

Conference Delegate Packages

We have designed the following package to give flexibility and help with budgeting for your conference or meeting. Should you have any individual requirements or personal preferences, we will be pleased to discuss them with you. Room hire is included in this package*.

Day Delegate Package

Suggested sample menu

Coffee & Biscuits on arrival

Sandwiches

Crisps

Fruit Juice or Mineral Water

Coffee

Afternoon Tea & Biscuits

Audio Visual Equipment

Included in the delegate rate is the following:

- screen
- flipchart
- LG digital plasma tv
- SKY 3DHD

Any special requirements for additional facilities or equipment can be arranged, if sufficient notice is given, at an additional cost.

Extra Facilities

We will also be happy to quote you for in-house services such as:

photocopying, post and accepting deliveries.

Room Specifications

Room Name	Length (in metres)	Width (in metres)	Lighting	Windows	No of 13 amp sockets	Telephone sockets
Fairfield	8	8	Wall & Ceiling	Yes	10	-

Room Layout Capacities

Room Name	Boardroom	Hollow Square	U-Shaped	Theatre
Fairfield	40	30	30	50

*Please check with the function manager for further details.

THE FUNCTION ROOM

**The Fairfield Arms
Manchester**

Telephone
0161 371 1331

fairfieldarms@orchidpubs.co.uk

for more info
pub-explorer.com

THE
FUNCTION
ROOM

Thank you for your enquiry, we have pleasure in enclosing the function room information you requested.

We provide a quality service, with a wealth of experience in organising functions and events, allowing you the peace of mind to relax and enjoy the occasion - whether business or pleasure.

If you need any further information or would like to discuss your individual requirements in greater detail, please do not hesitate to contact us.

To find out more about the Fairfield Arms visit pub-explorer.com and look up fairfieldarmsaudenshaw.

FUNCTION ROOM

Organising Your Wedding

Weddings are memorable events and in many cases it is the reception that is remembered most.

Our checklist will remind you of some of the items and points of etiquette that will help ensure that your reception is well organised and is a great success.

1. Book Church, Registry office or Civil ceremony.
2. Prepare the guest list for the reception and evening function.
3. Organise wedding dress, bridesmaids dresses and morning suits.
4. Order the wedding stationery and invitations.
5. Organise flowers for the reception, church/registry office, wedding bouquet, bridesmaids, Mothers and button holes.
6. Book well in advance along with the discotheque/band, particularly if the wedding is on a Saturday.
7. Book photographer.
8. Book wedding transport and cars.
9. Post wedding and evening invitations with directions, as well as accommodation details.
10. Reserve accommodation well in advance for the bride and groom and guests who have travelled long distances.
11. Finalise menu details with the manager. Remember, some guests may have special dietary needs. Organise the wedding cake (the stand and knife), as early as possible as it will only improve with age.
12. Organise the drinks reception for afternoon and evening guests.
13. Book honeymoon.
14. Select wedding present list.
15. Organise a seating plan.
16. Purchase wedding rings.
17. Book hairdresser.
18. Ensure speeches are prepared by the Groom, Bride's father and the Best Man.
19. Confirm final numbers for the afternoon and evening receptions.
20. Select gifts for the Best Man, Bridesmaids and Page Boys.
1. As the guests arrive they should be greeted in order by the bride's mother and father, the groom's mother and father, the bride and groom.
2. If champagne is used for toasts only, it should be left until after the meal and served just before the speeches begin.
3. After the meal, the best man or toastmaster should call upon the bride's father to speak.
4. The bride's father gives a speech and proposes a toast to the "bride and groom".
5. The bridegroom responds, gives a speech and proposes a toast to "the bridesmaids".
6. The best man responds on behalf of the bridesmaids, gives a speech, reads out a selection of telemessages/emails and gives the programme for the rest of the reception.
7. The bride and groom cut the cake.
8. The best man oversees the decoration of the going-away car (ensuring no damage is done).
9. The bride and groom change into their going-away outfits.
10. The bride and groom say their goodbyes.
11. The bride tosses her bouquet.

The Fairfield Arms - Manchester

THE FUNCTION ROOM

Description

The Fairfield Arms is a fine building which dates back to 1881, built by a local Cotton Mill owner to show off his success and wealth to everyone in the area. Set Back in its own extensive gardens and car parking areas it's a fantastic place to eat and drink.

The Fairfield still retains many of its original features of gothic woodwork in the ceilings. The original tiled floor leads you to the wide sweeping staircase in the entrance area leading up to the magnificent stained glass window, where brides and grooms stand in front of for their wedding day photo's today. In the bar/dining and lounge areas you can see the beautiful fireplaces, which reach up to the ceilings in carved wood. The Fairfield has a large conservatory drinking/dining area, which is bright all year round.

The newly refurbished Function Room, which holds up to 90 people is a popular venue for weddings, birthdays, family celebrations and conferences, still has its original kitchen fireplace and washer boiler fire area. The reception area leads into the function room, which then leads out onto the patio/garden seating area.

You can sit and relax while we do the work. Find a table and we'll do the rest. We take your drink and food orders and the rest will follow. We have an extensive main and snack menu, with specials on chalkboards around the eating area. With monthly entertainment plus other attractions the Fairfield arms attracts all types of customers.

The Fairfield Arms
92 Manchester Road
Audenshaw
Manchester
M34 5GB

Telephone
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co.uk**
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Location

The Fairfield Arms can be found just off Junction 23 of the M60. Turn left at first set of traffic lights. Left again at next set of traffic lights. Stay on this road following road signs for Manchester A635, through two more sets of lights. Turn left at the next set of lights and The Fairfield Arms is on your left.

