

WEDDINGS AT THE BROADWAY HOTEL



THE BROADWAY HOTEL

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The Broadway Hotel is in the heart of Letchworth, the world's first garden city.

We are located right in the town centre, a stone's throw away from the greenery of Kennedy Gardens with its charming fountain, perfect for your outside wedding photographs.

The Hotel is licensed for Civil Weddings for couples who would like to make their vows in our elegant Ballroom. The Ballroom is a wonderful space which can accommodate up to 140 guests for a sit down meal and up to 250 guests for buffet and dancing. The high ceilings, beautiful chandeliers and large dance floor make the room a stunning venue. Hire of our grand ballroom includes use of a private bar and lounge area, outdoor terrace, separate entrance foyer and late night license.



We offer the services of a dedicated wedding co-ordinator to help organise the planning of your special day. We will do our best to tailor everything to suit your specific requirements and help you choose from a delicious range of menus and drinks packages to delight your guests.

The happy couple will be invited to spend a complimentary night in our Bridal Suite and all wedding guests will benefit from reduced rate overnight accommodation inclusive of full English breakfast.

From the moment you choose us, we will be on hand every step of the way to help create your perfect day.

YOUR WEDDING AT THE BROADWAY HOTEL

We offer the following for your Special Day

- Dedicated Wedding Co-ordinator to help you plan your Wedding Day
- Delicious menus to suit all tastes, we are happy to tailor to your requirements
- Menu tasting available for Bride & Groom
- Variety of drinks packages
- White table linen, napkins, glassware and cutlery
- Round or square cake stand and cake knife
- Sound system for background music and Civil Ceremonies
- Fully air-conditioned Ballroom
- Outdoor terrace and smoking areas
- Private entrance and cloakrooms
- Fully licensed bar until 12.30am with music until 1am
- Resident DJ available at £250 or you'd be welcome to provide your own band/ entertainment
- Complimentary Bridal Suite for the newly married couple
- Discounted hotel room rates inclusive of full English breakfast for all overnight guests
- No service charge applied to your final bill and all prices include vat

Hire of our Grand Ballroom

The hall hire of just £395.00 includes use of a private bar and lounge area, separate entrance foyer, outside terrace and cloakrooms.

This hire charge covers all day use until 1am.

Our Ballroom can accommodate:

- Up to 140 guests for civil ceremonies
- Up to 140 guests for sit down meals
- Up to 250 guests for buffet and dancing

CIVIL MARRIAGE CEREMONIES

The Broadway is licensed to hold Civil Wedding & Civil Partnership ceremonies in our Grand Ballroom.

We charge £175.00* set up fee for the ceremony in addition to the standard hall hire of £395.00

(this doesn't include the Registrar's fee – see Terms and Conditions below).

How to book your Ceremony:

1. Provisionally book the Broadway Hotel as your chosen venue before contacting the registrars.
2. Contact the local Registrars office to check their availability;
Stevenage Registrars: Danesgate, Stevenage SG1 1WW.
Telephone: 01438-316 579 or e-mail: stevenage.registrars@hertfordshire.gov.uk
3. Speak to the Registrars about the legal formalities;
i.e. notice to marry and the licence.
4. Confirm the booking of the Registrars with us and secure the booking with a £570.00 deposit (£395.00 hall hire plus £175.00 Civil Ceremony set up fee).
5. Registrars fees are payable directly to them.

Other Terms and Conditions:

- A Hotel representative must be present in the room during the ceremony
- Any readings, music, etc must be agreed by the Registrars prior to the ceremony and must not be of religious nature.
- Photographs may be taken at the discretion of the Registrar.

On the day of the Ceremony:

- Two Registration Officers will arrive at the venue half an hour before the appointed time. The groom should be ready to see them at this time.
- The Bride should be available to see the Registration Officers 15 minutes before the ceremony.
- The groom, the best man & all other guests will already be seated in the Ballroom when the Registration Officers are speaking to the Bride.
- Your chosen wedding songs will be played when the Bride enters the Ballroom, during the signing of the register and upon the newly married couple exiting the room.
- The Ceremony takes approximately 30 minutes.
- There will be time for photographs after the signing of the register.
- More time for photographs will be available after the ceremony allowing us time to set up for the Wedding Breakfast.
- Arrival drinks, Wedding Breakfast followed by Evening Reception.

HOTEL INFORMATION

The Broadway Hotel offers 35 en-suite bedrooms in a town centre location. We also offer private parking for all our guests and a wonderful Carvery & Grill Restaurant. In the warmer months we open our delightful terrace for al fresco drinking and dining.

Our room rates inclusive of full English breakfast are as follows:

	Standard rates	Wedding guest rates
Single Room	£64.95	£54.95
Double/ Twin Room	£74.95	£64.95
Family Room (sleeps 3)	£89.95	£79.95
Honeymoon Suite*	£94.95	Complimentary

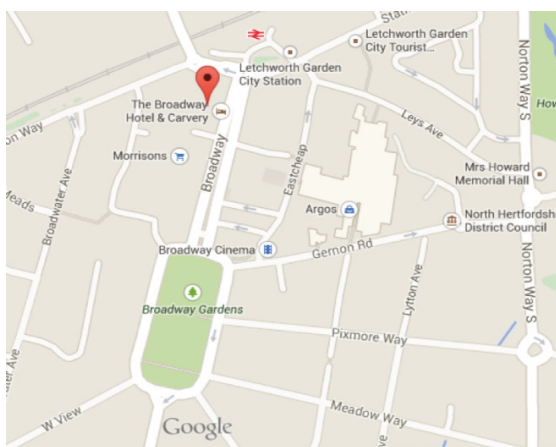
*Includes fresh flowers, chocolates and toiletries.

Champagne & Prosecco Packages

Pamper yourself with a bottle of chilled Veuve Clicquot Yellow Label Champagne and a bowl of seasonal fruit for an additional £65.00 (£35.00 if substituting the Champagne for Prosecco).

How to find us

We are right in the heart of Letchworth town centre, a few minutes walk away from Kennedy Gardens and the mainline train station.



Rail Connections

London Kings Cross and Cambridge are approximately 35 minutes train ride away.

Road Connections

Junction 9 on A1(M) – follow signs to town centre

Nearest Airport

London Luton – by road on A505 – 20 minutes
London Stansted – by road – 45 minutes

BOOKING TERMS & CONDITIONS

Once you have provisionally booked your wedding date at the Broadway we will hold your reservation for 7 days. In order to confirm your booking, we will require the payment of £395.00 for the hire of the Ballroom (or £570.00 if booking your Civil Ceremony at the hotel).

The above Ballroom hire fee is non- refundable in the event of cancellation.

Once you have confirmed your booking, our wedding co-ordinator will be your main contact and will work closely with you in the planning of your special day. Approximately 5 months before your wedding date we will contact you to arrange a meeting to plan your wedding day in finer detail. We are always available on e-mail or phone and are happy to help should you have any queries.

Alternatively, you are welcome to arrange appointments with your wedding planner should you prefer to speak face to face.

Our payment structure is as follows:

1. Payment of full room hire within 7 days of booking the wedding (non-refundable in the event of cancellation)
2. 3 months before the Wedding – 50% of the expected cost
3. 3 weeks before the Wedding – 100% of the payment, determined by final numbers

Cancellation

Any cancellations must be in writing. In the event of cancellation the following charges will be applied.

- a. Less than 3 months notice – 50% of quoted costs
- b. Less than 3 weeks notice – 100% of quoted costs

Payment

We accept all major credit and debit cards.

Please note

The Broadway Hotel cannot be held liable for any inconvenience, loss or damage to property whilst on the premises other than that caused by negligence of the Hotel staff.

There will be a charge for any damage to The Broadway incurred during the Wedding reception.

The Broadway reserves the right to increase prices for all products listed as indicated by our suppliers and market forces and to pass them onto our customers. We will of course write and inform all customers of any increases in our pricing at the first available opportunity.

With the exception of wedding cakes or items agreed with the management team, neither the wedding party nor their guests shall bring any food or beverage on to the property.

We do not accept any responsibility for any items left unattended. A safe is available for valuables, please ask at reception.

Terms and conditions are subject to change without notice.

CONTRACT

I/we have read and understood the booking terms and conditions relating to The Broadway Hotel as a venue for our wedding. We are willing to abide by these terms and conditions.

Signed

Printed

Date