

Amazing Wedding Package - 2012/2013



THE CASTLE HOTEL
T A M W O R T H



Ladybank, Tamworth, Staffordshire B79 7NB
Tel: 01827 317700 Fax: 01827 54303
Website: www.castlehoteltamworth.co.uk

AMAZING WEDDING PACKAGE

On selected dates for 2012 & 2013

3 Course Sit Down Meal & Coffee
Wine with the Meal
Bubbly for Speeches
Master of Ceremonies
Colour Coordinated 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 @ £6.75 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

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Amazing Wedding Package The Facts

Following the success of our Amazing Wedding Package 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 2012 and 2013.

The package will still run at the same price as 2009, £14.99 per person however, we need to charge a supplement for Saturdays. The Saturday supplement is £5.00 between October and the April and £10.00 between May and September.

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 £190.00 representing almost 50% discount. The registrar makes their own charges, which you should discuss with them.

Upgrading our Amazing Wedding Package 2012/2013 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 package price. 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 £6.75 per person, this is only available if you are having the package, our usual buffets start at £12.50 per person. 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 70. Minimum numbers for any other day are 30 for the Wedgwood and 50 for the Tudor. 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 2012 and 2013 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 a new date and confirm this with a new deposit. If we are fortunate enough to re-sell your released date we will transfer your original deposit to your new date.

There is no charge for parties that have a finish time of 12.30am or before. However an additional charge of £100.00 is made for evening parties that end after 12.30am and £200.00 after 1.00am.

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.



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Your Wedding – 2012/2013



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.

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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 – 2012/2013



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 or 0300 111 8001. It is your responsibility to book and liaise with the registrar.

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The Order of the Day – 2012/2013



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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 - 2012/2013

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 stuffing & traditional gravy
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

add £0.75
add £1.25
add £1.50
add £1.75
add £1.25
add £0.75
add £1.25
add £1.50

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
Where Vegetable or Potato dishes are not specified main courses are served with chefs choice of two Vegetable and two Potatoes

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 – 2012/2013

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EVENING FINGER BUFFET

A Selection of Freshly Cut Sandwiches

- Sausage Rolls
- Chicken Drumsticks
- Vegetable Samosas
- Cajun Potato Wedges
- Onion Bhajis
- Melton Mowbray Pork Pie
- Garlic Bread
- Tortilla Crisps

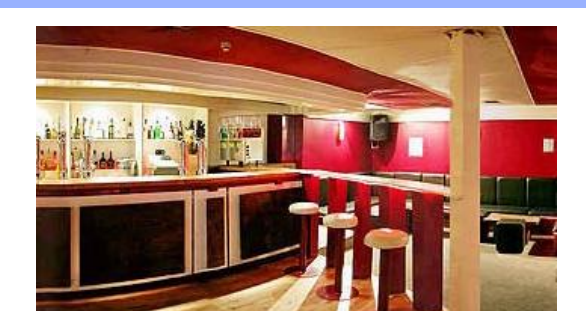
ADDITIONAL ITEMS

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 – 2012/2013



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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

LATE FINISH Midnight is a great time to end your party. Parties that end on a high are always remembered. There is no charge for parties that have an end time of 12.30am or before. However an additional charge of £100.00 is made for weddings that end after 12.30am and £200.00 after 1am. We are licensed until 2am.

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.

ARRIVAL DRINKS per person

Bucks Fizz £3.50
 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
 House Champagne £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.

VAT Value Added Tax is included in all our prices @ 20%, an increase in VAT would be added to your final bill. Credit card payments for functions will incur a surcharge of 2%.

Civil Partnerships – 2012/2013

Civil Partnerships

On 5th 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.

Lichfield registry office look after civil ceremonies at the hotel, their number is 01543 510770 or 0300 111 8001. It is your responsibility to book and liaise with the registrar.



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Booking and Conditions – 2012/2013



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. Making your booking constitutes your understanding of our terms and conditions.

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. You can of course contact us at anytime.

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. 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 70 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 will 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.

CANCELLATIONS

If you cancel your booking at any time you will forfeit any monies paid. Cancellations must be received in writing, proof of delivery is advised. Cancellation charges are calculated at £25.50 per person for a meal plus £12.50 per person in the evening. These charges are made based on 50 adults attending the meal and 100 in the evening, irrelevant to the numbers and package you had originally booked.

If you cancel between 4 to 6 months prior to the date reserved you will be charged 33% of the above numbers and prices. Cancellations under 4 months prior to the reception will incur charges of 66% of the revenue based on the above numbers and prices. Cancellations under 2 months prior to the date booked will be charged 100% of the anticipated revenue based on the above numbers and prices. In the unlikely event that you need to change the date of your wedding after confirmation you will need to rebook a new date and confirm this with a new deposit. If we are fortunate enough to re-sell your released date we will transfer your original deposit to your new date.

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 _____

Date of Function _____