





# Introduction

Congratulations on your engagement!

We would love you to choose St Andrews as the perfect setting to celebrate your special day. This wedding pack gives you a taste of some of the options available, but even better why don't you come and meet one of our wedding team to talk through your ideas and dreams. We'd love to help make them come true ...

Please get in touch with our Wedding & Events team on (01905) 779677 or email events@st-andrewshotel.com.

# Your options

The majority of our brides- and grooms-to-be choose our bespoke option so they can put together their perfect day just as they want it, giving ultimate flexibility.

Alternatively, if you're a bride who doesn't want to have to make lots of decisions, then look at our 'One Stop Wedding Shop'. For certain dates throughout the year we also offer our 'Brides on a Budget' package. Further details can be found later in this pack.

# **Bespoke weddings**

# Your food options

# Canapes and finger food

If you want to offer something for your guests to nibble on while photographs are being taken and you are having a chance to chat to people, then have a look at our selection of canapes and finger food.

A choice of 3 canapes is £5.00 pp or 5 for £8.00 pp, and finger food is £7.00 pp for a choice of 2 or £10.00 pp for a choice of 3. Add a glass of Prosecco for £5.00 pp

## **Wedding Breakfast**

For your wedding breakfast we offer a 3 course banquet menu with waiter service from £35.00 pp including tea and coffee. A sample menu is in the appendix, and the exact menu will be confirmed by our Head Chef around 3 months prior to your wedding to ensure the best seasonal produce. If you have particular ideas for what you would like, then he is very happy to adapt the dishes accordingly.

You can also add on an additional cheese course, petit fours, and glass of port or dessert wine.

## **Evening options**

For your evening guests we offer a number of options. There are both cold and hot buffet selections starting at £12.50 pp, where you can choose the items included. Or for something a little different, why don't you offer a hog roast or BBQ served on our terrace, great for the summer months. These start at £11.95 pp and £19.95 pp respectively. We also have a dessert selection from £3.95 pp.

#### Children's menu

We want to make sure even your younger guests are kept happy, so have a specific children's menu for those under 7, with 3 courses for £9.95. Between 7 and 12 years we suggest a half portion of the adults menu (for half price) and over 12 years to eat from the adults menu.

Further details of all the food options are in the Appendix.

# Your drinks options

If you wish to provide a drink for your guests, we offer a selection of alcoholic and non-alcoholic options. Alternatively, you could offer a round of drinks at the bar.

Glasses of Prosecco, Bucks Fizz and Pimms are £7.00 pp. Our red and white banquet wines are £4.00 for a 175ml glass or £5.75 for a 250 ml glass. We also offer Prosecco by the bottle for £24.00 and our banqueting wines start at £16.50 per bottle. Non-alcoholic options include still or sparkling water for £3.00 per bottle, orange or apple juice for £5.95 per 1 litre jug, or fruit squash for £3.95 per 1 litre jug.

Tea and coffee are £2.50 pp, or with petit fours £4.00 pp.

#### Wines by the glass:

Novita Trebbiano Rubicone, Italy
 175ml glass £4.00 250ml glass £5.75

Novita Sangiovese Rubicone, Italy
 175ml glass £4.00 250ml glass £5.75

## Wines by the bottle:

| •  |        |
|--|--------|
| Sparkling wine   |        |
| <ul><li>Favola, Prosecco DOC, Italy</li></ul>                          | £24.00 |
| <ul> <li>Champagne Bernard Remy, Brut Carte Blanche, France</li> </ul> | £41.00 |
| Red wine   |        |
| <ul><li>Novita, Sangiovese, Rubicone, Italy</li></ul>                  | £16.50 |
| <ul><li>Tiera Antica, Merlot, Central Valley, Chile</li></ul>          | £18.00 |
| <ul><li>Hazy View, Pinotage, South Africa</li></ul>                    | £17.50 |
| <ul><li>Ondarre, Rioja Reserva, Spain</li></ul>                        | £23.00 |
| <ul><li>Piattelli Vineyards, Alto Molino Malbec, Argentina</li></ul>   | £24.00 |
| •  |        |
| White wine   |        |
| <ul><li>Novita, Trebbiano, Rubicone, Italy</li></ul>                   | £16.50 |
| <ul><li>Tiera Antica, Sauvignon Blanc, Central Valley, Chile</li></ul> | £18.00 |
| <ul><li>Hazy View, Chenin Blanc, Western Cape, South Africa</li></ul>  | £17.50 |
| <ul><li>Il Casone, Pinot Grigio, Venoto, Italy</li></ul>               | £19.00 |
| <ul><li>Faultline, Sauvignon Blanc, Marlborough, New Zealand</li></ul> | £24.00 |
| Rose wine  |        |
| <ul><li>Novita, Pinot Grigio Blush, Italy</li></ul>                    | £18.50 |

# Your setting

We have a variety of function rooms to choose from depending on your number of guests:

| The | Orang | gerv |
|-----|-------|------|
|-----|-------|------|



Our beautiful Orangery leads out onto the terrace and gardens and is the largest of our function rooms. It also has access to both the Dining Room (if a disco is required) and the bar area. A variety of layouts are possible, seating up to 120-150.

### **The Drawing Room**



Our elegant Drawing Room has a separate bar and feature fireplace. It seats up to 70 guests or 100 guests for an evening reception. Our mobile dance floor can also be set up in this room.

### **The Dining Room**



Our smart restaurant accommodates up to 40 guests, and is next to our main bar area. It is often the setting for the evening disco, when used in conjunction with the Orangery.

### The Library



Our cosy Library is perfect if you want a more intimate number for your celebration meal, seating up to 12 people.

### **The Garden Room**



Another smaller room for a more intimate occasion. Seating up to 20 guests it has a light and airy feel, with direct access to our tranquil gardens and terrace.

## Room hire charges\*:

|                   | High season |      | Low season |      |
|-------------------|-------------|------|------------|------|
|                   | Sun - Fri   | Sat  | Sun – Fri  | Sat  |
| Civil ceremony    | £450        | £600 | £350       | £500 |
| Wedding breakfast | £450        | £850 | £350       | £700 |
| Evening reception | £450        | £850 | £350       | £700 |

\*Based on 2016 prices

#### **Exclusive use:**

There may be other guests using the hotel or restaurant during the day or evening. If you would prefer to have exclusive use of the hotel and gardens the charge would be £2,500.

#### Bar licence:

The hotel bar is licensed until midnight. We can make arrangements for an extension of the licence until 1am if required at an additional charge of £150.

# Your wedding ceremony

Why not hold your wedding ceremony here at St Andrews too? Our civil wedding licence allows a choice of rooms to exchange those special vows, and then you can move seamlessly on to celebrating with your family and friends.

We are an Approved Premises to hold civil wedding ceremonies, and the licence is granted for a maximum attendance of:

The Orangery 100 guests
The Drawing Room 100 guests
The Dining Room 70 guests
The Library 20 guests

We can also hold ceremonies for civil partnerships and renewal of vows. Room hire charges for all of these are under 'civil ceremony' in the table above.

There are also various legal requirements you will need to fulfil. For these you will need to apply to the Superintendent Registrar for the local District directly, and pay the cost of the attending Registrar(s). For more details just contact the Worcestershire Register Office on 01905 768181, email <a href="mailto:registeroffice@worcestershire.gov.uk">registeroffice@worcestershire.gov.uk</a>, or visit www.worcestershire.gov.uk/registration, who will be happy to help.

# A few extra touches

#### **Entertainment**

- If you would like to provide entertainment for your guests then we can help. Options include DJ & disco, bouncy castle, and set of casino tables. Have a chat with our Wedding co-ordinator to discuss your ideas and get a personalised quote.
- We have a recommended DJ who will provide an excellent play list to get your guests on the dance floor. If you have some favourites or indeed an entire themed evening prepared please let us know and he will be happy to accommodate this. Cost £350 including dance floor hire.

#### • 3<sup>rd</sup> party suppliers:

- Dance floor hire £100 if you provide your own DJ
- We will need to see copies of public liability insurance and PAT testing at least 2 weeks prior to the event

## Venue dressing

• We have a range of options available using some of our preferred suppliers. These include chair covers and bows, table decorations, photo booth, and LED dance floor. Please ask our Wedding co-ordinator for further details and a personalised quote.

# Your wedding night

#### **Bridal Suite**

Our beautiful Bridal Suite is a luxurious setting for you to enjoy your first night as 'Mr and Mrs'. With superking French style bed, comfy sofa, and seating area to enjoy room service. It also has a stylish ensuite bathroom, complete with roll top bath and walk in shower.

You could also use this on the day of your wedding for the bride to get ready with her bridesmaids, or alternatively for the groom and his groomsmen to attire themselves. Subject to availability.

### Other bedrooms

If your guests are travelling from out of town, or want to avoid the taxi ride home, then why don't they book one of our other 30 bedrooms.

Choose from our superior 'Heritage' bedrooms to our great value Classic bedrooms, with double, twin and single options.

All of our 31 bedrooms have:

- Ensuite bath or shower room with complimentary toiletries
- Tea and coffee making facilities
- 24 hour room service (limited to light snacks between 11pm and 6am)
- Remote control television with Freeview
- Free Wifi access
- Writing desk
- Hairdryer
- Ironing facilities available on request

# Room rates for wedding guests:

#### 2016/2017:

| • | Bridal suite                    | £175 |
|---|---------------------------------|------|
| • | Superior 'Heritage' double/twin | £119 |
| • | Classic double/twin             | £89  |
| • | Classic single                  | £58  |
| • | Small single                    | £47  |
| • | Siliali Siligle                 | Ľ4   |

All rates are per room per night, inclusive of VAT (at current rate), and include full English or Continental breakfast the following morning

These rates are dependent on at least 10 superior 'Heritage' bedrooms being held. Room rates vary depending on availability and may fluctuate.

# Wedding packages

# 'One Stop Wedding Shop'

#### **Prices:**

- Sunday Friday:
  - £4999 low season
  - £5999 high season
- Saturdays £550 supplement

#### **Details:**

- 40 day guests and 80 evening guests
- Includes:
  - Wedding co-ordinator
  - Day and evening room hire for Wedding Celebration
  - 1 Bride Bouquet, 2 Bridesmaids Bouquets, 4 Button holes, 2 Mother of the Bride corsages
  - Red carpet arrival
  - o Bucks Fizz drinks reception
  - Selection of canapes
  - o Chair covers
  - Top table fresh flower arrangement
  - Table centre decorations
  - o 3 course Wedding Breakfast
  - o Tea and coffee
  - o Banqueting wine (2x175ml glasses pp)
  - Sparkling wine toast
  - Cake stand and knife
  - Three tiered wedding cake
  - Supper buffet for all evening guests (bacon or sausage rolls and potato wedges)
  - o DJ and disco
  - o Bridal suite for bride and groom for wedding night

#### **Optional extras:**

- Civil ceremony room hire £250
- Extra day guests £65 pp
- Extra evening guests £15 pp

## 'Bride on a budget'

#### **Prices:**

- Only available Monday to Thursday:
  - o £2499 low season
  - o £2999 high season

#### **Details:**

- 40 day guests and 80 evening guests
- Includes:
  - Wedding co-ordinator
  - o Day and evening room hire for Wedding Celebration
  - o Red carpet arrival
  - o Bucks Fizz drinks reception
  - o 2 course Wedding Breakfast (Chefs choice)
  - Banqueting wine (1x175ml glass pp)
  - Sparkling wine toast
  - o Bacon rolls for all evening guests
  - o Heritage bedroom for bride and groom for wedding night

#### **Optional extras:**

- Civil ceremony room hire £200
- Extra day guests £40 pp
- Extra evening guests £9 pp
- Upgrade to Bridal Suite £100 supplement

# **Terms & conditions**

Details are correct as of September 2016 but may be subject to periodic review.

### Confirmation of your event:

- To confirm the booking we require a non-refundable deposit of 25% of the estimated final bill.
- Payment can be made by credit/debit card, cash or cheque. Cheques are made payable to 'St Andrews Town Hotel'.

#### Payment details:

- A further 50% of the deposit should be paid 3 months prior to your function
- The balance of the booking charges are payable 21 days prior to the event
- There will also be a £400 returnable deposit for St Andrews Town Hotel. This deposit is for:
  - Any damage that may occur during the function, either to any of the function rooms or any part of the hotel and site
  - Any of the function rooms not being left in a reasonable state
  - Any decorations being stapled, pinned or attached to any of the rooms
  - Any additional costs incurred as a consequence of the function
  - Any damage wilful or otherwise to the St Andrews Town Hotel, furnishings, fixtures or fittings will be the responsibility of the Client, and must be paid for on request of the company.
- All other payments paid are non-refundable
- Please note that a postponement will be treated as a cancellation and therefore be subject to the same terms and conditions.

#### Menus and food:

- Final menus to be confirmed around 3 months prior to your wedding.
- We require the final details regarding numbers and menu choices 2 weeks prior to your function.
- All buffet food will need to be removed after 2 hours to comply with food safety guidelines.
- No third party caterers or bar may be used by clients.
- No wines, spirits or food may be brought into the hotel, unless prior written consent has been obtained.

#### **Entertainment:**

- No music can be played after midnight unless arranged otherwise as part of our entertainment licence.
- We will need to be provided with a copy of public liability insurance and electrical PAT testing for any 3<sup>rd</sup> party suppliers, e.g. if you are providing your own DJ.

#### Other conditions:

- If you have requested a block booking of bedrooms, then any bedrooms not booked by yourself, or your guests, will be released for sale to the general public 2 months prior to your event. For further information please see your wedding co-ordinator.
- St Andrews Town Hotel may, at any time, arrange another event on the same day, unless you have paid for exclusive use. The event will not interfere with the function room/s you have hired from us.
- St Andrews Town Hotel will not accept any responsibility for any loss or damage to personal belongings during the use of the hotel.
- Please note that the use of smoke machines, fireworks, sky lanterns and uncovered candles are prohibited for fire safety reasons.
- St Andrews Town Hotel does not accept any liability for any failure to provide or delay in providing the services contracted.

September 2016

# **Appendix**

## 1) Canapes and finger food

### Canapés - Choice of 3 = £5.00 pp or 5 = £8.00 pp

- o Smoked salmon & cream cheese
- o Mature Cheddar & fresh pineapple
- Selection of mini Scotch eggs
- o Mini Yorkshire pudding filled with roast beef & horseradish cream
- Sausages roasted with mint & honey\*
- Mini smoked haddock & leek fish cakes\*
- Goats' cheese & caramelised onion tartlets\*
- o Chicken liver pate with caramelised onion chutney
- Spicy crab cakes with chilli dip\*
- Indian chicken mini kebabs\*
- Parmesan & chive risotto balls\*

#### Finger Food - Choice of 2 = £7.00 pp or 3 = £10.00 pp

- Mini fish & chips\*/\*\*\*
- Mini handmade burgers\*
- Mini cheese jacket potatoes \*
- o Cajun chicken wraps
- Pork belly with apple compote\*
- Smoked haddock rarebit\*
- Marinated tiger prawns in lime & coriander\*\*
- Marinated gravlax\*\*
- o Handmade spring rolls
  - Duck, spring onion & Hoisin sauce
  - Chicken & sweet chilli

#### Add a glass of Prosecco for £7.00 pp

<sup>\* =</sup> served warm

<sup>\*</sup>served warm \*\*served on a spoon \*\*\*served in a cone

### 2) Banquet menu

3 course meal with waiter service from £35.00 pp. Choose 1 option per course.

#### Sample Banquet Menu:

#### Starters

- Hot smoked duck breast, black cherry & cola puree, chard lettuce, & fresh cherries
- Chicken & red wine parfait, watercress & pickled carrot salad
- Hot smoked salmon & lime cheese cake, herb crumb, & lime aoli
- Sweet chilli prawn & crab fish cakes, mint yogurt dressing, & noodle salad
- Pickled mackerel, horseradish ice cream, rocket, & fennel
- Apple & celeriac soup with mini tin loaf
- Roasted red pepper arancini balls, red pepper coulis, watercress & fennel salad
- Goats' cheese mousse, beetroot textures, black olive twirl, & balsamic reduction (seasonal option Oct Mar)

#### Mains

- Roast beef medallions, fondant potato, braised cabbage, honey carrots, & red wine jus
- Duo of pheasant: confit of leg & rolled breast, celeriac puree, fondant potato, carrots, cranberry & vodka jus (seasonal option Oct Jan)
- Lamb loin with herb crumb, Dauphinoise potatoes, roasted root vegetables, & red berry jus (seasonal option Mar Aug; £3.00 pp supplement)
- Minted lamb shank, whole grain mustard mash, roasted root vegetables, & mint jus
- Black Country pork belly, mashed potato, apple, turnips, carrots, & stout jus
- Herb crumb salmon fillet, celeriac & new potato salad, roasted fennel, & cherry tomato salsa
- Pan seared seabass fillet, bean risotto, pea shoots, mussels & saffron white wine sauce
- Feta cheese & black olive Wellington, wilted spinach, celeriac, roasted carrots, & basil pesto
- Trio of stuffed vegetables, goats' cheese, couscous, rocket & beetroot salad, & warm vinaigrette

#### Desserts

- Strawberry & vodka Eton mess, strawberry sorbet & crunchy meringue
- Chocolate iced parfait, toasted hazelnuts, orange puree, Grand Marnier ice cream
- Baileys & coffee cheese cake, white chocolate crème Anglaise, chocolate pencil, & clotted cream ice cream
- Warm lemon & lime meringue pie, raspberry puree, & raspberry sorbet
- Open apple & cinnamon pie, caramelised apples, & vanilla custard
- Black cherry & vanilla panna cotta, praline crumb, & cherry sorbet
- Cardamom spiced rice pudding, plum jam, & smoked cardamom ice cream
- St Andrews cheese board selection of four cheeses, celery & apple salad, homemade chutney, mini fruit loaf (£2.00 pp supplement)

N.B. This is a sample menu and will be subject to periodic review. Final menus to be confirmed around 3 months prior to your wedding.

#### **Additional options:**

• A cheese course is available as an additional course - £5.95 pp for a selection of 3 cheeses, or £39.95 per table of 10 for a platter.

| • | Tea & coffee                               | £2.50 pp |
|---|--|----------|
| • | Tea, coffee and petit fours                | £4.00 pp |
| • | Glass of port (50ml)                       | £4.50 pp |
| • | Glass of dessert wine (75ml)               | £5.25 pp |
| • | Bottle of still or sparkling water (750ml) | £3.00    |

## 3) Cold buffet selector

### **Options:**

- 6 items = £12.50 pp
- 8 items = £15.00 pp
- 10 items = £17.00 pp

### Savoury:

- Selection of sandwiches
- Selection of tortilla wraps
- Pizza slices
- Sausage rolls
- BBQ chicken drumsticks
- Southern fried chicken
- Local farmhouse pork pie
- Cold meat platter
- Scotch eggs & curried mayonnaise
- Salmon & cream cheese tarts
- Vegetable quiches
- Vegetable spring rolls
- Onion bhajis with cucumber & mint dip
- Cheese & pineapple
- Crudités & selection of dips
- Selection of salads
- Spicy wedges
- Chips
- Vegetable crisps

#### Sweet:

- Lemon drizzle cake
- Chocolate brownie
- Fruit & plain scones
- Fruit platter
- Tea & coffee
- Mint chocolates

# 4) Hot fork buffet selector

#### **Options:**

- 1 main dish with 1 potato/rice dish and 1 side = £12.50 pp
- 2 main dishes with 1 potato/rice dish and 2 sides = £14.50 pp

#### Main dishes:

- Lasagne
- Chilli
- Fish pie
- Cajun salmon
- Sweet chilli prawn skewers
- Indian curry
- Beef stroganoff
- Steak & ale pie
- Beer battered fish
- Beef burgers

#### Vegetarian:

- Vegetable moussaka
- Sweet potato & spinach curry
- Spinach & ricotta cannelloni

#### Potato & rice dishes:

- Buttered new potatoes
- Mashed potato
- Jacket potatoes
- Spicy potato wedges
- Steamed rice
- Spiced couscous

#### Sides:

- Garlic bread
- Mixed leaf salad
- Hand cut coleslaw

## 5) Hog roast

All with whole hog roast\*; minimum numbers 60

#### **Options:**

- Classic with floured baps, crackling, apple sauce, stuffing = £11.95 pp
- Intermediate above plus jacket potatoes, coleslaw, dressed leaves = £14.95 pp
- Deluxe above plus tomato & red onion salad, spicy couscous, pasta salad = £16.95 pp
- \*Vegetarian burgers available as vegetarian option

## 6) BBQ

- Barbeque served outside; minimum numbers 20
- Selection of beef burgers, Cumberland sausages\*, chicken kebabs & 4oz rump steaks for £19.95 pp
- Served with coleslaw, selection of salads & jacket potatoes
   \*Vegetarian option available

# 7) Dessert selection

#### **Options:**

- Classic desserts = £3.95 pp for 1 choice, £4.95 for 2 choices
- Deluxe desserts = £4.95 pp for 1 choice, £5.95 for 2 choices

#### **Classic desserts:**

- Apple pie & custard
- Sticky toffee pudding & custard
- Chocolate sponge & ice cream

#### **Deluxe desserts:**

- Lemon tart & berries
- Chocolate brownie & ice cream
- Vanilla cheesecake & cherries

## 8) Children's menu

#### **Options:**

• <2 years No charge

• 2 - 7 years

Choose from Children's menu: 3 courses £9.95, 2 courses £7.95, 1 course £5.95

• 7 – 12 years Same menu as adults, with half portion for half price

• >12 years As for adults

#### Children's menu:

#### **Starters**

- Chicken lollipop with homemade tomato ketchup
- Homemade garlic bread topped with cheese
- Tomato soup with mini tin loaf

#### Mains

- Sausages with creamy mashed potato, peas & gravy
- Margherita pizza with a choice of ham/pineapple/mushroom toppings, with French fries & baked beans or fresh leaf salad
- Penne pasta, chicken & vegetables in a cheese sauce

#### **Desserts**

- Mixed ice cream
- Chocolate brownie sundae
- Warm pancakes, fresh berries & ice cream