



HERITAGE

— VENUES —

Stanlake Park 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 Coach House	We advise inviting guests to arrive 30 mins before your ceremony start time
12h40	Groom to meet Registrar	Vineyard Barn	This is the recommended location 20 mins before ceremony time
12h50	Bride to meet Registrar	In Bow Loft	This is the recommended location 10 mins before ceremony time
13h00	Ceremony (guest numbers)	Coach House (100) Vineyard Barn (150)	
13h30	Drinks and canapés reception	Coach House court yard weather permitting Wet weather: Coach House/Vineyard Barn foyer or dancefloor (depending on numbers)	We recommend a 90 min drinks reception
15h00	Announce wedding breakfast		Guests make their way to the Vineyard Barn

15h10	Couple to be introduced into the room	Vineyard Barn	Microphone required We recommend nominating a member of your wedding party to announce you
15h15	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
17h15	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