

# Your Wedding Reception



Your Wedding Day is one of the most important days of your life. Let us help to make your Wedding Reception an unforgettable experience.

Alveston House Hotel will take care of your Wedding Day entirely, that is from the Wedding Ceremony – if you choose to hold your civil Wedding Ceremony at Alveston House – through to the Wedding Reception itself. If you choose to invite more guests to join you later on your Wedding Day then a further Evening Reception with Buffet and Entertainment for up to 100 guests can be arranged. This will provide complete enjoyment for you and your guests and all taking place at one venue – Alveston House Hotel.

Our attractive walled gardens are perfect for greeting guests on a lovely afternoon, where your drinks may be served. Our gardens provide the ideal setting for your photographs – by the pond or under the trees.

You can be assured our trained, experienced staff will provide a friendly and professional service to you, your family and friends to ensure that your wedding will be a wonderful occasion.

We cater for up to 75 guests for your Ceremony and Afternoon Reception, followed by a maximum of 100 guests for your evening function.

Our menus have been created as a guide only. We will be pleased to discuss your particular requirements. To complement your meal we offer a wide range of still and sparkling wines. Again, our suggested drinks packages are only a guide, alternatives may be chosen from our extensive wine list.

We offer a range of buffet menus for evening receptions and can help in the organisation of entertainment.

We look forward to the opportunity to show you around our hotel and to discuss your particular requirements without obligation.

## **OUR WEDDING PACKAGE INCLUDES:**

(Based on minimum 40 guests)

- Your chosen menu.
- Free room hire for your reception.
- Complimentary accommodation for the bride and groom, followed by a champagne breakfast.
- Special Accommodation rates for your guests.
- Floral Decorations for the tables to complement the bridal colours.
- Personalised menus on the tables.
- Ivory Linen Tablecloths and Napkins.
- Use of our Cake Stand and Knife.
- Complimentary car parking.
- No hidden extras – all our prices include Vat.

# How to make your Booking



## BOOKING PROCEDURE

- Having discussed your requirements and checked our availability, you can make a verbal provisional booking.
- Within two weeks of making the provisional booking with the hotel we require a £350.00 deposit. This deposit is non-refundable.
- If you are holding an evening reception we require a further deposit of £250.00 (plus £50.00 if you wish to reserve our disco). These deposits are also non-refundable.
- We will at this stage reply, acknowledging receipt of your deposit and confirming details of your booking. Should we not receive a deposit within two weeks we will be obliged to release your provisional booking.
- Prices quoted are current at the time of booking and are inclusive of VAT. They may be subject to increase. We guarantee prices given 3 months prior to your function.
- Please arrange to visit us 2-3 months before the date to discuss and agree your requirements and operational details for your function.
- Final numbers are required 21 days before your function, we will then raise the hotel's final invoice.
- Payment of invoice must be received 14 days prior to your function.
- For room reservations we require a £20 non-refundable deposit per room, (please note that smoking is not permitted throughout the Hotel premises).

## CANCELLATION PROCEDURE

- All Deposits are non-refundable.
- We require notice of all cancellations in writing.
- In the event of cancellation every effort will be made to relet the facilities to prevent us charging cancellation fees.
- However should the facilities remain unlet, the scale of charges will be as follows, based on the total projected revenue:

Less than 2 weeks notice	100%
2-4 weeks notice	75%
4-8 weeks notice	50%
More than 8 weeks notice	Deposit(s) only
- Cancellation charges will be based on the number of guests originally booked.
- We would recommend you take out Cancellation Insurance Policy to cover the unfortunate event of you having to cancel.

# Planning your Special Day



## YOUR CEREMONY AT THE HOTEL

We suggest your guests arrive 20/30 minutes prior to your ceremony. Your guests will be ushered into the ceremony room prior to the arrival of the bride. Following a short interview with the registrar (either individually or together) the bridal party can prepare for their entrance into the ceremony room to your chosen music. After your ceremony and the signing of the register the bride and groom leave the ceremony room together followed by their guests for drinks and canapés in the Garden.

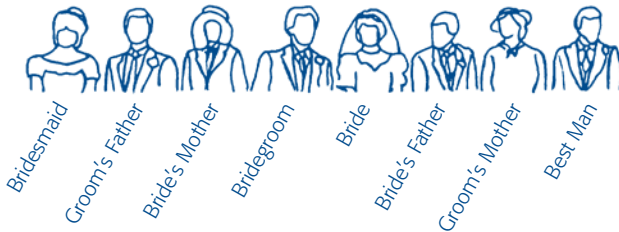
## YOUR DRINKS RECEPTION

On your arrival at the hotel or following your ceremony, drinks and canapés can be served whilst photographs are being taken.

## THE WEDDING MEAL

Once you have completed your photographs we would ask the Best Man to usher your guests into the Restaurant. If you would prefer a formal greeting, you may assemble a Receiving Line (this usually consists of the Bride and Groom, their Parents, Best Man and Bridesmaids). When you have greeted your guests they will be shown to their seats.

## SUGGESTED LAYOUT FOR TOP TABLE:



When all your guests are seated, the Best Man asks your guests to be upstanding to receive the Bride and Groom, usually accompanied by applause. If required, the Best Man may call upon the Minister or nominated guest to say Grace.

## SPEECHES

After the wedding meal we will ask the Best Man to announce the cutting of the cake. The cake will then be removed for cutting. The cake and coffee will be served after your speeches.

### The usual order of speeches is as follows:

The Bride's Father (relative or close family friend) proposes a toast to the Bride and Groom.

The Bridegroom replies and proposes a toast to the Bridesmaids.

The Best Man replies on behalf of the Bridesmaids and finishes his speech by reading out the cards and telegrams.

## DEPARTURE FOR HONEYMOON

Normally the Bride and Groom retire to change about 30 minutes before their departure.

## EVENING FUNCTION

If you are continuing into the evening we would ask that your guests move to the lounge or garden to enable us to clear the restaurant and reorganise the tables ready for your evening reception.

# Drinks Selector



We have listed below a variety of drinks to accompany your meal.  
These are only suggestions and we would be happy to provide alternatives.

## OUR SUGGESTED PACKAGES:

### PACKAGE A £11.25 p.p.

- 1 Glass Bucks Fizz for your reception drink
- 1 Glass Red or White House Wine with your meal
- 1 Glass Sparkling Wine for your toast

### PACKAGE B £13.75 p.p.

- 1 Glass Bucks Fizz for your reception drink
- 1/3 bottle Red or White House Wine with your meal
- 1 Glass Sparkling Wine for your toast

### PACKAGE C £14.75 p.p.

- 1 Glass Bucks Fizz for your reception drink
- 1/3 bottle Terret Chardonnay or Merlot with your meal
- 1 Glass Sparkling Wine for your toast

### TOP UP JUGS (approx. 6 glasses)

Jug of Orange Juice	£10.50
Jug of Fruit Punch	£13.75
Jug of Pimms	£26.50
Jug of Bucks Fizz	£24.95
Jug of Mulled Wine	£25.75

### PACKAGE D £16.25 p.p.

- 1 Glass Pimms Cocktail for your reception drink
- 1/3 bottle Terret Chardonnay or Merlot with your meal
- 1 Glass of Rondel Première Cuvée for your toast

### PACKAGE E £17.50 p.p.

- 1 Glass Sparkling Wine or Bucks Fizz for your reception drink
- 1/2 bottle Pinot Grigio or Saint Emilion with your meal
- 1 Glass House Champagne for your toast

### CHILDRENS PACKAGE £5.00 p.p.

- 1 Glass Orange Juice for your reception drink
- 1 Glass Orange Juice with your meal
- 1 Glass Lemonade for your toast

### ALCOHOL FREE CHOICES

Jug of Orange Juice	£10.50
Jug of Fruit Punch	£13.75
Bottle of Still Water (1L)	£3.50
Bottle of Sparking Water (1L)	£3.50
Bottle of Shloer	£9.50

# Banqueting Menus ~ 1



## RECEPTION MENUS

Here is a selection of menus for your consideration. If you have any special dishes you would prefer, we will be delighted to discuss your requirements. All main courses are served with fresh seasonal vegetables.

### MENU 1 £34.50

Classic Cream of Leek & Potato Soup  
garnished with Chives

~

Traditional Roast Chicken with  
Bacon & Chipolata Roll, Stuffing  
and Bread Sauce

~

Chantilly Cream filled Profiteroles  
with Chocolate Sauce

~

Coffee

### MENU 2 £35.75

Smooth Chicken Liver Parfait  
with Red Onion Marmalade and Dressed Leaves

~

Roast Loin of Pork with Sage and Onion Stuffing  
and Bramley Apple Sauce

~

Old English Lemon Syllabub  
drizzled with Raspberry Coulis

~

Coffee

### MENU 3 £37.50

Crescent of Melon with Seasonal Berries,  
Crème Fraiche and Mint

~

Roast Leg of Lamb with Mint Yorkshire Pudding  
and Redcurrant Gravy

~

Lemon Cheesecake on an Almond Biscuit  
with Raspberry Coulis

~

Coffee

### MENU 4 £38.95

Salmon Timbale with Lemon  
and Dill Mayonnaise

~

Pan Fried Chicken Supreme  
stuffed with Mozzarella with a  
Mushroom and Tarragon Cream Sauce

~

Chocolate Cappuccino Tart  
with Vanilla Ice Cream

~

Coffee

### MENU 5 £41.75

Wild Mushrooms in a Tarragon Cream Sauce  
served in a Pastry Basket

~

Braised Lamb Shank on a bed of Chive Mash  
with a Madeira Glaze

~

Lemon Posset Tart with Clotted Cream

~

Coffee

### MENU 6 £42.25

Baked Portobello Mushroom  
topped with a Herbed Goats Cheese Fondant

~

Loin of Pork stuffed with Pinenuts  
and Apricots with a Calvados Sauce

~

Meringue Nest  
filled with Seasonal Fruit

~

Coffee

### MENU 7 £43.50

Smoked Chicken Salad with  
Tomato, Gruyere Cheese, Mange Tout  
and Garlic Croutons

~

Pave of Scottish Salmon  
with a Dill Cream Sauce

~

Brandy Snap Basket filled with Orange and  
Cointreau Ice Cream and a Medley of Fresh Fruit

~

Coffee

### MENU 8 £45.00

Crab and Prawn Salad with  
Mixed Leaves tossed in a Citrus Dressing

~

Roast Fillet of Beef  
with Wild Mushrooms,  
Shallots and a Brandy Cream Sauce

~

Raspberry Shortbread

~

Coffee

## VEGETARIAN OPTIONS

For the main course:

Baked Goats Cheese and Spinach Tart

Stuffed Baked Aubergine

Stir fry of Vegetables with Noodles

Mushroom Stroganoff with Rice

Vegetable Bake with a Crunchy Topping

Tagliatelle with Dijon, Shallots, Garlic,  
Cream, and Fresh Parmesan

# Banqueting Menus ~ 2



## RECEPTION MENUS – FORK BUFFETS (Maximum 60 Guests)

### MENU A £36.75

Charentais Melon with Seasonal Berries  
and Apricot Sauce  
~  
Honey Roast Ham  
Coronation Chicken  
Pasta with Tuna, Egg and Prawns  
Savoury Vegetable Quiche  
Baked Jacket Potato  
Dressed Tomato and Onion Salad  
Mixed Tossed Salad  
Coleslaw  
Mild Curry Stuffed Eggs  
~  
Fresh Fruit Meringue  
~  
Coffee

### MENU B £39.75

Sweet Pepper and Watercress Soup  
with Crème Fraiche  
~  
Home Baked Ham  
Roast Farmhouse Turkey  
Cold Dressed Salmon  
Basil Pasta with Mixed Mushrooms  
New Potatoes with Parsley Butter  
Tomato and Mozzarella Salad  
Mixed Tossed Salad  
Waldorf Salad  
Curried Rice Salad  
Egg Mayonnaise  
~  
Lemon Posset Tart  
~  
Coffee

### MENU C £41.50

Smoked Salmon and Cream Cheese Roulade  
~  
Roast Sirloin of Beef  
Honey Roast Ham  
Poached Salmon with Prawns  
Mediterranean Vegetable Quiche  
Cheese Baked Potatoes  
Dressed Tomato and Avocado Salad  
Mixed Tossed Salad  
Greek Salad  
Coleslaw  
Egg Mayonnaise  
~  
Chocolate Mocha Tart  
with Crème Chantilly  
~  
Coffee

**For that extra special touch, we offer several additions to enhance your Wedding Choices.**

### Canapés

A selection of Canapés while enjoying your Reception Drinks in the comfort of our lounge or in our lovely walled garden.

Select 3 items from the following list – £4.25 per person.

Salmon with Dill Cream on Croûtons  
~  
Cherry Tomatoes filled with Cream Cheese and Chives  
~  
Spinach and Ricotta Roulade  
~  
Chicken Liver Parfait garnished with Orange

Mini Herb Tartlets  
~  
Hot Cheese Beignets  
~  
Warm Goats Cheese and Onion Marmalade Tarts  
~  
Tomato and Basil on Croûtons

### Add an extra course to your reception menu:

**Sorbets** – £2.75 per person, choose from: Pink Grapefruit, Elderflower, Pimms or Champagne  
~

**Cheese** – £4.25 per person: A selection of English and French Cheeses served with Celery, Walnuts and Grapes  
~

**Handmade Assorted Chocolate Truffles** – £1.00 per person

# Banqueting Menus ~ 3



## EVENING RECEPTION MENUS - FINGER BUFFETS

Select any 6 items for **£11.75** plus **£1.50** for each additional item.

Assorted Sandwiches	Tempura Vegetables with Sweet and Sour Sauce (V)
~	~
Assorted Bridge Rolls	Stuffed Mini Baked Potatoes with Cream Cheese & Chives (V)
~	~
Freshly Baked Pizza Pieces (V)	Warm Cheddar Puffs (V)
~	~
Assorted Vol au Vents	Mini Lamb Kebabs with Yoghurt, Cucumber and Mint Yoghurt
~	~
Assorted Mini Quiches	Honey Glazed Chicken Drumsticks
~	~
Chicken and Leek Pastry Cups	Spicy Oriental Chicken Wings
~	~
Warm Mushroom Tartlets (V)	Chicken Satay with Peanut Sauce
~	~
Breaded Vegetables with Garlic Mayonnaise (V)	Deep Fried Breaded Scampi
~	~
Cheese and Fruit Kebabs (V)	Goujons of Lemon Sole with a Lemon and Dill Mayonnaise
~	~
Vegetable Crudités with Yoghurt Dip (V)	Battered Cod Fillet with Tartar Sauce
~	~
Assorted Chinese Dimsum with Sweet and Sour Sauce	Smoked Salmon & Prawn Roulade (50p supplement)
~	~
Mixed Indian Selection	Fresh Fruit Platter
~	~
Sausage Rolls	Mini Chocolate Eclairs
~	~
Mini Sausages wrapped in Bacon	Assorted Sweet Tartlets
~	~
Warm Tuna Rolls	Mini Bramley Apple Pies
~	~
Warm Garlic and Herb Bread (V)	Individual Bakewell Tarts
~	~
Potato Wedges with Dips (V)	Mini Lemon Tarts