

WEDDING & CIVIL PARTNERSHIP PACKAGE

2011 - 2012



“ A Beautifully Restored Country House Hotel ”

VOGUE

“ Hot 100 Wedding Venues ”

BRIDES MAGAZINE

PLEASE CONTACT OUR EVENTS MANAGER

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WE ARE DELIGHTED YOU ARE CONSIDERING HOLDING YOUR WEDDING HERE AT THE RECTORY HOTEL

This beautiful, elegantly furnished period house is set in three acres of Cotswold stone walled garden. When taken over exclusively you have the run of the house and gardens with a team of professional staff at your disposal. Situated just 10 miles from Junction 17 of the M4 we are less than 2 hours from London and less than an hour from Bristol and Bath.

A member of the Mr & Mrs Smith Collection of Hotels - The Rectory is a wonderful mix of eclectic furniture, high ceiling reception rooms, contemporary artwork and wood panelled dining rooms, whilst in the grounds of the house you will find a sunken baptism pool, an outdoor heated pool & croquet lawns. We invite you to come and view our wonderful property to better understand how we can offer you the perfect wedding day.



What follows is an overview of the services we can offer and are willing to help arrange for you:

CEREMONY

The Rectory is licensed to hold civil ceremonies for a maximum of 60 guests which can be held in The Conservatory, overlooking the Victorian walled garden. In warmer weather the doors can be opened, allowing the couple to enter via the gardens. We also offer a private room for you to meet with The Registrars prior to the ceremony.



The fees for the attendance of the Registration Team (payable direct to Wiltshire County Council) are
£385 for Monday to Friday weddings,
£395 for Saturday weddings,
£460 for Sunday weddings and
£490 for Bank Holiday weddings.
Each booking is also subject to a non-refundable reservation fee of £29.

The Registrars ask you contact them to arrange the details of your ceremony:

Superintendent Registrar,
Wiltshire County Council,
Registration Service, 4 Timber Street,
Chippenham, Wiltshire,
SN15 5BZ.
Tel No: 01249 654361

“ Modern English Hospitality at its
Most Romantic ”

GUARDIAN



THE RECEPTION

Exclusive Use

Exclusive use prices include all 12 bedrooms B&B and the hotel grounds exclusively. The hotel is set in 3 acres of beautiful well established Victorian Walled garden. The hotel morning room is a comfortable elegant drawing room complimented by a warm and inviting bar.

Exclusive use is required when:

- Live or amplified music is required.
- You wish for the Wedding Breakfast to be served in the dining room.
- Your anticipated numbers are greater than 20.

Exclusive Use is charged at: **£6500** 2 days or **£4500** 1 day for peak season (April - Sept and Dec).
£4500 2 days or **£3500** 1 day for low season (Jan-March, Oct and Nov).

Prices for weekday weddings can be negotiated. A minimum spend of **£8000** is required for all peak season weddings on a Friday and a Saturday.

To follow is a breakdown of a basic wedding based on 50 guests, this is included purely to give you an idea of anticipated costs.

- EXCLUSIVE USE: **£4500**
- WEDDING BREAKFAST **£48.50 x 50: £2425**
- APERITIF, BASED ON TWO GLASSES OF CHAMPAGNE PER PERSON: **£700**
- WINE FOR THE MEAL BASED ON HALF A BOTTLE PER PERSON: **£412.50**
- CANAPES, 6 CANAPES BASED ON FULL NUMBERS: **£350**
- TOTAL: £8387.50**

THE DINING OPTIONS

Depending on the size of your party we have a number of different dining areas for you to consider:

The Dining Room

A beautiful wood panelled room overlooking the ornamental pond and formal Victorian gardens to the rear of the hotel, this room can hold up to 50.

“ Top 20 Great ” Hotel Discoveries

THE OBSERVER

The Conservatory

A lovely light and airy room flooded with natural daylight situated to the side of the hotel this room also enjoys views over our gardens, this room can hold up to 20 and can be used in conjunction with the dining room for larger parties.

The Marquee

For a party whose numbers are more than 70 we recommend linking the marquee directly to the hotel, this option will accommodate up to 110. Rates start from roughly **£20 per person** which includes the structure, linings, tables, chairs and basic lighting. Prices are dependent on the choice and extent of these items.

* Terms and conditions apply to erecting marquees



FOOD

Our keen interest in the ideals of the Slow Food Movement has led us where possible to use local suppliers and produce, that is both seasonal and sustainable. We are proud of the fact that the majority of the produce on the menu, with the exception of fish is sourced from within 30 miles of the hotel. We are now also growing our own herbs, salads and vegetables to supplement what we buy in, over the road in our vegetable patch at our pub The Potting Shed.

Our current wedding menu prices are **£48.50 for three courses.**

A set menu (one starter, one main and one dessert) must be ordered in advance for your guests. If your party includes guests with special dietary requirements, please advise the number in advance and suitable alternatives will be provided. We are happy to provide children's menus. In addition to the main meal, we are able to provide some light nibbles later in the evening, (no later than 10.00pm). Menus are available on request.

WINE

We have an extensive cellar and are happy to advise on suitable wines to accompany your meal within your budget, therefore also taking off your hands the hassle of ordering wine for the event.

MUSIC

We are happy for you to have musical entertainment in the evening after the meal on the condition that you take all 12 bedrooms and the hotel on an exclusive use basis.

We have a list of recommended DJ's available on request. Please note, the hotel has a music licence for music to be played within the building until 11pm only. We do not allow music/disco in the dining room due to the original antique flooring. Should you wish to have music outside of the building, i.e in the garden or in a marquee this must be previously discussed and agreed to in writing by the hotel. Due to the residential location of the hotel no extensions to the 11.00pm music cut off time will be made and we are subject to sound monitoring and sound limiting regulations – we reserve to right to instruct your music provider to reduce the volume or bass at any time during the event.

It is highly recommended you choose a music provider from our list as we know they not only provide an excellent service with many happy clients but they also act responsibly with regards to the venue. We will require the contact details of your music provider at least one month prior to the event so we can speak with them regarding the appropriate sound levels required by the hotel.

THE POTTING SHED

In addition to the wonderful food and drink on offer at the hotel why not make maximum use of our acclaimed pub across the road - The Potting Shed. The Good Pub Guides 2012 Pub of the Year, the Potting Shed has focussed on what is important namely great beer on tap, a fantastic and concise wine list and of course a great mix of pub classics and a range of mouth watering seasonal dishes on the menu. Perfect for family dinners pre or post the wedding or ushers lunches on the big day.

Guaranteed to have a large jug of Bloody Mary on hand the day after should you be feeling fragile, the Potting Shed should be an integral part of your wedding here with us -

Please speak to our Events Manager on **01666 577 194** to see how the pub could play a part in your big day.

“ 2012 Pub of ”
the Year

GOOD PUB GUIDE





TERMS & CONDITIONS

ALL BOOKINGS MADE BY CUSTOMERS AT THE RECTORY ARE ACCEPTED UPON THE FOLLOWING TERMS AND CONDITIONS:

1. The Charge for exclusive use during the peak season (April-September inclusive and December) is £4,500. For the low season (January – March inclusive, October and November) exclusive use is £3500. This includes all 12 bedrooms B&B and the property and grounds exclusively.
2. Wedding enquiries will be discussed without committal of The Rectory until all details have been agreed in writing by the current Event Manager.
3. Numbers and table configurations depend entirely upon the format of the day. The maximum number we can accommodate is 110 guests. If you want to extend invitations to guests to arrive after the wedding meal we request that the number invited does not exceed more than 20% of the original numbers, due to the limitation of the hotel's size and facilities.
4. Couples not taking the hotel exclusively are asked to be aware that whilst weddings are taking place our regular local diners will be using the restaurant and bar facilities. We would ask your wedding party to respect our need to maintain our restaurant business during the course of your event. Vice versa we will ensure our other guests respect and are aware of your wedding event.
5. No Fireworks or Chinese Lanterns are permitted.
6. Food & Catering
 - a) We do not cater for receptions without a full lunch or dinner, nor do we provide finger or fork buffets.
 - b) We are happy to offer 1 complimentary menu tasting to the bride and groom only. The tasting consists of two starters, two main courses and two desserts. Any subsequent tastings or extra guests for the tasting will be charged for at the full menu price of £48.50.
 - c) Your final menu choice must consist of one starter, one main course and one dessert for the entire party, with the exception of dietary requirements.
 - d) All food allergies and special dietary requirements must be confirmed in writing up to 1 month before your wedding. Customers are to understand that whilst we will endeavour to meet all allergy and dietary requirements products containing nuts, seeds, shellfish, wheat, dairy and all other possible allergy related products are prepared and stored in our kitchen.
 - e) No food may be brought into The Rectory by customers or guests without prior agreement. This is with the exception of a traditional wedding cake and favours. Anything that can be logistically provided by our front of house and kitchen team must be.
7. Alcohol
 - a) In the event that we cannot cater for your specific wine requirements, we do have the facility to provide corkage which is at non-negotiable rates of £12.50 per bottle for wine and £17.50 per bottle for Champagne/sparkling wine.
 - b) Brands of alcoholic and non alcoholic beverages not listed on our current bar and wine lists can be sourced specifically for your wedding from our suppliers. However, any remaining stock not consumed on the day must be purchased from us at the full retail price by you and removed from the premise on departure.
 - c) Please note that our alcohol licence allows us to serve non residents until 1.00am on Friday & Saturday and 11pm Sunday – Thursday. Any drinks purchased after these times must be put onto

a room account.

- d) No wine, beer or spirits may be brought into The Rectory by customers or guests without prior agreement.
8. Musical entertainment and Licensing.
 - a) You are required to take the hotel on an exclusive use basis for all musical entertainment, this must only be performed within the building unless previously agreed to in writing by The Rectory Hotel.
 - b) All entertainment must finish by 11.00pm – please note this time limit is non- negotiable due to the residential nature of the property.
 - c) The Rectory must be informed of your choice of musical performer one month in advance of your event – enabling us to ensure they are aware of our noise limitations and requirements.
 - d) The hotel reserves the right to ask for the musical entertainment to be turned down at any point during the evening. A sound monitor is used throughout the evening to ensure that the amplified music reads no more than 70 db at the hotel perimeter.
9. Booking and Cancellation Policy
 - a) The Rectory reserves the right to cancel any bookings forthwith and without any liability on its part in the event of any damage or destruction of The Rectory by fire or other cause beyond the control of The Rectory which shall prevent it from performing its obligations in connection with any booking. In respect to this event we recommend you take out event insurance.
 - b) Provisional bookings will be held for a maximum of 7 days unless otherwise agreed by The Rectory, after which time The Rectory reserves the right to release the booking without prior notice.
 - c) Under no circumstances will we take room bookings from guests individually all allocations must be made by the bride and groom in advance of the date, including details for billing.
 - d) All bookings will be considered provisional until receipt by The Rectory of a signed Rectory Hotel booking form and the required deposit. Should another client subsequently wish to book and confirm the same dates the Customer will be asked to confirm their reservation and forward the deposit within forty-eight hours. If the confirmation and deposit are not received within this time The Rectory reserves the right to release the booking.
 - e) Should you wish to cancel the event it will be subject to the following charges: 2 months before the event 50% of the total cost; 1 month before the event 100% of the total cost. We will however endeavour to cover the costs and will limit the amount we charge to reflect the savings.
 - f) The customer shall notify The Rectory in writing not less than seven days prior to the date on which the function is to take place the numbers of persons who will attend such function and the customer will pay the charges for all such persons despite any decrease in subsequent attendance.
 - g) If a customer's booking is accepted by The Rectory on the basis that a minimum number of people attend the function the amount payable by the customer will be calculated on such numbers or on the numbers actually attending, whichever is the greater.
10. Liability
 - a) The Rectory can accept no responsibility for the property of the customers or their guests at The Rectory. A cloakroom area will be provided for the convenience of the customers and guests but any goods deposited in this area are deposited at the Owner's risk and without obligation on The Rectory.
 - b) The customer shall be responsible for any damage caused to The Rectory's property by the customer, their guests, suppliers or contractors, and shall pay to The Rectory on demand the amount to make good or remedy any such damage.

- c) The Rectory reserves the right to ask the customer, their guests any contractors or suppliers to leave The Rectory premises if they act in an unreasonable manner.
 11. Use of Marquees & Specialist Flooring
 - a) Due to previous problems and difficulties with Marquee companies we recommend that you use Elegant Marquees. If you choose to use another company they will need to be approved in writing by The Rectory, sign a written contract and a £300 lawn fee will apply.
 - b) Date and timing of the erection and removal of marquees is subject to agreement by The Rectory Hotel's Management in all circumstances to ensure all of our customer's needs are considered. The Hotel does not allow marquees to be erected or taken down before 9.30am out of respect for our residents.
 - c) If using the Dining Room for musical entertainment during your wedding reception specialist flooring must be provided with a contractor of your choice to protect the delicate nature of the hotel's flooring.
 - d) If exclusive use of the hotel and grounds is not taken in the day/s prior to your wedding day any specialist flooring to be laid within the hotel must not be done so until the day of the wedding without prior arrangement with hotel management.
 - e) All independently organised suppliers/contractors must have returned and removed all materials from The Rectory by the very latest 1pm the day following the Wedding.
 12. Timings
 - a) Exclusive use is from 3pm; we cannot guarantee your rooms will be ready before this time. We do recommend booking the room for the night before if you require it early the next day. All bedrooms must be vacated by 11.00am on the day of departure, unless previously agreed in advance.
 - b) The wedding ceremony or arrival at the hotel must not be before 2pm on the day. This is to allow for all necessary preparations to be made
 13. Payment:
 - a) The deposit to convert the booking from provisional to confirmed is full payment for the meal for the anticipated number of guests attending the event. An invoice for the remaining balance will be presented on the morning of departure. We are willing to discuss a payment plan for the deposit upon receipt of a Rectory Hotel booking form and signed Terms and Conditions Form. The payment plan offered to bride and grooms is the deposit split into three payments with the last payment due at least two months before the event. We however do ask that the initial payment amounts to no less than £500
 - b) VAT will be charged at the rate prevailing at the time the function takes place. VAT is included in all rates quoted.
 - c) Prices are correct at the time of printing and The Rectory reserves the right to alter prices without prior notice according to market fluctuations.
 - d) All accounts should be settled in full on departure. One bill will be presented to the host of the party at the end of the event. We would ask that this bill is settled in one transaction only.
 - e) The Rectory Credit Terms are seven days from the day the invoice is rendered. Any interest charge will be made on all outstanding balances after the due date calculated at two percent above base lending rate of Barclays Bank.
- The Management of The Rectory Hotel reserve the right to update and revise terms and conditions to a reasonable and fair degree without prior notice. Any changes will be immediately addressed to you in writing. The decision of the Management of The Rectory will be final and binding in the respect of all these terms and conditions.



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