

# WEDDING BROCHURE



2024/2025

## **General information**

Please note the hotel does not take provisional bookings.

To book your wedding, a letter of confirmation is required along with a non-refundable deposit of your hire charge.

Private function room

Function suites hire charge £600.00 **meal and evening reception**

Function suite for ceremony room £200.00

Meal –min-25 max 50 guests

Top table max 8 people

Night-time function – max 150 guests over 2 rooms

Refundable Damage deposit - £250.00

Personalised menus.

White Table linen and napkins

All food and drink services must be supplied by West Park Hotel.

## **Wedding day décor charges**

Choice of cake stand and cake knife £50.00 per day

6ft blossom tree 10 trees £250.00 per day

Table centre pieces from £20 each per day

Flower centre pieces £10 each per day

LOVE illuminated letters £150.00 per day

Coloured sashes £1.00 per chair

White chair covers £1.00 per chair

**An additional £250 damage deposit for table decoration**

Flowers, DJ, bands, photographer master of ceremonies must be supplied by you the client

**All wedding décor must be supplied by us (west park hotel)**

## MENU 1

Lentil Soup

----O----

Traditional steak pie served with fresh  
Market vegetables

Fish and chips

----O----

Cheesecake with cream

----O----

£23.95

## Menu 2

Lentil soup

----O----

Roast rib of scotch beef  
Roast chicken and bacon

----O----

Chocolate Profiteroles

----O----

£27.95

## MENU 3

Lentil Soup

Prawn Cocktail

----O----

Fillet of salmon  
Chicken Balmoral.

----O----

Baked vanilla cheesecake with cream  
Sticky toffee pudding with cream

----O----

£33.95

## CHILDRENS MENU

Lentil Soup

----O----

Chicken nuggets

Cheese and tomato pizza

Fish fingers

All served with French fries

----O----

Ice Cream

£14.50

DRINKS PACKAGE  
MENU

**Wine Package 125ml glasses**

1 X Glass of house red or white wine (arrival)  
1 X Glass of house red or white wine (with meal)  
1 X Glass of sparkling wine (for toast)  
**£14.95 per Person**

**Prosecco Package 125ml glasses**

1 X glass prosecco (arrival)  
1 X Glass prosecco (with meal)  
1 X Glass of prosecco (for toast)  
**£21.95 per Person**

**Champagne package 125ml glasses**

1 X Glass house Champagne (arrival)  
1 X Glass house Champagne (with meal)  
1 X Glass house champagne (for toast)  
**£29.95 per person**

## **EVENING BUFFET**

### **BUFFET 1**

Selection of sandwiches

Sausage rolls

£6.95 per person

### **BUFFET 2**

Filled rolls

Sausage/bacon

£5.50 per person

### **BUFFET 3**

Sausage Rolls

Chicken Drumsticks

Selection of sandwiches

£8.50 per person

### **BUFFET 4**

Chicken drumsticks

Sausage rolls

Assorted quiche

Baked potatoes

Coleslaw

Savoury cheese filling

Mixed salad items

£14.45 per person

## **WEDDING TERMS & CONDITIONS**

### **Wedding Terms & Conditions Deposit & Payment Structure**

1. A provisional reservation will be held for 14 days, after which a contract and a non – refundable deposit of £1000
2. 25% of the total contracted revenue is due 12 months prior to the event date
3. 50% of the total contracted revenue is due 6 months prior to the event date
4. 25% of the total contracted revenue is due 1 months prior to the event date
5. Payment of any outstanding balance is due 2 weeks prior to the event date

The above will be calculated based on your contracted projected revenue.  
The final balance will be calculated after your final details meeting with your wedding co-ordinator.

**Prices** All weddings are tailor made and prices may be subject to review at any time without prior notice or notification by the hotel.

**Small Weddings** Please speak to one of our Wedding Coordinator's for information on our bespoke, smaller wedding packages. **Exclusive Use Weddings** Please speak to one of our Wedding Coordinator's for information

### **Confirmation**

Written confirmation will be sent out on receipt of your first deposit with requirements of further details.

The West Park Hotel wishes to thank you for choosing us to help organize one of the best days of your life

## **REQUIREMENTS**

For health and safety, we do not allow candles, bubbles, or any type of confetti.

Children must be always supervised and must remain in the function suite hired. Children are not permitted in the restaurant, hotel reception, stairwells, or guest room corridors.

Proof of age maybe required to obtain service from the bars.

No alcohol is permitted to be brought onto hotel premises including miniatures.

Own catering cannot be provided

Own discos or bands must bring all their own equipment there is no equipment available for use. and must also be removed at the end of the function.

Damage deposits will not be returned if there is any damage to the function suite or any alcohol bottles brought onto premises by your guests  
damage deposits are available to be collected from reception the Monday after your function.

Designated smoking areas are available throughout the hotel car park

*We aim to always provide a quality service to our customers. To help us to monitor the service we provide, we request that you inform the duty manager on the day of your function if our service fails to meet your satisfaction.*