



ST MICHAEL'S
MANOR HOTEL



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 prioritise 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

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



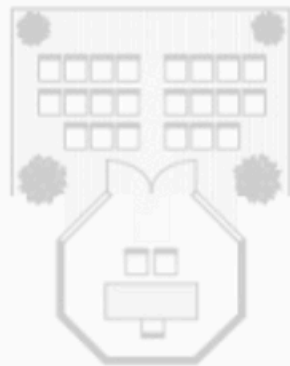
Summerhouse: 24 guests



Oak Lounge: 14 guests

CIVIL CEREMONIES

SAMPLE SEATING PLANS



Summerhouse
Seats: 24 (*maximum*)



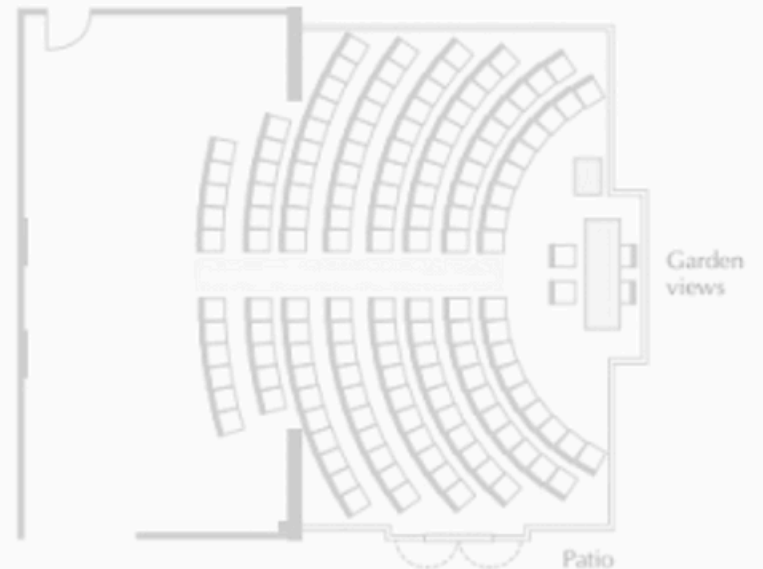
Oak lounge
4.75m x 5.26m
Seats: 14 (*maximum*)



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.

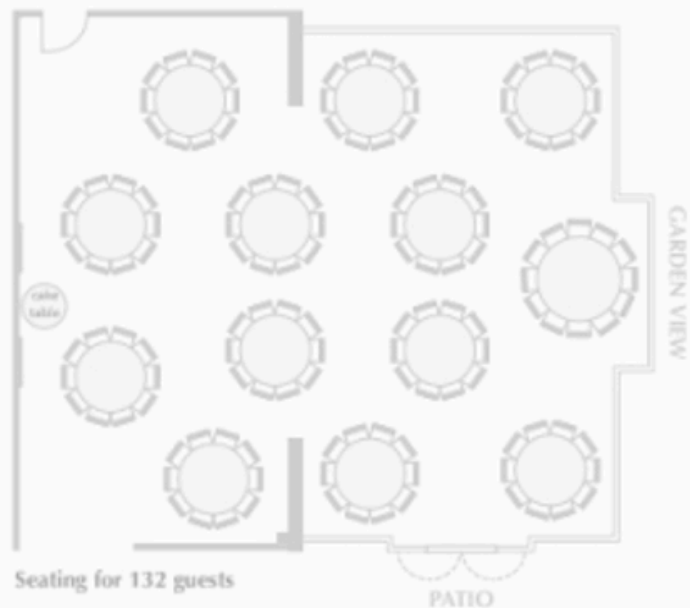


Situated on the ground floor with plenty of natural daylight and direct access to our outside terrace area next to our lounge and bar. The latter are perfect for greeting guests or for pre-dinner drinks and canapés

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.



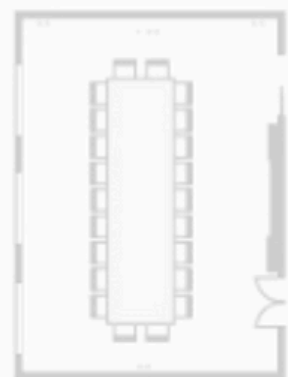
Seating layouts
6.83m x 5.45m



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 CANCELLATION POLICY

Please read carefully

St Michael's Manor Hotel

Fishpool Street, St Albans, AL3 4RY

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 "Event" means the event to be held at the Hotel. By signing this contract, you confirm that You are the client and ultimately responsible for the Event, the settlement of charges, and adherence to the terms and conditions set out below.

1 Bookings

1.1 This contract represents the standard terms and conditions for your forthcoming Event. You must sign and return one copy of the contract to us, retaining one copy for your own records. The Hotel does not accept the Event until you return a signed contract and until the appropriate deposit is paid, whereby You agree to all our conditions and cancellation policies.

1.2 We can hold a provisional booking for 14 days, after which a deposit and signed contract are required to secure your Event date. Deposit requirements are detailed in Section 5 of this document. If no deposit is received, 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 12.5% discretionary Service Charge is applied to the Food and Beverage content of the final invoice.

3 Guests/Attendees

3.1 An estimated number of guests attending the Event is required when booking. This number will be used for initial deposit calculations.

3.2 The final number of guests must be confirmed 4 weeks before your Event. Any non arrivals will be charged in full to cover preparation costs.

- Friday or Sunday: Minimum of 80 adult guests (Orangery).
- Saturday: Minimum of 100 adult guests (Orangery).
- Bank Holiday: Subject to separate minimum guest requirements.

4 Accommodation

4.1 Bedrooms are guaranteed for arrival from 15:00, although we will endeavour to accommodate early arrivals. Guests should book accommodation for the night prior at the prevailing rate to guarantee early check-in. Check-out is at 11:00.

4.2 Check-out for exclusive use is at 11:00. Clients reserving the entire hotel must collate their guests' accommodation requirements. The Hotel does not take individual guest bookings for exclusive-use reservations.

4.3 Accommodation Cancellation (Non exclusive use)

All cancellations must be made in writing or by email to events@stmichaelsmanor.com.

- 1-3 bedrooms: Cancellation must be received 24 hours before arrival.
- 4-10 bedrooms: Cancellation must be received 7 days before arrival.
- 10-30 bedrooms: Cancellation must be received 21 days before arrival.

Cancellation charges equate to the first night's room tariff.

- 4.4 Exclusive-use accommodation cancellations follow the terms outlined in Section 6

Cancellation charges will equate to the first night's room tariff.

- 4.4 For exclusive use, accommodation cancellation terms coincide with Clause 6 below.

TERMS & CONDITIONS

CANCELLATION POLICY

5. Deposit Payments and Payments Schedule

5.1 A non-refundable deposit of 20% of the approximate total cost or room hire, whichever is greater, is required to secure the date and is not refundable.

5.2 A further 50% payment is due 6 months before the event date.

5.3 The total cost balance is due 1 month before the event date.

5.4 Any additional charges must be settled on departure.

5.5 Late payments incur interest at 5% per day.

5.6 Disputed invoices must be raised within 6 days of receipt.

5.7 The client is responsible for any additional services requested.

5.8 When sent by BACS, payment must reference the Event details. Debit/credit card details may be required for pre-authorisation.

6. Wedding Cancellation/Postponement:

6.1 All cancellations or postponements must be confirmed in writing. The date of receipt will determine applicable cancellation charges:

- Less than 28 days before the Event: 100% of the contracted total cost.
- 29-90 days before the Event: 75% of the contracted total cost.
- 91-180 days before the Event: 50% of contracted total cost.
- 180+ days before the Event: 20% of the contracted total cost.

6.2 Cancellation charges are non-transferable to future events.

6.3 If the Hotel resells cancelled services, an adjustment may be considered at the discretion of the Directors of St Michael's Manor Ltd.

6.4 The Hotel reserves the right to cancel the Event without obligation if:

- The Hotel or any part is closed due to circumstances beyond its control.
- You become bankrupt or insolvent.
- You fail to meet deposit requirements.
- The Hotel believes the Event or You might damage its reputation.
- The Hotel is sold or ceases operations.

6.5 If the Hotel cancels the booking, any monies paid will be refunded.

7. Loss & Damage:

7.1 You are liable for any damage caused by You or your guests to the Hotel's property, furnishings, or equipment.

7.2 The Hotel is not responsible for guests lost or damaged property. Unclaimed items left in public areas will be discarded after 48 hours.

7.3 The Hotel is not responsible for vehicle loss or damage in the car park or grounds.

8. Use of Hotel

8.1 Clients are responsible for ensuring that no damage to property or injury to individuals occurs due to their actions or negligence. Any damages or injuries caused may result in liability for repair costs, compensation, or other necessary remedial actions.

8.2 The event must comply with health, safety, and licensing laws.

8.3 All external entertainment must have prior Hotel approval and provide liability insurance and PAT certification.

8.4 Non-resident guests must leave the Hotel by designated times.

8.5 We only allow biodegradable Confetti. A £200 surcharge applies for non-compliance.

8.6 Guests must respect local noise restrictions, especially after 22:00.

8.7 Fireworks are strictly prohibited.

8.8 The garden terrace closes at 22:00 for all guests; all guests must move inside. 8.8.1 If transport has been arranged, you must remain inside until your transport arrives.

TERMS & CONDITIONS CANCELLATION POLICY

8.9 Last bar orders:

- Friday, Saturday & Bank Holidays: 23:30.
- Sunday: 22:30.
- Monday–Thursday: 23:00.
- Christmas Eve and New Year’s Eve: 00:30.

8.10 Only food and drink purchased from the Hotel may be consumed on-site. 8.11 The Hotel reserves the right to remove disorderly guests without a refund. 8.12 Guests with food allergies must notify staff before ordering. Although precautions are taken, food is prepared in an environment with allergens.

9. Entertainment & Live Music

9.1 Monday to Thursday: Until 23:00.

9.2 Friday, Saturday, and Bank Holidays: Until midnight.

9.3 Christmas Eve and New Year's Eve: Until 01:00.

10. Force Majeure:

10.1 The Hotel shall not be liable for any failure or delay in performing its obligations under this contract where such failure or delay results from circumstances beyond its reasonable control. Such circumstances include, but are not limited to:

- Acts of God (e.g., floods, storms, earthquakes, or other natural disasters);
- Epidemics, pandemics, or public health emergencies, including but not limited to government-mandated lockdowns or restrictions;
- Acts of terrorism, war (declared or undeclared), armed conflict, riot, civil commotion, or sabotage;
- Industrial disputes, strikes, or labour shortages (excluding those involving the Hotel's employees);
- Government actions, laws, or regulations that prevent or hinder the performance of the contract;
- Failure of public utilities (e.g., water, gas, electricity) or essential service providers;
- Fire, explosions, or any other incidents that render the Hotel unfit for occupancy or operation.

10.2 If the Hotel is unable to fulfil its obligations due to a Force Majeure event, it shall: a) Notify You as soon as reasonably possible, providing details of the nature and expected impact of the Force Majeure event.

b) Take all reasonable steps to mitigate the event's effect and, where feasible, offer comparable alternative accommodation or reschedule the Event at no additional charge.

c) Where rescheduling is not possible, refund any monies paid by You and less reasonable and irrecoverable costs already incurred by the Hotel in preparation for the Event.

10.3 The Hotel shall not be held responsible for any additional losses, costs, or expenses incurred by You due to a Force Majeure event, including travel, accommodation, or third-party service costs.

10.4 If the Force Majeure event continues for more than 30 consecutive days, either party may terminate the contract in writing without penalty, and any refundable amounts will be processed by Clause 10.2(c).

10.5 This clause does not apply to obligations regarding payments that You are already liable for before the Force Majeure event unless otherwise agreed in writing by the Hotel.

11. Governing law

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

Photographs kindly provided by Lindsey Brook, Emma Hurley,
Constance Doyle, Gabi Eduard, Tori Deslauriers, and Zoe Cooper.

Other

USEFUL INFORMATION



Event Enquiries

At St Michaels Manor, we pride ourselves on executing wonderful bespoke experiences, 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

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](#).



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