



PACKINGTON MOOR

WEDDINGS AND EVENTS

Your Welcome Guide

PACKINGTON MOOR : LICHFIELD : STAFFORDSHIRE : WS14 9QB : T 01543 22055
WWW.PACKINGTONMOOR-EVENTS.CO.UK



Welcome to Packington Moor

Congratulations on your engagement and thank you for considering Packington Moor for your wedding celebrations. We have put together this guide, which we hope you will find helpful when planning your big day. If you need any further advice please do not hesitate to get in touch with the team.

The Venue

For venue enquiries and accommodation please contact Rosemary or Jo on 01543 481223, ext. 1 or email jo@packingtonmoor-events.co.uk

Visits & Bookings

To arrange a visit, reserve a date, check availability or any other general enquiries regarding your booking please call the Wedding Office on 01543 220055 or email chwv@wedding-venues.co.uk

Event Team

For any menu, catering or planning enquires please telephone 01543 483727 or email packingtonmoor@gallopinggourmet.co.uk

The Registrar

To book your civil wedding or partnership ceremony or for general enquiries, please contact:

Lichfield Registry Office
The Old Library Building
Bird Street, Lichfield
Staffordshire

Tel: 01543 510 770

Fax: 01543 510 773

Email: registrarsenquiries@staffordshire.gov.uk

The venue hire price includes provision for the civil ceremony but not any fees payable to the Registrar as your arrangements for their services are made direct with them.

Church Ceremonies & Blessings

Packington Moor is situated within easy reach of three local churches that fall within the jurisdiction of the Rev. Fiona Haskett. To make enquiries about the possibility of holding a church wedding locally please contact Rev. Haskett on 01543 432233.

St. Giles', Whittington

St. Mary's, Weeford

St. Bartholomew's, Hints



Key Points

Preparation for the day

On the day of your wedding your florist and other contractors may have access from 9.00 am onwards to begin setting up for your wedding.

All personal decorations, tableplans, favours etc. can be delivered to the venue in advance of the day (to be discussed with the Event Team at your wedding planning meeting). Please ensure that these items are removed the same evening and we regret that we cannot accept responsibility for any left behind.

Confetti

You are welcome to use confetti. However, we ask that it is biodegradable, such as paper or dried flower petals, and used inside the barn or garden only, not in the courtyard. Please avoid the small, plastic table confetti as it is very difficult to clear up. We would be grateful if you could notify your guests of this or perhaps even supply suitable confetti for the occasion.

Health & Safety

Dry ice, confetti guns, bubble machines and smoke machines are not permitted for health and safety reasons and would indeed trigger the fire alarms. To comply with insurance regulations and the law, there is a strict no smoking policy anywhere inside the venue. If you wish to have candles please ensure that they are in secure holders on the tables, not in bottles or on the beams etc.

Fireworks & Sky Lanterns

Fireworks or sky lanterns are prohibited to avoid upsetting neighbours and as they are a danger to livestock and crops in the surrounding area.

Children

Leading off from the courtyard and barn is a working farm yard and we would like to stress to parents and guardians that young children must be supervised at all times to prevent them from wandering into the yard.

Music & entertainment

Please ask your DJ and entertainers to supply all their own equipment including tables. We have a decibel inhibitor set at 90 decibels. All sound equipment must be compatible with this and please ensure that your contractors undertake to operate within its limits.

Please also ensure that your band/DJ has an up-to-date PAT certificate for equipment and public liability insurance.

Finishing times

The bar accepts last orders at 11.00 pm closing at 11.15 pm. We ask that the last dance be at 11.30 pm and that music then finishes.

We understand that it will take 20-30 minutes for guests to say their goodbyes, finish drinks and await transport. Generally we hope that most guests will have left the premises by midnight.

Owing to the venue's rural location it is essential that guests pre-book their taxis home. Some local firms offer coach and mini bus services to transport guests to the same hotel.

Parking

Parking is not a problem as there is a large car park and guests can leave cars overnight, at their own risk, if they wish to do so. Cars must be collected by 11.00 am the following day. There is also space for coach/mini bus transport, if this is appropriate.

Wedding gifts

We suggest the appointment of one or two members of your bridal party who can be responsible for the presents and valuables, as we cannot accept responsibility for any of these precious items. All must be removed on the night of the wedding.



Frequently Asked Questions

Fine Food Questions

Q. What drinks are included in the Fine Food packages?

A. 2-3 reception drinks per person, half a bottle of wine per person and a glass of bubbly for the toast per person. We serve complimentary orange juice and mineral water (still and sparkling) during the drinks reception and mineral water during the wedding breakfast.

Q. Can we order additional bottles of wine?

A. Yes, you can order additional wines to be served during your wedding breakfast.

Q. Can we supply our own wine?

A. All drinks are included in your chosen fine food package.

Q. Is it possible to choose drinks from the other packages if we choose the Deluxe Package?

A. Yes, we are flexible with the wine and are happy to accommodate your selection.

Q. Do you change your menus?

A. Yes, we regularly change our menus to reflect modern food trends and seasonally available produce.

Q. Is it possible to choose a couple of dishes?

A. We recommend that you choose only one starter, one main and one dessert.

Q. Can we design our own menu?

A. Yes, we will work with you to provide the perfect menu on your wedding day.

Q. Can we have canapés if we choose the Standard package?

A. Yes, you can add canapés as an upgrade.

Q. I have a copy of an old menu brochure but would like a dish from the new menu brochure?

A. You can choose dishes from any of our brochures and you still pay the same package price that you were quoted when you paid your catering deposit.

Q. Can you cater for our guests who are vegetarian or have food allergies?

A. Yes, we have vegetarian options in our fine food packages and we can also provide an alternative to accommodate your guests who have food allergies.

Q. Do you have food options available for children?

A. We have included a delicious and healthy selection of children's food. We suggest that if a child is under two years old you arrange with the parents to bring something suitable for them. If they are aged between two and ten, we charge £25 for a three course meal. Guests aged eleven or over are charged at the full adult package price. Orange juice and mineral water will be available throughout.

Q. Should we provide our contractors with a meal?

A. We recommend that you provide contractors who will be spending more than 5 hours at your wedding with a meal. We have two options available. We can provide either a 2-course meal from your wedding breakfast menu or a packed lunch. It is a good idea to let your contractors know what they can expect, i.e. a meal or a packed lunch.



Useful Information

Location

Packington Moor Farm is situated midway between Tamworth and Lichfield. Leave M6 Toll at T4 and take the minor road, parallel with the A5, signposted Weeford and Hints.

After about a quarter of a mile, turn left up Flats Lane, which becomes Jerry's Lane, signposted Whittington. The road goes over the new section of the A5 and Packington Moor is about 1 mile on the left.

Packington Moor lies approximately:

- 30 minutes drive from Birmingham International Airport and Nottingham East Midlands Airport
- 2 miles from (T4) M6 Toll Junction

Travelling to Lichfield

By Road

The A38 and A5 link at Lichfield provides direct access to the Midlands motorway network: M42, M50, M40, M5/6 and M1. The M6 Toll runs on the western side of Lichfield and links the M6 with the M42.

By Rail

Lichfield has two railway stations:

- Lichfield City Station, Birmingham Road, right in the city centre and opposite the bus station, offers frequent direct services to Birmingham New Street Station.
- Lichfield Trent Valley Station, approximately 10 minutes from the City centre, has direct services to London Euston and the North. Both are only a ten-minute drive from our venue.

The Station can be easily reached by car, taxi or by train from Lichfield City Station. There is also a train station at Tamworth and is again only a ten minute drive from Packington Moor.

By Coach

National Coaches serve London, the North and the Southwest from Lichfield. Lichfield Tourist Information Centre is a ticket agent for National Express.

Local Buses

Lichfield, Burntwood and the District's main villages are served by several bus companies, which provide a range of services.

Taxis

Lichfield Dial-a-cab
Tel: 01543 255155

PR Travel
Tel: 01543 481856

Terry's Taxis
Tel: 01543 262626

Tamworth Taxis
Tel: 01827 55595

Apollo Taxis
Tel: 01543 411224

City Cars
Tel: 01543 254999

A2B Taxis
Tel: 01827 311111

Two Five Five Taxis
Tel: 01543 255255



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Useful Local Contacts

Cake Makers

Ben The Cake Man
25 Anderson Road, Erdington, Birmingham, B23 6NN
Tel: 0121 6054157
Email: thecakeman@blueyonder.co.uk
Website: www.thecakeman.com

Elite Cake Design
Tel: 0844 5672253

Love at First Bite
Tel: 01785 748443

Carole Gregory Celebration Cakes
Tel: 01889 579698

Entwined, Lichfield
7 Greenhill, Lichfield, WS13 6DY
Tel: 01543 415502

The Traditional Flower Company
Horse Chestnut Farm, Birchwood Park, Fradswell,
ST18 0EZ
Tel: 0800 7565403
Email: sales@traditionalflower.co.uk

Tiaras and Flowers
Heart of the Country Village, London Road (A38),
Swinfen, Lichfield, WS14 9QR
Tel: 01543 481828

Chair Covers

Jessica Claire Designs
Tel: 024 7646 5577
Email: info@jessicaclairedesigns.com
Website: www.jessicaclairedesigns.com

Bridal Wish
Sarah Wileman
Tel: 07950 514824
Email: info@bridal-wish.co.uk

Florists

Shaw Lane Flowers - Joy Fielding
Woodend Farm, Riley Hill, Lichfield, WS13 8HR
Tel: 01543 472 209
Mobile: 07867 501 743
Email: shawlaneflowers@yahoo.co.uk
Website: www.shawlaneflowers.co.uk

Flower design by Kate
2 Bolt Court, Market Street, Lichfield, WS13 6LA
(the alleyway between Holland & Barrett and City
Jewellers, off the market square). Tel: 01543 255311
Email: hello@flowerdesignbykate.co.uk

Hair & Make-up

Natalie Bartram
Tel: 07980 838576
Website: www.bridalhairspecialist.co.uk

Katy Bird
Tel: 07870 368 014
Email: katy@katybird.co.uk
Website: www.katybird.co.uk

Allison Tye
Tel: 0121 352 0952
Mobile: 07970 161828
Email: Allison@allisontyemakeup.co.uk



Useful Local Contacts

Music and Entertainment

DJ Dave Dee
Tel: 08456 444161
Mobile: 07976 752178
Website: www.davedeediscos.co.uk

Rent-a-band
Tel: 01924 441441

Romantic Piano
Tel: 0121 323 3154 / 07742 880186
Email: info@romanticpiano.co.uk
Website: www.romanticpiano.co.uk

The Rat Pack Boys
Mobile: 07971 424722
Website: www.ratpackboys.co.uk

Live Wedding Music
Tel: 0845 603 7949 / 01543 450483
Email: info@liveweddingmusic.co.uk

Photographers

David Wadley Photography
Tel: 0121 329 2834
Mobile: 07961 528992
Email: dgwadley@hotmail.com
Website: www.davidwadleyphotography.co.uk

Claire Evans Photography
Tel: 01827 285557
Email: info@claire-evans.com
Website: www.claire-evans.com

Steve Gerrard Photography
Tel: 0845 602 7299
Email: steve@stevegerrardphotography.com

Clive Blair
Tel: 0121 603 7630

Mark Zaccaria Photography
Tel: 01543 262386
Mob: 07866 522549
Email: mark@markzaccariaphotography.co.uk
Website: www.markzaccariaphotography.co.uk

Sally Wood Photography
Tel: 0121 353 5032

AE Wedding Photography
Rachel
Mobile: 07711 782654
Email: rachel@aeweddingphotography.co.uk
Website: www.aeweddingphotography.co.uk

Red Carpet

Packington Moor Events
Tel: 01543 481223

Wedding Transport

Celebration Wedding Cars
Tel: 07890 872763

Home James Limo's
Tel: 0121 323 4717
Website: www.homejamescars.com

VW Wedding Car Hire
Tel: 01922 456067
Mobile: 07973 238673



Accommodation

Packington Moor Accommodation

The Coach House can accommodate 8 guests in 3 double rooms and one twin room. All rooms are en suite and breakfast is included. Normally the accommodation is available from 12 noon on the day of the wedding and should be vacated by 10.00 am the following day.

There is an open plan kitchen with breakfast bar in the Coach House with facilities for the preparation of light refreshments.

The Coach House is reserved for your guests on the night of your wedding. We ask that you allocate the rooms to family and friends and confirm the booking with Jo or Rosemary at Packington Moor directly. However, should you not require this accommodation then Jo and Rosemary can make it available to your guests for them to book directly on an independent basis.

Walter's Cottage has an open plan lounge and kitchen area leading to an outside courtyard with a large bedroom and shower room upstairs. This is available to the wedding couple exclusively and is available from 11.30 am at the latest on the day of the wedding.

Checkout time is 10.00 am the next morning and this can be followed by breakfast in the farm shop cafe with your guests. Or alternatively arrangements can be made for you to have breakfast in Walter's Cottage prior to checking out if required.

Local Accommodation

Swinfen Hall
Tel: 01543 481494
Website: www.swinfenhall.co.uk

Moor Hall Hotel and Spa
Tel: 0121 308 3751
Website: www.moorhallhotel.co.uk

The George Hotel
Tel: 01543 414822
Website: www.thegeorgelichfield.co.uk

Holiday Inn Express
Wall Island, Birmingham Road, Lichfield
Tel: 0871 423 4896

St. Johns House,
Lichfield
Tel: 01543 252080
Email: luxury@stjohnshouse.co.uk

Netherstowe House
Lichfield
Tel: 01543 473132
Mobile: 07803 145438

Woodlands Grange
Tel: 01827 311 567

Oak Tree Farm B&B
Hopwas, Tamworth
Tel: 01827 56807

Peel Farm B&B
Whittington, Lichfield
Tel: 01543 433461



Wedding Planning Guide

Planning a wedding is exciting but can also take up a lot of your valuable time. To help you glide smoothly through this process we have put together a simple monthly Wedding Planning Guide - we hope this helps!

First Step

- ♪ Decide between you the type of ceremony and reception you would like. For example would you like a Church or Civil Ceremony wedding?
- ♪ Set your budget and talk to family about possible contributions and discuss who is doing what.
- ♪ Decide on your estimated number of guests and draw up a list with all sets of parents.

12 - 18 Months to go

- ♪ Make an appointment to see the vicar or registrar to fix your wedding date and chosen time. It is vital this is done as soon as possible to secure your preferred time.
- ♪ Organise your wedding insurance please visit www.compare-wedding-insurance.com to compare prices.
- ♪ Speak to the Event Team and discuss your chosen catering packages and menus.
- ♪ Start to search for wedding services, such as photographers, entertainment and table decorations.
- ♪ Book your photographer and band. If you have a preferred supplier please ensure you enquire about dates and book as soon as possible as they can get booked up to 2 years in advance!

6 - 12 Months to go

- ♪ Start looking for your wedding dress. You may need to order it and have alterations made so allow plenty of time.
- ♪ Decide on your best man and bridesmaids.
- ♪ Choose outfits for your best man, bridesmaids, ushers and any other attendants.
- ♪ Buy your wedding rings; these may also need alterations so again allow plenty of time.
- ♪ Choose your gift list.
- ♪ Order your wedding invitations, envelopes, place cards, menus and seating plan.
- ♪ Research florists and discuss flower options.
- ♪ Confirm your menu and drinks packages.
- ♪ Order your wedding cake.
- ♪ Book transport to Packington Moor and your first night accommodation/airport if necessary.
- ♪ For Church weddings discuss with the vicar your choice of readings for the ceremony.
- ♪ For Civil Ceremonies discuss with the registrar what readings and music are permitted.



Wedding Planning Guide

3 - 6 Months to go

- ♪* Choose gifts for your attendants.
- ♪* Allow plenty of time to have your passport renewed if you are changing your name.
- ♪* Send out your invitations.
- ♪* Finalise your order of service.
- ♪* Order table favours.

1 - 3 Months to go

- ♪* Research and trial hairdressers and make-up artists - it is vital you have a trial run and do not wait until your wedding day to meet and discuss your ideas.
- ♪* Book your hairdresser and make-up artist.
- ♪* Buy your wedding accessories such as veil, tiara, lingerie and shoes.
- ♪* Have your orders of service printed.
- ♪* Confirm final number of guests with the Event Team.
- ♪* Check that the groom, best man and father of the bride all have their speeches ready.
- ♪* Organise the seating plan.
- ♪* Arrange a rehearsal at the Church or venue.
- ♪* Have a great time at your stag and hen parties!

1 Week to go

- ♪* Confirm all reception arrangements.
- ♪* Call all wedding suppliers, e.g. photographer, entertainment and confirm times and details.
- ♪* Pick up your wedding dress or arrange for it to be delivered.
- ♪* Wear in your wedding shoes at home to make sure they are comfortable on the day!
- ♪* Pack for the honeymoon/first night.
- ♪* Arrange a final hair and make-up practice.
- ♪* Finalise delivery times to the venue for your wedding suppliers e.g. florist and cake suppliers.
- ♪* Enjoy a spa day and relax!

1 Day to go

- ♪* Have a manicure and pedicure.

Wedding Day

- ♪* Decorate venue if required.
- ♪* Have a wonderful time!