



# *Weddings* 2012 / 2013



*Dear Bride & Groom,*

*May we at The Park Hotel take this opportunity to congratulate you on your forthcoming marriage.*

*We pride ourselves on making your special day complete. Our attention to detail and complete flexibility will ensure the perfect Wedding Breakfast and Evening Reception, so you and your guests can relax in style.*

*The following information is designed to give you all those important details that are necessary to make the successful arrangements for your wedding day.*

*Our wedding co-ordinator will be delighted to discuss your requirements and arrange a viewing of our facilities.*

### *Our Commitment to you...*

*The Park Hotel is a well established wedding venue in Liverpool and has a clear aim to provide consistent, quality facilities, along with caring well trained management and staff in creative, friendly surroundings.*

*We aim to provide true value for money on all weddings we organise. Our flexible tailor made packages reflect in our belief that every wedding is truly different and unique, and our management team will strive to ensure that your day is a very special one!*

*We do hope that this brochure gives you the understanding of our passion, commitment and enthusiasm to deliver top quality services and most of all reflects our commitment to you. Enjoy....*

## ***Making the right Choice...***

*Why choose The Park Hotel?*

- *We have been providing quality, unique weddings for a long time and have dedicated fully trained coordinators and operational managers to plan and run your special day.*
- *The hotels function suites have been refurbished with no expense spared, for you to enjoy our creative designs.*
- *Our staff and management genuinely care about each individual event and the people attending, and will assist from start to finish ensuring perfection.*

## ***We Promise you...***

*A senior member of the management team will attend to all the details of your event from the day it's booked until the day you leave us. You will be kept informed of all the details of your day with regular meetings with your specific wedding coordinator.*

## ***That little something special from us to you...***

*As part of the room hire fee, you will enjoy the following*

- *Your own dedicated wedding co-ordinator*
- *The VIP red carpet for you and all your guests*
- *Cake stand and knife*
- *A senior manager acting as Master of Ceremonies ensuring the smooth running of the day.*
- *The stunning, stylish four poster bridal suite for bride & groom, complimentary.*
- *Special overnight accommodation prices for all your guests*
- *Changing facilities for the wedding party*
- *Highchairs*

## *Wedding Etiquette...*

### **Drinks on Arrival**

*On arrival at the hotel, your guests will be greeted with a fabulous drinks reception of your choice, whilst they await the arrival of the Bride and Groom.*

### **The Reception Line**

*As Bride and Groom, the reception line provides an opportunity for all your guests to congratulate you on your newfound happiness, as well as providing the ideal opportunity for your parents to meet guests who are sharing your special day.*

*Traditionally the reception line consists of:*

- *The Bride's Mother*
- *The Bride's Father*
- *The Bride*
- *The Groom*
- *The Bridegroom's Mother*
- *The Bridegroom's Father*

*On less formal occasions, the Bride and Groom may receive their guests alone.*

### **Grace**

*If grace is to be said it would usually be done by the Vicar, Priest or Family Friend.*

### **The Top Table**

*The traditional top table is as follows, although this can be adapted; remember this is your day.*

<b>Bridesmaid</b>	<b>Groom's Father</b>	<b>Bride's Mother</b>	<b>Groom</b>	<b>Bride</b>	<b>Bride's Father</b>	<b>Groom's Mother</b>	<b>Best Man</b>
-------------------	---------------------------	---------------------------	--------------	--------------	---------------------------	---------------------------	-----------------

### **Cutting the Cake**

*The Bride and Groom will be invited to cut the cake during the wedding breakfast. The cake will then be served to all their guests with coffee or the evening buffet.*

### **Speeches**

*The toast and speeches take place after the meal which your master of ceremonies will co-ordinate for you.*

*Traditionally they take the following format:-*

- *Toast to the Bride and Groom*

*The Bride's Father, a close relative or friend of the family, normally proposes this.*

- *Toast to the Bridesmaids*

*This is made by the Bridegroom who follows with his response to the first toast.*

- *The Best Man*

*Responds on behalf of the Bridesmaids and reads the telegrams and cards to the guests.*

## ***For Starters...***

*Our passionate chef brigade are trained on a regular basis on new and creative cooking methods and new fresh ideas, as we want the passion and motivation to reflect in the presentation of our food.*

*The flexibility of our menus is reflected in our menu and beverage selector, whereby you can build your own menu from start to finish or through liaison with our **Head Chef Phil**. We have also popped in some suggestions for you.*

*Food tasting can be arranged once your menu has been chosen, just so you know it's the one for you. (Food tasting are at an extra cost but are discounted in price).*

*There is no better way to start your event than an arrival drink served with canapés. All of our canapés are beautifully presented and are a selection of hot and cold items. Have a look at our canapé suggestions or create your own.*

## ***Our Promise to you...***

*As specialist managers in the field, we are very passionate about our food and beverage. This enthusiasm and attention to detail is reflected in the food we serve.*

*We are proud of our reputation and will continue to develop our menus and drinks package standards. We are customer orientated and we drive to make all of our weddings something to remember, we can create everything you want and more!*

*We are very proud when any couple come to us for a wedding and after your special day is over, you'll be proud of us in return.*

***'The Park Hotel, making all your dreams come true!'***



## *Specially Designed Wedding Packages*

*Why not try our complete wedding package,  
designed for you to relax and us to do the work!*

### *Supreme Package*

*To include the following:*

*Room Hire & Bridal Suite*

#### *Wedding Breakfast*

*3 Course Wedding Breakfast*

*Bucks Fizz on arrival*

*Glass of wine with meal*

*Glass of sparkling wine for the toast*

*Master of Ceremonies*

#### *Venue Dressing*

*Red Carpet*

*Chair Covers with Sashes*

*Table Centres*

*Balloons for extra evening tables*

*Table Confetti or Rose Petals*

*Swags & Bows for top table*

*Swags & Bows for cake table*

*Cake & Knife Stand*

#### *Evening Reception*

*Chefs buffet*

*DJ until 12.30pm*

Package 1 - For 50 Day Guests & 120 Evening Guests **£3700.00**  
2013 Prices **£3900.00**

Package 2 - For 80 Day Guests & 150 Evening Guests **£5200.00**  
2013 Prices **£5500.00**

Package 3- For 100 Day Guests & 180 Evening Guests **£6200.00**  
2013 Prices **£6600.00**

Supplement charges can be added for extra guests:

Wedding Breakfast Adult including drinks package **£40.00**  
Wedding breakfast Child including soft drinks package **£25.00**  
Extra evening guest **£10.00**

*£2.00 per head supplement charge for choice menu*  
*Please ask your coordinator for further details*

### *Deluxe Package*

*All of the above plus.....*

*Selection of Chefs tasty canapés  
Upgraded Champagne arrival drinks  
Extra glass of house wine with wedding breakfast  
Wedding Insurance  
Guest signature board with coordinating photo  
Wedding Card Post Box*

*For just £11.95 per person upgrade fee*

### *Ultimate Package*

*All of package 1 & 2 plus.....  
(We must be mad!)*

*Tea & Coffee with wedding breakfast  
Cheese & Biscuits course added to your wedding breakfast  
Upgraded Pink Champagne for toast drink  
Handmade Favours  
Menus printed for each of your tables  
Table Numbers with stands*

*Oh go on then we'll even throw in some Champagne & Chocolates for your arrival in our fabulous bridal suite!*

*For just £21.95 per person upgrade fee*



***‘The Park Hotel exceeding your expectations’***

## *Civil Ceremonies.....*

*Why not have your ceremony here with us?*

*A civil marriage licence is available covering all function suites, offering a complete wedding package from start to finish.*

*Please speak to your coordinators for prices.*



*‘The Park Hotel exceeding your expectations’*

## *Canapés...*

*Why not celebrate in style and impress all your guests with our delightful canapé selections. Our canapé selections are beautifully presented containing hot and cold items. All our canapés are served by our dedicated staff, along with your arrival drinks.*

*Design your own canapé menu by selecting four options from the list below or go with some of the sample menus we have put together with the knowledge of our Head Chef. All Canapés are priced at £1.10 per item so you can design your own menu or add to one of the set menus priced at £4.00.*

*Feta olive sun blush tomato cups  
Smoked salmon and cream cheese crustiness  
Pumkaniel bread with German sausage  
Mini chicken and mango skewers  
Honey and sesame coated sausages  
Mini cottage pie  
Watermelon soup shots  
Smoked salmon pin wheels  
Beef and horseradish rolls  
Strawberries dipped in chocolate*

### *Set Canapé Menus...*



#### *Canapé Menu 1*

*Thai Chicken Cups*

*Smoked Salmon & ribbons of  
Cucumber*

*Melon wrapped in Parma Ham  
Cream Cheese and Chive Cup*



#### *Canapé Menu 2*

*Mini duck spring rolls*

*Sweet chilli chicken twists*

*Pâté cups*

*Prawn crustiness with lemon mayo*



#### *Canapé Menu 3*

*Mini scones with  
strawberries & cream*

*Mini Chocolate Petit Fours*

*Mini fruit skewers*

## *Menu Selections...*

*Please take a look at our fantastic range of wedding menus, designed to let you mix and match your own unique wedding breakfast.*

*The standard 3 course meal price is just £23.95 with a couple of dishes attracting a small supplement*

### *Starters...*

*Pearls of Melon with Sorbet*  
*Warm Goats Cheese Tartlet*  
*Chicken Liver Paté*  
*Smoked Salmon & Dill Tartlet*  
*Carved Duck Breast Salad*  
*Black Forest Ham Gateaux*  
*Tropical Fruit Tier*  
*Italian Antipasto*  
*Quails Egg Niciose Salad*

### *Soups...*

*Classic Leek and Potato*  
*Cream of Vegetable*  
*Italian Tomato & Basil*  
*Cream of Woodland Mushroom*  
*Carrot & Coriander*  
*French Onion*  
*Chicken & Leek*  
*Roasted Red Pepper and Tomato with pesto cream*

### *Mains...*

*Roast Turkey - with all the traditional trimmings.*  
*Roast Chicken Breast - infused with garlic & lemon thyme and a creamy peppercorn sauce.*  
*Stuffed Chicken Breast - with spinach & ricotta and wrapped in Parma ham.*  
*Chicken Breast - with a wild mushroom & Madeira sauce.*  
*Traditional Roast Chicken - with "pigs in blankets" roast potatoes and lots of gravy.*  
*Honey and Mustard glazed Loin of Pork - slowly roasted with a Somerset Apple Cider Jus.*  
*Lamb Rump - in a mint & mustard crust with a redcurrant jus. (£1.92 supp)*  
*Slow Roasted Lamb Shank - Fall off the bone lamb with a mint scented gravy. (£2.47 supp)*  
*Roast Joint of Beef - with traditional accompaniments with our special recipe gravy. (£1.28 supp)*  
*Classic Beef Wellington - with a Madeira sauce. (£5.95 supp)*  
*Citrus Infused Salmon Fillet with Hollandaise sauce.*  
*Fillet of Sea Bass - gently roasted with a Vanilla & Fennel sauce. (£3.77 supp)*  
*Duck Breast - with a green peppercorn sauce. (£3.27 supp)*

*All main courses are served with Fresh Market Vegetables and Potatoes.*

### *Vegetarian Options...*

*Filo Pastry Strudel filled with Spinach & Blue Cheese.*

*Puff Pastry Case filled with a choice of Mushrooms in a creamy Tarragon Sauce or roasted.*

*Mediterranean Vegetables with Mozzarella Gratin.*

*Traditional Nut Roast served with all the trimmings.*

*Tagliatelle Roma with roasted Mediterranean Vegetables in a Creamy Tomato Sauce.*

*Chick Pea Chilli and coriander cake served with tomato, salsa and onion Chutney.*

### *Sweets...*

*Vanilla Berry Heart -short bread hearts sandwiched with berries folded through Chantilly cream and Drizzled with chocolate sauce.*

*Rich Chocolate Fudge Cake - served with Chantilly cream & chocolate sauce*

*Rich Chocolate Ganache Tart - served with vanilla ice cream.*

*Sherry Trifle - sponge cake drenched in sherry, topped with Forest Fruits, crème anglaise and fresh Whipped cream.*

*Profiteroles - Choux pastry filled with fresh cream and drizzled with chocolate sauce.*

*Tarte au Citron - served with fresh cream and mixed berries*

*Mini Apple Strudel - filo pastry filled with apple, sultanas and cinnamon served with cream anglaise*

*Baked New York Vanilla Cheese Cake - served with hedgerow berry compote.*

*Individual Rhubarb Crumble Tart - topped with ginger nut crumble & served with cream anglaise*

*Strawberry Romanoff -fresh strawberries soaked in cointreau and folded through whipped cream  
Served in a brandy snap basket.*

### *More Ideas...*

#### *Fish Courses*

*Poached Salmon - classically cooked with a hollandaise sauce. £4.50*

*Pan Fried Sea Bass - with a lemon pepper butter. £4.50*

*Monkfish fillet - served with a dill and white wine sauce. £4.50*

*(Please note that this is only a small intermediary course)*

#### *Sorbet Courses*

*Champagne £3.90*

*Mango £2.50*

*Blackcurrant £2.90*

*Raspberry £2.75*

*Lemon £2.50*

*Orange £2.50*

#### *Cheese Boards*

*A selection of English and Continental Style Cheese - served with crackers & chutney*

*Individual £5.95*

*Selection for 12 £49.00*

#### *Coffees*

*Freshly brewed Coffee & Tea with luxury truffles £2.20*

*Freshly brewed Coffee & Tea with petite fours £2.80*

*Child Options...*

*All of the menu selections are available in half portions of the adults menu*

Or Choose From...

*Cheesy Garlic Bread*

Or

*Fruit Cocktail*

\* \* \*

*Chicken Nuggets, Chips & Beans*

Or

*Cheese & Tomato Pizza with Chips*

Or

*Fish Fingers & Chips*

\* \* \*

*Ice cream*

Or

*Chocolate Fudge Cake*

## *Beverage Menu...*

**Create your own drinks package  
by selecting one option from each section bellow**

### **Pre-Dinner**

Price per Adult

House wine 125ml glass	£3.20
House Sparkling Wine	£3.60
House Pink Sparkling Wine	£3.75
Bucks Fizz	£3.30
Decorated Pimms	£3.75
House Champagne	£5.50
House Pink Champagne	£6.50
Verve Clicquot	£8.50

Price of my selection  
£

### **Dinner**

Price per Adult

<i>House wine 125ml glass</i>	<i>£3.20</i>
<i>2 Glasses of House Wine</i>	<i>£6.40</i>
<i>Reserve Port</i>	<i>£4.00</i>

Price of my selection  
£

### **Toast**

Price per Adult

House Sparkling Wine	£3.60
House Pink Sparkling Wine	£3.75
House Champagne	£5.50
House Pink Champagne	£6.50
Verve Clicquot	£8.50

Price of my selection  
£

Total per person £

*Soft drink package from £5.50*

## ***Buffet Menu...***

Whether it's a small buffet for 30 or an evening wedding reception for 200, you need look no further than The Park Hotel. We can provide the right buffet with style and elegance. In order to meet with your budget and individual taste, we have prepared a buffet selector from which you can compile a menu suitable for your individual function.

We have selected some sample buffets for you but you can always add on additions from the list. A minimum of 80% of the guests attending must be catered for although we always recommend that you provide enough food for everyone. These sample buffets below show dishes which not only complement each other but also offer a minimum spend of just £9.80 per person.

### **English Buffet £10.50**

Selection of bloomer bread sandwiches  
Sausage rolls  
Mini quiches  
Pork pies  
Mixed leaf salads  
Mini battered fish  
Platter of chips  
with chutneys, mayonnaise & sauces

### **American Buffet £11.95**

Selection of filled wraps,  
baguettes pitas & ciabatta  
or upgrade to mini burgers.  
Garlic & herb bread slices  
Jerk marinated chicken skewers  
Potato skins with various fillings  
Blackened BBQ ribs  
Giant beer-battered onion rings  
Sausage Rolls  
Pork Pies  
served with guacamole, garlic mayo &  
Salsa dip.

### **Mediterranean Buffet £15.50**

Assorted croissant melts  
Continental bread selection  
Chicken & Chorizo skewers  
Lamb Koftas  
Roasted tomato & feta brochettes  
Continental meat platter  
Seafood platter  
with humous, tzatziki & flavoured oils

### **Eastern & Oriental Buffet £16.75**

Prawn Crackers  
Duck spring rolls  
Vegetable dim sum  
Tempura battered prawns  
Sichuan chicken skewers  
Tandoori chicken skewers  
Indian potato dumplings  
Onion bhaji  
Lamb Samosas  
Vegetable and spinach pakora  
Served with mango chutney, sweet  
Chilli & mint yoghurt dip.

## *Additional Buffet Items...*

### **Breads**

Selection wraps, baguettes, baps, pitas and ciabattas with various fillings	£2.85
Selection of bloomer breads with various fillings	£2.75
Assorted croissant melts	£1.80
Mini duck wraps	£4.80
Selection of continental breads	£1.50
Garlic bread	£0.75
Pitta pockets filled with salad and Cajun chicken	£2.60

### **Salads**

Chinese noodle	£1.90
Homemade coleslaw	£1.10
Mixed leaf	£0.90
Potato salad with ranch dressing	£1.35
Tuna pasta coated in tomato sauce	£1.60
Caesar salad	£2.00
Penne pasta in pesto mayo with red onion and mixed peppers	£1.60
Couscous	£1.60
Marinated mixed olives	£1.10
Tomato, spring onion and fresh basil	£1.55

### **Potato / vegetarian**

Platter of chips (min 10)	£1.25
Loaded potato skins with cheese & spring onion and cheese & bacon	£2.05
Spicy potato wedges & salsa dip (multiples of 20)	£1.10
Vegetable spring rolls & hoi sin dip (multiples of 50)	£1.28
Vegetable samosa mango chutney (min 40)	£1.70
Vegetable dim sum sweet chill dip (multiples of 75)	£1.65
Indian vegetable & spinach pakora (multiples of 50)	£2.10
Indian onion bhaji (multiples of 50)	£2.15
Indian potato dumplings (multiples of 50)	£2.30
Beer battered onion rings (multiples of 20)	£1.65
Cheese & onion lattice fingers (platter of 36)	£1.90
Cheese and onion pasties with HP sauce	£1.80
Slow roasted tomato and feta brochettes	£1.20
Feta, olive and sun blush tomato skewers	£2.10
Vegetarian quiche assortment	£2.00

### **Fish**

Mini battered fish	£1.90
Seafood platter (multiples of 10)	£5.10
Tempura battered prawn skewers (multiples of 50)	£1.41
Scampi and plaice Goujons (min 20)	£2.40
Sesame prawn on toast (multiples of 60)	£2.10
Battered calamari rings (multiples of 20)	£1.90
Blanch bait (multiples of 10)	£1.90

## Meat

Pork pies with HP sauce (multiples of 48)	£1.52
Sausage rolls with HP sauce	£1.20
Mini beef burgers	£2.50
Mini lamb burgers	£2.60
Mini cocktail sausages cooked in honey and mustard	£1.10
Mini duck spring rolls (multiples of 20)	£2.35
Platter of continental meats	£2.30
Meat platter consisting of beef, turkey and ham (Min 20)	£5.50
Lamb Koftas	£1.50
Cajun spiced chicken skewers	£1.35
Chicken and bacon skewer marinated in lime and honey	£1.85
BBQ chicken wings	£1.80
Jerk marinated chicken skewer	£1.75
Chicken and chorizo skewers	£1.95
Szechwan chicken skewers	£1.95
Tandori chicken skewers	£1.95
Selection of mini quiche	£2.10
Seared beef crostines with caramelized onion chutney	£2.25
Blackened bbq ribs	£2.20
Lamb Samosas minted yoghurt dip (multiples of 50)	£2.24
Indian chicken balti Samosas (multiples of 50)	£2.35

## Desserts

Mini chocolate éclairs (multiples of 70)	£0.90
Chocolate éclairs (multiples of 36)	£2.45
Chocolate profiteroles (multiples of 32)	£2.90
Black forest gâteau (multiples of 14 )	£2.80
Alabama fudge cake (multiples of 16)	£2.80
Cheese Cake (multiples of 16)	£3.20
Strawberry/blackberry, cherry, fruits of the forest, mandarin	
Organic carrot cake (multiples of 12)	£3.90
Mini Strawberry cream scones (multiples of 48)	£2.40
Fruit salad and cream (multiples of 10)	£2.60
Platter of Fruit (multiples of 10)	£4.30
Mini dessert selection (multiples 14)	£2.65
Mini assorted dairy cream cakes (multiples of 40)	£2.05
Mini mille feuille (multiples of 64)	£1.90
Chocolate petite fours (multiples of 48)	£2.20
Scones with jam & cream (multiples of 48)	£2.25
English country house cheese board for 15 people	£49.00

## Hot Dishes

Chicken curry rice with naan bread (min 30 covers)	£7.60
Sweet 'n' sour chicken with rice (min 30 covers)	£7.80
Beef Stew with bread and red cabbage (min 30 covers)	£7.80

## *Great wines for your event...*

### ***White Wine***

Sauvignon Blanc	Chile	£13.50
Colombard / Chardonnay	Australia	£13.75
Chenin Blanc	South Africa	£14.25
Torrontes / Chardonnay	Australia	£14.95
Pinot Grigio / Corte Vigna	Italy	£14.95
Chablis	France	£22.50

### ***Rose Wine***

Merlot Rose	Chile	£13.50
White Zinfandel Rosé	USA	£14.95

### ***Red Wine***

Merlot	Chile	£13.50
Shiraz/ Mill Cellars	Australia	£13.95
Bonardo / Melbec	Argentina	£14.50
Sangiovese	Italy	£14.95
Rioja Tinto	Australia	£17.95

### ***Sparkling Wine & Champagne***

House Cava	Spain	£19.95
House Pink Cava	Spain	£22.95
House Champagne	France	£29.95
Verve Clicquot	France	£55.00
Verve Clicquot Rose	France	£65.00

### ***House Wine***

House Red		£13.50
House White		£13.50
House Rose		£13.50

*We have met some great people along the way, here is a few who we would recommend.....*

**Photography**

Barry Roy Photography - 01704 870 381 / 07810308126

[www.barryroyphotography.co.uk](http://www.barryroyphotography.co.uk)

[info@barryroyphotography.co.uk](mailto:info@barryroyphotography.co.uk) Barry has offered 10% for any couples who are holding their wedding at The Park Hotel.

OKC Photography - 0151 263 9723

[www.okcphotography.co.uk](http://www.okcphotography.co.uk)

[enquiries@okcphotography.co.uk](mailto:enquiries@okcphotography.co.uk) Pick up a flyer from The Park Hotel and receive a wedding photography package for £799.00

\*\*\*\*\*

**Wedding Stationary**

Yellow Rose Cards - 01744 603 374 / 07964761018

[www.yellowrosecards.co.uk](http://www.yellowrosecards.co.uk)

[enquiries@yellowrosecards.co.uk](mailto:enquiries@yellowrosecards.co.uk) Sharon has offered a free 'Receiving box' with all stationary orders.

\*\*\*\*\*

**Wedding Cakes**

Celebration Cakes by Sonia - 0151 286 1161

[www.soniascakes.co.uk](http://www.soniascakes.co.uk)

\*\*\*\*\*

**Bridal Gowns**

Cherry Blossoms Boutique - 0151 707 0871

[www.cherryblossomsboutique.net](http://www.cherryblossomsboutique.net)

[cherryblossomsboutique@googlemail.com](mailto:cherryblossomsboutique@googlemail.com) Cherry Blossoms have offered 10% off all bridal gowns for The Park Hotels brides.

\*\*\*\*\*

**Entertainment**

Christie Wedding / Event Vocalist

[www.christie1.com](http://www.christie1.com)

[info@christie1.com](mailto:info@christie1.com) - Christie has offered all weddings at The Park Hotel the following exclusive deal- 2 x 45 minute live sets (tailored to suit e.g. dance, slow). A live performance of the couple's first dance. For a great price of £350.00. Disco can also be included in this deal for an extra £50.00 (Midnight finish)

Queen of Hearts - casino tables - 07747568918

[www.queenofhearts.org.uk](http://www.queenofhearts.org.uk)

[vicky@queenofhearts.org.uk](mailto:vicky@queenofhearts.org.uk) - Queen of hearts has offered a 10% discount for all weddings at The Park Hotel.

\*\*\*\*\*

**Candy Buffet & Favors**

Plum Sugar - 0773 495 8233

[www.Plumsugar.co.uk](http://www.Plumsugar.co.uk)

[Lisa\\_alis@plumsugar.co.uk](mailto:Lisa_alis@plumsugar.co.uk) - Plum sugar has offered a 10% discount on all candy buffets and favours.

## TERMS & CONDITIONS

All bookings made by customers in respect of functions at the Hotel are accepted on the following terms and conditions:

**1.** All confirmations must be made in writing and accompanied by the relevant non-returnable booking fee. The person who signs the booking request shall be considered to be 'the customer'. Where a booking is made on behalf of an organisation or customer, that organisation shall be liable in respect of the booking jointly with the person making the booking.

**2.** The customer shall be responsible for paying all charges arising from the booking including any cancellation fees.

**3.** In the event of cancellation of any booking by a customer, the customer shall forfeit their booking fee. In the event of cancellation the hotel reserves the right to claim for lost revenue. All cancellations must be received in writing. In the event of a cancellation the following charges will be applied and are exclusive of the booking fee:

Cancelled between 9 to 12 months

25% of the estimated total function cost

Cancelled between 6 to 9 months

50% of the estimated total function cost

Cancelled between 3 to 6 months

75% of the estimated total function cost

Cancelled between 1 to 3 months

100% of the estimated total function cost

Should you wish to make significant changes to your event of the expected number of guests, the Hotel reserves the right to amend the rates and facilities offered. Insurance providing cover for the cancellation of an event is available and you should contact your preferred insurance broker for further information.

**4.** The Hotel reserves the right to cancel any bookings forthwith and without liability on its part in the event of damage or destruction to the Hotel by fire or other cause, any shortage of labour or food supplies, strikes, lockout or industrial unrest or any other cause beyond the control of the Hotel which shall prevent it from performing its obligation in connection with any booking. In these circumstances every effort will be made to accommodate the booking in another nearby establishment.

**5.** The Hotel can accept no responsibility for the property of customers or guests. Places for hanging coats are provided for the convenience of the customer and guests, but any deposited in these areas are entirely at the owner's risk and without obligation on the part of the Hotel.

**6.** No wines or spirits, foods or other consumables may be brought into the hotel premises unless the prior consent of the management has been obtained.

**7.** Exclusive use of the Hotel may be available upon payment of the appropriate fee, which will include a charge for any bedrooms that are not required or being paid for by guests at the function. If exclusive use is not arranged than the Hotel reserves the right to let non-required bedrooms to external guests and allow external guests access to areas of the Hotel that are not reserved for the function.

**8.** The customer shall notify the Hotel in writing, not less than one month prior to the date of which the function takes place, of the number of persons who will attend such function and this will be the minimum number charged. In the event of attendance at a function falling below the amount notified to the Hotel, the customer shall pay on these final numbers. If the customer's booking is accepted by the Hotel on the basis that a minimum number will attend the function for which the booking is made, the amount payable by the customer shall be

calculated on such minimum numbers or the numbers actually attending whichever is greater.

**9.** The customer shall notify the Hotel in writing not less than one month prior to the date of the function of all menu selections including any special dietary requirements. Whilst the hotel will make every effort to cater for specific dietary needs, no guarantee can be given to eliminate products or traces of products containing allergens such as nuts etc.

**10.** The Hotel reserves the right to require payment of a booking fee at any time prior to the holding of a function, the amount of which will be determined by the Hotel. Should the customer fail to pay the booking fee within seven days of being requested to do so, the Hotel may treat the booking as having been cancelled by the customer.

**11.** The customer shall be responsible for any damage caused to the Hotel or furnishings, utensils or equipment therein by the wilful act or default of the customer, guests and /or employees of the customer and shall pay to the Hotel on demand the amount required to make good or remedy such damage including compensation for loss of business while such damage is being repaired. Should any of the customers' accommodated guests default on payment for their room; the customer will be financially liable for any shortfall.

**12.** All prices and details are subjects to change without prior notice, although the Hotel will give 30 days' notice where possible. All prices include VAT at the prevailing rate unless otherwise specified. No service charges are made, as we prefer to leave this to the customer's discretion.

**13.** The terms and condition, tariffs and prices quoted are correct at the time of going to print but the Hotel reserves the right to pass on any cost increases or amend the terms and conditions as necessary without prior notice. Where possible the Hotel will notify the customer in writing of any such changes.

**14.** The Hotel cannot be held responsible for the quality of food if not served at the scheduled time due to late arrival of the customer, or any delay brought about by the customer or outside supplier acting in accordance or otherwise at the customer's request.

**15.** Should the numbers of persons attending a function fall or rise above the original number booking then the Hotel reserve the right to re-locate the event within the hotel to suit the final numbers confirmed.

**16.** Payment of account in full is due not less than 28 days prior to the event. The Hotel reserves the right to cancel the function if full payment has not been received and funds cleared by the date of the function.

**17.** All arrangements, no matter how minor, must be confirmed in writing by the customer, this is to ensure we provide a service in line with your requested requirements.

**18.** By holding your function at the Hotel, you agree that any photographs taken at the Hotel in connection with the function may be used, if required, by the Hotel or a nominated third party in future publications and promotional activity by or on behalf of the Hotel.

**19.** You will be asked to sign a copy of the terms and conditions when booking your function and no booking is deemed as confirmed until the Hotel has received a signed copy.

**20.** Guests booking the Aintree Suite are not allowed to use the outdoor facilities after 10pm due to council regulations.

**21.** The management reserve the right to stop a function at any time if alcohol which has not been purchased on the premises is consumed.

Name:

Date of Function:

Signature: