



HERITAGE

— VENUES —

Stanlake Park Wedding Schedule Offsite Ceremony

<i>Time</i>	<i>What's happening</i>	<i>Location</i>	<i>Notes/Requirements</i>
10h00	HVL event team on site to 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
12h30	Event Manager on site		Timings TBC, depending on guest arrival time, generally arrive 2 hours before guests
13h00	Offsite Church Ceremony		Church approx. 15 minute drive from Stanlake Park
13h30	Side gate open		Staff on car parking duty
14h00 / 14h15	Guests arrive	Staff to direct to Coach House	If wet weather, distribute umbrellas to guests We advise inviting guests to arrive 30 mins before your ceremony start time
14h15	Drinks and canapés reception	Coach House court yard weather permitting Wet weather: Coach House/Vineyard Barn foyer or dancefloor (depd. on numbers)	We recommend a 90 min drinks reception
14h30	Couple expected to arrive	Coach House / Courtyard	Couple to have photos at church before arriving at Stanlake Park
15h30	Announce wedding breakfast		Guests make their way to the Vineyard Barn
15h45	Couple to be introduced into the room	Vineyard Barn	Microphone required We recommend nominating a member of your wedding party to announce you

15h50	Wedding breakfast service commence	Vineyard 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
18h00	Speeches & toasts	Vineyard Barn	Microphone to be available 3 speakers, around 30 mins
19h30	Evening Guests Arrive	Vineyard Barn	Approx. XX evening guests
20h00	Cake to be cut & first dance	Vineyard Barn dancefloor	Cake to be removed from dancefloor once cut by client
20h00	Band/DJ to begin	Vineyard Barn	
21h00	Evening buffet served	Vineyard end of Vineyard Barn	
23h00	Band/DJ finishes – music to lower to background Last orders at the bar	Vineyard Barn	
23h30	Bar closes/music stops Carriages		Event team to clear room – stack chairs against wall & collapse tables