

Dear Bride & Groom,

Thank you very much for your enquiry regarding Weddings at Whitwell Hotel.

Whitwell and The Grange offer you the facilities for the wedding of your dreams.

Our 'Osprey' room can hold up to 50 people for your ceremony.

We are able to cater for intimate groups of up to 24 in The Grange and larger groups of up to 100 in The Conservatory.

For those of you with an extended family our beautiful grounds offer an ideal location for a Marquee.

Our local registrar, Mrs Goodchild, can be contacted to check her availability for your preferred date. Her contact number is 01572 758370.

For further information and to make an appointment for a show-around please contact me at any time.

Kind Regards

Steffanie Dalby (Haaheim)
Wedding & Events Manager
Whitwell Hotel & Conference Centre
01780 686555
Steffanie.dalby@developtraining.co.uk

WEDDING GUEST INFORMATION

How to find us

Company address

Whitwell Hotel & Conference Centre

Whitwell

Oakham

Rutland

LE15 8BW

Tel: 01780 686555

Fax: 01780 686571

From the north and Grantham follow the A1 south and take the A606 (signposted Rutland Water) to Whitwell. From Leicester take the A47 east, take the A6003 to Oakham then follow the A606 to Whitwell. From Peterborough and Huntingdon follow the A1 north and take the A606 (signposted Rutland Water) to Whitwell.

The nearest mainline rail station is Peterborough, twenty five minutes by taxi from Whitwell and there is a local station at Oakham, ten minutes away by taxi.



On Arrival

Parking: There is ample complimentary parking on site for all our guests. A coach park is situated on the right as you enter the grounds.

Our Function Room

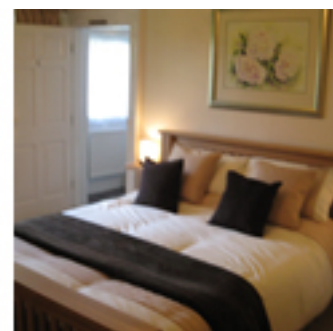
The Conservatory is located on the far side of the site, adjacent to the Grange. Our reception team will be happy to point you in the right direction, although it is sign posted as the 'Mallard Refreshment Centre'.

Accommodation

If you are staying with us overnight you are able to check into your bedroom from 15:00. You can collect your key from the reception team who will advise you of your rooms location and the hotel facilities. An early check-in or a late check-out can sometimes be arranged for a small charge, please ask our reception staff when booking your room. Facilities include: private bathrooms, colour televisions, radio alarm clocks, direct dial telephone, internet connection points, hair dryer and refreshment trays. If you have forgotten any of the essentials toothbrush and paste kits, shaving kits and other necessities are available from our shop in reception.

Breakfast is available from 07:30-09:00 Monday - Friday and from 8:00-10:00 Saturday & Sunday, It is served in the Grange Dining Room

Further information on the hotel facilities can be found in your guest compendium in each bedroom.



Arriving Late

Our reception is manned 24 hours a day. If arriving after 10pm please ring the doorbell at reception to contact the night porter who may be serving in the bar.

Bar

Our bar is open from 11am - 11pm (24 hours to residents). We also have a games room with pool table, darts and sky television for your use.

The Ceremony Room

Our Ceremony room, called the 'Osprey' is located on the left hand side of the reception building. If you are attending a Civil Ceremony, then you are welcome to enjoy a drink from our bar in the Grange before heading to the Osprey for the ceremony.

This is your day; we are here to do it your way...

Your own dedicated wedding co-ordinator

Our beautiful & unique 'Osprey' room for your Civil Ceremony, Civil partnership or Celebration

Our converted 16th Century stone Conservatory dining room for your celebration

Complete freedom of choice for your menus *

A complimentary night's stay in our bridal suite

25 further bedrooms on site for your guests **

Exclusive use of the venue, if required ***

Our landscaped lawns & grounds either to site your marquee or simply enjoy for your photographs

* Subject to supplier availability

** Bedrooms sleep up to 54 guests if required

*** All bedrooms must be taken

Our Menu Selection...

How to use your menu selector

On behalf of all of your guests we ask that you select one soup or starter, one main course and one dessert from the following menu. This is the menu that will be presented to your guests. If you do not see exactly what you are looking for, our chefs are willing to accommodate your own choices.

All 3 course menus are priced at £35.00 per person. If you would like to substitute your wedding cake as a dessert, 1 or 2 course menus are also available.

A Banquet Buffet or Banquet BBQ can be substituted for a traditional 3 course meal.

Vegetarian and Special Diets

There are from time to time guests who have special dietary needs. Please do not hesitate to contact your wedding co-ordinator who will arrange with the Chef to suggest alternatives.

The menu enclosed does include vegetarian options, which our Chef will be happy to adapt to meet the needs of your guests. Simply select the dish that would be most appropriate for your guests and let us know how many will be needed.

Canapé Selection

Chicken & Bacon Crostini

Baby Yorkshire Pudding, Roast Beef and Horseradish

Traditional Mini Bruschetta (v)

Puff Pastry Topped with Spinach, Goat's Cheese & Caramelised Red Onion (v)

Cucumber, Cream Cheese & Smoked Salmon

Gem Lettuce Filled with Prawn & Marie Rose

3 pieces per person - £4.95

6 pieces per person - £6.95

Soups / Starters

Homemade Leek & Potato Soup (v)

Tomato and Basil Soup (v)

Mediterranean Vegetable Terrine with a Pesto Dressing (v)

Chicken Liver Pate served with Wholegrain Toast

Chicken & Smoked Bacon Terrine with a Spiced Tomato Chutney

Main Courses

Chicken Wrapped in Bacon with a Creamy Mushroom Sauce
Served with Fine Green Beans, Carrots & New Potatoes

Roasted Chicken Breast with Homemade Herb Stuffing and Gravy
Served with Roast Parsnips, Carrots & Potatoes

Traditional Roast Beef ** with Yorkshire Pudding
Served with Roast Parsnips, Carrots & Potatoes

Fillet of Roasted Pork with a Cider & Apple Sauce
Served with Mashed Potatoes, Fine Green Beans & Carrots

Grasmere Farm Sausages & Mash with a Caramelised Red Onion Gravy
Served with Fine Green Beans & Carrots

Seared Fresh Salmon with Vine Ripened Tomatoes and a Herb Butter
Served with Fine Green Beans, Carrots & New Potatoes

Asparagus, Spinach & Goats Cheese Filo Parcel with a Spicy Tomato Sauce (v)
Served with Fine Green Beans, Carrots & New Potatoes

Wild Mushroom Risotto (v)

Desserts

Exotic Fresh Fruit Salad (v)

Sticky Toffee Pudding with a Butterscotch Sauce (v)

Fresh Fruit Pavlova with a Strawberry Coulis (v)

Chocolate Fudge Cake (v)

Children's Menus 3 - 12 years

½ Portion of 3 Course Menu £17.50

Tomato & Basil Pasta & Ice-Cream (v) £7.95

Chicken Nuggets, Chips and Beans & Ice-Cream £7.95

Battered Fish, Chips and Beans & Ice-Cream £7.95

(v) Suitable for vegetarians

** Will be cooked pink unless otherwise requested

All of our dishes may contain traces nuts or nut derivatives

We endeavour to purchase ingredients from non-genetically modified sources, however some of our foods may contain ingredients produced from genetically modified Soya. There may be times when some ingredients are not available, we will however, always ensure a suitable alternative is sourced.

Banquet Buffet - £25.00 per person

Selection of Chef's Salads (v)

Whole Poached Salmon Dressed with Smoked Salmon & Prawns

Cold Meat Platter - Chicken, Beef, Pork, Ham

Roasted & Boiled Hot Baby Potatoes

Hot Garlic & Herb Buttered Tiger Prawns

Homemade Quiche (v)

Garlic Bread (v)

Exotic Fresh Fruit Salad or Chocolate Fudge Cake

Banquet BBQ - £25.00

Chef's Selection of Salads (v)

Local Herb Sausages

Traditional Burgers

Chicken Drumsticks

Pork Ribs with a Smoked Hickory Sauce

Jacket Potatoes (v)

Garlic Bread (v)

Exotic Fresh Fruit Salad or Chocolate Fudge Cake

Evening Food Selections

Evening Buffet - £5.95 per person

Crisps

Peanuts

Pork Pies

Sausage Rolls

Chicken Skewers

Pizza (v)

Quiche (v)

Bacon Sandwiches & Chips £6.95 per person

Cheese & Biscuits Selection £8.95 per person

Basic BBQ - £12.95 per person

Chef's Selection of Salads (v)

Local Herb Sausages

Traditional Burgers

Chicken Drumsticks

Drinks Options

Below is a suggestion of our most popular choices although different and unique options can also be tailored to.

A Drinks To Welcome Your Guests With

Jugs of Pimms & Lemonade - £20.00 per jug (approx. 5 glasses plus a bit extra to top up with)

Glass of Sparkling Wine - £5.95 per glass

Glass of Champagne - £7.95 per glass

Jack Rabbit Red, White or Rose Wine For The Tables

Small Glass - £3.50

½ Bottle £7.00

Bottle £14.00

Something Sparkly To Toast The Bridal Couple With

Glass of Sparkling Wine - £5.95 per glass

Glass of Champagne - £7.95 per glass

Our standard set up includes White Linen Table Cloths and White Linen Napkins.
We can provide coloured linen, chair covers, sashes and many other extras to enhance your set up.

Linen Price List

Chair cover & Sash	£4.50
Sash Alone	£1.75
Top Table Full Width Drapes	£25.00
Cake Table Drapes	£18.50
Table Runners	£5.00
Napkin including Ribbon Ties	£1.50
Round/Rectangular Table Cloths	£12.50
Table Arrangements	From £15.00
Mirror Bases	£5.00
Bay Trees with Lights and Bows	£20.00
Favours, Butterflies, Silk Flowers & Finishing Touches	POA

** All linen orders are subject to a £40.00 delivery & Set up charge

Account Details & Booking Conditions

A provisional booking can be taken at any time and held for four weeks depending on availability.

Your wedding is not confirmed until this signed booking form is returned along with a non-refundable deposit of £400.00. The balance will be prepared, taking into account adjustment for final numbers, for payment two weeks prior to the wedding. Once the final balance has been paid, should the number of guests increase then payment would be due on notification of the change.

Please note:

There will be no charge for children three years and under.

There will be a £250.00 room hire charge for the Conservatory.

There will be a £175.00 room hire charge for the Osprey.

A discretionary 3% service charge will be added to your bill.

Cancellation charges are based on the estimated total account of the event and according to the following scale:

Cancellation received between 6 - 3 Months is 50%

(Less any deposit paid)

Cancellation received between 3 - 1 Month is 75%

(Less any deposit paid)

Cancellation received less than 1 Month is 100%

(Less any deposit paid)

The client shall remain responsible for the conduct and behaviour of all guests associated with their function and shall be held jointly and severally liable in the event of damage or injury resulting in any claim upon Whitwell whether caused by an act, defaults or neglect.

Whitwell will not be held liable to the client and their guests for injury or loss or damage unless it can be shown that such injury or loss or damage was the direct result of negligence by Whitwell or its staff or its representative.

The customer will be liable for damage to property of Whitwell whosoever caused and shall pay in full the cost of restoration or replacement of damaged property.

All prices quoted include VAT.

I agree to these terms & conditions

Signed Bride _____

Signed Groom _____

Printed Bride _____

Signed Groom _____

Date _____

Date _____