

YOUR WEDDING AT DOVECLIFF HALL HOTEL

Dovecliff Hall is a fine Grade II listed Georgian Manor House dating from 1790 in a beautiful 7 acre garden, overlooking the River Dove and is renowned locally and internationally for its magnificent restaurant and superb cuisine. All bedrooms are luxuriously furnished and have private bathrooms, colour televisions, direct dial telephone and complimentary WiFi. All Old Hall rooms have exquisite marble bathrooms.

Weddings at the Dovecliff Hall are elegant, yet relaxed and informal. Whether you choose a Civil Ceremony in one of our beautiful rooms, or a church wedding with a reception at the hotel, you are assured that your special day is in experienced hands. The beautiful hotel gardens with the ancient cedar tree, rose garden and fountain are perfect for your photographs. There are also many rooms inside the hotel for pictures should the weather not be good on the day.

Our Wedding Coordinator and experienced team will lead you through the whole process from the initial meeting, planning, and through to the day itself.

Civil Ceremonies

We are licensed to hold Civil Ceremonies in the Drawing Room, Library, Conservatory and Charrington Rooms. This gives the flexibility of choosing the room which is best suited to your numbers and personal preference. The cost for the hire of any of the Ceremony Rooms is £350.

The Bride and Groom are responsible for booking the Superintendent Registrar in advance and must agree the content of the Ceremony with them beforehand.

Music is allowed in the Marriage Room at the discretion of the Hotel and with the consent of the Superintendent Registrar. Any music, readings, words or performances, which may form any part of the Ceremony must not be religious in any way.

It is a legal requirement that food and beverages may not be consumed within the Marriage Room to up to one hour prior to the Ceremony.

The Bride and Groom may provide flowers and other decorations for the Marriage Room if required.

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The Reception

We offer a number of options designed to suit individual needs and budgets and you will find these in the accompanying information. These are flexible in as much as you are able to combine elements from the different options to 'tailor-make' a package for your wedding. This would then be costed accordingly.

If you find that these options do not meet your requirements, we are able to create a package for you incorporating menus, reception drinks, wines etc from our extensive range. Should you need to opt for a be-spoke package this can be arranged, please enquire for further details.

The prices quoted are based on minimum numbers of 60 guests for Fridays and Saturdays between April and September. However, we do cater for smaller weddings also, please enquire for further details.

We can also offer discounted prices for 'out of season' and mid-week weddings, again please enquire for further details.

Exclusive Use

The prices quoted in our packages include room hire. However you may wish to consider having Exclusive Use of the hotel (price on application). This would give you absolute exclusivity of the whole venue, giving you and your guests access and use of all of our public areas and would also include complimentary use of the Bridal Suite. Anyone taking Exclusive Use on Saturdays during the Summer, is also expected to guarantee to take all the other 14 bedrooms. Exclusive Use on Fridays during the Summer requires you to take a minimum of 8 rooms.

Bookings and Payments

Our Wedding Coordinator will be happy to discuss your requirements and provisional dates may be held for up to 10 days. After that time if you wish to go ahead with the booking, we ask for a £500 non-refundable deposit together with the completed booking form. A further £1000 deposit is then required three months after the initial deposit.

Three months prior to your wedding you will meet with the Wedding Coordinator and a first costing will be prepared of which 50% of the final balance is then due for payment. The balance is then due 30 days prior to your wedding.

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Your Wedding Package includes:

- * Red Carpet on arrival

- * Dedicated Duty Manager for the day

- * Reduced Rates for Accommodation

- * Choice of White or Cream Linen

- * Use of Cake Knife and Stand

- * Day Time Room Hire

- * VAT at current rate

Optional Extras:

- * Exclusive Use of the venue
 - * Chair Covers
 - * Flowers
 - * Cake

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Package A

Reception Drink

*1 glass of Bucks Fizz with sparkling wine
or
Fruit Cup*

Menu

*Pork and Sweet Onion Terrine dressed with a Balsamic and Walnut Vinaigrette
Hot or cold Soup of your choice*

(V) Sliced seasonal Melon with a Mango and Mandarin Syrup

*Braised Ballantine of Chicken with Wild Mushroom and Tarragon Mousse
Poached Scottish Salmon glazed with a Chive and Prawn Sauce*

(V) Baked Vegetable Crumble with Basil and Parmesan

Apricot and Almond Slice with Crème Anglaise

Light Raspberry Delice with a red Fruit Coulis

Warm dark Chocolate Muffin with Vanilla Ice Cream and Chocolate Sauce

(Please choose one selection for each course)

Wine & Toast

2 Glasses of House Wine

1 Glass of Sparkling Wine

£59.95 per person

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Package B

Reception Drink

*1 glass of Pimms
or
Sparkling Wine
or
Fruit Cup*

Canapés

Menu

*Warm Timbale of Chicken and Asparagus coated with a White Wine Sauce
Grilled Rainbow Trout Fillet on Minted Leaves and Coriander dressing
(V) Baked Goat Cheese wrapped in Filo with Pesto*

*Gently roasted Leg of Lamb served with a traditional Redcurrant and Mint Sauce
Pan fried Fillet of Gilthead Bream with braised Tomato and Dill Sauce
(V) Chargrilled Vegetable Cous-cous*

*Tangy 'Saint Clements' Tart
Vanilla Cheesecake with Blueberry Compote
Chocolate Marquise with Poached Pear*

(Please choose one selection for each course)

Wine & Toast

*1/2 Bottle of Wine per person
(choose from our Wine list up to £25 per bottle)*

1 glass of House Champagne

£79.95 per person

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Package C

Reception Drink

1 Glass of Kir Royale

or

Moet et Chandon

or

Fruit Cup

Canapés

Menu

Duo of Cured and Smoked Salmon served with a Lemon and Lime Dressing

Rich Game Terrine wrapped in Bacon served with an Apricot Chutney

(V) Light Puff Pastry case with a fricassee of Wild Mushroom and Red Onion Marmalade

Roast Scottish Sirloin served with a Red Wine and Shallot Sauce

(V) Pan fried crispy Polenta with Provencale Vegetables and Tomato Compote

Braised Fillet of Sea Bass on Fennel and White Wine, topped with Anuga Caviar

Brandy snap basket filled with Exotic Fruits and Cream

White Chocolate and Mascarpone Tart dressed with a Raspberry Coulis

Mango and Passion fruit Pavlova

(Please choose one selection from each course)

Wine & Toast

½ Bottle of Wine per person

(choose from our wine list up to £35 per bottle)

1 glass of Moet et Chandon

or

Moutard Rosé

£99.00 per person

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EVENING BUFFET SELECTION

£16.95 per head

(V) Individual Leek, Tomato and Cheese Tart

Marinated grilled Chicken and Sweet Pepper Brochettes

(V) Tomato and Basil Palmiers

(V) Baked spicy Sour Cream Scones

Cucumber rounds with Smoked Salmon Mousse

Selection of finger Sandwiches:

Beef

Ham

Smoked Salmon

(V) Cheese and Tomato

Individual Fresh Fruit Tartlets

Other options for evening buffets, such as a Hog Roast, are available
Please ask for details and prices

**YOUR WEDDING AT
DOVECLIFF HALL HOTEL**

**WEDDING RECEPTION/CIVIL CEREMONY
AGREEMENT FORM**

Name of Bride: _____

Name of Groom: _____

Address for accounting purposes: _____

Telephone No: Home _____ Mobile _____

Date of Marriage Ceremony/Reception: _____

Civil Ceremony Time (if applicable): _____

Estimated Time of Arrival at Hotel: _____

No. of Guests attending the Marriage Ceremony (if applicable): _____

No. of Guests attending the Wedding Reception: _____ Adults _____ Children _____

(Above will be the minimum number charged)

Friday & Saturday (April-September) minimum no is 60

No. of Guests attending the Evening Reception: _____

(Above will be the minimum number charged – Maximum number is 125)

Exclusive Use & Room Hire Rates

Exclusive Use Rate: £ _____

Wedding Package Price per head: £ _____

Bedrooms required: _____ *(If Exclusive Use applies all bedrooms
must be taken and paid for)*

Amount of deposit paid £ _____ Date Received _____ Receipt No _____

I, the undersigned confirm the above booking. I have read and fully understand that the contract is subject to the terms and conditions on the reverse of the booking form.

Signed: _____ Print Name: _____

Address: (if different from above _____ Date: _____

**WEDDING RECEPTION/CIVIL CEREMONY
TERMS & CONDITIONS**

1. A completed and signed Wedding Agreement Form and deposit is required within 14 days of the original verbal booking. Should this not be forthcoming then Dovecliff Hall Hotel (hereafter referred to as Hotel) shall be entitled to treat the provisional booking as cancelled.
2. Payment – A £500 deposit is required to secure the booking. A further £1000 is required three months after the original booking.
Any booking made within four months of the Wedding date will require a £1500 deposit plus 50% of the total cost.
Three months prior to the wedding a costing will be prepared based on the details and numbers confirmed at that time and 50% of that total is then due 90 days prior to the wedding.
Final payment is due 30 days prior to the wedding. The final account will include an optional 5% gratuity. If you are dissatisfied with the service on the day the charge will be refunded.
3. Cancellation Policy – Any cancellation must be given in writing to the Hotel. The initial deposit of £500 is completely non-refundable and non-transferable. However, transfer of deposit to another date is acceptable where another date has been agreed in writing with the Hotel and the booking details remain the same. Deposits cannot be transferred to a function that is not a Wedding.
Cancellations made up to 90 days prior to the wedding will incur the loss of deposits already paid. Cancellations made after 90 days prior to the wedding will incur the 50% charge of the total cost. Cancellations made after 30 days prior to the wedding will incur the full cost.
4. Prices quoted are for 2010/11 and are inclusive of VAT at the current rate. After this date please allow for a 5-10% increase. In the event of taxation changes beyond the control of the Hotel, we reserve the right to vary prices.
5. The Agreement Form shows the number of guests attending the Wedding and this is the minimum number that will be charged for. An increase in numbers may be possible up to our maximum limit.
6. A charge of £350 will be made for a Civil Ceremony whether or not exclusive use is taken.
7. **The client is responsible for any loss or damage caused to the Hotel property/equipment or any equipment hired to the client, by the client or the client's guests. The Hotel, prior to the Wedding, will take a £500 damage deposit and this will be returned providing no damage or loss has occurred. Furthermore, the Hotel reserves the right to refuse admittance to anyone whose behaviour is not deemed acceptable in the Hotel's reasonable opinion.**
8. Any bookings taking Exclusive Use on Saturdays during April-September inclusive agree to take all bedrooms, on Fridays the number of rooms is 8.
9. Only food and drink purchased from or provided by the Hotel may be consumed on the Hotel premises. This includes alcoholic favours.
10. We ask that you use only biodegradable or 'bird friendly' confetti. If any other confetti used the Hotel will charge a £75 cleaning fee.
11. Wedding cakes and all fully arranged floral displays are to be delivered on the day of the Wedding.
12. **The Hotel recommends that you consider taking out Event Insurance.**
13. The Hotel reserves the right to cancel the booking if:
 - a) Any part of the Hotel is closed or unavailable because of an event beyond the Hotel's control;
 - b) The booking may, in the reasonable opinion of the Hotel, damage the reputation of the Hotel;
 - c) Either party becomes insolvent.