

A guide to your perfect wedding day...



Helpful hints and tips on planning your special day

Your wedding day is a very special day for everyone because of all the wonderful and memorable things that happen. Planning your wedding is an exciting time for both to share: choosing the ring, gazing at the beautiful dresses, preparing your new home... these all need time. Eight or nine months before your day gives you plenty of time to enjoy all the preparations of getting married.

First steps

The first thing you will be planning for your wedding is the budget. Talk between yourselves and your respective parents about the kind of service you would like: you may wish to be married in a church or prefer a register office. You will find that your parents will be of enormous help to you in discussing the budget - they will have first-hand knowledge of the best way to allocate money. On your very special day, you will want the finest of everything, so plan the style of reception and honeymoon carefully.

When you have decided, visit your vicar or registrar and make arrangements for your marriage ceremony. They will be of great help to you both and explain everything you will need to know about walking up the aisle and saying 'I do'. If you wish, a rehearsal can be arranged to set your minds at ease and assure you that it will be perfect on your wedding day. Take this opportunity to apply for a marriage licence if necessary.

Book your reception

When you have the date, arrange and book your reception. We will be more than happy to offer you any professional advice on catering matters, styles of seating arrangement and anything else you may be unsure of.

You have probably discussed between yourselves whom to invite, so make a checklist. It is easy to forget somebody when you have so many people who will want to be there on your special day. Think of all your relatives and friends on both sides and write them down for your respective mothers to compile a guest list.

Bridesmaids and the best man

It's now time to think of bridesmaids or attendants and the bridegroom's 'best man'. When your decision is made, you can start shopping with them. This is especially exciting for the bride and bridesmaids, going from shop to shop, almost spellbound by the beautiful gowns, dresses and fabrics available. The bridegroom and best man can discuss their choice of attire too. Top hat and tails can be hired inexpensively for the day, or they can choose to wear tailored suits.

Wedding etiquette

There are no rules as to what you can and cannot do for your wedding. Some people like to follow strict wedding etiquette while others are much happier to have a less formal occasion. Our aim is to provide you with the fabulous day that you deserve. However, we have included the following guide if you wish to follow traditional wedding courtesies and formalities.

The receiving line

At the reception the receiving line is made up of the following:

Bride's mother	Bride's father	Groom's mother	Groom's father	The bride	The groom	Best man
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Bridesmaids and guests of honour can be added to the line after the best man if you wish. The line-up ensures both families have a chance to meet and speak to all guests but conversation should be kept to a polite minimum!

The top table

Chief bridesmaid	Groom's father	Bride's mother	The groom	The bride	Bride's father	Groom's mother	Best man
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The speeches

After the coffee and cake are served, the best man will request silence for the speeches.

Bride's father:

Talks briefly of his daughter, usually an anecdote of her childhood. Expresses his pleasure in his new son-in-law and toasts the health and happiness of the bride and groom.

The groom:

Thanks the bride's parents for the reception and thanks them for their daughter. Thanks the guests for attending and for their presents. He then thanks the bridesmaids and proposes a toast to all of them.

The best man:

Replies on behalf of the bridesmaids. Talks briefly of the bride and groom and may go on to read messages or cards of relatives and friends who could not attend.

Special duties

The bride

- The bride selects the type of service. She decides on her dress and the bridesmaid's attire.

The bridegroom

- The bridegroom selects the best man and ushers (if any).
- He buys the ring and pays the church fees.
- Buys presents for the bridesmaids, best man and ushers as a gesture of gratitude for their help.
- Buys flowers for his bride, bride's mother, his mother, bridesmaids and buttonholes for himself and the best man.
- He arranges and pays for transport for himself and the best man and for the bride and himself after the wedding.

Best man

- The best man is the bridegroom's right-hand man.
- He keeps the rings and ensures the bridegroom gets to the church on time.
- He pays the church fees on behalf of the bridegroom.
- He checks and ensures transport for all the guests to the reception and that any travel arrangements for the honeymoon are in order.
- At the reception it is the best man's honour to read any congratulatory messages.

Chief bridesmaid

- She helps the bride dress, holds the bouquet during the ceremony and organises other bridesmaids.

Bride's father

- The father gives the bride away. He receives guests at the reception.
- He pays for the wedding dress, bridesmaids' dresses, cars (except bridegroom's), photographs, church and reception flowers, invitations and press announcements (if any).

Bride's mother

The bride's mother is traditionally in charge of all proceedings. She decides on the guest list, together with the bridegroom's mother, and the venue for the reception. She handles any catering arrangements and ensures the wedding cake is ready. After the wedding ceremony, the bride's mother and father, together with the bride and bridegroom and his parents, greet the guests at the reception.



Wedding Packages

Our Wedding Packages start from as little as £999 and all include the following, for up to 50 guests:

- room hire for your wedding breakfast and evening reception
- a 175ml glass of white or red wine during the meal
- a 125ml glass of Prosecco to toast the occasion
- and a three-course sit-down meal at a romantically picturesque venue

Please choose your package from the selection below.

Wedding Package A – £999

Starters

Seasonal soup of the day v

Melon with berry compote v

All starter dishes are served with an assortment of bread rolls & butter

Mains

Roast chicken breast with sage & onion stuffing

Cauliflower cheese tart v

Served with a selection of vegetables & potatoes v

Desserts

Kentish Bramley apple pie & double cream v

Clotted cream ice-cream with chocolate sauce v



All our dishes are prepared in kitchens where nuts & gluten are present & our menu descriptions do not contain all ingredients. Please ask a member of our staff before ordering if you have any particular allergy or requirement. All menu items are subject to availability.

v Suitable for vegetarians

Wedding Packages



Wedding Package B - **£1,499**

Starters

Seasonal soup of the day v

King prawn† cocktail v

Chicken liver pate with caramelised red onion chutney

All starter dishes are served with an assortment of bread rolls & butter

Mains

Chicken breast with a wild mushroom & tarragon sauce

Chestnut, mushroom & cashew nut roast v

Grilled salmon fillet† with hollandaise sauce

Served with a selection of vegetables & potatoes v

Desserts

Luxury chocolate tart with crème fraiche & chocolate sauce v

Vanilla cheesecake with berry compote & double cream v

Profiteroles with chocolate sauce & double cream v



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Wedding Packages



Wedding Package C - **£2,013**

Starters

Seasonal soup of the day v

Scottish smoked salmon† with horseradish crème fraiche

Goat's cheese, cherry tomato & caramelised red onion tart v

Duck liver & apricot pate with caramelised red onion chutney

All starter dishes are served with an assortment of bread rolls & butter

Mains

Pan-seared Barbary duck breast served with a warm berry sauce

Grilled salmon fillet† with king prawns & hollandaise sauce

Roasted sweet potato & vegetable tatin with a tomato Provençal sauce v

Braised beef slow-cooked in a rich Chianti wine sauce with mushrooms & roasted onions, lightly seasoned with thyme

Served with a selection of vegetables & potatoes v

Desserts

Apple tarte tatin with creme fraiche v

Crème brûlée v

luxury chocolate tart with crème fraiche & berry compote v

Irish truffle torte with chocolate sauce & double cream

Cheese Platter

Stilton, 'Tickler' extra-mature Devon Cheddar & crumbly Wensleydale,

served with caramelised red onion chutney, grapes, celery & biscuits for cheese v



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Weddings

Special Occasions



Function rooms

The Priory Suite and the Vintage Suite can accommodate up to 70 guests.

The hotel's main bar offers a flexible and sociable setting, with a unique character ideal for reception drinks.

Accommodation

For your guests requiring overnight accommodation, The Bell has 24 comfortable bedrooms, all en-suite with remote controlled television, hair dryer, trouser press, tea and coffee making facilities and complimentary wifi.

Your guests should contact Reception and request a room, stating that they are attending your wedding. The receptionist will advise of room rates at the time of booking, which include a full English breakfast and VAT.

Those little extras

Additional extras are available upon request. Just let us know what else you would like, whether it be chair covers, a guest book or a master of ceremonies, we'll be delighted to put you in touch with one of our many local suppliers. All additional extras will be charged by the supplier as ordered.

Entertainment

We highly recommend our resident DJ for your evening entertainment at our special agreed rate of **£150**. However, we have no objection if you wish to bring your own disco or band provided they bring with them their public liability insurance.

Evening receptions

If you are considering a more informal celebration for your wedding and are looking for a venue just for your evening reception, we'd be more than happy to discuss this with you and let you know what we can do. Please ask the Hotel Manager for more details on our evening reception packages.



A La Carte Choices

If you'd prefer to put together your own menu for you and your guests, please select from the individually priced items below. All items are priced per person.

Starters

Selection of canapés (salmon canapes [†] , mini quiche v, caramelised red onion & goat's cheese crostini v)	£4.00
Chicken liver pate with caramelised red onion chutney	£5.00
Duck liver & apricot pate with caramelised red onion chutney	£5.50
King prawn [†] cocktail	£5.00
Melon with berry compote v	£4.00
Seasonal soup of the day v	£4.00
Goat's cheese, cherry tomato and caramelised red onion tart v	£5.50
Scottish smoked salmon [†] with horseradish crème fraiche	£5.50
Oven-baked stuffed mushrooms with a Stilton cheese & mushroom filling, balsamic dressing & rocket leaves v	£5.00
Ham hock terrine served with watercress & caramelised red onion chutney	£5.00
Shredded duck & hoisin salad with cucumber, red onion & tortilla strips	£5.50
Sweet chilli chicken salad	£5.00

Mains

Braised beef slow-cooked in a rich Chianti wine sauce with mushrooms & roasted onions, lightly seasoned with thyme	£12.95
Beef paupiette stuffed with Parma ham & mozzarella with a tomato Provençal sauce	£14.95
British beef & Ruddles ale pie with gravy	£9.50
Garlic & tarragon fillet steak, cooked medium, served with watercress	£18.95
Chicken breast with a wild mushroom & tarragon sauce	£10.95
Roast chicken breast with sage & onion stuffing	£7.95
Farm-assured 'smothered' chicken breast, with grilled bacon, goat's cheese & a tomato Provençal sauce, topped with watercress	£10.95
Wild mushroom stuffed chicken breast with a mushroom & tarragon sauce	£11.95
Pan-seared Barbary duck breast served with a warm berry sauce	£12.95
Grilled salmon fillet [†] with hollandaise sauce	£10.95
Grilled salmon fillet [†] with king prawns! & hollandaise sauce	£12.95
Stuffed sea bass [†] with king prawns! served on a tomato, black olive & spinach risotto	£17.95
Chestnut, mushroom & cashew nut roast v	£10.95
Roasted sweet potato & vegetable tatin with a tomato Provençal sauce v	£12.95
Peppered mushroom suet pudding with a Portobello mushroom & Col man's Diane sauce v	£11.95
Rosemary-roasted butternut squash, Stilton blue cheese & baby spinach risotto v	£11.95
Baked spinach & feta cannelloni v	£11.95
Cauliflower cheese tart v	£7.95
Traditional roast (topside of British beef; British outdoor reared pork; or British turkey) all served with fresh seasonal vegetables, home-made Yorkshire pudding, crisp roasted potatoes, mashed potato & gravy	£9.95

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A La Carte Choices (continued)

Desserts

Apple tarte tatin with creme fraiche v	£4.50
Crème brulee v	£4.50
Clotted cream ice-cream with chocolate sauce v	£3.00
luxury chocolate tart with crème fraiche & chocolate sauce v	£4.00
luxury chocolate tart with crème fraiche & berry compote v	£4.50
Irish truffle torte with chocolate sauce & double cream	£4.50
Kentish Bramley apple pie & double cream v	£3.00
Vanilla cheesecake with berry compote & double cream v	£4.00
Profiteroles with chocolate sauce & double cream v	£4.00
Chocolate & walnut brownie, with chocolate sauce & double cream v	£4.00
Lemon tart with crème fraiche	£4.00
Pot au chocolat v	£3.50
Eton mess v	£4.00

Cheese platter

Stilton, 'Tickler' extra-mature Devon Cheddar & crumbly Wensleydale, served with caramelised red onion chutney, grapes, celery & biscuits for cheese v	£5.00
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Evening Packages

To complement your day, we offer the following buffet packages for your evening reception.

Bronze One £6.95 per person

Selection of sandwiches:

'Tickler' Cheddar & caramelised red onion chutney v

Farm-assured chicken & mixed leaves

Tuna mayonnaise† & cucumber

Hand-carved honey-roasted ham & tomato

Egg mayonnaise v



Sausage rolls

Cheese, tomato, red onion & rocket pizza slices v

Homemade oven-baked potato wedges v



House salad

Tortilla chips

Selection of dips

Coleslaw

Bronze Two £6.95 per person

Selection of sandwiches:

'Tickler' Cheddar & caramelised red onion chutney v

Farm-assured chicken & mixed leaves

Tuna mayonnaise† & cucumber

Hand-carved honey-roasted ham & tomato

Egg mayonnaise v



Quiche Lorraine

Battered whole onion rings v

Mini Cumberland sausages with honey & mustard dressing



House salad

Tortilla chips

Selection of dips

Coleslaw

Silver One £8.95 per person

Selection of sandwiches:

'Tickler' Cheddar & caramelised red onion chutney v

Farm-assured chicken & mixed leaves

Tuna mayonnaise† & cucumber

Hand-carved honey-roasted ham & tomato

Egg mayonnaise v



Quiche Lorraine

Southern-fried chicken goujons

Homemade oven-baked potato wedges v

Melton Mowbray pork pie



House salad

Tortilla chips

Selection of dips

Coleslaw

Silver Two £8.95 per person

Selection of sandwiches:

'Tickler' Cheddar & caramelised red onion chutney v

Farm-assured chicken & mixed leaves

Tuna mayonnaise† & cucumber

Hand-carved honey-roasted ham & tomato

Egg mayonnaise v



Beef chilli with rice

Garlic ciabatta

Salmon† & broccoli Quiche

Sausage rolls



House salad

Tortilla chips

Selection of dips

Coleslaw

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Evening Packages (continued)

Gold One £10.95 per person

Selection of sandwiches:

Scottish smoked salmon[†] & watercress

Farm-assured chicken, bacon & mixed leaves

Wensleydale cheese, grape & mixed leaves v

King prawns[†], rocket & mayonnaise

Ham, 'Tickler' Cheddar & caramelised red onion chutney



Lemon & thyme roasted chicken drumsticks

Breaded prawns[†]

Cheese, tomato, red onion & rocket pizza slices v

Quiche Lorraine



House salad

Tortilla chips

Selection of dips

Coleslaw

Gold Two £10.95 per person

Selection of sandwiches:

Scottish smoked salmon[†] & watercress

Farm-assured chicken, bacon & mixed leaves

Wensleydale cheese, grape & mixed leaves v

King prawns*, rocket & mayonnaise

Ham, 'Tickler' Cheddar & caramelised red onion chutney



Chicken tikka masala with lemon & parsley basmati & wild rice & poppadoms

Mini fishcakes[†]

Quiche Lorraine

Mini cumberland sausages with honey & mustard dressing



House salad

Tortilla chips

Selection of dips

Coleslaw

Tea & Coffee

Coffee

£1.95

Tea

£1.95

Try one of our delicious cakes with your tea or coffee for only £1.00 more. Please choose from our selection available daily.

Liqueur Coffees

Baileys coffee

with Baileys & a layer of cream

Highland coffee

with Bell's whisky & a layer of cream

Calypso coffee

with Tia Maria & a layer of cream

Irish coffee

with Jarneson & a layer of cream

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Booking Terms & Conditions

1. Confirmation of booking

A signed copy of these Terms & Conditions, or written confirmation of the booking from the Customer, will be deemed by the Hotel as the Customer's acceptance of these Terms & Conditions.

2. Deposits and payment in advance

All bookings will be provisional and held for a maximum of 7 days until a non-refundable deposit of not less than 10% of the wedding value based on provisional numbers is received by the Hotel and a receipt issued to the Customer. If no deposit is received the Hotel reserves the right to release this booking. 12 weeks prior to the Event a further 50% of the estimated final amount is to be settled; and 28 days prior to the Event the remaining outstanding balance is to be settled.

3. Cancellation by the Customer

In the event of cancellation/postponements by the Customer, this must be made in writing. Cancellation fees will be applied based on the minimum numbers and estimated total cost of the Event outlined below:

- In excess of 12 weeks prior to the Event date, the Hotel shall retain the non-refundable deposit
- Between 12 weeks and 28 days 50% of the total amount, determined by the agreed minimum numbers, shall be retained by the Hotel
- Within 28 days 100% of the total amount, determined by the agreed minimum numbers, will be retained by the Hotel

4. Changes in the number of guests

Provisional minimum numbers will be required at the time of booking; the Hotel's minimum charges will be based on these figures.

4.1 No later than 28 days prior to the Event the Customer will provide to the Hotel an update on numbers and if necessary a rooming list.

4.2 No later than 14 days prior to the Event the Customer and the Hotel will agree final numbers. This figure will then form the calculation for the final charges.

Should these figures reduce within the 14 days prior to the Event the Hotel reserves the right to charge 50% of the charge per head for non-attending guests. If cancelled within 7 days prior to the Event the Hotel reserves the right to charge 100% of the charge per head for non-attending guests. In the event of reduction in numbers the Hotel reserves the right at any time to reallocate the booking to suitable alternative facilities or accommodation within the Hotel.

5. Payment

5.1 If payment is to be made by either a credit or charge card this request must be made at the time of booking. The card must be produced by the card signatory prior to or at the function.

5.2 Payment by cheque/cash must be made on receipt of the invoice.

5.3 In any event the outstanding balance of the account is payable by the Customer on completion of the Event prior to leaving the Hotel, unless alternative arrangements have been agreed with the Hotel. The Customer is responsible for the checking and settlement of all accounts.

5.4 If a deposit has been taken and no cancellation charge is due the deposit will be refunded in full.

5.5 If a charge is due then the deposit will be held until the function has passed and the charge can be assessed.

5.6 Credit references are required for all Customers requiring credit facilities but do not guarantee credit being granted.

6. Hotel bedrooms

Bedrooms are usually available for check-in from 2pm on the day of arrival unless alternative agreements have been made with the Hotel, for which a charge may be applied. Check-out all rooms must be vacated by 11 am on the day of departure unless alternative agreements have been made with the Hotel, for which a charge may be applied.

7. Cancellation by the Hotel

7.1 The Hotel may cancel the booking, if the Hotel or any part of it is closed due to fire, dispute with employees, alteration, decoration or by order of any public authority; if the Customer makes any voluntary arrangement with its creditors, becomes subject to an administration order, becomes bankrupt or goes into liquidation (other than for the purposes of a solvent amalgamation or reconstruction) or any encumbrancer takes possession, or a receiver is appointed over, any of the Customer's property or assets; if the Customer is more than 30 days in arrears with payment to the Hotel for previously supplied services; if in the opinion of the General Manager it might prejudice the reputation of the Hotel; if the Customer fails to adhere to any of these terms and conditions.

7.2 In the event of cancellation by the Hotel, the Hotel will refund any advance payment made, but will have no further liability to the Customer.

8. Liability and insurance

8.1 The Hotel will not be liable to Customers or any Guests for loss of or damage to property except where and to the extent that such loss or damage is caused directly and wholly by the negligence of the Hotel or its employees or agents. All clothing and goods which the Customer and Guests leave in the Hotel including the cloakrooms will be left at their own risk.

8.2 The Hotel is insured against public liability in the normal course. However, where the Hotel's General Manager judges that the degree of protection afforded by this policy is insufficient for the degree of risk the Hotel undertakes when accepting a booking, he may seek agreement in writing from the Customer to different terms limiting the Hotel's liability.

8.3 The Customer assumes responsibility for any and all damage caused by him or any of his Guests attending an Event whether in rooms reserved by the Customer or in any other part of the Hotel.

8.4 Should the Hotel agree to the Customer employing the services of any outside contractor, other than those arranged by the Hotel, the Customer shall indemnify the Hotel against any claims made against the Hotel resulting from an act or default by any such contractor, his staff or agents or caused by any equipment supplied by them or others. This indemnity is also to include cover under the Health & Safety at Work Act 1974. Any outside contractor employed by the Customer must report to the banqueting manager or Hotel engineer, and contractors must comply with appropriate legislation including the Fire Precautions Act. The Hotel reserves the right to refuse access, without prejudice to any contractor.

8.5 Nothing in these Terms & Conditions shall limit liability for death or personal injury caused by our negligence but the Customer agrees that consequential loss or damage is not a likely result of our failure to hold the Event.

9. Customer's obligations

9.1 The Customer shall,

- (a) ensure that persons attending the function do not commit any nuisance, disturbance or infringement which might jeopardise the liquor licence of the Hotel and comply with all reasonable requests of Hotel staff;
- (b) comply with all security, fire and other regulations relating to the Hotel premises and not commit any illegal acts;
- (c) not carry out any electrical or other works, use their own electrical equipment without Hotel permission, or fix anything to the floors, ceilings, walls or any other part of the premises without the prior consent of the Hotel;
- (d) not bring any inflammable, noxious or dangerous items onto the premises and remove any such items promptly when requested by Hotel staff;
- (e) not bring to, or consume on, the premises any food or beverages other than those supplied by the Hotel. Where, with the Hotel's consent, Customers consume their own beverages on the premises, a corkage charge shall be applied;
- (f) not carry any betting, gaming or auction activity on the Hotel premises;
- (g) not use the Hotel's name or logo on promotional or other literature or tickets except in such form as may be previously agreed in writing by the Hotel; not make any representation or create any inference which might indicate that the meeting is an official Hotel function;
- (h) if requested by the Hotel supply a list of Delegates to reception, which may be required for security purposes; and
- (i) not sell goods or services on the Hotel premises or sell or buy tickets at the door.

10. Governing law and third parties

This contract shall only be enforceable by you and us and shall be governed by English law and dealt with, if necessary, by the English courts.

11. Definitions

"We" and "us" is Greene King Brewing and Retailing Limited of Westgate Brewery, Bury St Edmunds, Suffolk IP33 1QT

"You" or "the Customer" means the person who signs the day planner and enters into this contract.

"Hotel" is the hotel which is part of the Greene King group which will be holding the Event.

"Event" is the event or series of events that you book at the Hotel, including all room hire, food and drink charges, and accommodation charges associated with the event and referred to in the day planner.

"Guests" means all those persons who attend the Event.

"Contractual Minimum Number of Guests" means the number of Guests referred to and agreed by the Hotel and Customer.

"Actual Number of Customers" means the number of Guests referred to and agreed by the Hotel and Customer.

I fully understand and accept these Terms & Conditions

Signed _____

Name _____

Signed on behalf of the Hotel _____

Today's date _____

Date of Event _____

Name _____

Date _____