

Our Wedding
with the
Ffolkes Arms
Hotel & Country Club



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Ffolkes Arms Hotel & Country Club

Lynn Road, King's Lynn
Norfolk PE31 6BJ

Tel: 01485 600 210

On behalf of the staff at the Ffolkes Arms Hotel we would like to take this opportunity to congratulate you on your special day.

Our aim is to make your special day a memorable and happy occasion. The enclosed package lists information and some of the services available to you, including our location, facilities, traditional wedding etiquette and menus.

Our hotel is an ideal venue for your wedding reception. Whether it is a small intimate occasion or a large formal wedding breakfast. Our professional and friendly staff are here to make your wedding day a day to remember.

Licensed for Civil Ceremonies. The hotel is licensed to hold marriage and partnership commitments, renewal of vows and baby naming ceremonies from 5 - 100 persons. The ceremony can be held in one of the three designated rooms of your choice.

The following details contain all the information you require to make your own choices for the perfect wedding day to suit you. The prices quoted are for the current year and include VAT at the current rate. We reserve the right to amend these prices should circumstances beyond our control necessitate. After you have read our wedding brochure, we recommend that you make an appointment with our Banqueting Manager who will show you our facilities and assist you with any questions you may have.

Monica Bates

Monica Bates
Event Manager

Ffolkes Arms Hotel & Country Club

Marriage and Partnership Commitment Ceremonies

Civil Ceremonies can be personalised to suit your own individual tastes and requirements. The purpose of the ceremony is to make a public declaration of life long commitment, love and dedication between two adults. The ceremony can be shared with friends and family or can be held in private with the required witnesses for the service.

Renewal of Vows

The ceremony is for married couples wishing to celebrate their life together by their renewing of their vows. Sharing this occasion with friends and family is an ideal opportunity to remind each other of their love and devotion to each other. Often associated with a special anniversary such as Silver (25yrs), Ruby (40yrs) and Golden (50yrs).

Baby Naming Ceremony

A Naming Ceremony is a very special way of welcoming the new arrival into the family and surrounding network of friends and relations. The ceremony is also an ideal opportunity to embrace an adopted or stepchild into the new family, where everyone can feel involved as they pledge their love and support for the child's future development.

The Sandringham Suite

This function room is upstairs and has recently been refurbished with panoramic views of the neighbouring countryside. An ideal venue that lends itself to civil ceremonies and holds 20 - 90 persons. Disabled access available.

Country Club Function Room

Is a ground floor level function room with access to a large patio and private garden. This room is fully equipped for the disabled person, with ramps and extra wide toilet doors for wheelchair access. The room holds 50 - 180 person for a civil ceremony.

Wellington Restaurant

Situated in the main hotel, this room is overlooking the landscaped gardens, with access to a large patio. The arched gardens, with working fountain are ideal for your special photographs. This room holds 30 - 60 persons and has wheelchair access.

Wedding Breakfast

The menu selectors are enclosed, however, a more varied menu is available for parties of 12 or less wishing to eat in our restaurant. The prices quoted are based on one choice from each course and all of your party having the same choice of each menu, the meal will be priced by the choice of your main course. The prices quoted are inclusive of VAT at the current rate. Service is left to customers discretion.

Our cellars carry a good selection of wine at very competitive prices. A wine list is available upon request, however the wines and prices may be subject to change. Should you wish to provide your own wines a corkage charge will apply.

The enclosed wedding package prices are fully inclusive of:

- Banqueting Manager to discuss your pre-wedding arrangements and oversee the whole reception.
- Room hire for the day and evening.
- Beautifully landscaped gardens ideal for photographs.
- Drinks reception on arrival (*your choice of bucks fizz, wine or sherry*)
- Red and white wine and/or fresh orange juice with your meal
- Sparkling wine for your toast
- Wedding cake knife
- White or cream linen tablecloths
- Your colour choice of serviettes
- Table plan for the reception
- Personalised menus printed for your tables
- Display table for wedding gifts

Country Club

The Country Club function room has been tastefully furnished and is ideal for weddings and large parties. This room is fully equipped with audio and video facilities, complimented by a sophisticated lighting system. This function room can accommodate wedding parties from 50 - 150 for a formal wedding breakfast and up to 200 for the evening reception.

Wellington Restaurant

The restaurant is ideal for smaller intimate receptions of 10 - 50 for an afternoon reception, where you will have exclusive use until 5.00pm. Following this you may book the Country Club function room for your evening reception.





Evening Receptions in our Country Club

This function room is an ideal venue for your evening reception. Accommodating up to 200 persons. We can supply background music accompanied by our sophisticated lighting system. Should you wish us to take more of the stress away from you, we can arrange entertainment i.e. live bands, cabarets, comedians, karaokes and discos. We have a resident disco (prices on request). However, we are happy for you to make your own arrangements for your entertainment.

The Country Club has its own bar facilities, and can only guarantee the service of alcohol during permitted hours. Extensions can, in certain circumstances be applied for. The entertainment must terminate no longer than 30 minutes after the bar closes. It is a condition of the hotel that refreshments are provided by the hotel for your evening guests and must include food. There will be a room hire charge for evening buffets only.



Accommodation

Accommodation is available for the wedding couple and their guests, subject to availability. We recommend that guests be advised to book early, especially during the summer months. (All deposits are non-refundable).

Our accommodation wing consists of 20 bedrooms, comprising of single, twin and double beds, all tastefully furnished and complete with en-suite facilities. For your added comfort, each room has remote control TVs, direct dial telephones, hairdryers, trouser press and complimentary tea/coffee making facilities.

We also have a limited number of family rooms, a fully equipped room for the disabled person and also a honeymoon suite. Brochures and tariffs are available at reception. Should you require further brochures for your guest please feel free to ask.

How to Book

Once you have decided on the date for your wedding, please contact the hotel to check availability. If you prefer a Civil Ceremony, you will need to contact the Superintendent Registrar at the King's Lynn Register Office (telephone no. 01553 669351) to also check for their availability. They will then advise you where



you must both attend to give notice of your intention to marry and which documents you must produce. Payment for the license should be made directly to the registrar. Such bookings can be made up to 12 months in advance of the date of the marriage. A Civil Ceremony that takes place at an approved venue must have no religious content. Any music, words or performances, which forms part of the ceremony must be secular and agreed in advance with the Superintendent who will be attending the ceremony. The hotel room in which the ceremony is to be held will be set out with the Superintendent Registrar's approval and floral arrangements and other decorations must be discussed with the Banqueting Manager in advance, and if necessary agreed with the Registrar.

If you would like to view the hotel facilities you need to make an appointment with our Banqueting Manager who will be happy to answer any questions you may have and to assist you with all your other arrangements.

Provisional bookings will be held for 14 days, after which a (non-refundable) deposit of £250.00 is required to secure the booking, along with the signed and dated contract. The hotel reserves the right to cancel any booking for which a deposit has not been received within 14 days.



Cancellation

Should you unfortunately have to cancel your reception, you will need to inform the hotel in writing. We strongly recommend that insurance be taken out to cover you for any charges that you may incur through cancellation.

Notice Given	Proportion of Estimated Accounts Due
6 weeks or less	Full amount due
7 - 12 weeks	50% due
13 - 24 weeks	25% due
Over 24 weeks	Deposit Forfeited

All prices shown are for the current year and subject to review on an annual basis.

Wedding Menu Selectors

The following menus are fully inclusive of your choice of drink on arrival, wine with your meal and sparkling wine for your toast.

Canapes are an excellent accompaniment to have served with your arrival drink. These are bite-sized snacks that can be served hot or cold. Prices can be found in the Evening Buffet Selection. When selecting your menu we would advise you consider the time of year for your reception and your guests tastes as well as your own. The following choices may change and alternatives offered. Please choose your menu from the courses listed below. You can mix and match the courses, although to maintain the service and quality, only one dish from each course is permitted. We can arrange menus for your guests with special dietary requirements, i.e. vegetarians, vegans, gluten free etc.

Children aged between 5 - 11 years of age will receive 50% discount from the adult price. A special menu can be arranged for children under the age of 5 years old. Complimentary soft drinks are served to the children during the meal.

Starters (sample menu)

- Home-made vegetable soup with crusty bread roll and butter
- Home-made soup of your choice with crusty bread roll and butter
- Melon fan with mixed fruit berries
- Florida Cocktail (orange, pineapple and melon)
- Prawn Cocktail with Marie Rose sauce (£1.50 supplement)
- Smoked Salmon Cornets filled with cream cheese and mayonnaise (£2.00 supplement)
- Home-made Pate with French toast (£1.50 supplement)

Main Courses (sample menu)

- Menu 1 - Roast Beef with Yorkshire Pudding
 - Menu 2 - Roast Breast of Chicken with stuffing and bacon roll
 - Menu 3 - Roast Norfolk Turkey with stuffing and bacon roll
 - Menu 4 - Roast Leg of Pork with apple sauce
 - Menu 5 - Chicken Supreme with a creamy mushroom sauce
 - Menu 6 - Poached Salmon with citrus butter
 - Menu 7 - Braised Sirloin of Beef with Bordelaise sauce
- All above menus served with seasonal vegetables and potatoes
- Menu 8 - Cold meat platter - Home cooked ham and Norfolk roast turkey. Tossed salad, coleslaw, pasta salad and beetroot and new potatoes (when in season) or potato salad.
- Vegetarians:** please pre-order your chosen meal for vegetarians or any other dietary requirements with Banqueting Manager.

Desserts (sample menu)

- Profiteroles with chocolate sauce
- Brandy snap baskets filled with fresh fruit and Chantilly cream
- Lemon meringue pie with fresh cream
- Sherry trifle
- Bramley apple pie with custard/cream
- Strawberry cheesecake with fresh cream
- Chocolate Gateaux with fresh cream
- Citrus torte with fresh cream
- Tea/coffee and chocolate mints

Evening Buffets

The following menu choices are recommended as Evening Buffets only.

Create your own buffet by selecting a minimum of 4 items listed below – we recommend that assorted sandwiches be one of your choices. (The hotel reserves the right to change any items below and offer alternatives)

Selection 1

- Assorted Canapes
- Hot Sausage Rolls
- Mini Chinese Spring Rolls
- Spicy Potato Wedges
- Cheddar Cheese straws
- Cocktail Sausages
- Chicken Bites
- Spicy Chicken Wings
- Crisps, Nuts and Savories

Selection 2

- Assorted Sandwiches
- Mini Scotch Eggs
- Vegetable Samosas
- Savory Vol-au-vonts
- Cheese and bacon Goujons
- Assorted Quiche
- Deep Fried Scampi and Dips
- Southern Fried Chicken
- Drumsticks
- Pizza Slices

Please find below two sample menus as a suggestion:

Menu A

- Assorted Sandwiches
- Sausage Rolls
- Spicy Potato Wedges
- Southern Fried Chicken

Menu B

- Assorted Sandwiches
- Cocktail Sausages
- Scampi and Dips
- Spicy Chicken Wings
- Savory Vol-au-vonts

Homemade Desserts can be added to the above Buffet Menus – prices for these are available on request.



Wedding Etiquette

To help you plan your reception we have included some aspects of traditional Wedding Etiquette that we hope you will find useful.

The Receiving Line

Having left the ceremony before everyone else, the bride and groom will hopefully be first to arrive at the reception, closely followed by the parents. A receiving line is formed to greet the guests individually as they arrive. The hosts (usually the bride's parents) stand at the front of the line. Ushers introduce each guest by name to the mother of the bride. (it's a good idea to have an usher from each family). Next in line would be the groom's mother and father, followed by the bride and groom and any other attendants. The guests then make their way to their respective tables.

When all the guests have been received, the bride and groom lead the bridal party to the top table and take their seats. Guests remain standing until the bride and groom are seated. For smaller functions it is not unusual for the bride and groom to welcome guests themselves.

Top Table Seating Plan

This is a traditional top table seating plan and it is just a suggestion, which can be tailored to suit your individual requirements.

1 2 3 4 5 6 7 8 9 10

(from left to right facing your guests)

1. Best Man
2. Maid of Honour
3. Groom's Father
4. Bride's Mother
5. Groom
6. Bride
7. Bride's Father
8. Groom's Mother
9. Bridesmaid
10. Pageboy



Cutting the Cake

The cake is traditionally cut after the speeches and toasts, and would normally conclude the formal part of the wedding reception. It was believed, in order for the bride to bear children, she (with the help of her groom) should cut the first slice. Today the first cut is more symbolic to the couple's shared future together.

The couple would normally pose for photographs just prior to cutting the first slice, allowing guests to take snaps of the occasion. The cake is said to spread good fortune to all who eat it.

Entertainment

The only traditional entertainment at the reception takes the form of the speeches and the bride and groom's first dance. With modern weddings it is common for there to be a very informal evening party, usually including a buffet. Sometimes a live band or comedian provide the entertainment but more often a disco is preferred. A wider circle of friends are normally invited to the evening party, some of whom may choose to bring gifts. The best man would take responsibility for the gifts. Remember to inform guests when the reception is expected to end. If the party is expected to last into the early hours, it should be explained to elderly guests that they may leave when ever they wish without causing offence. It can be considered rude to leave the party before the bride and groom.



Departure of the Bride & Groom

Traditionally a time for the best man and friends of the couple to be a little mischievous. They would decorate the going away car with balloons, crazy foam and tin cans without the couples' knowledge. The best man would announce the departure of the newlyweds, who by this time would have changed into their going away outfits. The guests would usually participate in the throwing of confetti or rice over the happy couple. So as not to disappoint the guests, it is recommended the couple have a strategically placed second car a few miles up the road, in which they would continue their journey.



Toast and Speeches

These traditionally follow the meal, although in some circumstances they can be performed before the meal commences.

The first speech is given by the bride's father, godfather, family friend or relation. This speech introduces the bride to the groom's family, usually with praise and tender memories and ends with a toast to the couple.

The bridegroom then makes his speech, ending by thanking the guests for attending, and proposing a toast to the attendants.

The best man's speech introduces the groom to the bride's family. This speech is expected to contain funny stories about the groom. He also reads out any cards or telegrams from absent friends.

Terms and Conditions

In order to ensure that your wedding reception is a complete success and for your comfort and safety, we have drawn upon our experience to compile a short list of terms and conditions, which apply to all guests to the Ffolkes Arms Hotel and Country Club. We would be grateful if you will note the following points.

- Final numbers must be advised at least 3 weeks prior to your wedding taking place. An invoice will be sent to you and full payment will be required 2 weeks prior to the reception. We accept a building society cheque, banker's draft, credit card or cash payment. Once final number have been paid for we regret to inform you any cancellations cannot be refunded.
- Management reserves the right to refuse to serve alcohol to: any members of your party whom are abusive to members of staff or to other guests - any guest whom appears to be under age unless proof of age is produced - it is respectfully requested that adults accompanying minors do not purchase alcoholic drinks on their behalf.
- No drinks are allowed on the dancefloor. Please report any spillages to a member of staff as soon as possible.
- Children attending functions are the responsibility of their accompanying adult. We respectfully request, for their safety and that of the staff and guests that they remain under supervision at

all times, especially during food service. The grounds of the hotel present many hazards for unaccompanied minors, e.g. car park area, through traffic and the fountain. We ask that you are alert to these.

- The customer will be responsible for any of their guests causing willful damage to hotel property and will be liable for the repair or replacement costs. If an unsupervised minor causes damage, the accompanying adult will be rendered liable.
- It is not permitted for any guest to bring their own food or drink on to the hotel premises. Any guests found to be doing so will be asked to leave. The throwing of Confetti is permitted in the garden areas. Aerosols, such as silly string is not permitted within the premises.
- The hotel is able to provide a wide range of dishes for our guests who experience dietary restrictions e.g. food allergies or sugar free diet etc. Please bring to our notice on booking, any guest who requires special consideration.
- Please inform us of any guest who may experience health problems, which could be affected by lighting or atmosphere. We are please to endeavor to provide for the comfort of all our guests, wherever possible.



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The Wedding Checklist

There can be lots to organise to make your wedding day run smoothly, so we have created a checklist of the most common items to consider. Please use this page to help you keep track of your arrangements.

	Tick	Contact	Tel No.	Notes
Agree your budget				
Decide date and venue				
Arrange church/venue				
Book reception				
Book evening party				
Book entertainment				
Book photographer/videographer				
Book Toastmaster				
Order transport				
Decide on number of guests				
Order invitations				
Choose wedding dress				
Choose Bridesmaids				
Choose Bestman and Ushers				
Order Wedding cake				
Book honeymoon				
Make wedding present list				
Confirm legal arrangements				
Buy Bridesmaids dresses				
Order flowers, balloons etc.				
Choose wedding rings				
Send out invitations				
Arrange hen/stag night				
Check passports are valid				
Choose hymns for service				
Choose presents for bridesmaids				
Confirm travel arrangements				
Arrange men's suit hire				
Confirm numbers with caterers				
Make beauty appointments				
Confirm car hire, photographers etc.				
Final wedding dress fitting				
Talk through hairstyle with hairdresser				
Start packing for honeymoon				

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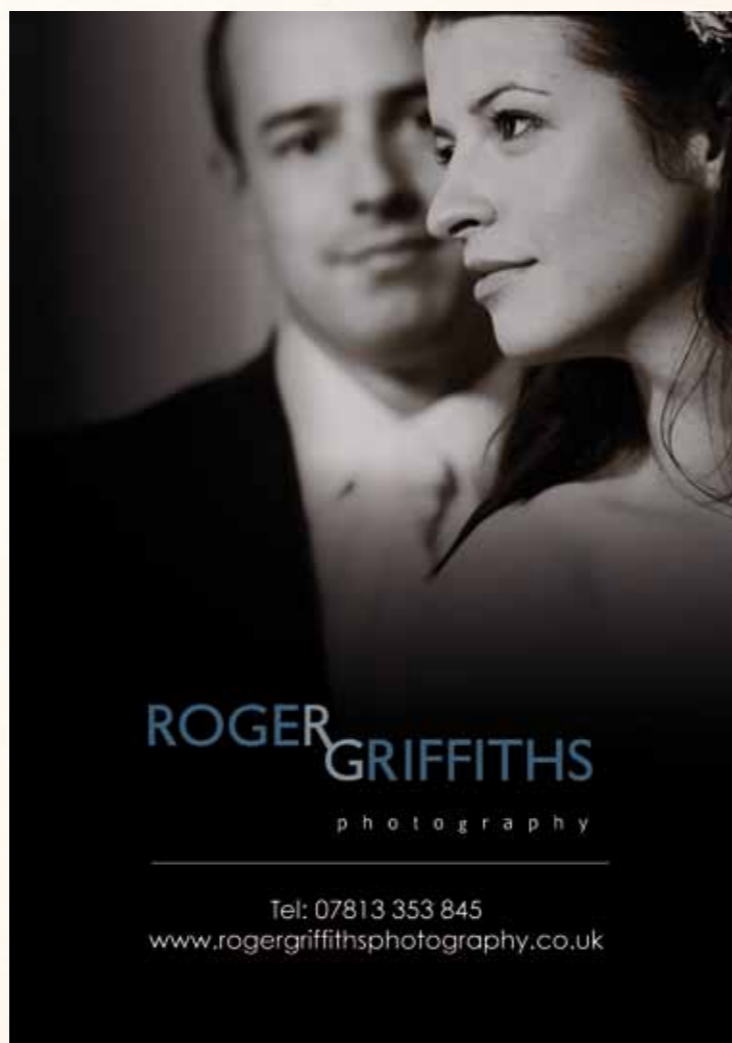
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The Ffolkes Arms at Hillington is a friendly family hotel, offering first class accommodation with a wide range of services and facilities.

The hotel, which bears the name of the Ffolkes family, was constructed over three hundred years ago during the time of the Hovell family, who were the original owners of Hillington Hall. The gatehouse which is just a hundred yards down the road, was the original East Gates of King's Lynn. The estate at one time extended over 8000 acres, and originally included land on which the hotel now stands. The Ffolkes family acquired the estate shortly after 1678. The hotel became well known as a very popular Coaching Inn, being located on the main Mailing Route from the Midlands to Norwich.

Hillington is ideally placed, being just 8 miles from the medieval market town of King's Lynn, which now has a thriving shopping centre and also offers regular rail connections to London.

There are many local attractions nearby including the Royal Estate of Sandringham and Castle Rising for photo opportunities following your Wedding Ceremony together with the Hotel's beautifully landscaped gardens.

Without losing any of the charm of the original Coaching Inn, the Hotel has a fine accommodation wing situated where the stables once stood. This now provided the Hotel with 20 bedrooms, all tastefully furnished and complete with en-suite facilities.

As well as the relaxed Wellington Restaurant, the Hotel also boasts the Country Club, an extensive new wing to the original hotel, which was designed specifically with sophisticated lighting and sound facilities for functions such as wedding receptions.

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