



# HARTWELL HOUSE & SPA

## INFORMATION GUIDE

Wedding Receptions, Civil Ceremonies and Civil Partnership

*Valid from 1st May 2022*



[www.hartwell-house.com](http://www.hartwell-house.com)

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# THE CEREMONY AT HARTWELL HOUSE

Thank you for your interest in Hartwell House Hotel and may we take this opportunity of congratulating you on your forthcoming marriage.

Hartwell House provides a magnificent setting for weddings and receptions, standing in 94 acres of parkland with a lake spanned by a stone bridge, a ruined church and many 18th century statues and garden buildings giving a sense of place and history.

We have a variety of wedding packages available from the smaller, more intimate wedding party using one of the two private dining rooms in the Main House, to a Civil Ceremony followed by wedding breakfast for up to 150 people in a marquee.

Our Executive Chef, Daniel Richardson, has produced a variety of wedding menus from which you can choose and can be varied to suit your specific requirements. The excellent selection of wines complements a high standard of cuisine.



Music during the ceremony and wedding breakfast can be arranged, and if you require live music and dancing at your Reception, a dance floor can be laid and music may continue until midnight. For those guests wishing to stay overnight following the Reception, accommodation is available at special rates.

Hartwell House has its own resident florist, who will be happy to advise you on your complimentary floral arrangements to match your wedding theme, and any additional requirements you may have. We can also offer assistance for booking live music, cakes, photographers and transport.

The facility fee covers areas of the hotel grounds that may be used for photographs and may include the Hartwell Rooms, Hartwell Court garden and courtyard, a group shot in front of St Mary's Church and for the bride and groom, photographs by the bridge and lake using Hartwell House as a superb backdrop.

We are unable to book the Registrar on your behalf, and should you intend to use the Hotel for your ceremony, you will need to contact the Registrar direct to book your preferred date and time.

## REGISTRAR DETAILS:

The Superintendent Registrar  
Aylesbury Vale Register Office  
County Hall  
Aylesbury  
HP20 1XF

Telephone: 01296 382481

I trust you will agree that Hartwell House offers various options, and we shall be only too pleased to discuss your requirements in person. Please do not hesitate to contact our **Head of Events Mirella Di Bratto** on **01296 746502** or email **m.dibratto@hartwell-house.com**



# THE ROOMS OF HARTWELL HOUSE



**Hartwell House** provides a glorious setting for marriages and civil partnerships with rooms licensed to stage the ceremony, as well as a choice of magnificent drawing rooms to entertain your guests.

The **Soane Room** creates a stunning setting with its arched windows overlooking the rolling lawns. This room is perfect for maximum numbers of 84.

The **James Wyatt** room is located in the Hartwell Court looking out onto a cobbled courtyard filled with beds of scented herbs, and has an elegant corridor leading to it. The room is perfect for maximum numbers of 72.

The **Doric** is located in the main house with access leading out to the south terrace and offers an intimate setting for a ceremony with maximum numbers of 36.

The **Octagon** is a perfect setting for a smaller ceremony, having beautiful views out over the lawns. It has a tented ceiling adorned with a stunning crystal chandelier, taking maximum numbers of 16.

For a smaller ceremony with less than 15 guests, we offer the **Library** or **Drawing Room**, both of which create an elegant, intimate setting.

For non-legal ceremonies, we are able to offer the **Gibbs Pavilion** in the garden.

## HARTWELL MAIN HOUSE

Function Room	Ceremony	Lunch / Dinner	Dinner / Dance	Reception	Dimensions (metres)
Soane Room	120	84	Exclusive Use Only	N/A	18 x 7
Doric Room	36	36	N/A	N/A	10 x 8
Octagon Room	16	16	N/A	N/A	6 x 6
Library Room	16	N/A	N/A	N/A	-
Drawing Room	16	N/A	N/A	N/A	-

## HARTWELL ROOMS

Function Room	Ceremony	Lunch / Dinner	Dinner / Dance	Reception	Dimensions (metres)
The James Gibbs	N/A	N/A	90	90	14.7 x 6.2
The James Wyatt	90	72	72	90	13.7 x 6.4

## MARQUEE ON THE LAWN (with exclusive use of the Main House)

Marquee	Ceremony	Lunch / Dinner	Dinner / Dance	Reception	Dimensions (metres)
Marquee	N/A	150	150	150	25 x 15

## CEREMONY ONLY

Venue	Numbers	Price	Flowers
<b>Soane Room - Main House</b>	<b>Max 90</b>	<b>£3,000</b> Sat - Sun <b>£2,000</b> Mon - Fri	<b>2 pedestal arrangements</b> <b>1 long &amp; low arrangement</b>
<b>Doric Room - Main House</b>	<b>Max 36</b>	<b>£1,250</b>	<b>1 pedestal arrangement</b> <b>1 long &amp; low arrangements</b>
<b>Octagon Room - Main House</b>	<b>Max 16</b>	<b>£1,000</b>	<b>1 pedestal arrangement</b> <b>1 long &amp; low arrangement</b>
<b>James Wyatt Room - Hartwell Rooms</b>	<b>Max 90</b>	<b>£2,000</b>	<b>1 pedestal arrangement</b> <b>1 long &amp; low arrangement</b> <b>1 sideboard arrangement</b>

All prices listed above include a private drawing room/s for guests to gather and photographic areas.

## WEDDING BREAKFAST ONLY

<b>Soane Room &amp; Drawing Rooms</b> Main House between 12 noon and 2pm, and 7pm to 9.30pm	<b>Up to 84</b>	<b>£3,000</b> Sat - Sun <b>£2,500</b> Mon - Fri	<b>6 central arrangements</b>
<b>Doric Dining Room</b> with private drawing room for reception	<b>Up to 36</b>	<b>£900</b>	<b>4 central arrangements</b>
<b>Octagon Room</b> with private drawing room for reception	<b>Up to 16</b>	<b>£700</b>	<b>3 central arrangements</b>
<b>James Gibbs &amp; James Wyatt Rooms</b> Hartwell Court (anytime)	<b>Up to 60</b>	<b>£2,500</b>	<b>6 central arrangements</b>
	<b>Up to 72</b>	<b>£3,000</b>	<b>6 central arrangements</b>

## CEREMONY & WEDDING BREAKFAST

<b>Doric Room - Main House</b>	<b>Up to 36</b>	<b>£2,500</b>	<b>1 pedestal arrangement</b> <b>1 long &amp; low arrangement</b> <b>4 central arrangements</b>
<b>Octagon Room - Main House</b>	<b>Up to 16</b>	<b>£2,000</b>	<b>1 pedestal arrangement</b> <b>1 long &amp; low arrangement</b> <b>3 central arrangements</b>

## CEREMONY, WEDDING BREAKFAST, EVENING RECEPTION

Venue	Numbers	Price	Flowers
<b>James Gibbs &amp; James Wyatt Rooms</b>			
<b>Includes dance floor</b>	<b>60 with extra 30</b> <b>guests for evening</b>	<b>£13,900</b>	<b>1 pedestal arrangement</b> <b>1 long &amp; low arrangement</b> <b>1 sideboard arrangement</b> <b>6 central arrangements</b>
<b>Includes hired chairs</b>	<b>72 with extra 18</b> <b>guests for evening</b>	<b>£15,500</b>	

Price includes Room hire for the Jame Gibbs and James Wyatt rooms, from 10am to Midnight

Three course meal with coffee and chocolates

A glass of House Prosecco after the ceremony, canapés (2 per person at reception) and A glass of House Prosecco as a toast

Half bottle of House wine per person during meal

Flowers to the value of £500

DJ & Equipment and Dance Floor

Evening finger buffet

Royal four-poster bedroom for the Bride and Groom, and Four Court Suites

## RELAXATION AT THE SPA

A visit to The Spa at Hartwell offers you the ultimate experience in pampering, to relax and unwind, a time to de-stress before your wedding. Enjoy luxurious treatments from the exclusive Aromatherapy Associates' range.

### REVIVE & TONE

The complete, full body detox with five key treatment stages. The treatment begins with dry body brushing, followed by a stimulating exfoliation using a fusion of sea salt and green coffee oil to slough away dead skin cells. A freshwater mud mask and wrap brightens and refines your skin while tension is diffused with a scalp or foot reflex massage. Following this, a deeply invigorating massage works to brighten and tone your legs. This advanced treatment is completed by coating the skin with a three-stage regime packed with high-powered essential oils to revive your body, nourish your skin and reset your mind.

**Targeted Zones - 55-minutes - £91:** Features full body exfoliation, mud wrap, leg massage, and choice of an accompanying scalp or foot reflex massage.

### ESSENTIAL ROSE FACIAL

This luxurious facial harnesses the regenerative properties of rose, to nourish, soften and hydrate all skin types, especially dry, delicate and finely textured complexions. The treatment helps to boost your circulation and promote cell renewal and regeneration, leaving your skin radiant, dewy and delicately scented. A calming frankincense inhalation helps you let go of the day's stresses, turning your focus inward as your treatment begins. A scalp massage releases muscular tension and prepares you for your facial. Your skin is thoroughly cleansed, exfoliated and toned using our rose preparations, rich in pure regenerating damask rose essential oil, skin balancing geranium and nourishing jojoba oil. A traditional aromatherapy pressure point massage combined with lymphatic drainage releases facial tension and congestion. Then, while a hydrating facial mask gets to work, your arms and hands are massaged and your skin is finally treated with a deeply moisturising facial oil and moisturiser. The result is a smooth, radiant complexion and a relaxed state of mind.

**Facial Treatment - 55-minutes - £91**

### GEL FILE SHAPE AND POLISH

Nails are filed, shaped, cuticles tidied, and finished with Jessica GELeration polish.

**GEL Manicure - 55 minutes - £46**

**All of the above for the special price of £200, a saving of £28**

*(Not to be used in conjunction with any other offer or discount)*





## WEDDING MENU

One of the more difficult tasks facing you will be choosing a menu that is suitable to all tastes.

Our wedding menus are priced from **£65.00 per person**, to include two Chef's choice canapés, a set menu of first course, main course, pudding, and coffee/tea with Hartwell handmade chocolates.



## TERMS AND CONDITIONS OF WEDDING RECEPTIONS, CIVIL CEREMONIES AND CIVIL PARTNERSHIPS AT HARTWELL HOUSE & SPA

A non-refundable deposit, based on the bedrooms, public rooms and dining rooms reserved, is required upon confirmation of booking, together with signed terms and conditions.

If for any reason the event does not take place, then any third party costs incurred on your behalf will be charged in addition to this deposit. Full prepayment will be required within four weeks prior to your event and a pro-forma invoice will be sent to you at that time.

We will also require credit card authorisation for any additional expenditure incurred on the evening that is to be charged to the main account.

