

# Ashley Park House



## Wedding Planning Notes

**Ashley Park House offers an exclusive country house setting in a charming rustic and rural environment. We are delighted that you have chosen to make Ashley Park House your country estate for your special day.**

Now that you have decided to hold your wedding at Ashley Park House, there are a few details we need to arrange to ensure that your day goes smoothly.

### **Ceremony in a local church or Civil/Humanist on-site at Ashley Park House**

Couples chose between the traditional church wedding at one of the many local churches or having a ceremony onsite. For the on-site ceremony held in the Boathouse overlooking Lough Ourna, we provide a simple and elegant setting of chivari chairs and a small table with white table cloth... and of course Lough Ourna stretching out in front of you. We find that the fantastic view of the lake means that very little décor is required here.

What time is your ceremony? We normally recommend that local church services are set for around 1 / 1.30pm. For an onsite Boathouse ceremony at Ashley Park House at **3pm at the earliest**. There will be plenty of time to have photos taken, for guests to check in and enjoy your drinks reception. Later services are fine but remember dinner needs to start at 6pm.

*Note that guest arrival to Ashley Park House can be from **2pm at the earliest**. If you could note this on your invitation please. We may have guests checking out that morning and our wonderful set up team will be focused on getting everything ready for your wedding arrival.*

### **Drinks/Canapé Reception**

This is served after the wedding service. We offer an option of two drinks choices from: Prosecco, bottled beers, pints of Guinness or mulled wine.

We serve both alcoholic and non-alcoholic options. We would recommend a popular choice of a 60/40 mix of Prosecco and bottled beers. Your drinks reception is held on the front lawn/in the Main House. Tea and coffee is served in the main house.

Our House Prosecco is Per Ora Prosecco. We can also serve Champagne upon request. This will incur a supplement.

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## **Fabulous wedding food**

The Wedding meal is served in the Pavilion but for mid-week weddings of under 25 guests, this will be served in the main house dining room. We have attached our wedding menus for you to choose from; guests are served a pre-agreed choice of two entrees, a soup or a sorbet course, a choice of two main courses and two desserts along with tea and coffee. We offer a vegan/vegetarian option and cater for all dietary requirements. Please let us know what these are so that our chefs are prepared. We will also ask when we send your menu email.

**Wedding meal tasting.** We offer a complimentary tasting meal for you both to try out your chosen selections in advance when you have a wedding of 150+ guests booked. For weddings of less than 150 guests our taster meal pricing is €50pp. Additional guests can also be included in this tasting dinner at €50pp. The taster meal is full size portions as per your wedding day meal and we can offer a special B&B rate so why not make a night out of it. We will contact you with regards to suitable dates for your tasting meal. These are weekday evenings or weekends may be possible off season in November, January or February for example.

**Wine.** We offer French house wines, both white and red options, starting with Louis Eschenauer Sauvignon Blanc and Domaine de Bachellery Cabernet Sauvignon. We recommend half a bottle per guest. We also have a wine list if you wish to peruse this, noting that there is a supplement for these listed wines. We charge corkage per bottle if you wish to provide your own wine for consumption during your wedding dinner only. If you are providing your own wedding dinner wine, please let us know when your wine will be arriving. Please note that we can only take delivery of wine or decoration a few days before your wedding date. Could you have your boxes delivered with your names and wedding date marked clearly on each box.

## **Pavilion details:**

The late night supper starts around 11pm and we also cut and serve your wedding cake at this time.

Our Pavilion is decorated with greenery and white fairy lights in a romantic, neutral style which compliments the beautiful woodland and lake vistas from the large glass frontage.

We supply round tables with white table linen, napkins, crystal wine and water glasses, Royal Albert delph and all cutlery. Our chairs are Chiavari. We have tall glass vases on each table with greenery as well as a tall candle and a jam jar of seasonal garden flowers. We have a fantastic heating and cooling system throughout. The entrance hall to the Pavilion features a vintage typewriter and gramophone on a side table. You may add family photos or decorative items if you wish.

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You may be considering a specialist wedding cake or else ask family members to bake a few family favourites which can be displayed on a round table behind the top table. We have a selection of cake stands. This is also a good place to add family photos or other personalised decoration if you so wish.

## **What do we do now?**

When you have agreed your date and confirmed numbers and details you pay a €500 deposit. This secures your date and confirms that you agree to our terms and data file pricing.

You will see your second payment after six weeks and third stage payment after six months on your personalised data file and then we will send your final invoice for payment ten days before your wedding date. You will notice your agreed pricing on your data file. Please note that we don't take cheques unless payment is made a full month before.

Please have the final numbers with full guest names, any food allergies and your table plan at least **ten days** before your wedding date.

We will send a final invoice ten days before your wedding date which needs to be paid and monies cleared **seven days** before your date.

We will send you an event planning schedule document. Would you be able to add your details and as a live document we will be able to see when there are updates. Keep an eye on this from time to time as we will also add notes and queries for you here. This ensures that we are all singing from the same hymn sheet throughout the run up and our wedding coordinators can advise on what works well to ensure the smooth running of the day.

Please add the full names and mobile numbers of the guests whom you would like to stay on site to the list of rooms on your event plan. **We don't take direct room bookings so if any guests do contact us we will revert them back to you on your accommodation page of your event plan so that you can converse directly with the guest.**

Remember when you plan your invites to include a note for those guests you have allocated on site with something such as 'You have been allocated a room at Ashley Park House. Please let us know if you would like the room, or if you would like us to allocate it to another guest if you are unable to attend. You don't need to contact Ashley Park House to confirm the room, just arrive on the day to check in after our ceremony and payment is upon check out'. Or for those guests not staying on site something like 'All rooms at Ashley Park House have been allocated.'

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If you aren't yet sure who will stay on site some couples have included a note on their invite saying 'We are arranging rooms at Ashley Park House for our guests. Please let us know by RSVP if you would like us to allocate you a room'.

## **FAQ's:**

*Would you like a particular song played when you are being announced in to dinner?* We can download it and play it on our Pavilion sound system.

*Would you like us to announce the bridal party in or have you someone else in mind?* Let us know if you would like us to announce you by your first names or 'Mr & Mrs'?

*Who will greet us after a Church ceremony?* We would ask that one of your wedding party could call us to say when you are leaving the church so that we are ready to greet your wedding car at the front of the house. All other guest parking behind the pavilion so that the front of the house is clear for guests and makes for great photos. The front of the Main House is drop off only, no parking.

*Where would we do a wedding line-up?* This works well in front of the main house steps so guests can then take a drink on the lawn or into the main house.

*What are the B&B rates?* We will update you in January of your wedding year of our B&B rates.

*Some of the guests have food allergies?* We can cater for all, please let us know any relevant details on your event plan with the colour code on the table plan so our chefs can prepare in advance. Please could you ask on your invite if guests have any allergies?

*Can we bring lawn games?* Yes, you are welcome to bring lawn games, we don't have any of our own for hire. Please just let us know what they are so we are aware and to ensure that they don't cause any damage to property or people please.

*Can we arrange a firework display?* As a nature reserve with ducks, geese and peacocks roaming freely and nearby farm animals we can't allow fireworks as these would scare them. We can allow sparklers and photographer arranged smoke bombs. We request that no confetti is thrown unless they are biodegradable lavender pods or small flower petals used away from the front of the house please.

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## **Bars at Ashley Park House**

We have a bar in the Main House and this will be open for your guests during your drinks reception.

The Pavilion Bar will remain open from the end of the reception until 12.30am. After that we can arrange a late bar in the Pavilion which will remain open until 3am for those late owls! The charge for the bar is €300 which is exclusive of any drinks served.

## **Getting organised**

Please use our live wedding event plan document link to fill in all the relevant details such as your table plan, guest list, accommodation room list and timing. If the auto save is on at the top left side of the Excel live link page then any updates you make will be seen on our side when we access the page. Add notes and details here even if still TBC so we are all kept in the loop.

*Will a florist be providing flowers for your ceremony or additional flowers to the wedding tables? They can arrive at 11am on the day of your wedding to set up.*

*Will your photographer be with you all day and into the evening? We can provide dinner for them.*

*Will you be bringing along a wedding cake, or a selection of family made cakes? We can provide a cake stand and a decorative knife on a round table set with a white table cloth. We cut and serve your wedding cake during your late night supper for no additional charge.*

Please note that Ashley Park House cannot be held responsible for any third party vendors such as hair stylists, make-up artists, DJ's or bands etc.

We would recommend that you look into purchasing wedding insurance.

## **Arrivals and Departures**

Guest arrival to Ashley Park House and grounds is from 2pm at the earliest. Check-In for guests is from **2pm**. We cannot guarantee rooms will be available before 2pm. We ask that all guests check out and vacate their rooms by **11am**. We appreciate this.

Please let us know if any guests have mobility issues as we can recommend the ground floor rooms in the Courtyard.

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We ask that you allocate all your guest rooms as we find that this works best; the wedding couple will know the dynamics of the party. If any guests contact us we will direct them to yourselves. You could ask on your invitations who would be interested in staying on site so you have an idea who is interested in a room or to note on your invite for those who have been allocated an onsite room and for the others to include a list of nearby options.

**Breakfast is served from 8.30am until 10.30am. in our Pavilion.**

**Taxi.** Please note that as rural location we cannot guarantee a taxi will be available for booking on the night. We recommend that you book a taxi shuttle bus well **in advance** for your guests staying in the local guest houses and B&B's. What we find works best is to arrange the taxi shuttle between 11.30PM and 3.15AM. Aidan Claffey and Paudie Grace have a local mini bus service and need to be booked well in advance, not on the day.

Aidan Claffey: 087 653 1777 or [ancestry@eircom.net](mailto:ancestry@eircom.net)

Paudie Grace: 087 247 8240 or [paudie.grace@outlook.com](mailto:paudie.grace@outlook.com)

**Babysitters.** We find it works very well for parents to book a babysitter who can stay on site with small children during the wedding and into the evening. Please contact them directly to arrange payment and timing. We would recommend Kelly 085 715 3434 (text or call) who has worked at lots of weddings with us. Children are to be supervised by an adult at all times whilst at Ashley Park House please.

***Anything else?***

Our Wedding Coordinators would be more than happy to discuss the finer details of your wedding plans with you so please do not hesitate to get in contact if you have any queries. Keep an eye on our social media as we will be updating things there.