



HERITAGE

— VENUES —

Lillibrooke Manor Wedding Schedule Onsite Ceremony

<i>Time</i>	<i>What's happening</i>	<i>Location</i>	<i>Notes/Requirements</i>
09h00	HVL event team on site to set up (based on same day set up)		Site will be open for access and suppliers Event team onsite to set up depends on guest arrival time and is generally 4 hours before
10h30	Event Manager on site		Timings TBC, depending on guest arrival time, generally arrive 2 hours before guests
12h30	Guests arrive	Staff to direct to Cloister Garden.	We advise inviting guests to arrive 30 mins before your ceremony start time
12h40	Groom to meet Registrar	In Engine House	This is the recommended location 20 mins before ceremony time
12h50	Bride to meet Registrar	In Cottage Room	This is the recommended location 10 mins before ceremony time
13h00	Ceremony (guest numbers)	Small Barn (130 max) Cloister Garden – outdoor ceremony (170) Engine House (60) Great Barn (170)	
13h30	Drinks and canapés reception	Cloister court yard weather permitting Wet weather: Engine House	We recommend a 90 min drinks reception

15h00	Announce wedding breakfast		Guests make their way to the Great Barn
15h10	Couple to be introduced into the room	Great Barn	Microphone required We recommend nominating a member of your wedding party to announce you
15h15	Wedding breakfast service commence	Great Barn	Bar open Playlist played through HVL sound system during the meal. We recommend a wedding breakfast will last 2 hours for up to 120 guests, 2.5 hours for more than this
17h15	Speeches & toasts	Great Barn	Microphone to be available 3 speakers, around 30 mins
19h30	Evening Guests Arrive	Great Barn	Approx. XX evening guests
20h00	Cake to be cut & first dance	Great Barn dancefloor	
20h00	Band/DJ to begin	Great Barn	
21h00	Evening buffet served	Engine House/Great Barn	
23h30	Band/DJ finishes – music to stop Last orders at the bar	Great Barn	
24h00	Bar closes/Carriages		Event team to clear room – stack chairs against wall & collapse tables