



WHITLEY HALL

*Your Perfect Day at
Whitley Hall*





Your Fairytale Wedding



Welcome to Whitley Hall Hotel

Firstly we would like to congratulate you on your engagement and thank you for considering Whitley Hall as a venue to host your wedding. This is an incredibly exciting time for you both and we're here to help you make the most of this special journey.

Whitley Hall is a 16th century mansion surrounded by 20 acres of stunning gardens & grounds. Nestled in a peaceful valley the hotel is a perfect backdrop for you to create a unique, elegant and unforgettable day for you and your family and friends.

Our dedicated wedding team are here to advise & guide you from the moment you book your wedding with us until you leave our hotel as a married couple. Contact one of the team at weddings@whitleyhall.com to arrange a viewing of our facilities.







The Whitley Suite



This elegant room has been designed to create a space which is both stylish and functional whilst still retaining that 'Whitley Hall charm' for which we are renowned. In this room we can host up to 110 guests for a civil ceremony and wedding breakfast and up to 160 guests for your evening celebrations.

With its wood panelled walls, tasteful décor and a bank of windows which flood the space with natural daylight this room provides all you will need to create the wedding of your dreams.

The room is air conditioned throughout, has its own state of the art sound system with mood lighting and provides direct access onto a private heated terrace area. Here you and your guests can soak up the atmosphere of your special day in our perfectly manicured gardens with ambient lighting to compliment your chosen colour scheme and subtle background music. There is also an outside bar available to hire throughout your day should you wish to take full advantage of the outdoor space and those long summer evenings.

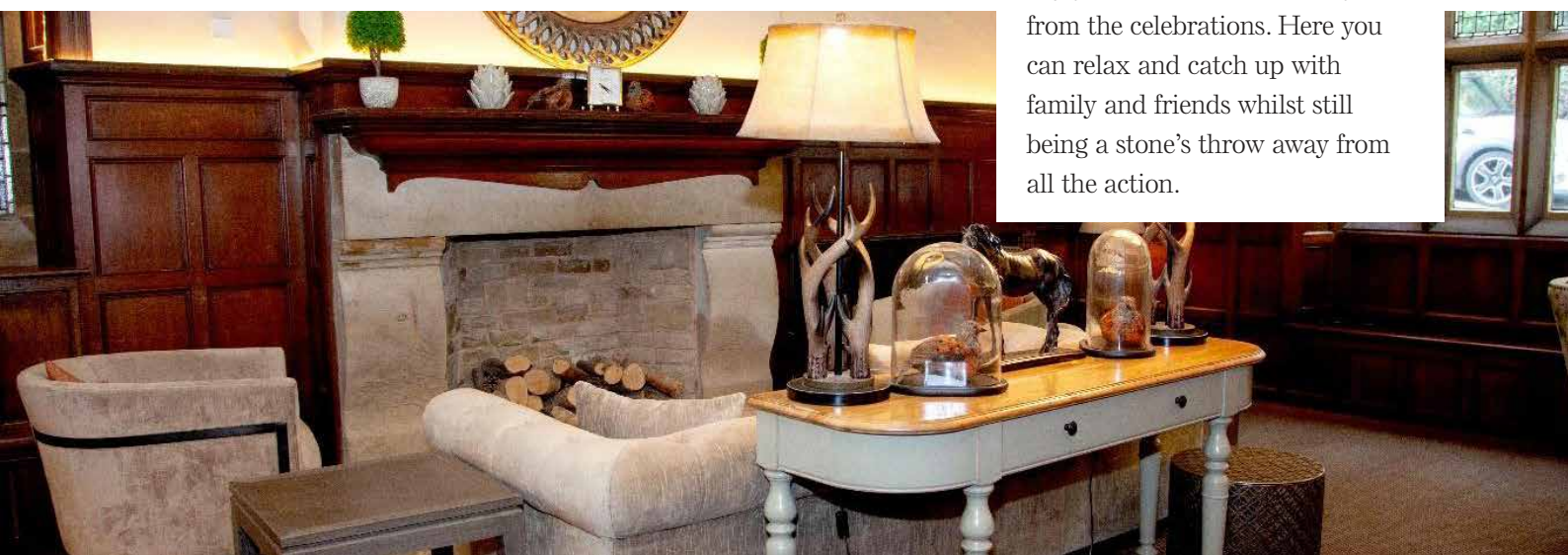




Our stunning garden folly is also available to hire exclusively for this suite should you choose to exchange your vows in our secret garden with nature as your backdrop. This area will then be transformed into an additional seating area for your evening celebrations with bistro style tables and chairs and festoon lighting to give you and your guests a space which has that perfect relaxed, holiday feel. You could even have your first dance as a married couple in our uniquely designed and built pavilion!



The Elliott Lounge also comes as part of the package with this room and is a cosy, inviting area where you and your guests can enjoy a little down time away from the celebrations. Here you can relax and catch up with family and friends whilst still being a stone's throw away from all the action.





The Parker Suite



The Parker Suite overlooks the main house and has direct access onto a covered private heated terrace complete with a pier and private gardens. This room also now comes with its own stunning outside ceremony area and rustic outside bar available to hire exclusively for you and your guests. There are plenty of picturesque photo opportunities available to capture those special moments from it's original stone wall to the beautiful pier extending over the lake.



The room itself is full of old-world charm and plenty of character with it's quaint sash windows and feature wall all complimented by traditional wood panelling. The suite is self- contained and has its own separate entrance and a private indoor bar area which is reserved exclusively for you and your guests along with air conditioning for those long hot summer days.

The Parker suite can cater for up to 60 guests for a civil ceremony and wedding breakfast and 80 guests for you evening celebrations.





Semi Exclusive Use



Need more space??

We are pleased to offer semi exclusive use of the hotel available for the Parker Suite. This will not only give you all of the fantastic benefits of this room but will also enable you and your guests to have full use of our relaxing lounge area with an open log fire along with additional space in our restaurant area.

This option also then increases the capacity for this room taking it to 110 guests for the daytime and up to 230 for an evening reception.

Please check with your wedding co-ordinator for current prices and availability.







Fully Exclusive Use

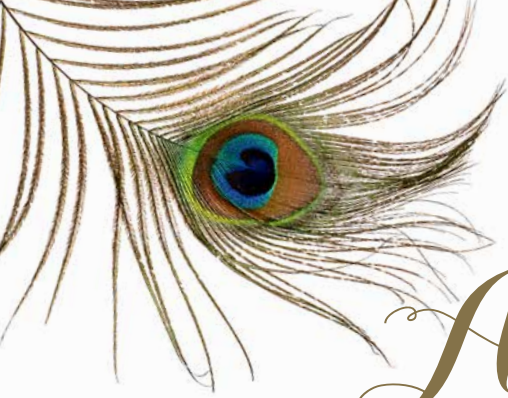


Exclusive use of the hotel is something that wedding dreams are made of. This option ensures that yours is the only wedding taking place at the hotel on the day and gives you full flexibility to make use of all our stunning facilities throughout.

You will have full access to the entire hotel and grounds so the choice of where your ceremony takes place, your wedding breakfast is served and where your evening reception takes place is entirely yours! Not only does exclusive use give you all of these great benefits but it also includes all of our 32 en suite bedrooms on a bed and breakfast basis and increases numbers to 400 guests for your evening celebrations. Our Forever Yours styling team also include added extra items so this really is the perfect package for the perfect wedding.

Please check with your wedding co-ordinator for current prices and availability.





The Accommodation



Whitley hall has 32 en-suite bedrooms which are all individually designed and decorated. We work hard to make sure all our rooms reflect the traditional architecture of Whitley Hall with exposed stone walls and wooden beams,

whilst also providing all the essential modern luxuries such as whirlpool baths and Juliet balconies overlooking our private lake.



Each function suite is given an allocation of bedrooms on booking to ensure that accommodation is available for your immediate family and friends. Discounted rates including a hearty Yorkshire breakfast are available to all guests attending your wedding and best rates are guaranteed if booked directly with the hotel.

Please check with your wedding co-ordinator for current prices and availability.





The Finishing Touches

by Forever Yours



Making your wedding special to you

The finishing touches are what make a wedding day special and unique to you. At Whitley Hall we have our own dedicated in-house styling consultancy 'Forever Yours' who work exclusively with our venue.

The Forever Yours team cater for all your styling needs and can provide everything you need from complete venue styling to flowers and stationery. As the Forever Yours team are based at the hotel there are no delivery or set up charges which enables us to keep our pricing extremely competitive so it really couldn't be easier to create your dream wedding all with the convenience of being located under one roof.

Our designers have a wealth of experience in the industry and will be on hand every step of the way to advise you of all the latest trends and fashions or to take your vision to create something distinctively yours.

To arrange a consultation with one of our team please contact hello@foreveryours.love and take that first step in creating the wedding day you have always dreamt of.





Frequently Asked Questions

- **What time is check in and check out?**

Check in time is from 3pm and check out is at 10.30am. we are pleased to allocate you 2 early check in's which can be ready for 12pm.

- **When do we confirm all the final numbers and meal choices?**

Your wedding co-ordinator will contact you to arrange an appointment 10 weeks before the date of your wedding where all final arrangements will be confirmed.

- **Is breakfast included in the bedroom rate?**

Yes, but only if booked directly with the hotel.

- **Do you allow fireworks or Chinese lanterns?**

The hotel does not allow fireworks or Chinese lanterns due to the surrounding farms and farmland.

- **Can we throw confetti?**

So that we can keep our gardens neat and tidy for all our guests to enjoy we unfortunately do not allow confetti to be thrown.

- **What are the timings for the day?**

Please allow:

- 30 minutes for your ceremony, any readings or additional content must be added on to this time.
- 1½ -2 hours for arrival drinks and photographs depending on your guest numbers.
- On average your wedding breakfast service takes 1½ hours for a 3 course meal, length of any speeches needs to be added to this time.
- For your room to be ready for evening reception please allow a minimum of 1½ hours (depending on additional items in the room eg photobooths etc) from the end of the wedding breakfast before your evening reception can begin.

- **What time does the bar close?**

The outside bar (if booked) closes at 11pm and the function bars close at midnight, no drinks will be available after this time to any guests.

- **Can we have candles?**

We allow candles throughout the daytime but if any naked flames are deemed to be a fire risk by the manager on duty then these will not be allowed and that decision is final. Please ensure where possible that candles are encased (eg lanterns) to avoid potential fire risks. Candles are not permitted during the evening but LED candles can be used. Due to restrictions by Sheffield Registry office we cannot allow candles on the ceremony table.

- **Can we use an external venue stylist?**

Yes, but there is a surcharge of £150 for any external venue styling company.

- **Can we provide our own decorations?**

Yes of course and our staff will be happy to set up those extra touches for you provided they are of a reasonable amount, eg name cards, complete centre pieces, scatter crystals. We will be unable to set up anything more than this or any external decorations. If this is a requirement then you must arrange for someone from your party to undertake this. In order to keep the function room and grounds damage free only fixings that are easily removable without leaving marks can be used, eg command strips or something similar. Any damage to hotel décor, fixtures or fittings caused will be deducted from your bond.

- **When can I drop off my decorations?**

We require your decorations the day before and ask that everything be boxed up by table and that a set of instructions for our team to follow is provided at this time so we can understand what you want doing with all items supplied to us. Cakes and flowers must be delivered on the morning of your wedding and not before as no storage space will be available.

- **Can we use the main gardens?**

You will be allocated a 30 minute slot to use the main gardens for photographs but outside of this time the main gardens are not accessible to your guests at any time. You will have your own private garden area allocated to you if booking the Whitley or Parker suites.

- **What music do I need for the ceremony?**

If you haven't arranged for an external artist to play during your ceremony you will need to provide the hotel with the following:

- 4 songs for the guests waiting
- 1 song for the walking down the aisle
- 4 songs to play during the signing of the register
- 1 song to exit to

These must be e-mailed to the hotel no later than two weeks before along with your dietary list and must be available on mainstream streaming services, eg Spotify, Apple Music, Amazon Music. If this isn't possible songs must be downloaded onto a phone and passed to the manager in charge on the day. We do not have a CD player onsite so music cannot be accepted in CD format.

- **Can the outdoor ceremony chairs be used inside?**

We do not allow the outdoor chairs to be used in the function room or vice versa.

Your Next Steps

1. Provisionally book your preferred date with us which will be held for 14 days before any deposit is due
2. Contact Sheffield Registry office to check your date is available and reserve your preferred ceremony time
3. Complete a booking form and pay your initial non-refundable, non-transferrable deposit to secure your date. Bookings will not be accepted as confirmed until a booking form and terms and conditions have been signed by both parties and confirmed in writing by the hotel as received along with the relevant initial deposit.
4. Confirm your date and time with Sheffield Registry office and pay the fee required to secure your date.
5. Arrange an appointment with a member of the wedding team to begin planning your special day.
6. Pay your second non-refundable and non-transferable deposit 12 months before the date of your wedding.
7. Contact the venue styling team 6 months before your wedding date to begin planning your décor.
8. Make a final details appointment with the venue styling team 12 weeks before your wedding date to confirm all your final décor choices.
9. 10 weeks before a member of the wedding team will be in touch to arrange your final details appointment. For this meeting you need to have final numbers and all meal/drink requirements for the day. You will at this stage also be requested to provide a completed accommodation list complete with guest names, type of room required (double/twin) and any special requests (extra beds/cots etc).
10. Arrange for your overnight guests to contact the hotel to make payment. Any rooms not paid for 3 weeks prior to your wedding will be released without notice.
11. Await your final invoice and arrange to settle all final balances no later than 6 weeks before the date of your wedding.
12. Complete a dietary requirements list and ceremony music list and send to the hotel no later than 2 weeks before your wedding date. Once this list has been received no amendments can be made.
13. Drop off any decorations the day before your wedding.
14. Relax, leave everything in our hands and enjoy the most unforgettable day of your lives with all your family and friends.

Notes

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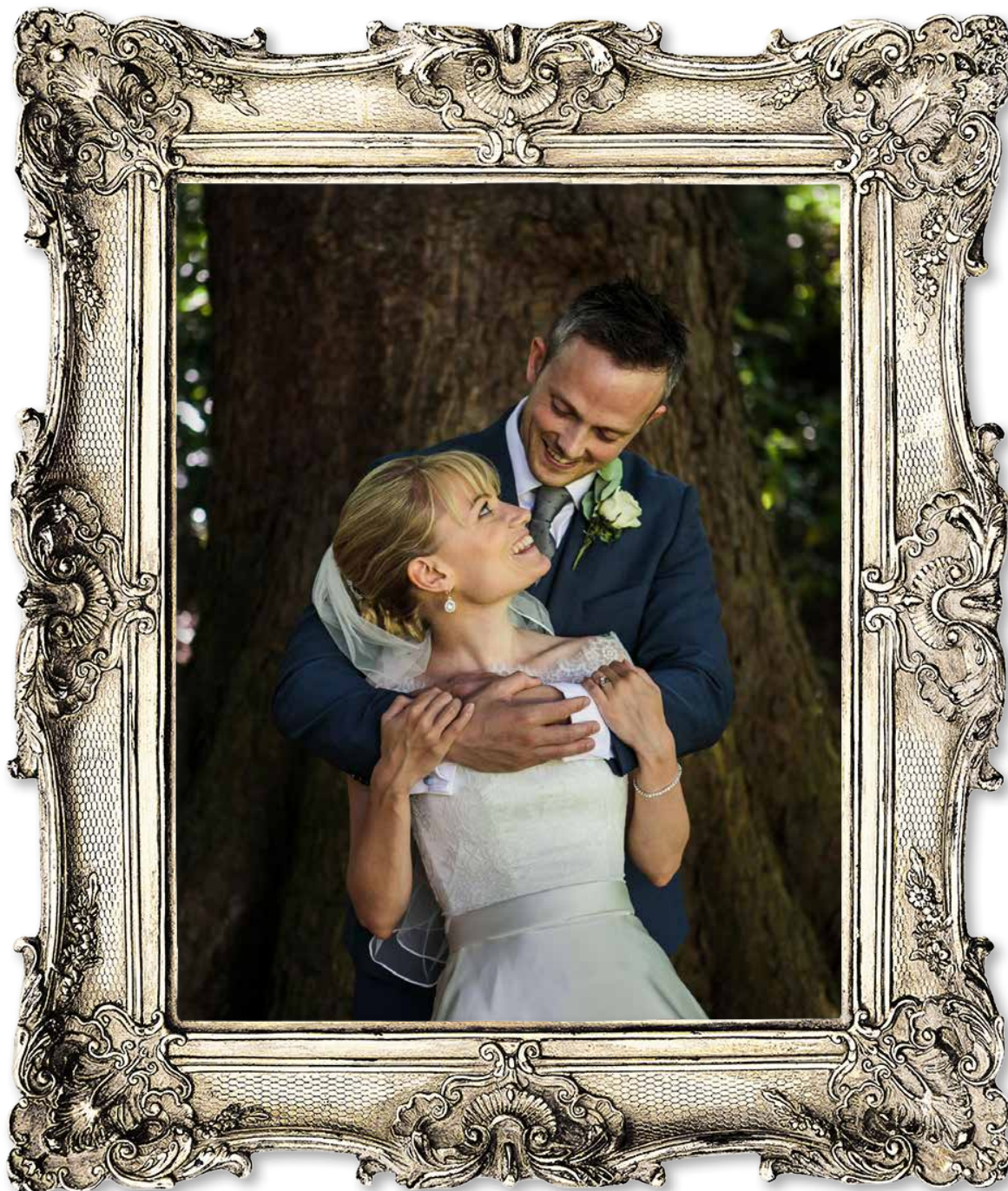
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Photograph Credits

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