

Dear Bridal Couple,

This year has been the busiest year so far at The Castle Hotel for weddings. Whether you are planning a church or civil ceremony with a celebration afterwards for as few as 10 or as many as 250 we would be delighted to have the privilege of looking after you.

Our accompanying brochure gives you a taste of what we have to offer. Our flexibility however makes it impossible to detail everything you, as an individual, may require so please don't hesitate to ask as many questions as you like.

You will be delighted with our service. The hotel was purchased by Tim Wedgwood in August 2004, an experienced hotelier who specialised in banqueting at The Grosvenor House, on London's prestigious Park Lane. The experience of the management team will ensure that you receive the special attention that such an important day deserves.

Equally important as event planning and the surroundings is the cost of your wedding. Everybody has a budget to work to and it is important to know that we will make sure you receive the very best value for your money and that it suits your budget. I am sure that you will be pleasantly surprised when you read through our brochure.

For those of you who are looking for a special offer, take a look at our Amazing Wedding Package. It really is amazing, and there are no catches, "Amazing Wedding Package, The Facts" is a document that gives full details of the charges and terms and conditions, this is available on request. We only allow a certain number of weddings per year on the Amazing Wedding Package, so please check this is still available. Our diaries are now open for bookings for 2011.

We aim to honour our Amazing Wedding Package prices for 2011 but would make you aware that our brochure prices are subject to an annual review which we publish every September for the following year.

We sincerely hope that we have the pleasure of looking after you and contributing to one of the most memorable days of your lives. Please do not hesitate to ask if you have any queries.

Yours sincerely

Nikki Rowe  
General Manager

## *Your Wedding – 2010/2011*



Congratulations on your forthcoming wedding.

Thank you for considering the Castle Hotel when making arrangements for what will be one of the most memorable days of your lives. We hope that you find our wedding brochure helpful when making your arrangements and with it comes our invitation to make an appointment to view our superb facilities and discuss your individual requirements for your special day.

THE CASTLE HOTEL  
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An historic listed building full of charm and character but fully modernised internally to provide the expected standards of today, means that The Castle Hotel can confidently offer you the perfect venue for your reception or civil ceremony. You may be assured that everyone will strive to produce the very highest standards of service and hospitality whether for an intimate celebration for as few as 10 or for as many as 250 in our luxurious banqueting suites.

Our professional and experienced management team are happy to advise you on the smallest of detail to ensure the smooth running of your day, allowing you to relax and enjoy the company of your guests.

To make an appointment to view the facilities of the hotel please telephone 01827 317700 for the personal service your day deserves.



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## Civil Ceremonies – 2010/2011



The Castle Hotel has been granted approval to be used for civil ceremonies. Marriage in the presence of the Superintendent Registrar may take place in our Tudor Suite, a magnificent carved oak-panelled room and Wedgwood Suite, a room full of natural light with a beautiful ornate ceiling. We can accommodate up to 150 guests for a civil ceremony and seated wedding breakfast and up to 250 for an evening party.

There is no mystique to a civil ceremony but there are certain rules and regulations that must be adhered to which we can guide you through, please note that the registrars say on any issue is final.

The law allows couples to marry on any day of the year, including Christmas Day, and any time between the hours of 8am and 6pm. Please note that this will always be dependant on the availability of the registrar as well as the hotel. At the moment Lichfield registry office will marry people in Tamworth up until late afternoon.

The advantage of holding your ceremony within the hotel is that although not a religious ceremony there are many refinements and special touches that cannot be performed in a Registry Office. If you would like to adopt some of the traditions from a church ceremony such as the bride being given away, the playing of non-religious music or an approved reading, these can also be accommodated.

Please be aware that the hotel can only perform civil ceremonies on the condition that they are followed by a reception held in the hotel. Please see our tariff page for prices.

If you are having a civil ceremony without a formal sit down meal to follow it is important to consider what you have planned for you and your guests prior to an evening celebration starting. We are happy to help and advise you on this, as it is very important.

Lichfield registry office look after civil ceremonies at the hotel, their number is 01543 510770.

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## The Order of the Day – 2010/2011



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This is a traditional order of the day; your own order of the day can be accommodated

### CIVIL CEREMONIES

- About 45 minutes before the ceremony is due to begin your guests will gather. It is always a good idea for the Groom to be present to greet your guests on arrival.
- The Bride and Groom may not wish to see each other before the ceremony. If so the Registrar will interview the Groom separately, about 20 minutes before it is due to begin.
- When the Bride arrives the guests and the Groom will be asked to take their seats for the ceremony. The Registrar will then interview the Bride.

The ceremony may then begin, which takes between 20 minutes to half an hour.

- You may have three pieces of music during the ceremony, which the registrar must approve.  
Brides Arrival, Signing of the Register and The Departure of Bride and Groom  
Additionally you may play music whilst your guests are gathering and awaiting the bride

Following the ceremony

- A greeting line up may take place as guests leave the ceremony, giving them an opportunity to formally congratulate you and allowing your photographer to take photographs with less interruption from guests.
- Your photographer will probably take you to the Castle grounds with its landscaped gardens, rivers and bridges to take photos.

Upon your return to the hotel the format then follows the same as a church wedding, with the exception of the line up, which may have already taken place.

### WEDDING BREAKFAST

We welcome you to the hotel following your photographs, which will probably have taken place in the castle grounds

- A reception drink may then be served
- The Best Man and Master of ceremonies gather the main wedding party together at the entrance to the suite, for a line up into the wedding breakfast; this is your opportunity to formally welcome all your guests, and for them to congratulate you.
- Your wedding breakfast is then announced and your guests take their places.
- We then announce you into the room – an opportunity for guests to show you their appreciation.
- Grace may then be said

The meal is then served and no further formalities take place until after the main course.

- When the majority of the guests have finished their main course the Bride and Groom would cut the cake
- Once coffee, cake and toasting wine has been served speeches begin, traditionally as follows.  
Brides Father  
Groom  
Best Man

- We then announce the formalities over and the Bride and Groom out of the room. This gives your guests an opportunity to relax prior to your evening arrangements.

### EVENING PARTY

It is now time to relax; the only formality the Bride and Groom may choose is to have their first dance.

# Menus - 2010/2011

Our classic menu is our opening menu at £25.50 per person, if you wish to upgrade your menu you may choose any of the supplementary dishes and add the supplement to the £25.50. Please note that the best banqueting menus are simple and suite the majority palette.

**Special Dietary Requirements** We are able to provide a wide selection of special dietary alternatives. We aim to keep dishes for vegetarians and other special diets innovative and for this reason will discuss individual requirements with you.

**Choice Menus** We are often asked about offering a choice menu. Of course this is possible, however, there is always an element of wastage which inevitably increases the cost and you should allow an additional half an hour to your meal time. If you are able to supply us with an advanced order from a choice of 2 amalgamated menus we will charge the price of your most expensive chosen menu plus a 20% surcharge.

## Classic Menu £25.50 per person

Chef's own Vegetable Soup  
with Toasted Croutons

\*\*\*\*

Breast of Chicken  
served with a White Wine Sauce  
with market vegetables and potatoes

\*\*\*\*

Profiteroles  
with Chocolate Sauce

\*\*\*\*

Freshly Brewed Coffee with Mints

## Supplementary Dishes

Fan of Melon served on a Raspberry Coulis  
Stilton and Bacon Salad drizzled with an Olive Oil Dressing  
Smoked Haddock Fish Cake with Sweet Chilli Sauce  
Smoked Duck Breast with Apple Chutney  
Trio of Melon, Water Melon, Cantaloupe and Galia  
Cream of Asparagus Soup  
Poached Salmon with a Minted Cucumber Salad and Mousseline Sauce  
Smoked Fillet of Trout with Apple Chutney and Horseradish

## Additional Cost

|   |           |
|---|-----------|
| Roast Beef with Horseradish Gravy and a Yorkshire   | add £1.75 |
| Confit of Duck Leg with an Olive Mash and Roasted Med Veg.  | add £2.50 |
| Shank of Lamb with Redcurrant Reduction, Mashed Potatoes Carrots & Corn   | add £2.50 |
| Sea Bass Fillets in a Vermouth Sauce with Salt Roasted New Potatoes   | add £2.00 |
| Roast Pork with a Dijon Mustard and Mushroom Sauce  | add £1.50 |
| Roast Turkey with Traditional Accompaniments  | add £1.50 |
| Chicken Breast wrapped in Bacon on a Pate Croute in a rich Madeira Sauce  | add £1.75 |
| <i>Where Vegetable or Potato dishes are not specified main courses are served with chefs choice of two Vegetable and two Potatoes</i> |           |

|   |           |
|---|-----------|
| Fresh Pineapple dashed with Coconut Liqueur and Vanilla Ice Cream | add £1.00 |
| Raspberry Vacherin, Meringue Nest Whipped Cream and Raspberries   | add £1.25 |
| Cream Brulee, Vanilla Cream with Caramelised Demerara             | add £1.50 |
| Bread and Butter Pudding warm with Custard                        | add £1.25 |
| Flambéed Black Cherries with Vanilla Ice Cream                    | add £1.00 |
| Deep Dish Apple Pie, served cold with Fresh Cream                 | add £1.25 |
| Stilton and Cheddar Platter with Bath Olivers Celery and Grapes   | add £2.00 |



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# Evening Buffet – 2010/2011

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## EVENING FINGER BUFFET

A Selection of Freshly Cut Sandwiches

Homemade Sausage Rolls

Chicken Drumsticks

Vegetable Samosas

Cajun Potato Wedges

Onion Bhajis

Melton Mowbray Pork Pie

Garlic Bread

Tortilla Crisps

## ADDITIONAL ITEMS

The following additional items are available charged per person, please see our tariff page.

Pate on Crusty Bread

Pizza Slices

Scotch Eggs

Smoked Salmon on Rye Bread

Battered Prawn

Crudités and Dips

We are sometimes asked about adding sweets to a finger buffet. This tends to detract from the informality needed at an evening party, however if you require sweets we recommend adding a selection of bite size pastries. Alternatively we are happy to serve your celebration or wedding cake with no charge.

# Wedding Tariff – 2010/2011

## MENU PRICES

All prices are per person  
 Menus  
 Our Classic Menu is our opening menu at £25.50. You can upgrade your menu by changing any dish and adding the supplementary charge to the £25.50

Under 12s \_\_\_\_\_ Half Price  
 High Chairs available on request.

Evening Buffet £ 12.50

Additional Buffet Items:  
 Per item \_\_\_\_\_ £ 1.50  
 Pastries \_\_\_\_\_ £ 2.50

Please note we are only able to cater for evening parties if a buffet is provided for all guests. This is extremely important.

**ROOM HIRE** – If you provide your guests with a formal meal and an evening party and adhere to our minimum numbers policy, there is no room hire charge. If numbers fall below, we reserve the right to charge room hire at £200.00

## CIVIL CEREMONIES

A charge of £340.00 is made by the hotel. The Registrar makes their own charges.

Value Added Tax is included in all our prices @15%, we anticipate this increasing in the new year and will have to pass any increase on. Credit card payments for functions will incur a surcharge of 2%.

## ARRIVAL DRINKS per person

Bucks Fizz £3.00  
 Kir Spritzer £3.25  
 Sparkling Wine £3.50  
 Pimms and Lemonade £3.00

Alternatively why not have an account bar for the first drink, this gives people a choice and we estimate the average spend per person at about £2.50.

If you would like an arrival drink not listed please ask for details

## TABLE WINE per bottle

House Wine -  
 Red, White & Rose £12.50

An extensive list is available on request

## TOASTING WINE per bottle

Moscato Spumante £19.50  
 Sparkling Chardonnay £28.50  
 Veuve Clicquot £39.50

The most important drink to consider giving your guests is wine with the meal, this ensures the guests will not keep leaving the table to go to the bar and allows for an efficient service from ourselves.

## CORKAGE

A corkage fee for all alcohol brought on to the premises is charged.

Table wine £ 8.50 per 75cl bottle  
 Sparkling wine £12.00 per 75cl bottle  
 Champagne £16.00 per 75cl bottle  
 For other drinks please ask.



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# Civil Partnerships – 2010/2011

## Civil Partnerships

On 5<sup>th</sup> December 2005 a new act came into force for Civil Partnerships. This is a new legal relationship which can be formed by two people of the same sex. It allows same sex couples the ability to obtain legal recognition for their relationship.

### What is a Civil Partnership?

A civil partnership allows same-sex couples across the UK to have their partnership legally recognised. Any couple that registers a civil partnership will have the same rights as a married couple in areas like tax, social security, inheritance and workplace benefits.

Civil partnerships are similar to civil marriages they have to take place in the same kinds of places as a civil marriage i.e. a registry office or a building licensed for marriage ceremonies

The Castle Hotel is a licensed premise's for civil ceremonies and has already had the opportunity to look after guests requiring a civil partnership.

The civil ceremony page will give you the details of what the hotel has to offer. If you would like any further information on Civil Partnerships please don't hesitate to give one of the wedding team a call. We are here to make your day the special one it deserves.



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# Booking and Conditions – 2010/2011



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Arguments between friends usually stem from misunderstandings. It is therefore useful to have a form of contract in the very unlikely event that a disagreement arises. We would like to advise you of the following conditions before you continue with your wedding preparations and ask you to sign and return to the hotel.

## BOOKING

Once you have established that we are offering the facilities you require and you have checked the availability of a function suite at the Castle Hotel, you may make a booking. The booking will only be held for 7 days unless confirmed. To confirm your booking we require a signed copy of these terms and conditions and a £300.00 non-refundable deposit. Following confirmation you will receive a receipt. You can then relax until 8/10 weeks prior to your wedding when we ask that you contact the hotel to finalise details such as menus, wine and rough table plans. Final numbers may be amended up to 48 hours prior to the day.

## PAYMENT

A payment equal to the anticipated final account less your initial deposit is required 14 days prior to the reception. Following your wedding a final invoice will be issued and if there is an outstanding amount this should be paid within 21 days. Please note that the Bride and Groom are responsible for the charges and that whilst every effort is made to hold prices included in the wedding tariff for each year, we do reserve the right to amend these at any time up to 6 weeks prior to your reservation. A VAT increase is a good example of why we may change our prices. Credit card payments are subject to a 2% surcharge.

## NUMBER OF GUESTS

Reservations are accepted in the Tudor Suite subject to there being a minimum of 60 guests at the wedding breakfast and for the Wedgwood Suite subject to a minimum of 50 guests. Should numbers fall below this then a room hire charge of £200 may be applied.

## DAMAGE AND LOSS

Whilst you and your guests are at the Castle Hotel we ask that you make every effort to safeguard the fixtures and fittings. Offensive or illegal behaviour may result in individuals or the entire party being asked to leave the premises, in which case no refunds will be given. The Castle Hotel cannot accept responsibility for the loss or damage to you or your guest's property.

Date of Function \_\_\_\_\_

## CANCELLATIONS

If you cancel your booking at any time you will forfeit your deposit. Cancellations must be received in writing, proof of delivery is advised

If you cancel between 4 to 6 months prior to the wedding date you will be charged 33% of the anticipated revenue based on an average spend of £30.00 per person for a wedding breakfast plus £12.50 per person when there has also been an evening party booked.

Cancellations under 4 months prior to the reception will incur charges of 66% of the anticipated revenue based on the above calculation.

Cancellations under 2 months prior to the reception will be charged 100% of the anticipated revenue based on the above calculations.

These charges are based on 60 and 50 people respectively for the Tudor and Wedgwood suites.

Evening parties are calculated on the assumption that there are 100 guests.

In the unlikely event that you need to change the date of your wedding after confirmation you will need to rebook the new date with another deposit of £300.00. If we are able to resell your original date we will then credit your account with your original deposit.

We strongly recommend insuring your wedding against cancellation due to unforeseen circumstances. If you are forced to cancel for ANY reason either within or beyond your control the cancellation charges will apply. Cancellation charges are recovered by a third party and the hotel management have no authority to negotiate the matter further once cancellation has been made.

We confirm that we understand the above and that making a booking constitutes our understanding of these terms and conditions

Date: \_\_\_\_\_

Groom  
 Print & Sign \_\_\_\_\_

Bride  
 Print & Sign \_\_\_\_\_

# Amazing Wedding Package - 2010/2011



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## AMAZING WEDDING PACKAGE

On selected dates for 2010 & 2011

3 Course Sit Down Meal & Coffee

Wine with the Meal

Bubbly for Speeches

Master of Ceremonies

Colour Co-ordinated Linen

Table Centre Candelabras

Traditional 2 Tier Wedding Cake with Stand & Knife

Complimentary Honeymoon Suite

Free use of Banqueting Suite for your Evening Party for up to 150 people

**£14.99 per person**

So, if you have 50 guests for the meal & 150 for your evening party  
this will cost less than £750.00

Call Nikki 01827 317700 to discuss & view our Fantastic Wedgwood & Tudor Suites

## AWP BUFFET @ £6.25 per person

This buffet is only available as an add on to the Amazing Wedding Package  
at £14.99 per person & can not be used on its own

A Selection of Freshly Cut Sandwiches

Homemade Sausage Rolls

Melton Mowbray Pork Pie

Pineapple & Cheese Sticks

Pizza Slices

Cajun Potato Wedges

## ADDITIONAL ITEMS

Additional items are available  
Charged per item per person @ £1.50

# Amazing Wedding Package – 2010/2011

## Amazing Wedding Package 2011 and remaining dates for 2010

### The Facts

Following the success of our Amazing Wedding Package 2009/10 which has received national publicity for its value for money we have decided to open our diaries with an Amazing Wedding Package for our remaining dates in 2010 and 2011.

The package will still run at the same price as 2009, £14.99 per person however, we need to charge a supplement for Saturdays from April through to the end of October of £5.00 per person.

So yes you can still have a wedding with us for 50 people and it can cost less than £750.00, Amazing!

The charge made by the Hotel for civil ceremonies when combined with our amazing wedding package is £170.00 representing a 50% discount. The registrar makes their own charges.

Upgrading our Amazing Wedding Package 2011 is of course possible. The menu included is our Classic menu as detailed in our wedding brochure. You must have the same menu for everyone, although any special dietary requirements can be dealt with on an individual basis. If you would like to change any part of the menu you may do so by choosing any of the supplementary dishes in our brochure, and adding that dishes supplementary charge to the £14.99. You may add as much drink to the package as you want to. Additional drinks are charged as per our wedding brochure.

Evening Buffets can be added to the package although we do not insist on this. A very special priced buffet has been put together to compliment our package at £6.25 per person, this is only available if you are having the package, our usual buffets start at £12.50. With any buffet we expect you to cater for all your guests, under catering always reflect badly on the hotel.

Saturdays require a minimum number of adults for the Wedgwood Suite of 50 and the Tudor Suite 60. Minimum numbers for any other day are 30. Any children aged under 12 in excess of the minimum adult number will be charged at half price. You may choose either a children's menu or have half portions of your adult menu but this should be the same for all your younger guests.

Confirmation of any remaining date in 2010 and 2011 requires a non refundable deposit of £300.00. In the unlikely event that you need to change the date of your wedding after confirmation you will need to rebook the new date with another deposit of £300.00. If we are able to resell your original date we will then credit your account with your original deposit.

Our cancellation policy outlined in our terms and conditions will be imposed no matter what the circumstances of cancellation. This is why we strongly recommend wedding insurance. Once a date is cancelled the debt is passed to a third party for recovery, the hotel management have no authority to negotiate the matter further.

So we hope we have the pleasure of looking after you and I am sure you will agree that The Castle Hotel is yet again offering excellent value for money.



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