

Wedding Information

The Terrace Restaurant is an ideal venue to invite your family and friends to celebrate your special day. Our friendly and professional team will be delighted to organise every aspect of your reception. We adapt our facilities and services to suit your individual needs, therefore each element of your Reception is individually priced, guaranteeing total flexibility.

Whether you are planning an intimate celebration for as few as 14 guests or a formal wedding breakfast for up to 180 guests, we have a range of facilities from which to choose:

The Evergreen Room

A dining room ideally suited to gatherings for a minimum of 14 and a maximum of 20 guests. The room provides the perfect intimate atmosphere to host your wedding celebration.

The Garden Room

A delightful room with a warm ambience for a minimum of 20 and a maximum of 38 guests. The room provides an elegant setting for small wedding groups.

The Terrace Suite

Your perfect choice if you require a most desirable setting for a formal wedding breakfast for a minimum of 70 and a maximum of 180 guests (or adult equivalent). The absence of pillars makes it ideal for full views and perfect for the larger group photographs.

Evening Reception

We give the same high standard of service and expertise to your evening reception as we do for your Wedding Breakfast.

Adjoining The Terrace Suite is a purpose built disco with dance floor. Your disco entertainment for the evening is provided by our resident DJ who will contact you to discuss your individual requirements.

In order to comply with licensing regulations we are only able to cater for evening receptions subject to the following criteria:

A buffet is provided for everyone in attendance including children.

The disco must be used.

A bar facility is available until 11.30 pm with the premises vacated by midnight.

Often the first thing you will plan for your Wedding is your budget, however there are certain things that you can expect us to provide at The Terrace at no extra charge which include:

White table covers with colour co-ordinated napkins

Colour co-ordinated fresh seasonal flower table decorations

A cake stand and knife

Access to our beautifully landscaped gardens and terraces for those special wedding photographs.

Planning your Special Day

Your wedding day is as important to us as it is for you. We want the best for you on your special day therefore we suggest that you plan carefully the style and tone of the day. You will need to give some thought as to the number of guests you are anticipating and decide the time of day you would prefer to get married.

Should you decide to choose The Terrace you may contact us (during office hours if possible) to arrange an appointment to discuss your plans. A dedicated person will discuss your arrangements, show you the facilities available and provide approximate costings. Our terms and conditions of booking will also be fully explained to you.

If you wish to book your Wedding Reception with us, you may make a provisional reservation which must be confirmed by completing our Wedding Reception booking contract and payment of your deposit within 14 days.

A receipt for your deposit will be issued. You will also receive an outline schedule detailing the further information that will be required together with suggested table plans.

Approximately 6 weeks prior to your Wedding Day you will be asked to make an appointment to finalise details. You should schedule at least one hour for this meeting as we need to finalise your details with you.

Prior to this meeting, you should discuss your arrangements with everyone concerned in organising your special day and complete the outline schedule. A summary of the information required includes:

- ✓ The number of guests you anticipate attending your Wedding Breakfast and Evening Reception if applicable
- ✓ Your choice of reception drink
- ✓ Your choice of menu with any special dietary requirements
- ✓ An estimation of the number of bottles of wine to accompany your meal
- ✓ An estimation of the number of bottles of sparkling wine or champagne to drink as a toast
- ✓ Your choice of buffet menu for your evening reception if applicable
- ✓ Details of your preferred table plan
- ✓ Your choice of colour for napkins and flower table decorations
- ✓ Details of any special arrangements for flowers, room decorations, printing and cake delivery. Please note that we can only accept delivery of your table plan, place cards and cake no more than 48 hours prior to your Wedding Day.
- ✓ Details of any special requirements for your disco entertainment if applicable
- ✓ Details of any other special requirements or extras required.

Following your meeting, you will receive a detailed schedule of your arrangements. We will require details of your final numbers 21 days prior to the date of your Reception. You will be issued with a pro-forma invoice which must be paid 14 days prior to the date of your Reception.

With the exception of any last minute extras and confirming any changes to your number of guests all you then need to do is get here on the day!

Terms and Conditions of Booking

All reservations for Wedding Receptions at The Terrace are accepted subject to the following terms and conditions:

Provisional reservations must be confirmed within 14 days along with the appropriate deposit and completion of our Wedding Reception Booking Contract.

All deposits are non-refundable in the event of cancellation or postponement. Should the reception be cancelled or postponed you will be liable to pay cancellation charges at a percentage value of the anticipated catering account based on the number of guests booked as follows:

Up to 30 days notice – 75%
31 days to 60 days notice – 50%
61 days to 90 days notice – 25%

All reservations are accepted subject to minimum numbers. Should numbers subsequently fall below those agreed, a supplementary charge as detailed in the Wedding Tariff will be made. Minimum requirements are:

The Evergreen Room	A minimum number of 14 guests (or adult equivalent) for the Wedding Breakfast A minimum number of 150 guests for the Evening Reception
The Garden Room	A minimum number of 20 guests (or adult equivalent) for the Wedding Breakfast A minimum number of 150 guests for the Evening Reception
The Terrace Suite	A minimum number of 70 guests (or adult equivalent) for the Wedding Breakfast A minimum number of 150 guests for the Evening Reception

Full payment is required at least 14 days prior to the date of the Reception as per the pro forma invoice. Any adjustments will be payable on the day of the Reception.

Our insurance policies do not cover for any loss or damage to wedding gifts brought on to our premises. It is your responsibility to insure for any loss or damage.

Any damage caused to the property by your guests will be your responsibility and will be charged at full replacement cost and additional charges may be made to cover any loss of business incurred as a result of damage. The throwing of confetti is **not** permitted in the gardens or car park. Contravention of this condition will incur a charge of £50 for cleaning. Your initial deposit is held as surety against any infringements/damages for seven days after your Reception. A cheque will be issued at the end of the seven day period.

Normal licensing restrictions apply to your Reception. Guests are not permitted to consume alcohol or beverages not purchased at The Terrace.

We reserve the right to refuse service and request vacation of the premises.

Menu

We can offer a choice of our Wedding Breakfast menus with no requirement to pre-order.

Our Bronze, Silver and Gold Buffet menus are available for your Evening Reception.

All menus are subject to alteration and availability.

Should you have any particular menu requirements, we would be only too happy to offer advice and prepare a quote for you.

It is your responsibility to notify us in writing should any guest attending suffer any food allergies.

Wedding Tariff

1st April 2010 – 31st March 2011

Prices quoted in this tariff relate to the year detailed above and will apply to events which take place in that year only. Prices for subsequent years are reviewed each January at which stage an updated tariff will be sent to those with advanced bookings.

Reception Drinks – priced per person			
Sherry	£2.00	Fruit Punch	£2.25
Bucks Fizz	£2.75	Alcoholic Fruit Punch	£2.75
Pimms & Lemonade	£2.50	Warm Mulled Wine	£2.75

Table Wines, Sparkling Wines & Champagne are priced as per our current wine list

Menu Prices – per person			
Wedding Breakfast	Adult	Children (3 – 12 yrs)	Under 2 yrs
Bronze	£21.95	£12.95	£3.95
Silver	£23.95	£12.95	£3.95
Gold	£25.95	£12.95	£3.95
Evening buffet	From £11.95	Children – no reduction	No charge

Room Hire Charges		
The Terrace Suite	Saturday	£495.00
The Terrace Suite	Sundays & Weekdays	£275.00
The Terrace Suite	Sundays & Weekdays – evening reception only	£175.00

There are no room hire charges for the Evergreen Room or the Garden Room subject to the minimum numbers.

Supplementary charges - If numbers attending fall below the levels detailed in our Terms & Conditions of Booking the following supplementary charges will be made:

	Saturday	Sundays & Weekdays
The Terrace Suite	£125.00	£85.00
The Evergreen Room	£35.00	£30.00
The Garden Room	£60.00	£50.00

Disco	£275.00
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Deposits		
The following non refundable deposits are required to secure your reservation		
	Wedding Breakfast only	Wedding Breakfast & Evening Reception
The Evergreen Room	£150.00	£500.00
The Garden Room	£300.00	£600.00
The Terrace Suite	£500.00	£750.00

Your attention is drawn to the Terms & Conditions of Booking. All reservations are subject to these conditions and are non negotiable.

Payment by Credit Card will incur a 2% surcharge.

All prices include VAT @17.5%