



HERITAGE

— VENUES —

Lillibrooke Manor 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 (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
12h30	Event Manager on site		Timings TBC, depending on guest arrival time, generally arrive 2 hours before guests
13h00	Ceremony	Off-site	Church 20 mins away
14h15	Guests arrive	Staff to direct to Cloister Garden.	We advise inviting guests to arrive 30 mins before your ceremony start time
14h30	Couple arrive	Cloister Garden	
14h30	Drinks and canapés reception	Cloister court yard weather permitting Wet weather: Engine House	We recommend a 90 min drinks reception
16h00	Announce wedding breakfast		Guests make their way to the Great Barn
16h10	Couple to be introduced into the room	Great Barn	Microphone required We recommend nominating a member of your wedding party to announce you

16h15	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
18h15	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