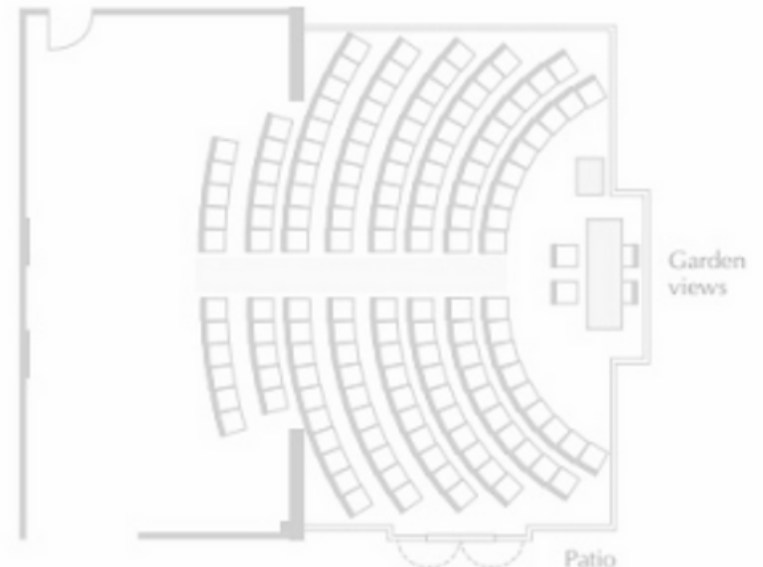
**Oak lounge**  
4.75m x 5.26m  
Seats: 14 (*maximum*)



**Cedar suite**  
6.83m x 5.45m  
Seats: 24 (*maximum*)



**Cedar suite**  
6.83m x 5.45m  
Seats: 30 (*maximum*)



**Restaurant-orangery**  
11 x 13m approx.  
Seats: 140 (*maximum*)

# DRINKS RECEPTION

The areas below are ideal for you and your guests to use for a drinks reception.

Summerhouse Jetty



Lounge



Bar

Terrace & Garden



# WEDDING BREAKFAST

We have a selection of rooms available to suit the number of your guests.

## Restaurant



Oak Lounge



Cedar Suite



# *Our* RESTAURANT



The Restaurant-orangery is perfectly suited for large functions, seating a maximum of 140 guests, or 150 guests for an evening event with a buffet, dance floor and entertainment.

With fabulous views over the garden and lake, this room is licensed for civil ceremonies for up to 140 guests.

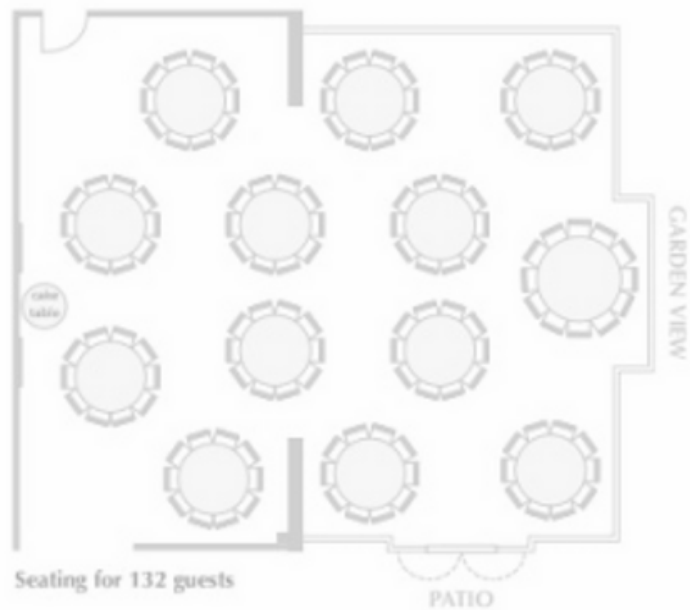
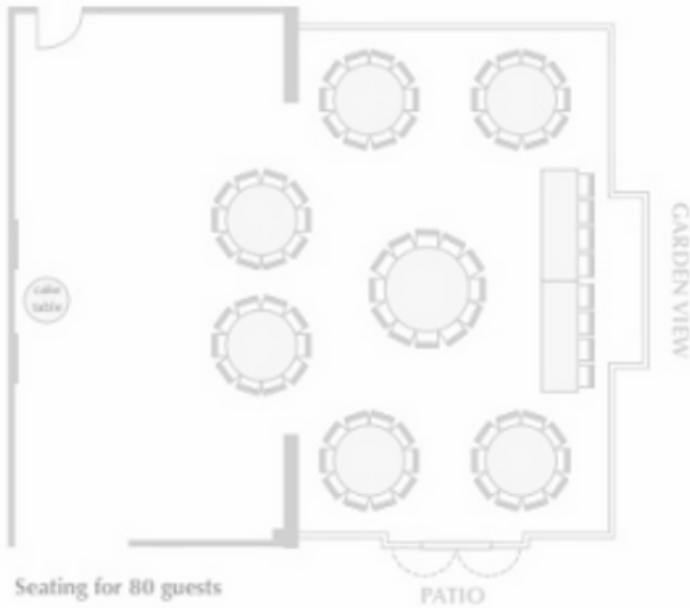


Situated on the ground floor with plenty of natural daylight and direct access to our outside terrace area next to our lounge and bar. The latter are perfect for greeting guests or for pre-dinner drinks and canapés

*Our*

# RESTAURANT

## SAMPLE SEATING PLANS





# CEDAR SUITE

This room is perfect for smaller civil ceremonies, intimate wedding breakfasts, as an additional lounge or for wedding photographs.



This is an elegant room on the ground floor, has a high ceiling, chandelier, natural daylight, air conditioning and is located next to our Reception, bar and lounge areas. Please find a selection of seating layouts below.



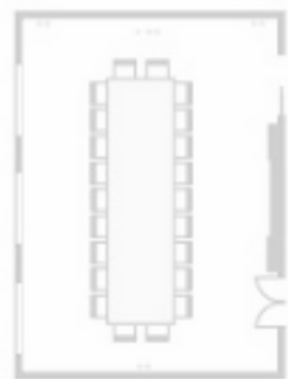
Seating layouts  
6.83m x 5.45m



Round table  
Seats 12



Round tables  
Seats 30



Long table  
Seats 22



# OAK LOUNGE

This room is perfect for an intimate civil ceremony and wedding breakfast or can be used as an additional lounge. This is the oldest room in the hotel with oak panelled walls, and an ornate, high stucco ceiling showing the date 1585, when the original house was built.

The Oak lounge is on the ground floor with natural daylight and is located next to our reception, bar and lounge areas



Seating layouts  
4.75m x 5.26m



Long table



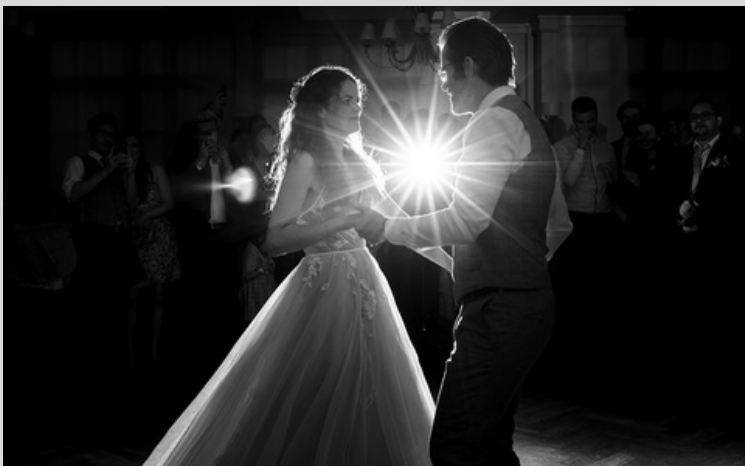
Round



# *Evening* RECEPTION



We can accommodate up to 150 guests for an evening buffet with dancing in the restaurant, which will be set up with a dance floor and a disco or live music.



# TERMS & CONDITIONS AND CANCELLATION POLICY

## **Please read carefully**

St Michael's Manor Hotel, Fishpool Street, St Albans, AL3 4RY is owned by St Michael's Manor Ltd. In this document "Company" means St Michael's Manor Ltd, "Hotel" means St Michael's Manor Hotel, St Albans and its grounds, "You" means the client and the "Wedding" means the wedding to be held at the Hotel. In signing this contract, You confirm that You are the client and that You are ultimately responsible for the Wedding, the settlement of charges and adherence to the terms and conditions as set out below.

## **1 Bookings**

1.1 This contract represents the standard terms and conditions of your forthcoming Wedding. We ask you to sign and return one copy of the contract to us, retaining one copy for your own records. It is important to note that no Wedding is accepted by the Hotel until a signed contract is returned by You booking our facilities, or until the appropriate deposit is paid, whereby You agree to all our conditions & cancellation policies.

1.2 A provisional booking can be held by us for 14 days whereupon a deposit will be required to secure your Wedding date. Deposit requirements are detailed in section 5 of this document. If no deposit is forthcoming, the date will be released without further notice to You.

## **2 Pricing**

2.1 All prices quoted are inclusive of VAT at the prevailing rate.

2.2 A 10% Service Charge is applied to the Food and Beverage content of the final invoice.

2.3 A Children's Menu can be offered with prices available on request. Children under two are not charged and half size portions will be available between the ages of five and ten years old.

2.4 An evening buffet is a requirement for an evening reception. 75% of your total guests must be catered for.

2.5 The Hotel reserves the right to amend any prices quoted at their discretion. All prices will be agreed and confirmed three months prior to your Wedding.

## **3 Guests/Attendees**

3.1 An indication of the number of guests attending the Wedding will be required at the time of booking. This number will be used in our initial deposit calculations.

3.2 Final number of guests to be confirmed 4 weeks prior to your Wedding, after this time any non-arrivals will be charged in full to cover our preparation costs.

3.3 We require a minimum number of 80 adults for a Friday or Sunday Wedding and a minimum number of 100 adults for a Saturday Wedding unless agreed otherwise. Bank holidays are subject to minimum guest requirements.

## **4 Accommodation**

4.1 Please note that bedrooms are guaranteed for arrival from 15:00 although we will endeavour to accommodate any early arrivals. To guarantee an early check-in we recommend that guests book accommodation for the night prior, at the prevailing rate. Check out is at 12:00.

4.2 Should You require exclusive use, this will include all 30 bedrooms. For exclusive use, check out will be 11:00. Those clients reserving the whole hotel are responsible for collating their guests' accommodation requirements. The Hotel is unable to take bookings directly from guests.

4.3 Accommodation Cancellation (Non exclusive use)

4.3.1 All cancellations are to be made in writing or by email to: [reservations@stmichaelsmanor.com](mailto:reservations@stmichaelsmanor.com)

4.3.2 For parties booking 1 to 3 bedrooms. Notice to cancel must be received by the Hotel 24 hours prior to the date of arrival.

4.3.3 For parties booking 4 to 30 bedrooms. Notice to cancel must be received by the Hotel 7 days prior to the date of arrival.

4.3.4 Cancellation charges will equate to the first nights room tariff.

4.4 Note: should exclusive use of the Hotel be taken, accommodation cancellation terms will coincide with clause 6 below.



# TERMS & CONDITIONS AND CANCELLATION POLICY

## 5. Deposit Payments and Payments Schedule

5.1 A deposit equal to 20% of the approximate total cost of the Wedding is required to secure the Wedding date. This deposit is non-refundable

5.2 A further 20% of the approximate total cost of the Wedding is required 6 months prior to the date of the Wedding.

5.3 The balance of the approximate total cost of the Wedding is required 1 month prior to the Wedding date.

5.4 Beverages and other incidental charges consumed on the day will be for settlement on departure.

5.5 Settlement of the deposit schedule or final account is to be in full, strictly to terms, after which interest will be charged at 5% per day.

5.6 Any disputed item or price contained in an invoice or deposit statement must be raised in writing with the Hotel within 6 days of receipt. Disputed items will be dealt with separately from the remainder of the monies due, which must still be settled when due.

5.7 You agree to pay the Hotel charges for any extra goods or services provided at the request of yourself or any person purporting to have the authority.

5.8 Please ensure the details of your Wedding are clearly marked when sending cheques. Valid debit/credit card details will also be required prior to the Wedding and may be subject to pre-authorization.

## 6. Wedding Cancellation/Postponement:

6.1 Any cancellation or postponement must be confirmed in writing, the date of receipt being the date the Hotel will use as the cancellation date. Any cancellation fees will be based on the noted schedule below. Cancellation terms are:

- Less than 28 days before the date of the Wedding: 100% of contracted total cost
- 29-90 days before the date of the Wedding: 75% of contracted total cost
- 91-180 days before the date of the Wedding: 50% of contracted total cost
- 180+ days prior to the date of the Wedding: 20% of contracted total cost

6.2 The deposit/cancellation charge will not be available as credit for a future Wedding or expenditure at the hotel. The above is based on all pre-booked services booked by You and includes, but is not limited to, accommodation, breakfast, function rooms, all meals, drinks and other ancillary charges.

6.3 Any further sales recovered by the company after a confirmed cancellation will be discussed with You, however any adjustment to the account will be at the discretion of the Directors of St Michael's Manor Ltd.

6.4 The Hotel may cancel the booking at any time without obligation to You in any of the following circumstances:

6.4.1 If the Hotel or any part of the Hotel is closed due to circumstances beyond the Hotel's control.

6.4.2 If You become bankrupt or insolvent or enter into liquidation or have an administrator or receiver appointed over all or a substantial part of your assets.

6.4.3 If You fail to meet the deposit requirements for any part of the Wedding.

6.4.4 If the Hotel in its sole discretion believes the booked Wedding, or You, might prejudice the reputation of the Hotel.

6.4.5 If the Hotel is sold or ceases to be operated by St Michael's Manor Hotel Ltd.

6.5 If the Hotel cancels the booking, a full refund of any monies paid in respect of the Wedding will be given, issued in the form of a cheque through the Company registered office.

## 7. Loss & Damage:

7.1 The costs of repairing any damage You or your guests have caused to the property, furnishings or equipment will be charged to You as the client organising and paying for the Wedding.

7.2 Subject to its liability under the Hotel Proprietors Act 1956, neither the Company nor the Hotel can accept responsibility for loss of, or damage to, guests' property however caused. Nor can we be held responsible for any gifts that have been delivered to or handed over to a representative of the Hotel. At the end of the function all personal effects are to be cleared. The hotel cannot accept any responsibility for the safe-keeping of such items and will discard any items not collected within 48 hours.

7.3 Neither the Company nor the Hotel can accept responsibility for loss of, or damage to any vehicle left in the Hotel car park or on the Hotel grounds.

# TERMS & CONDITIONS AND CANCELLATION POLICY

## **8. Use of Hotel**

8.1 You agree to take reasonable precautions to ensure that no damage occurs or injury to any person. You are responsible for the actions of your guests, your staff and any contractors / third parties you have engaged.

8.2 You agree to conduct the Event in an orderly fashion, ensure that no nuisance is caused, comply with any request of the Hotel management and abide by all applicable statutory controls in respect of, but not limited to, health & safety, fire regulations, licensing permissions.

8.3 Prior consent must be obtained from the Hotel for any externally arranged entertainment, services or decorations. Any third party providing entertainment must supply the Hotel with a copy of public liability insurance and PAT testing certification or access may be denied.

8.4 Our entertainment licence governs the finishing time of a Wedding, at which point non-residents guests must depart. A resident bar is available for the rest of the night if you wish to carry on your celebrations, with any charges being made to room accounts.

8.5 Due to our location in a conservation area, the throwing of confetti is strictly forbidden outside the building or in its grounds - failure to abide to this request will result in a surcharge of £200 being added to the final invoice. Please ensure all guests are informed.

8.6 Guests are required to leave the hotel in an orderly manner and not to make or cause excessive noise outside the hotel after 22:00. We reserve the right to ask guests to reduce noise levels and abide by our terms given the residential setting of the hotel.

8.7 Fireworks are not permitted at the Hotel due to our residential location.

8.8 As a courtesy to the local residents, the garden terrace, particularly in the summer months, will be closed to guests after 22:00.

8.9 Last orders at the bar will be called at 23:30 for all non-residents attending a Wedding on a Friday or Saturday, 22:30 on a Sunday and 23:00 from Monday to Thursday inclusive. Ultimately the sale of alcohol is entirely at the discretion of the licence holder or duty manager.

8.10 Only food and drink purchased from the Hotel may be consumed on the premises.

8.11 The Hotel places great emphasis on providing a safe and pleasant environment for all its guests and staff. Should guests act in an improper or disorderly way, or refuse to comply with reasonable requests from our staff, the Company reserves the right to terminate your stay or Wedding or to eject those who are the cause of the disorder. Should this occur, no monies will be refunded.

8.12 Allergens: Some foods contain nuts, shellfish or other foods that may cause allergic reactions. If you have a food allergy or intolerance please advise our staff before ordering food or drink items and they will be able to help you with your choice. We take as much care as possible to avoid contamination, however all food is prepared in our kitchen where nuts, gluten and other allergens are present.

## **9. Force Majeure:**

If the hotel is prevented or hindered from carrying out its obligations hereunder by circumstances beyond its reasonable control including (without prejudice to the generality the foregoing) government intervention, strikes, labour disputes, accidents, acts of God, national or local disasters or war, then the Hotel's liability to You shall be no greater than the amount paid by You to the Hotel in respect of the Wedding. If for any reason beyond the Hotel's reasonable control, the accommodation reserved cannot be made available to You, the Hotel reserves the right to substitute similar or comparable accommodation for the Wedding and such a substitution shall be accepted by You as satisfactory performance by the Hotel of its obligations hereunder to provide the accommodation so reserved.

## **10. Governing law**

Agreement governed by English Law. English law shall govern this contract in all respects.

Photographs kindly provided by Lindsey Brook, Gabi Eduard,  
Tori Deslauriers, and Zoe Cooper.



Other

# USEFUL INFORMATION



## Event Enquiries

At St Michaels Manor, we pride ourselves on executing a wonderful experience with some of the best views in Hertfordshire. If you are interested in hosting a special occasion with us, please do not hesitate to contact our events team.

[events@stmichaelsmanor.com](mailto:events@stmichaelsmanor.com)

DL: 01727 323 219

01727 864 444



## Feedback

Here at St Michaels Manor, we are constantly striving to provide excellent customer service, and a memorable experience. We would highly appreciate any feedback from our guests via [TripAdvisor](#), [BrideBook](#), [SquareMeal](#), [Google](#), or via [email](#).



