



The perfect venue for your big day

the  
**Mansion House**  
St. Helens

# Congratulations

**May we be the first to wish you health, wealth and happiness in your future life together.**

Planning a wedding is always a challenge, but we will do everything we can to make your big day a successful and enjoyable one for you and your guests.

One of the key factors is, of course, selecting the wedding venue, which must meet every expectation. That's why it's always advisable to choose a venue which comes with recommendations and is an approved and licensed wedding venue offering both the right environment of choice coupled with a highly personalised service. This can include your own wedding vows, own selection of music, readings and poetry. This is exactly what we at the Mansion House try to offer to our couples, your day, your way.

Our established and professional team at The Mansion House are delighted to be able to help organise this very special occasion for you and we sincerely look forward to welcoming you, your friends and family and genuinely look forward to helping you to celebrate.



# The Venue

Why not arrive in our historic courtyard where our team will meet and greet you and your guests and guide you all to the foot of our elegant staircase or perhaps move outside into the gardens to relax before your sumptuous wedding breakfast.

## DID YOU KNOW?

The custom of tiered cakes emerged from a game where the bride and groom attempted to kiss over an ever-higher cake without knocking it over.

**When a couple choose The Mansion House it is important to us that they feel completely relaxed within their environment and sure that their guests will be welcomed and taken care of whilst enjoying the beautiful romantic surroundings.**

We are blessed by the architecture of the period, built in 1850 The Mansion House epitomises Victorian grandeur and offers beautiful spaces inside and out for photos and unique celebrations.

The versatility of the house means you can use every part of it to create a full experience for your guests as they spread from the historic courtyard through to the main house and into the elegant stairway and hall. You could receive your guests at the bottom of the beautiful stairway and perhaps share welcome drinks and canapés before going out into the walled Victorian gardens and taking your first drink as husband and wife next to the beautiful fountain and the soon to be redeveloped Orangery (March 2013).

We also have (new March 2012) our renovated Haven Hall now renamed the Diamond Suite to celebrate both its standing as a venue in St Helens but also to commemorate the year of the Queen's Diamond Jubilee. This space offers couples a larger setting to cater for up to 160 guests with the licensed bar area. We also have the Reading Room and Lounge for you to consider.

To ensure your wedding day is truly yours we naturally offer the entire venue to couples for their exclusive use should they desire. As a matter of course we would coordinate your choice of colour with our white wedding linen and table settings and also lay up the Top Table in either a rectangular or circular format to best fit the atmosphere you are trying to create.

To have a look for yourself please arrange a visit to meet with one of our wedding team to see how you could use all that The Mansion House has to offer.





# Our Wedding Packages

See overleaf for some of our most popular wedding packages but don't forget that we're just as happy to discuss and plan something more bespoke.

## DID YOU KNOW?

Though a wedding dress is often associated with purity, white is meant to symbolise joy. Early Romans and Greeks wore white at feasts, births and other celebrations. Greeks went as far as to paint their bodies white on the evening of the wedding ceremonies.

## Bronze package

Room Hire  
Use of Grade II Listed Building  
for Photographs  
Red carpet on arrival  
Dressing of Staircase  
Dressing of Gallery

### **Ceremony room dressing to include**

Chair covers with bow  
Ceremony table dressing  
Fresh flower arrangement

### **Drinks Package**

(To include 2 drinks per guest)

### **Canapés Selection**

### **Evening Buffet**

Buffet from Selection  
Dessert Selection

### **Package price for 40 day guests & 120 evening guests**

£3350 +VAT

## Silver package

Room Hire  
Use of Grade II Listed Building  
for Photographs  
Red carpet on arrival  
Dressing of Staircase  
Dressing of Gallery

### **Ceremony room dressing to include**

Chair covers with bow  
Ceremony table dressing  
Fresh flower arrangement

### **Drinks Package**

(To include 2 drinks per guest)

### **4 Course Wedding Breakfast**

(Based on all guests same meal)

### **Evening Buffet**

Buffet from Selection

### **Package price for 40 day guests & 120 evening guests**

£3995 +VAT

## Gold package

Room Hire  
Use of Grade II Listed Building  
for Photographs  
Red carpet on arrival  
Dressing of Staircase  
Dressing of Gallery

### **Ceremony room dressing to include**

Chair covers with bow  
Ceremony table dressing  
Fresh flower arrangement

### **Drinks Package**

(To include 3 drinks per guest)

### **4 Course Wedding Breakfast**

(Based on all guests same meal)

### **Evening Buffet**

Buffet from Selection  
Dessert Selection

### **Package price for 40 day guests & 120 evening guests**

£4500 +VAT

**Amazing 15% discount on all package prices for remaining dates during  
the months of January, February, October & November 2013.**

All prices are subject to VAT. Pricing for all packages is correct at time of going to print but is subject to change at the management's discretion.  
Children 12 years old or under will be charged at 50% of the price of the chosen wedding breakfast menu. Public holidays may incur further charges.



# Our Wedding Menus

This is a sample of some of the dishes available to our couples, if however any of your party has any specific dietary requirements we will of course work with our highly skilled chefs to ensure everyone's needs are met.

## DID YOU KNOW?

Intended as a symbol of fertility, wedding cakes have endured through the centuries as a favourite sweet custom. To ensure a life of plenty, the Romans broke a thin layer of cake over the brides head at the end of the ceremony. Crumbs were then gathered by guests as good luck tokens. In medieval England guests would bring sweet buns as gifts.

# To start

## Rustic Pate

Salad Garnish and Crusty Bread

## Bruschetta

Grilled Ciabatta, topped with Tomato, Olives and Basil garnished with Rocket Leaves and Balsamic Dressing

## Open Fried Mushroom

Filled & baked with Tomato Chutney and topped with English Brie Cheese, served on a toasted croute with watercress salad

## Home cooked Vegetable Soup

Selection of Winter Vegetables  
Served with Cream & Croutons

## Home cooked Tomato & Basil Soup

Juicy tomatoes and fresh basil  
Served with crusty Bread & Butter

# Main course

## Champagne Chicken

Fillet of Chicken, Champagne veloute,  
Sauté of Wild Mushrooms and Asparagus

## Traditional Roast Beef with Yorkshire pudding

Served with Horseradish

## Roast Pork Fillet

With Apple & Cider Cream Sauce

## Roast Leg of Lamb

With Mint Gravy & Mint Sauce

## Vegetarian Tortellini

Italian stuffed Pasta coated in a Creamy  
Pesto Sauce with Mushrooms and topped  
with Parmesan Cheese

# Desserts

## Bramley Apple Pie

Served with Vanilla Ice Cream or  
Creamy Custard

## Rich Chocolate Fudge Cake

Served with Chantilly Cream &  
Strawberry Garnish

## Eton Mess

Whipped Chantilly Cream with fresh  
strawberries, meringue pieces dressed  
with Strawberry Coulis and Mint Leaf

## Profiteroles with Rich Dark Chocolate

Garnished with Fresh Strawberries

## Homemade Trifle

Sponge base served in Sherry with  
Forest Fruits, topped with Vanilla  
Custard & Fresh Cream



## Buffet & Drinks Options

This is a sample of some of the buffet options and drinks packages on offer to our couples, if however any of your party has any specific dietary requirements we will of course work with our highly skilled chefs to ensure everyone's needs are met.

### DID YOU KNOW?

The English believe a spider found in a wedding dress means good luck. Yikes!

# Buffet options

## **Finger Buffet**

Selection of Sandwiches, wraps & rolls with assorted fillings

Spicy potato wedges

Mini samosa

Spring roll

Garlic Bread

Onion rings

Pate with melba toast

Cheddar cheese Rolls

Mini Sausage Rolls

Potato Salad

Salad bowl with dressing

## **Hot & Tasty Selection**

**a** Hot bacon butties

**b** Fish & chip cones

**c** Chicken curry served with rice, chips & poppadum's

**d** Beef hot pot served with red cabbage, beetroot & crusty bread.

## **Dessert Selection**

Chocolate Fudge cake, Trifle, Carrot cake, Victoria sponge, Cheesecake, profiteroles, Cheeseboard.

# Drinks

Glass of Bucks Fizz

£2.95 per Glass

Glass of wine

£4.00 per Glass

Glass of Sparkling Wine

£4.95 per Glass

Glass of Champagne

£6.95 per Champagne Flute

Bottle of still wine

£13.00

## **Drinks Package to include:**

1 Still & 1 Sparkling Glass of Wine

£7.00 per head

2 Still & 1 Sparkling Glass of Wine

£10.00 per head



# Our Ceremony Package

Every Wedding and Partnership is different but overleaf we've laid out the basic information and fees for a Civil Wedding/Partnership to be held at The Mansion House.

## DID YOU KNOW?

Rain on your wedding day is actually considered good luck, according to Hindu tradition!

# Wedding/Partnership Ceremony packages

Room Hire  
Use of Grade II Listed Building  
for Photographs

Red carpet on arrival  
Dressing of Staircase  
Dressing of Gallery

Ceremony room table dressing  
To include white table linen & swaging

Fresh flower arrangement  
Ceremony table

Drinks Reception an arrival

## Package price based on:

40 Guests £795 + VAT

50 Guests £850 + VAT

60 Guests £895 + VAT



It is the client's responsibility to contact and pay the fees to the registrar. The contents of the ceremony must be agreed in advance with the Superintendent Registrar. Only a civil, non-religious ceremony can be permitted. All arrangements necessary to enable the ceremony to take place remain the responsibility of the client.



## Evening Party Packages

We do understand that every couple wants as much flexibility to make their wedding day their own, so we've included some of our Evening Packages for you to take a look at.

### DID YOU KNOW?

Queen Victoria started the western world's white wedding dress trend in 1840 - before then, brides simply wore their best dress.

# Evening Package 1

Room Hire

Use of Grade II Listed Building for Photographs

Table dressing to include white linen,  
Voile runner & table decoration

## **Evening Buffet**

Bacon butties & fish & chip cones

## **Or**

Chicken curry served with rice, chips & poppadum's

## **Or**

Beef hot pot served with red cabbage, beetroot  
& crusty bread

## **With**

Dessert Selection

## **Price (based on 120 guests)**

Package price £1550 + VAT

# Evening Package 2

Room Hire

Use of Grade II Listed Building for Photographs

Staircase dressing  
Table dressing to include white linen,  
Voile runner & table decoration

## **Evening Buffet**

Bacon butties & fish & chip cones

## **Or**

Chicken curry served with rice, chips & poppadum's

## **Or**

Beef hot pot served with red cabbage, beetroot  
& crusty bread

## **With**

Dessert Selection

## **Price (based on 120 guests)**

Package price £1995 + VAT



## Transport & Recommended Partners

See overleaf for details of some partners we wholeheartedly recommend along with details of the transport services available to the wedding party and guests.

### DID YOU KNOW?

Princess Victoria established the tradition of playing Wagner's "Bridal Chorus" during her wedding processional in 1858.

# Transport

At The Mansion House we have our own mini bus that holds up to 14 people and is available for hire as part of your wedding package. Our dedicated drivers can be pre-booked and can be used to meet guests at the church and bring them to The Mansion House or after your reception in the evening ensuring your guests are delivered safely to their beds! Please speak to your wedding organiser for more information on the availability of the minibus; naturally all of our vehicles are fully compatible for wheelchair users.

## Some of our Recommended Partners

<b>Sapphires Venue &amp; Balloon Décor</b> 01744 638216	<b>Pink a Dink Occasions</b> 01514308600	<b>Tatty Lashes Handcrafted Stationery</b> 0151 707 1077	<b>Wedding World Photography</b> 07758 808924	<b>Flowers by Lisa</b> 0151 487 3357
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### **thistle**

Thistle Hotel Haydock will offer all The Mansion House couples and their guests a 10% discount on their room rates for the night of the wedding.

Call 0871 376 9044 to check availability.

### SAMADA **encore**

Alternatively the Ramada Encore at Haydock is offering our couple very competitive rates.

Please just call 01942 290040 to find out more.

Room rates for 2013 and 2014 are available on request.



## Our Brides' Comments

Our aim at The Mansion House is to make your big day the best and most special of your life. Here are just a couple of the many comments we have received from our happy Brides and Bridegrooms; we genuinely do aspire to make your day as perfect as you'd hope.

### DID YOU KNOW?

The "something blue" in a bridal ensemble symbolizes purity, fidelity, and love.

# What some of our couples thought about their big day at The Mansion House...

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I just wanted to say a massive thank you for Saturday, it was amazing!

We had such a fab time and the venue, staff, food everything was perfect!

We have had so many lovely comments about how perfect the venue was and how delicious the food was, everyone was really delighted with everything.

**Deb & Stephen (2009)**

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Thank you so much for making our day at The Mansion House so special. We enjoyed every part of the day and so many of the guests commented on the venue and how beautiful everything was. They were particularly pleased with the food!

**Mrs Dunne (August 2011)**

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It really was the best day of our lives!!

Not only do we both love The Mansion House but so many of our guests have been raving about it since then.

Everything about the day was perfect. I'm really pleased that I listened to your suggestion about entering the room through the garden. It gave me time to calm myself down taking deep breathes of fresh air along the way...

...we really did make the right choice of venue. Not only was it in a beautiful building full of character and charm, run by a very professional and accommodating team but the profits will go to a charity that each and every one of us will benefit from at some point in the future!!

**Mr and Mrs Makin (Oct 2011)**



# Counting Down the Days

The Wedding March begins to play, the bride appears with her bouquet;  
The wedding gown, a sheer delight of purest silk and snowy white;  
She slowly walks across the room to stand beside the nervous groom;  
They wear a smile but can't disguise the look of love in their eyes;  
They take their vows; he takes her hand, then gives to her a golden band;  
A tender moment in their life, they share a kiss as man and wife;  
Mere words cannot convey the beauty of their wedding day.

*Anon.*

## DID YOU KNOW?

The bride stands to the groom's left during a Christian ceremony, because in bygone days the groom needed his right hand free to fight off other suitors.

## 12 Months Before

- Decide the date and place for the wedding and check availability.
- Book the photographer, entertainment and cars.
- Decide the number of guests and make a list of people you'd both like to attend.
- Order your wedding cake.
- Choose your bridesmaids and best man.
- Start looking at wedding dresses (considering many take up to 6 months to be ordered and fitted).
- Compile a list of wedding presents.
- Order invitations.
- Start pulling together a wedding file or folder to store any ideas you see in magazines or to keep any receipts for deposits paid etc.

## 3 Months Before

- Confirm ceremony arrangements.
- Co-ordinate colours of dresses, flowers, cake, linen etc.
- Buy the remaining accessories for the Bride (e.g. shoes, headdress, veil) decide on bridesmaids dresses.
- Consider the Bridegroom's, best man's, fathers and usher's attire.
- Order flowers for display and bouquets for the bride and bridesmaids.
- Choose the wedding ring(s).
- Decide on hymns/music/readings.
- Send out Save the Date cards.

## 8 Weeks Before

- Send out invitations.
- Check passport validity and change name on your passport if you wish.
- Research and arrange appointments for any injections or visas you may need for countries you are visiting on your honeymoon?
- Have a meeting with your ceremony official and ensure approval of your hymns/music/readings. Ask what fees are payable for the church, choir, bell ringers.

- If you have a civil ceremony planned the registrar has to receive an 'authority' for your marriage to be able to proceed. This can only be obtained by giving prior notice of marriage, which you should do at your local register office 15 days before your actual wedding day. Also note it is a legal requirement to have at least two other individuals at the actual wedding ceremony and they must be prepared to witness the marriage and sign the marriage register.
- Print any Order of Service sheets.

## 4 Weeks Before

- Go to the wedding venue and review all the final details, confirming the anticipated number of guests.
- Make an appointment for hairdressing and other beauty treatments.
- Check arrangements with the florist and give final figure for the buttonholes and sprays.
- Do a final check with the photographer, car-hire company and cake maker to make sure the bookings are in order.
- Bridegroom, best man, fathers and ushers should make arrangements for the hire of their clothes.

## 1 Week Before

- Try on your wedding dress and accessories or check delivery arrangements.
- Attend a wedding rehearsal at the church if applicable.
- Pack going away clothes and take them to the hotel and make arrangements with the best man to pick up your honeymoon luggage and ask him to familiarise himself with the procedure for any hired suits or dresses that are to be returned after the wedding day.

## Day of the Wedding

Relax, enjoy it all, and most importantly remember why you're doing this in the first place!



# Wedding Etiquette

See overleaf for ideas of what is expected at a traditional wedding and helpful pointers as to the roles of each member of the wedding party.

## DID YOU KNOW?

The early Egyptians can be credited with the customary wedding band. They believed that a circle was a symbol of eternity - a sign that life happiness and love has no beginning and no need. A wedding ring was placed on the third finger on the left hand because it was believed that a vein ran directly from that finger to the heart.

# Traditional Wedding Etiquette

**There are so many different traditions surrounding engagements and weddings but here are just a few for you to consider:**

## **The Bride**

Traditionally she selects the type of service and decides on her dress and the bridesmaids attire.

## **The Chief Bridesmaid**

Assists the Bride throughout the preparation of the wedding and on the day helps her to dress, holds the Bridal Bouquet during the ceremony and organises the other bridesmaids.

## **The Bride's Father**

Gives the Bride away and receives the guests at the reception. Pays for the wedding dress, bridesmaid's attire, cars, photographs, church, reception flowers and invitations. He will also tend to give a speech at the wedding breakfast/reception.

## **The Bride's Mother**

She is traditionally in charge of the proceedings. She would choose the venue for the reception and together with the Bridegroom's mother plan a guest list. She'd also handle any catering arrangements and ensure the wedding cake is organised.

## **The Bridegroom**

Selects his best man and ushers. Buys the ring(s) and pays for the wedding ceremony fees. He can also buy presents for the bridesmaids, best man and ushers as a gesture of gratitude for their help. He may also buy flowers for his Bride, the Bride's mother, his own mother, bridesmaids, buttonholes for himself and the best man. He would also arrange and pay for transport for himself and the best man to the ceremony and for the Bride and himself after the wedding service. He will also make a speech at the wedding breakfast/reception.

## **The Best Man**

Is the bridegroom's right hand man. He keeps the ring(s) and ensures the Bridegroom gets to the ceremony on time. He pays for the ceremony fees on behalf of the bridegroom, checks and ensures transport is arranged for all guests to the reception and travel arrangements for the honeymoon. At the reception he reads congratulatory cards as part of his speech.



## At the Reception

We've pulled together some of the most commonly held traditions and ideas about wedding receptions to give you some food for thought.

### DID YOU KNOW?

Stag parties were first held by ancient Spartan soldiers, who kissed their bachelor day's goodbye with a raucous party.

## The Welcome Line

The typical line up waiting to greet guests preceding a formal wedding breakfast is as follows:

| The Bride's Parents | Bridegroom's Parents | Bride and Groom | Best Man |

This line up ensures both families have an opportunity to welcome all the guests; it's worth noting that conversation should be kept to a polite minimum at this point to prevent the queue becoming unwieldy.

## Toast and Speeches

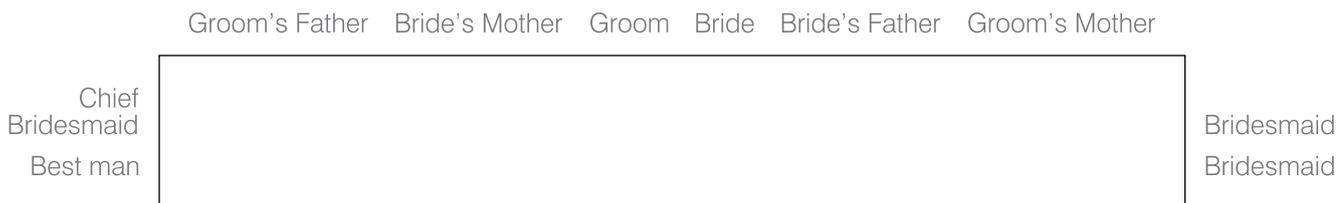
These would normally take place at the end of the meal and would accompany the distribution of the wedding cake. The following is the traditional order of proceedings:

Toast to the Bride and Bridegroom - this is normally proposed by the Bride's father or close relative/friend of the family.

Toast to the bridesmaids - this is usually proposed by the Bridegroom following the response to the first toast. The best man would then respond to the bridegroom's speech on behalf of the bridesmaids. He also reads the congratulatory cards from those who couldn't attend the day.

More recently many Brides have decided to speak either with their new husband (as often the couple have paid for their wedding together) or occasionally as a speech of her own after her husband to thank him, her mum and bridesmaids herself.

## Traditional Reception Table Layout



If you'd like to see an example of how a dressed table may look you can come along to our Wedding Showroom which is open 9-5pm, Mon-Fri. As well as seeing how you might want to decorate your tables there are a number of samples from our recommended suppliers for you to take a look at. We currently have information for recommended photographers, DJ's and bands, venue dressers, florists, wedding favour, gifts and accessory suppliers.



# Terms & Conditions

At The Mansion House it is important to us that you have all the information up front so you can make informed choices about your big day so overleaf we have laid out some of most important Terms and Conditions. If, however, you have any questions about anything to do with your day please ask your personal event organiser.

## DID YOU KNOW?

An old wives' tale says if the younger of two sisters marries first, the older sister must dance barefoot at the wedding or risk never landing a husband.

# Terms & Conditions

## **Booking Conditions**

If you have a date in mind please let us know as a provisional booking will ensure that it is reserved. A non-refundable deposit of £500 will be required within 14 days to secure a wedding ceremony booking and a 25% deposit for any other type of service booking.

There are minimum numbers for wedding meals and buffets, which form part of the terms and conditions of booking. Final numbers should be indicated at least 6 weeks prior to the event to produce the pro-form invoice. Full payment must then be made at least 28 days prior to the event. We reserve the right to cancel the event with the loss of the deposit, should full payment not be received within this timescale.

All payments received are non-refundable and non-transferable.

Civil Wedding/Civil Partnership meal prices are based on a minimum of 20 guests. Civil Wedding/Civil Partnership reception or evening reception buffets on a minimum of 50 guests.

The mansion house holds an entertainment and alcohol licence until midnight.

## **Pricing & Fees**

All prices are subject to VAT. Pricing for all packages is correct at time of going to print but is subject to change at the management's discretion.

Children 12 years old or under will be charged at 50% of the price of the chosen Wedding Breakfast menu.

As part of any package the couple is assigned one of The Mansion House's wedding and event's team members, free car parking and use of the grounds for photography.



## Our Relationship with Age UK

The beautiful Mansion House estate is solely run to raise funds for Age UK Mid Mersey to enable delivery of a range of vital services for older people in your community.

# Supporting Age UK

**There is an additional benefit to spending your money at The Mansion House. This beautiful estate is solely run to raise funds for Age UK Mid Mersey to enable delivery of a range of vital services for older people in your community, for example:**

- £1 raised will fund the cost of a vital call to an isolated older person at a time of crisis or during a major change in their life.
- £5 will support a volunteer in visiting a housebound older person to offer friendship and companionship, do small jobs and help them feel more safe and secure.
- £8 will fund the cost of an individual to attend specialist exercise classes to help maintain mobility and to help prevent falls.
- £15 helps fund our specialised information, advice and advocacy service. This service supports older people, their families, and their carers through a variety of issues including money and benefits advice, housing and care in the community.

We genuinely can make a little go a really long way to changing someone's life. When considering your loved ones you can rest assured that Age UK Mid Mersey will be there to support them.

Thank you for supporting The Mansion House, you make a real difference.





facebook.com/The-Mansion-House-St-Helens  
twitter.com/MansionHs

## Our location

For further information, bookings or to organise a site visit please contact us on:

**Telephone** 01744 752644

**Email** [enquiries@themansionhouse.org.uk](mailto:enquiries@themansionhouse.org.uk)

**By post** The Mansion House, Victoria Park, City Road, St. Helens WA10 2UE.

**[www.themansionhouse.org.uk](http://www.themansionhouse.org.uk)**



the  
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