



THE GARRISON
HOTEL

Wedding
PLANNER

Welcome

At the Garrison Hotel we pride ourselves on making your wedding day a day to remember.

Following the 1994 Marriage Act, the Garrison became approved for Civil Ceremonies, allowing couples to exchange their vows here as well as enjoying their reception.

Work on the Hillsborough barracks was completed in 1854 having begun in 1848. It was the largest war depot in the country. Built mainly of solid stone blocks, the walls reaching four feet thick in places, it was essentially a fortified town.

In the early 1990's, the site, having remained largely unused and abandoned for some years was redeveloped to what you see today.

However, many of the buildings visually remain unchanged from the outside and you can still envisage troops parading where the car park now stands.

This brings us to the Garrison Hotel. Built in 2001, in what used to be the Guardhouse, housing soldiers awaiting court martial. If you look closely you can still see the old Guardhouse cells in the Guardhouse bar and upstairs in the Garrison Suite.

We understand how important your Wedding Day will be and look forward to the opportunity of helping you to make it the happiest day of your life.

Accommodation



Our bedrooms are guaranteed for arrival from 4pm, arrangements can be made for an early check in if required. We ask that all rooms are vacated by 12 noon the following day.

We will guarantee all wedding guests that make us aware that they are attending the wedding here, will receive the lowest tariff that we can offer at the time of booking. A discounted rate will be applied for the night of the wedding.

Included in your wedding package we offer the Bride and Groom a complimentary bedroom on the evening of your wedding with guaranteed early check-in.

Bookings can be made by telephoning our reservation team on 0114 249 9555

Getting Married at The Garrison Hotel



Marriage ceremonies can be held in either the Guardhouse, the Garrison Suite or on The Roof Top Terrace area.

FUNCTION SUITE	CAPACITY	PRICE
The Guardhouse	90	
The Garrison Suite	35	
The Roof Top Terrace	80	

Please note there is a room hire charge on top on the cost of the ceremony price.

As soon as you have made your provisional arrangements for your marriage at The Garrison Hotel you should contact the Register Office in Sheffield on 0114 2039 423 to book your date and time, this cannot be arranged by the hotel.

A fee will be applicable for the registrars to come out and perform the ceremony.



THE Guardhouse

This room is extremely versatile. With seating for up to 120 people, this space has a built in dance floor, lots of character and original features with plenty of natural light. Ideal space to create your own individual wedding reception.

Civil Ceremony Capacity	Wedding Breakfast Capacity	Evening Reception Capacity
90	100	200

THE Garrison Suite

Located on the second floor, this historic suite is ideal for small gatherings. Part of the listed building, the room incorporates the original cells from the old Guardhouse. This room also has the added bonus of a private terrace area.

Civil Ceremony Capacity	Wedding Breakfast Capacity	Evening Reception Capacity
35	35	70

THE Roof Top Terrace

Ideal for summer weddings under the canopy, it is light and airy and can be used for civil ceremonies adding that extra special touch to your day or perfect for an afternoon tea wedding reception used along side the hire of the Garrison Suite.

The terrace area can also be used as an add on to the hire of the Guardhouse Suite, for the use of photo's or afternoon drinks prior to the start of your evening reception.

Prior to your wedding we will discuss how you would like the canopy to be, either covered over for indoor use, partially covered to allow guests to both take cover from the sun as well as bask in the sunshine or for the canopy to be taken back allowing full sunshine on all areas of the terrace.
(civil ceremonies must take place under the canopy)

Civil Ceremony Capacity	Wedding Breakfast Capacity	Afternoon Tea
80	30-40	30-40



The Wedding Breakfast



STARTERS

Soup Served with a
Warm Crusty Bread Roll

Smoked Salmon & Prawn Salad

Paté with
Salad & Toasted Baguette

Fanned Melon with
Wild Berry Compote

Prawns in a Marie Rose Sauce

Feta, Tomato & Black Olive Salad

Creamy Garlic Mushrooms
served on Bruschetta

MAIN COURSES

Roast Chicken with Yorkshire Pudding
and a Rich Red Wine Gravy

Roast Pork with
Creamed Mash Potatoes

Roast Sirloin of Beef with
Yorkshire Pudding

Baked Salmon with Capers,
Prawn and Dill Butter

Meat & Potato Pie

Roast Turkey with
Chipolata Sausage & Stuffing

Stuffed Peppers with Mediterranean
Vegetables & Rice

Brie, Pesto & Cherry Tomato Filo Tart

DESSERTS

Lemon Meringue Pie

Vanilla Cheesecake with
Strawberry Coulis

Profiteroles with a
Hot Chocolate sauce

Deep Filled Apple Pie

Chocolate Fudge Cake

Raspberry & White Chocolate
Cheesecake

Tea or Coffee
(additional £2.25pp)

Main course price includes Starter and Dessert

Please select only one option to ensure smooth running of service,
allowances will be made for vegetarians and dietary requirements

Drinks Packages



No reception would be complete without a few drinks to toast the happy couple. The following are suggestions you may want to consider, we will be more than happy to create a bespoke package tailor made to your individual requirements.



OPAL

A Glass of House Wine
with your meal

A Glass of Sparkling Wine
for the Toast



RUBY

Bucks Fizz on Arrival

A Glass of House Wine
with your meal

A Glass of Prosecco
for the Toast



EMERALD

Pimms + Bottled Beer
Reception drink

A Glass of House Wine
with your meal

A Glass of Prosecco for
the Toast



DIAMOND

Pimms + Bottled Beer
Reception drink

Two Glasses of House Wine
with your meal

A Glass of Champagne for
the Toast



Classic Buffet Selection



WARM FINGER BUFFET

A Selection of Sandwiches
with cold cuts of Meat and Vegetarian fillings

Sausage Rolls

Quiche Lorraine

Mature Cheese & Onion Quiche (v)

Lightly Spiced Potato Wedges (v)

Garlic & Parsley Sliced Baguette (v)

Mild Curried Vegetable Samosas
with a Mint Mayo Pot (v)

Spring Rolls

Chicken Satay's

Cheese & Tomato Pizza (v)

COLD FORK BUFFET

Granary & White Rolls with Prawn & Marie Rose,
Honey Roast Ham, Beef & Horseradish,
Farmhouse Cheddar Cheese & Red Onion,
Egg Mayonnaise

Mediterranean Cous-Cous (v)

Nicoise Salad with Tuna, Tomato, Feta
& Black Olive Salad (v)

Coleslaw (v)

Mixed Leaf Salad (v)

Sliced Pitta with Humus, Tzatziki & Aioli Dip (v)

Hot Roast Potatoes with Garlic & Rosemary (v)

Mini Thai Selection





PIE & PEAS

Choose 2 of the following:

Meat & Potato Pie

Chicken & Vegetable

Minced Beef & Onion

Vegetable Pie (v)

Chicken Balti Pie

Steak & Ale Pie

Lamb Balti Pie

Quorn Mince & Vegetable Pie (v)

All served with Mushy Peas and Roast Potatoes

HOT ROAST PORK SANDWICHES

Hot Roast Pork Sandwiches, in a Bread Cake with Stuffing, Crackling & Apple Sauce

Served with Roast Potatoes

Vegetarian option available:

Chargrilled Vegetable Baguette with Melted Mozzarella (v)

Create your own bespoke buffet and we will provide you with a price



Special Buffet Selection



HOT FORK BUFFET

Stuffed Baked Potato Skins Filled with Tomato, Black Olives & Three Cheeses (v)

Chilli, Soya & Lime Coated Chicken Kebabs

Seafood Rice Paella

Lamb Samosas with Mint Yogurt Pot

Spanish Quiche (v)

Quiche Lorraine

Sandwich selection including pin wheel wraps, with roasted Meats, cheddar cheese & egg mayonnaise

Mixed Leaf Salad & Coleslaw (v)

New Potato Salad (v)

Vegetable Skewers (v)

Pork Pie & Pickles

CONTINENTAL FORK BUFFET

Chicken Tikka Masala and Basmati Rice

Mixed Vegetable Chilli Con Carne (v)

Mini Indian Selection
with Mint & Yoghurt Dip

Garlic & Parsley Toasted Sliced Baguette (v)

Cajun Coated Chicken Kebabs

Mini Naan Breads

Papadums

Pickle Tray

Chips





THE GRAND BUFFET

Vegetable Tartlet (v)

Platter of Cooked Meats

Whole Dressed Salmon

Platter of Continental Meats & Olives

A Selection of Continental Breads

Chicken Skewers

Lime & Lemon Grass Prawn Skewers

Selection of Canapés

Buttered Roasted New Potatoes with Garlic & Rosemary

Rice Salad (v)

Pasta Salad (v)

Coleslaw (v)

Mixed Leaf Salad (v)

Tomato & Mozzarella Salad

Why not follow this buffet with a dessert
served to your guests at their table
From £4.95 per person

Create your own
bespoke buffet and
we will provide you
with a price



Looking for a wedding ceremony & party? This is the package for you.
50 guests for the ceremony, 80-100 for the evening reception.



Wedding co-ordinator to help you with advice and organisation of your special day

Private use of the Guardhouse Function Room

Civil Ceremony (excluding registrar's fees)

Flowers to decorate the ceremony room

50 chair covers with white sash

Bedroom for the Bride & Groom for the evening of the wedding

Early check-in for the use of the bridal party

Prosecco drinks reception

Selection of canapés

Table linen

Resident DJ

Evening buffet catering for 80 guests

Discounted room rates for friends & family on the evening of the wedding



Fancy something other than the full day traditional wedding?

This is the package for you.

50 guests for the ceremony & 2 course meal with drinks,
80-100 for the evening reception.



Wedding co-ordinator to help you with advice and organisation of your special day

Private use of the Guardhouse Function Room

Civil Ceremony (excluding registrar's fees)

Flowers to decorate the ceremony room

50 chair covers with white bows

Bedroom for the Bride & Groom for the evening of the wedding

Early check-in for the use of the bridal party

2 course wedding meal for up to 50 guests

A glass of wine for the guests during the meal

A glass of processo for the toast

Table linen

Use of the hotels cake stand & cake knife

Resident DJ

Evening buffet catering for 80 guests

Discounted room rates for friends & family on the evening of the wedding



Forget the worry. Leave the organising to us with this inclusive package.
50 guests for the ceremony & 3 course meal with drinks,
80-100 for the evening reception.



Wedding co-ordinator to help you with advice and organisation of your special day

Private use of the Guardhouse Function Room

Civil Ceremony (excluding registrar's fees)

Flowers to decorate the ceremony room

50 chair covers with white sash

Twinkle backdrop

Bedroom for the Bride & Groom for the evening of the wedding

Early check-in for the use of the bridal party

Prosecco & bottled beer drinks reception for 50 guests

3 course wedding meal for up to 50 guests

Tea & coffee to complete your meal

A glass of house wine for the guests during the meal

A glass of processso for the toast

Table linen

Use of the hotels cake stand & cake knife

Resident DJ

Evening buffet catering for 80 guests

Discounted room rates for friends & family on the evening of the wedding



Getting married abroad? Or a late wedding in a church or Register Office? Why not book your evening reception with us.



Private use of the Guardhouse Function Room

Access to the Courtyard for photographs

Bedroom for the Bride & Groom

Early access to the Function Room

Prosecco & bottled beer drinks reception for 50 guests

Evening buffet for 80 guests

Table linen

Discounted room rates for friends & family on the evening of the reception

Add seat covers, backdrop & centrepieces to the above package for £2'500



Winter Months Special Offer -
Available from January through to the end of March.



Wedding co-ordinator to help you with advice and organisation of your special day

Private use of the Guardhouse Function Room

Civil Ceremony (excluding registrar's fees)

Flowers to decorate the ceremony room

50 chair covers with white sash

Bedroom for the Bride & Groom for the evening of the wedding

Early check-in for the use of the bridal party

3 course wedding meal for up to 50 guests

A glass of wine for guests during the meal

A glass of prosecco for the toast

Use of the hotels cake stand & cake knife

Table linen

Resident DJ

Evening buffet catering for 80 guests

Discounted room rates for friends & family on the evening of the wedding



HOW TO BOOK

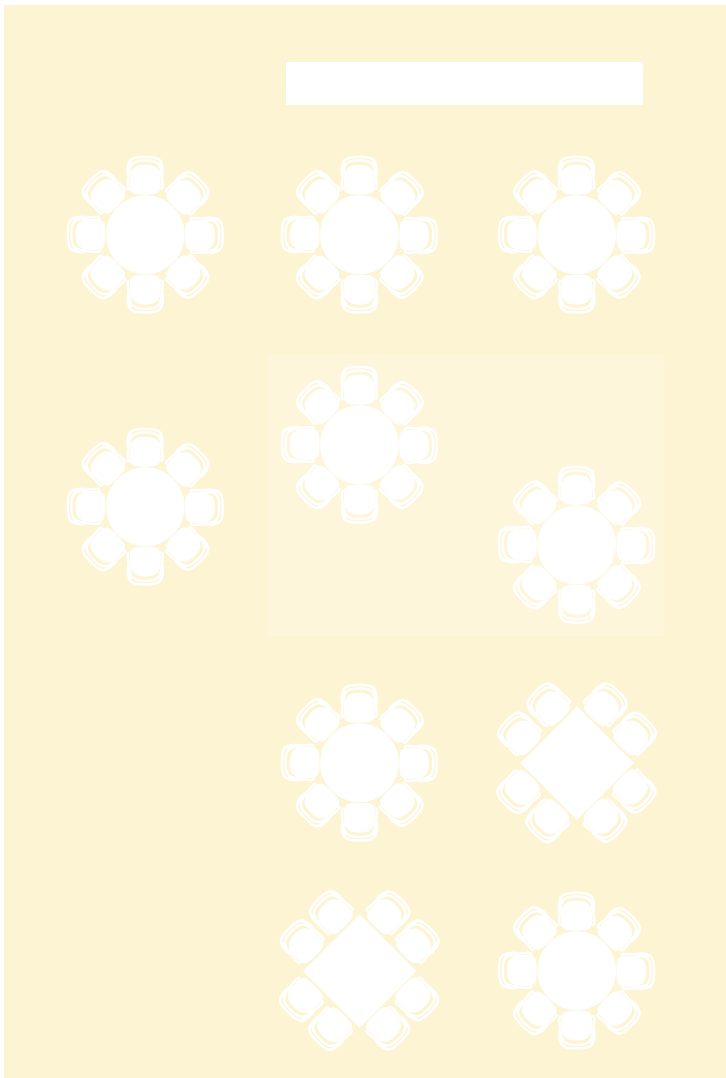
- A provisional booking will be held for 2 weeks from the date of booking. This will be released if no deposit is paid within this period.
- To secure the booking, a NON-REFUNDABLE deposit of £750 is required, once we have received this we will send out a copy of your bookings sheet outlining the details you have provided us with on how the day will run.
- All further details, such as final numbers, menu choices and drinks can be arranged at a later date. We suggest that you contact us one month prior to your Wedding to finalise the arrangements.

TERMS AND CONDITIONS

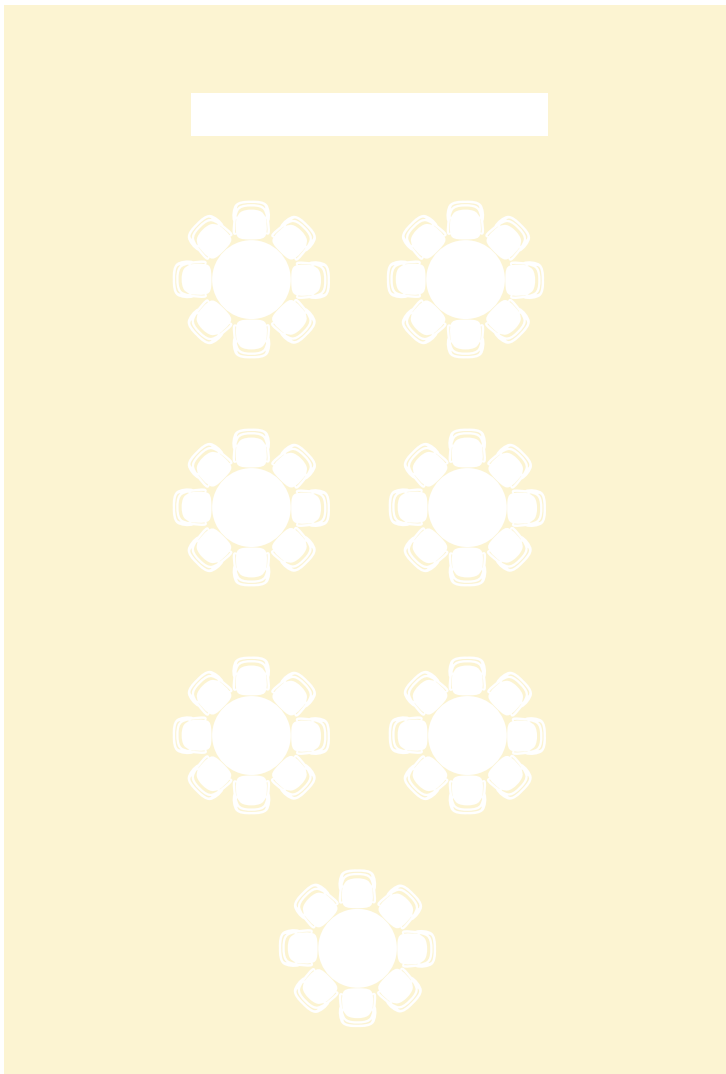
- All verbal bookings will be treated as provisional and will be held for no longer than 14 days pending the £750 deposit.
- No Refunds of monies will be made for cancellation or decreases in the number of guests.
- Monies paid for non-arrivals are forfeited and cannot be transferred to cover food and drinks.
- The hotel reserves the right to alter or amend the contents of an event or to cancel an event for any reason, for example, if there is a shortfall in the minimum numbers required to operate an event or the changing of a function room from one to another. In such circumstances and without affecting your legal rights, you may choose at your sole discretion an alternative date, subject to availability, or obtain a full refund from us.
- Bedroom accommodation, if booked, will be available from 4pm on the day of arrival and must vacate by 12 noon on the day of departure, unless specified alternative arrangements have been made.
- You will be required to pay for any damage to any part of the Hotel, equipment or outside areas by any person attending your event.
- The hotel will not be responsible for any loss or damage to any article brought onto the premises. Any property not removed immediately after the event will be subject to a storage fee at the discretion of the Hotel.
- Any special requests should be agreed in writing, in advance and in accordance with hotel and health and safety regulations.
- In the event of cancellation the full balance is to be paid if less than 30 days prior to the wedding.
- The outstanding balance must be paid 14 days prior to the event.
- We are not licensed to permit entertainment without providing in-house catering.
- All catering must be done in-house.
- All prices are inclusive of VAT at the current rate of 20.0%. If the rate alters, our price will be modified accordingly.

Please sign to say you accept the terms & conditions. To be signed by both parties.

Budget Planner



These are standard layouts, how would you like yours?



	Budget	Actual
<input type="checkbox"/> Engagement ring		
<input type="checkbox"/> Engagement party		
<input type="checkbox"/> Invitations		
<input type="checkbox"/> Order of Service		
<input type="checkbox"/> Wedding ring (hers)		
<input type="checkbox"/> Wedding ring (his)		
<input type="checkbox"/> Bride's dress		
<input type="checkbox"/> Bride's shoes		
<input type="checkbox"/> Bride's veil		
<input type="checkbox"/> Bride's accessories		
<input type="checkbox"/> Bride's hair		
<input type="checkbox"/> Special lingerie		
<input type="checkbox"/> Groom's suit		
<input type="checkbox"/> Groom's shoes		
<input type="checkbox"/> Groom's accessories		
<input type="checkbox"/> Bridesmaids' dresses		
<input type="checkbox"/> Bridesmaids' accessories		
<input type="checkbox"/> Best man's outfit		
<input type="checkbox"/> Ushers' kit		
<input type="checkbox"/> Wedding transport		
<input type="checkbox"/> Church flowers		
<input type="checkbox"/> Reception flowers		
<input type="checkbox"/> Bride's bouquet		
<input type="checkbox"/> Bridesmaids' flowers		
<input type="checkbox"/> Buttonholes		
<input type="checkbox"/> Ceremony fees		
<input type="checkbox"/> Choir / music		
<input type="checkbox"/> Reception venue		
<input type="checkbox"/> Catering and drinks		
<input type="checkbox"/> Wedding cake		
<input type="checkbox"/> Evening entertainment		
<input type="checkbox"/> Photography		
<input type="checkbox"/> Professional video		
<input type="checkbox"/> Attendant's gifts		
<input type="checkbox"/> First-night hotel		
<input type="checkbox"/> Honeymoon		