

# Amazing Wedding Package – 2017/2018

Amazing Wedding Package – 2017/2018



THE CASTLE HOTEL  
T A M W O R T H



Ladybank, Tamworth, Staffordshire B79 7NB

Tel: 01827 317700

Website: [www.castlehoteltamworth.co.uk](http://www.castlehoteltamworth.co.uk)

## AMAZING WEDDING PACKAGE

On selected dates for 2017 & 2018

3 Course Sit Down Meal & Coffee

Wine with the Meal

Bubbly for Speeches

Master of Ceremonies

White Table Linen & Napkins

Table Centre Candelabras

2 Tier Wedding Cake with Stand & Knife

Complimentary Honeymoon Suite

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

**£24.99 per person**

So, if you have 50 guests for your meal and 150 for your evening party our Amazing Wedding Package includes everything you need and can cost less than £1,250.00

You can of course upgrade any aspect of our package as you see fit.

Call our team on 01827 317700 to discuss & view  
our fantastic Wedgwood & Tudor Suites

## AWP BUFFET @ £8.75 per person

This buffet is only available as an add on to the  
Amazing Wedding Package and 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 at £1.50

# Wedding Packages The Facts – 2017/2018



## Wedding Packages The Facts

Following the success of our Wedding Packages which have received national publicity for their value for money we have decided to offer our Amazing Wedding Package again in 2017 and 2018.

The package price is £24.99 for 2017 / 2018, 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 £1250.00.

The charge made by the Hotel for civil ceremonies when combined with one of our wedding package is £190.00 representing almost 50% discount. The registrar makes their own charges, which you should discuss with them.

Upgrading our Wedding Packages in 2017 and 2018 is of course possible. The menu included is our Classic menu as detailed in our wedding brochure, 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 must have the same menu for everyone. You may add as much drink to the package as you want to. Additional drinks are charged as per our wedding brochure.

Our supplementary dishes and drinks prices for 2018 will be confirmed in September 2017, we anticipate a small increase and some amendments but the package price is not anticipated to change.

Evening Buffets can be added to a package although we do not insist on this. A very special priced buffet has been put together to complement our packages at £8.75 per person, this is only available if you are having the package, our usual buffets start at £14.50 per person. With any buffet we expect you to cater for all your guests, under catering always reflect badly on the hotel. We do not allow outside catering.

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 adults 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. There is no charge for very young children that do not require catering. 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 dates in 2017/18 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. Moving your date within six months of your booking is however treated as a cancellation and subject to cancellation charges.

There is no charge for parties that have a finish time of midnight or before. However an additional charge of £100.00 is made for evening parties that end after midnight 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 and all charges are joint and several. 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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## **WEDDING BROCHURE 2017 / 2018**

If you feel that our Amazing Wedding Package does not suit your needs you can put together your own individual requirements from our 2017 / 2018 wedding brochure which follows.

If you have decided upon our Castle Wedding Package you will still find many helpful tips and useful information contained within our main brochure.

Booking and Conditions contained at the end of the brochure applies for all weddings

# Your Wedding – 2017/2018



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

T A M W O R T H



Our professional and experienced management team is 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 – 2017/2018



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

# The Order of the Day – 2017/2018



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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 – 2017

*We anticipate a small increase and some amendments for 2018 which will be confirmed in September 2017*

Our classic menu is our opening menu at £32.00 per person, if you wish to upgrade your menu you may choose any of the supplementary dishes and add the supplement to the £32.00. Please note that the best banqueting menus are simple and suit 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.

## 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

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 £2.75  
 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

## Classic Menu £32.00 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

## Additional Cost

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



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# Evening Buffet – 2017

*We anticipate a small increase and some amendments for 2018 which will be confirmed in September 2017*



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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

£14.50 per person

## 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 – 2017

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## MENU PRICES

All prices are per person

Menus

Our Classic Menu is our opening menu at £32.00. You can upgrade your menu by changing any dish and adding the supplementary charge to the £32.00

Under 12s                      Half Price  
High Chairs available on request.

Evening Buffet                £ 14.50

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 Midnight or before. However an additional charge of £100.00 is made for weddings that end after 12 Midnight 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.

## OUTSIDE CATERING

With the exception of wedding cakes, we do not allow any outside catering.

## ARRIVAL DRINKS per person

Bucks Fizz                    £3.50

Kir Spritzer                   £3.25

Sparkling Wine             £3.50

Pimms and Lemonade    £3.50

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 £3.50

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

## TABLE WINE per bottle

House Wine -

Red, White & Rose                £14.50

An extensive list is available on request

## TOASTING WINE per bottle

Prosecco                        £24.00

Sparkling Chardonnay        £28.50

House Champagne (Veuve Clicquot) £56.00

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                    £10.00 per 75cl bottle

Sparkling wine               £12.00 per 75cl bottle

Champagne                   £16.00 per 75cl bottle

For other drinks please ask, we do not allow own spirits or beer.

**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%.

# Booking, Terms and Conditions-2017/2018

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.



**THE CASTLE HOTEL**  
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## 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 for charging purposes up to 7 days prior to your booking, the highest number quoted in that final 7 days is charged for.

## 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 50, unless you are on a package. Should numbers fall below this the minimum number will be charged for.

## 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.

## WEDDING INSURANCE

Please read our letter to you on the reverse of this page.

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

## CANCELLATIONS

If you cancel your booking at any time you will forfeit all monies paid. Cancellations can only be accepted in writing, proof of delivery is advised.

Cancellation charges are calculated at £32.00 per person for a meal plus £14.50 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. A change of date within 6 months of your wedding is considered as a cancellation.

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. All charges are joint and several. 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 \_\_\_\_\_

Please return & retain the duplicate of this page.



Dear Bridal Couple,

Re: Cancellations

We rarely see weddings cancel because a couple has a change of heart but we see many couples who are forced to cancel because of wide ranging unexpected circumstances.

Nobody when booking a wedding expects that a cancellation situation will occur but sadly it can happen. Bereavement, illness, accidents and armed forces commitments are amongst the list we have had presented to us over the years. In all circumstances our cancellation charges apply and you would be personally responsible for them. As a business charging competitive prices we cannot afford to support cancellations. When reserving our facilities we make a commitment to you that disallows us to sell what you have reserved to somebody else.

We cannot stress the importance of arranging insurance cover for your wedding but you have to do this yourself. There are many products widely available all providing different levels of cover, the venue, photographer, cake, honeymoon, flowers, cars and so on will all have to be paid for in the event of a cancellation and all your services will have cancellation policies to consider. Wedding insurance can cost as little as £25.00. So please take our advice and find the right policy for yourselves that would allow you to reclaim any costs you would incur in the unlikely event of a cancellation arising.

We are so committed to ensuring you do not become compromised by the unlikely and unfortunate circumstance of a cancellation that we will give you £25 towards the cost of your insurance by adding a £25 deposit contribution to your account.

We cannot take insurance out for you but please use our contribution for the purpose it is intended and make sure you get adequate cover. We of course hope that you will not be placed in such a position but please remember under no circumstance will we waive cancellation charges.

Thank you  
Castle Hotel

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## BOOKING

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## PAYMENT

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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. A change of date within 6 months of your wedding is considered as a cancellation.

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. All charges are joint and several. 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.

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We are so committed to ensuring you do not become compromised by the unlikely and unfortunate circumstance of a cancellation that we will give you £25 towards the cost of your insurance by adding a £25 deposit contribution to your account.

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