



Congratulations on your engagement and forthcoming wedding

West Retford Hotel is an elegant 18th century Georgian manor house set in nearly five acres of beautifully landscaped gardens. The perfect backdrop for your photographs, that will bring your wedding dreams to life.

Every couple is special to us; our team of wedding co-ordinators look forward to guiding you through all the stages of planning your special day. Our dedicated staff will take care of absolutely everything on the day and our exceptional hospitality will delight your guests. Leave the finer details to us, just relax and enjoy your big day! With our packages, you can choose from a selection of excellent menus and drink packages.

With our compliments

When you book a wedding package with us, the package will include the following items completely free of charge.

- + The services of one of our specialist wedding co-ordinators.
- Master of ceremonies to guide you through the day.
- Use of a cake stand & knife.
- Finest quality linen tablecloths & napkins.
- + Use of our picturesque grounds for wedding photographs.
- Preferential accommodation rates for your guests.
- Standard bedroom for the newlyweds (upgrades available).

How to book

Arrange to meet with one of our wedding co-ordinators to discuss your ideas and check available dates for your perfect day!

We are fully licensed to hold civil marriages at the hotel, either in one of our elegant suites or in the beautiful landscaped gardens under our romantic pagoda.

In order to marry at the hotel you need to;

Check availability with the hotel to make sure we can accommodate your wedding on the required date - we can provisionally hold a date for two weeks.

Check availability & book your registrars.

This is with Nottinghamshire Register Office - 0300 500 8080 Contact the hotel to confirm the date & time booked with the registrars. Confirm the package you would like to book, if you do not fit into a package, we can create a bespoke package for your needs!

A non refundable deposit of £1000 is required to secure the date and booking.



12-18 months to go

- View potential wedding venues.
- Decide the date of your wedding.
- Make a provisional booking with your venue.
- Book the church or civil ceremony.
- Confirm your venue & pay deposit.
- Write your guest list.
- Choose your wedding party (bridesmaids, best man, ushers).
- Pre-book any 'in demand' suppliers (photographer, venue dresser, cars, cake. florist)
- Order/create wedding stationery (save) the dates/wedding invitations).

8-11 months to go

- Send out your save the dates!
- Book suppliers.
- Choose & order your outfit!
- Research bridesmaid dress & suit options.

5-7 months to go

- Shop for wedding rings.
- Book your honeymoon.
- Decide on gifts for wedding party.
- Renew your passports!! (if needed).
- Book hair & makeup trials.
- Confirm menu choices.

3 months to go

- Confirm all travel arrangements & hotel bookings.
- Choose favours & gifts.
- Amend your guestlist using invitation replies.
- Book a meeting with the venue for a 'final details' appointment.

6 weeks to go

- Check all RSVPs & confirm final numbers.
- Draft a seating plan.
- Confirm details with suppliers .
- Final dress/suit fittings.
- Write vows (if needed).
- Plan speeches.

2 weeks to go

Final balance and numbers to hotel.

1 week to go

- Finalise arrangements with wedding parties.
- Organise things to be dropped off to the hotel the night before the wedding.

On the day

Relax, sit back & enjoy your special day.



Wedding Rooms and Suites

The Pagoda (April to September)

A beautiful outdoor ceremony awaits you! Imagine saying 'I do' under our stunning pagoda, using the pathway between the trees for your grand entrance and having your loved ones waiting to celebrate your special day and the beginning of your marriage. One of our function suites is used in conjunction with ceremonies in the pagoda for hosting the wedding breakfast & reception (and for the ceremony in case of bad weather).

The Shelley Suite

This magnificent suite with its ornate ceilings, low hung chandeliers, oil paintings and two fabulous bay windows offers a feeling of sheer opulence. The room opens out on to our beautifully landscaped gardens. A stunning room that seats up to 140 for the wedding breakfast and up to 200 for the evening reception. Equipped with its own bar, air conditioning and dance floor, the Shelley Suite offers privacy in stylish surroundings.

The Grove Suite

This elegant and intimate room provides a more informal and relaxed atmosphere. Situated on the first floor it has superb views over the hotel gardens. The Grove suite can seat up to 50 guests for the wedding breakfast and up to 80 guests for the evening reception.

Accommodation

The Dukeries Suite

A luxurious Georgian bedroom with rich decoration and period furniture, a spacious lounge area and a bedroom with a six-foot four poster bed. The bathroom has a large bath, double sinks and a double walk-in shower.

The Cottage Room

Originally part of the stables to the manor house, this newly refurbished suite boasts a king size bed & mood lighting. A romantic haven for your wedding night.

The Feature Rooms

We have 2 feature rooms at the hotel, both with ornate beds. You can choose from a modern whitewash theme or a more traditional tartan theme room.

Standard & Executive Rooms

Our standard rooms are spacious for your guests, all with en-suite bathrooms. We offer double, twin & family rooms with preferential wedding rates for your special day. Upgrades to our executive rooms are available at a supplement.

Once you have booked your wedding with us, you will receive a special code for your guests to use to book the preferential rates.



The Deluxe Wedding Package

Available all days throughout the year in our Shelley Suite

The Deluxe Package includes;

Free room hire. 3 course meal (menu 1, 2, 3 or 4) or afternoon tea menu for 60 guests. Tea & coffee for 60 guests. Drinks package for 60 guests.

- + One glass of Prosecco for arrival or after your ceremony.
- + Two glasses of house wine during the meal.
- + One glass of Prosecco for toast.

Evening buffet (8 items) for 100 guests or BBQ Menu 2 (until end of September only). Top table fresh flower arrangement.

Cake stand & knife.

Master of ceremonies.

White chair cover with sash for 60 guests or whitewash chivari chair (no sash).

Linen tablecloths & napkins.

Red or cream carpet.

Personalised printed table plan & place cards.

Evening Disco.

Complimentary Suite for the wedding night.

Monday - Sunday £6,500.00

Additional day & evening guests can be added – please enquire for a price.



The Shelley Package

The Shelley Suite | Available April to September

The Shelley Package includes:

Free room hire. 3 course meal (menu 1 or menu 2) or afternoon tea menu for 60 guests. Tea & coffee for 60 quests. Drinks package for 60 guests.

- + One glass of bucks fizz for arrival or after your ceremony.
- One glass of house wine during the meal.
- One glass of sparkling for toast. Evening buffet (5 items) for 100 guests. Top table fresh flower arrangement. Cake stand & knife. Master of ceremonies. White chair cover with sash for 60 guests. Linen tablecloths & napkins. Red or cream carpet. Personalised printed table plan & place cards. Complimentary feature room for the wedding night.

Monday - Thursday £3,995.00

Fridays & Sundays £4,995.00

Saturdays £5,295.00

Additional day & evening guests can be added - please enquire for a price.



The Shelley Winter Package

The Shelley Suite | Available October to March

The Shelley Winter Package includes;

Free room hire.

3 course meal (menu 1 or menu 2) or afternoon tea menu for 60 guests. Tea & coffee for 60 guests. Drinks package for 60 guests.

- + One glass of bucks fizz for arrival or after your ceremony.
- + One glass of house wine during the meal.
- + One glass of sparkling for toast.

Evening pie & peas for 100 guests (Chicken & Mushroom or Steak & Ale). Top table fresh flower arrangement. Cake stand & knife.

Master of ceremonies.

White chair cover with sash for 60 guests.

Linen tablecloths & napkins.

Red or cream carpet.

Personalised printed table plan & place cards. Complimentary feature room for the wedding night.

> Monday - Sunday £3,995.00

Additional day & evening guests can be added - please enquire for a price.



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The Grove Package

The Grove Suite | Available April to September

The Grove Package includes:

Free room hire.

3 course meal (menu 1 or menu 2) or afternoon tea menu for 40 guests. Tea & coffee for 40 quests. Drinks package for 40 guests.

- + One glass of bucks fizz for arrival or after your ceremony.
- + One glass of house wine during the meal.
- One glass of sparkling for toast. Evening buffet (5 items) for 80 guests. Top table fresh flower arrangement. Cake stand & knife. Master of ceremonies. White chair cover with sash for 40 guests. Linen tablecloths & napkins. Red or cream carpet. Personalised printed table plan & place cards.

Complimentary feature room for the wedding night.

Monday - Thursday £2,995.00

Fridays & Sundays £3,295.00

Saturdays £3,495.00

Additional day & evening guests can be added - please enquire for a price.



The Grove Winter Package

The Grove Suite | Available October to March

The Grove Winter Package includes:

Free room hire.

3 course meal (menu 1 or menu 2) or afternoon tea menu for 40 guests. Tea & coffee for 40 quests.

Drinks package for 40 guests.

- + One glass of bucks fizz for arrival or after your ceremony.
- One glass of house wine during the meal.
- + One glass of sparkling for toast.

Evening pie & peas for 80 guests (Chicken & Mushroom or Steak & Ale). Top table fresh flower arrangement. Cake stand & knife.

Master of ceremonies.

White chair cover with sash for 40 guests. Linen tablecloths & napkins.

Red carpet.

Personalised printed table plan & place cards. Complimentary feature room for the wedding night.

> Monday - Sunday £2,995.00

Wedding Breakfast

Menu One

Smoked Salmon & Avocado Tian Toasted beetroot sourdough

Breast of Chicken Wrapped in streaky bacon, fondant potatoes & a brandy & thyme cream reduction

Honeycomb Chocolate Cheesecake Warm milk chocolate & salted caramel ice cream

> £.39.95 Per Person

Menu Three

Chicken Liver & Brandy Parfait Toasted brioche, thyme butter & plum chutney

Pan Fried Supreme of Salmon Caper & herb crust, new potato cake, cherry vine tomatoes & green beans

> **Mixed Berry Pavlova** Chantilly cream & berry compote

> > £44.95 Per Person

Menu Two

Homemade Soup of the Day Warm bread roll

Beef Chasseur Braised silverside of beef with a tarragon & mushroom sauce

Lemon Meringue Pie White chocolate shavings & dehydrated raspberry

> £39.95 Per Person

Menu Four

Smoked Salmon & Spinach Tartlet Sundried & radicchio salad

Medallions of Beef Fillet Wild mushrooms in a brandy cream sauce & fondant potato

Taste of Chocolate Salted caramel brownie, white chocolate & cointreau parfait, milk chocolate & caramel ice cream

> £49.95 Per Person

Traditional Afternoon Tea

Want something a little different? Treat your guests to a delicious traditional afternoon tea.

A Selection of Freshly Made Finger Sandwiches

Smoked Salmon & Cream Cheese, Egg Mayonnaise with Rocket, Yorkshire Ham & Tomato, Cheddar & Chutney, Roast Beef & Horseradish

Wraps Coronation Chicken, Prawn Mayonnaise, Hoisin Duck & Cucumber

Savouries Mini Quiches, Sausage Rolls, Chicken Skewers, Mini Bruschettas

Sweet Treats Homemade Fruit & Cherry Scones, Yorkshire Dales Clotted Cream & Strawberry Jam, Mini Desserts & Chocolate Dipped Strawberries

Pot of Freshly Brewed Tea or Coffee

Glass of Chilled Prosecco

£39.95 Per Person

Barbeque Wedding Breakfast

Menu One

Roasted Red Onion, Brie & Spinach Tart Dressed leaves & aged balsamic

> Traditional Meaty Pork & Leek Sausages Beef Burgers Vegetable Kebabs Char-Grilled Corn on the Cob

New Potato Salad Coleslaw Mixed Green Salad **Baby Tomato Salad Garlic Bread** Selection of Bread Rolls

Chocolate Profiteroles Warm milk chocolate sauce

Coffee

£.39.95 Per Person

Menu Two

Trio of Melon & Jelly Mixed berries & raspberry coulis

Salmon & Prawn Kebabs Tender Rump Steak Traditional Meaty Sausages **Marinated Chicken Drumsticks** Char-Grilled Corn on the Cob Vegetable Kebabs

Minted New Potatoes Coleslaw Tomato & Mozzarella Salad Basil oil dressing Mixed Green Salad Garlic Bread Selection of Bread Rolls

Caramelised Lime & Lemon Tart Whipped cream

Coffee

£ 44.95 Per Person

Children's Wedding Breakfast

Choose either a half portion of the adults meal or from the menu below.

Starters

Yorkshire Pudding Gravy

Tomato Soup Warm bread roll

Cheesy Garlic Bread Crispy salad leaves

Crunchy Vegetable Sticks Tomato salsa

Mains

Chicken Breast Mash potato, vegetables & gravy

Strips of Breaded Chicken Chips & beans

> Sausage & Mash Gravy

Penne Pasta Tomato sauce

Desserts

Chocolate Brownie Ice cream

Vanilla Ice Cream Chocolate flake

Strawberry Jelly Ice cream

Fruit Salad Fresh strawberries

£.21.95

Per Person Ages 2-12 Under 2's Dine for Free

Vegetarian and Starters

Timbale of Summer Fruits Raspberry sorbet & fruit coulis

Sun Dried Tomato, Vegan Cheddar & Basil Potato Skins Dressed salad

> Soup of the Day Warm bread roll

Red Onion Tarte Tatin Gratinated vegan cheese

Mains

Mediterranean Vegetable Hot Pot Warm toasted bloomer bread

Chickpea, Spinach & Tomato Curry Coconut cream, steamed rice & mango chutney

Stuffed Red Pepper Cous cous & Mediterranean vegetables

Courgette & Spinach Tagliatelle Sun dried tomato pesto & garlic bread

Desserts

Fruit coulis

Chocolate & Coconut Tart Seasonal berries

Honeycomb & Cinder Toffee Brownie Seasonal berries

Berry coulis

Raspberry Frangipane Tart

Lemon Tart



A Selection of Freshly Made Triangle Sandwiches

Roasted Yorkshire Ham & Dijon Mustard, Homemade Coronation Chicken, Prawn in Marie Rose Sauce, Cheese & Branston Pickle, Tuna Mayonnaise & Sweetcorn

Then choose 5, 7, 9 or 11 items from the following list:

Onion Bhaii Cocktail Pork Pies & Branston Pickle **BBQ** Chicken Drumsticks Wrapped King Prawns with sweet chilli dip Sesame Chicken Goujons Spring Rolls Chicken Tikka Kebab with minted yoghurt Homemade Scotch Eggs

£19.95 For 5 Items

£23.95 For 7 Items

Sausage Rolls Fish Goujons with tartare sauce Stuffed Jacket Skins with cheese & ham Chips Savoury Wedges Tortilla Chips & Dips **BBQ Sticky Pork Ribs** Sweet Chilli Chicken Wings

£ 17.95 For 9 Items

£31.95 For 11 Items

Evening Barbeque Menu

Barbeque Menu One

Beef Burgers Served in a burger bun with cheese

Traditional Pork & Leek Sausages Served in a hot dog bun

Bowls of Mixed Salad & Coleslaw

Jacket Potatoes With grated cheese & sour cream dip

> £.21.95 Per Person

Barbeque Menu Two

Beef Burgers Served in a burger bun with cheese

Traditional Pork & Leek Sausages Served in a hot dog bun

Chicken Drumsticks

Mediterranean Roast Vegetables

Roast Minted New Potatoes

£.22.95 Per Person

Drinks Package

Package One

One Glass of Bucks Fizz To be served on arrival or after ceremony

One Glass of House Wine To be served with meal

One Glass of Sparkling Wine To be served as a toast

> £.17.95 Per Person

Package Three

One Glass of Pimms Cocktail To be served on arrival or after ceremony

One Glass of House Wine To be served with meal

One Glass of Sparkling Wine To be served as a toast

> £18.95 Per Person

Package Five

Bottled Beer & Cider Buckets To be served on arrival or after ceremony

One Glass of House Wine To be served with meal

One Glass of Sparkling To be served as a toast

> £19.95 Per Person

Package Two

One Glass of Bucks Fizz To be served on arrival or after ceremony

Two Glasses of House Wine To be served with meal

One Glass of Sparkling Wine To be served as a toast

> £.21.95 Per Person

Package Four

One Glass of Prosecco & Strawberries To be served on arrival or after ceremony

Two Glasses of House Wine To be served with meal

One Glass of Prosecco To be served as a toast

> £.24.95 Per Person

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Enhance Your Day

Canape Selection

To be served on arrival or after your ceremony. Choose 3 items from the menu below.

Gala Melon & Tiger Prawn Skewers Shetland Crab, Saffron Crème Fraiche & Feta on Toasted Brioche Asparagus Spears with Parma Ham Hot Mini Beef Wellington Baby Mozzarella, Cherry Tomato & Basil Skewer Warm Applewood Smoked Cheese, Celery Tart & Apple Chutney Smoked Salmon & Cream Cheese Bruschetta Chocolate Dipped Strawberries

> £6.95 Per Person

Luxury Brunch

To be served in bedroom while getting ready.

A Glass of Bucks Fizz A Selection of Danish & Croissants With preserves Mini Fruit Kebabs Chocolate Decorated Strawberries

> £12.95 Per Person

Cheese Platter To be served during wedding breakfast after tea & coffee

A Selection of English & Continental Cheese

Biscuits, grapes and celery sticks

£40.00 Per Table of 10









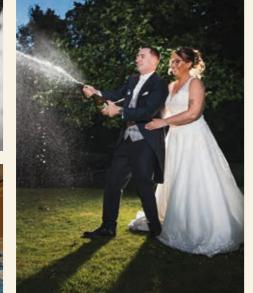


























Timings

The hotel must be informed of the wedding ceremony time on initial booking. Timings cannot be altered without prior consent of the hotel. The hotel can cater for two weddings / events on the same day. Exclusivity is not guaranteed. Please speak with your wedding co-ordinator for further information. The hotel & its grounds may be used by other guests / other functions held at the hotel.

Music

The event will finish at midnight unless otherwise specified. Any live music must be indoors and cannot play past 11pm. A £75.00 administration fee will be charged if clients wish to source their own disco, and all electrical equipment must be PAT tested, and public liability certificates provided.

Liquor Legislation

The Law The Licensing Act 2003 imposes a mandatory condition on all premises licences requiring every sale of alcohol be made or authorised by a personal licence holder. As this statute is a legal requirement, we cannot allow the consumption of alcohol in public areas that has not been purchased from the hotel. (Public areas consist of function rooms, restaurant, bar, corridors, outside spaces, reception area and public washrooms).

Should any guest be found bringing alcohol in for consumption in public areas, they will be asked to forfeit the goods and may be asked to leave the premises; further breaches to our policy could result in the function being prematurely ended. Alcoholic favours are not allowed at the hotel. We are sure you will support us in our legal obligations and all us at West Retford Hotel to make your day run as smoothly as possible for you and your guests.

Evening Buffet

As a hotel we advise that food is not left out longer than 2 hours aware of the implications of leaving food out in a warm atmosphere for longer than advised and that the hotel cannot accept responsibility for any illness as a result of the food being left in a warm environment.

Catering

100% of guests attending must be catered for during the day and a minimum of 80% for the evening. Outside catering is not permitted at the venue. Any food items brought into the venue must be authorised prior by the venue.

Accommodation Rates

A block of 5-20 bedrooms will be reserved for your wedding guests to book for the night of your wedding at your advised wedding rate. Extra beds & travel cots are available on request. Children are charged £10.00 per child. Please notify guests to call the hotel directly to book their accommodation on 01777 854290 quoting your surname and wedding date as reference. Any unsold rooms will be released 4 weeks prior to the wedding. Bedrooms are available from 2pm on the day of arrival and must be vacated by 11am on the day of departure. Early check in can be added for an additional cost.

Cancellation Terms

If the period of notice exceeds 6 calendar months, then only the initial deposit amount will be forfeited.

If the period of notice is between 6 months to 30 days, then a cancellation charge equivalent to 100% of the contracted price of the event shall be payable. All payments are non-transferable.

We at West Retford Hotel have to comply with all the statutory / legal obligations placed on us as a licenced premises.

Questions and Answers

What happens after we have paid our deposit?

Two copies of your contract with our terms & conditions will be posted out to your home address, please read through the contracts carefully, sign them both and then return a copy to the hotel. This must be done within two weeks of the contract date to guarantee the booking.

What happens after we have returned our contract?

You will not hear from us until we require the second payment of £1000 which is required 3 months prior to your wedding as stated in your contract with us. We will then contact you around 8 weeks before the wedding to make a final details appointment. This usually takes around 45 minutes, and we run through menu choices, numbers, timings, colour themes and any extras you may have booked for your day! We then send a copy of your final details along with a final invoice.

How far in advance should I send invitations?

Wedding invitations should be sent out 4-8 months before the wedding date! Many couples also send out 'save the dates' up to a year in advance.

Can we add extra guests to my package?

Yes, subject to seating limits of the suite you have booked. Additional guests will be charged for the menu cost, drinks package & chairs.

What time do I invite evening guests from?

We usually suggest evening guests to come between 7pm - 7.30pm.

Can we bring in our own band / have live music?

Yes, PAT testing & public liability insurance certification will need to be checked in advance of your wedding day. Bands are not permitted to play outdoors and can only play indoors until 11pm. Disco music can be played until midnight.

Do we get an allocation of rooms?

Yes, an allocation of rooms will be made when you have paid your wedding deposit. Allocations vary between 5-20 rooms - discuss with your wedding co-ordinator how many rooms you will require. Once the allocation is filled, more rooms can be added if available.

Will we get charged for any rooms not taken in our allocation? Any rooms not booked on your allocation will be released 4 weeks prior to the wedding date.

What time is our room available to check in to on our wedding day? Your room is available from 12pm.

What time can guests check into the rooms?

Check in time is from 2pm on the day or arrival. Guests can book a guaranteed early check in from 12pm for an additional cost.

Who will be our contact on the day?

A wedding coordinator will be on hand to ensure smooth running of your day.

Does the hotel book the registrar?

Unfortunately not, the registrar / celebrant must be booked direct by you.

Do you have family rooms?

Yes, we have several family rooms available. Children under 2 are free of charge, children over the age of 2 are a £10.00 supplement per night.

Are we allowed to pick another menu that's not included in our package? You can upgrade to any other menu in the brochure, this may incur a supplement per person.

Do you cater for vegetarians / vegans? Yes, we have a separate menu for vegetarians / vegans to choose from.

Can you cater for dietary requirements? Yes, please advise us of any dietary requirements on your final details appointment.

Do you have a children's menu? Yes, we have a children's menu on page 13 of this brochure.

When do we pay the final balance for our wedding?

The balance of your wedding must be paid for 14 days prior to the date of your wedding.

Can we have confetti?

Only biodegradable confetti can be thrown in the gardens.

Do you have a wedding fayre at the hotel?

Yes, we hold two wedding fayres each year. Usually, one in February and one in October. Each couple will receive an invitation to attend each wedding fayre. Admission is free.

Is VAT included in the price? Yes

Can we bring our own wine / spirits & pay corkage? Wine / spirits must be purchased from the hotel.

Can we have a wedding menu tasting? Yes, this is available to book, there will be a charge for this.

Do I receive the Dukeries suite as part of my package? The Dukeries suite is only included in the deluxe package. To upgrade the cost is £250.00.

Can we bring our own caterers? External caterers are not allowed.

Can we bring in our own food? A wedding cake and/or cupcakes are acceptable. Any other food items are not allowed.

What happens if I stay at the hotel the night before my wedding in a standard room and need to move to another room the day of my wedding? You can move to your new room from 12pm on the day, if this is not possible with your ceremony time you can pack your belongings, and we will move them to the new room. We are not liable for any breakages or missing items.

How many guests can fit on the tables for our wedding breakfast? Our round tables seat up to 8 comfortably and a maximum of 10. We can fit a top table of 10 with 14 rounds in the Shelley Suite and a top table of 7 with 5 rounds in the Grove Suite.

Will there be another wedding on our wedding day?

It is possible that we can have two weddings in one day. Each wedding will have a dedicated time slot (first come first serve). You will always be advised if another wedding is taking place on your wedding date.

What music do we need for the ceremony and how does this work?

We will control the music for your ceremony and require the following: 6 songs for guests being seated/waiting, 1 song walking down the aisle, 4 songs while signing the register and 1 song walking back up the aisle when married. All songs should be available on Spotify for the hotel to download.

How long does the music to walk down the aisle need to be? This depends on how many are in your wedding party & walking down the aisle. Usually one song is enough.

Can we provide a welcome sign?

Yes, you can provide your own welcome sign & decorations.

Can we choose the colour of our chair sash & flowers? Yes, on your final details appointment we will discuss your colour theme for your sash and top table flowers.

Is there a microphone available for speeches?

Yes, we have a microphone available however we find this is not very often required. If you require the microphone please let us know on your final details appointment.



WEST RETFORD HOTEL & RESTAURANT

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