



2018

WORTLEY HALL

INTRODUCTION

Your day is special and we will endeavour to tailor your Wedding to your individual needs.

All our weddings include;

- Bud vases with colour co-ordinated flowers
- Co-ordinated serviettes wherever possible
- White linen table cloths
- Red Carpet
- Round or square cake stand & knife
- Complimentary accommodation for happy couple
- The use of the gardens for photographs
- Bar facilities until 12.30am

We have a number of dining rooms in which to hold your wedding Breakfast, including;

- The Unite Ballroom** - catering for up to 150 guests
- The Foundry Dining Room** - catering for up to 130 guests
- AEU Lounge** - catering for up to 70 guests

Smaller dining rooms are available upon enquiry

The finer details... to help enhance those finishing touches our wedding co-ordinator will be available on the day and will preside over those important announcements and speeches.

LICENCED ROOMS & CAPACITY

We have six rooms licensed to hold civil ceremonies

Clarke Boardroom	-	for up to 20 guests
NAW Garden Room	-	for up to 20 guests
Sylvia Pankhurst Library	-	for up to 50 guests
Unison NW Gas Room	-	for up to 50 guests
A.E.U. Lounge	-	for up to 108 guests
Unite Ballroom	-	for up to 200 guests

Some rooms also have additional standing capacity.

Evening event capacity (including bar & bar lounges) **300**

Weddings held on a Fridays or Bank Holiday Sundays must have a minimum of 65 adults for the wedding breakfast. Saturdays between April and September minimum numbers of 80 guests apply for the Wedding Breakfast and Drinks Reception and 120 guests for the Evening reception If you choose to invite less, you will still be charged for the minimum numbers.

ACCOMMODATION

Complimentary overnight accommodation is available for the happy couple, At the time of confirming the booking, accommodation may be then booked for your parents & guests.

Block bookings for bedrooms can be taken but must be paid for at the time of booking. Your guests are advised to book as early as possible to avoid disappointment as no bedrooms are held provisionally for wedding bookings.

All INCLUSIVE PACKAGES

Here at Wortley Hall we have put together a package that covers all the important aspects for a successful wedding day. Our all inclusive wedding packages can make it easier for you to budget and plan your special day. If the all inclusive package does not suite your requirements we have also included in this brochure the individual costs for each item. Please note minimum spend will apply though for weekend dates.

2018 All Inclusive Package

Includes:

Exclusivity of being only wedding held at venue
Dedicated wedding co-ordinator for event
Ceremony / Drinks Reception room hire
The Foundry Dining Room Hire for wedding breakfast
The use of the gardens and grounds for photographs
Bud vases with colour co-ordinated flowers
Co-ordinated serviettes wherever possible
Traditional white linen table cloths
Red Carpet on arrival
Round or square cake stand & knife
Glass of sparkling wine on arrival
3 Course Wedding breakfast
Glass of wine with the meal
Glass of sparkling wine to toast
Evening Finger Buffet
DJ and Disco until midnight
Bar facilities until 12.30
Complimentary overnight accommodation for happy couple

RATES & MIN NUMBERS

Weddings based on 50 guests in the day and 70 guests in the evening - **£2995.00 all remaining dates**

Extra Guests added at following rates:
£58.00 Day Adult Guests (meal & drinks)
£26.00 Child Guests (meal & drinks)
£15.95 Evening Guests

****Restricted wedding breakfast menu & evening buffet menu applies**

WEDDING BREAKFAST MENU SELECTIONS

CANAPÉS

Salmon Bilini - Crispy King Prawn & Chilli Dip - Honey & Mustard Sausages - Blue Cheese & Chive Tart, Chorizo & Lime Tart

Add a choice of 3 for £4.95 per person or 5 for £7.95 per person

STARTERS

Prawn & Crayfish Salad with Dill & Lime Mayo

Chicken & Black Pudding Terrine, Pickled Vegetable Salad & Mustard Dressing

*Roast Tomato Soup, Basil Oil (V) **

*Duck Liver & Port Paté, Toast & Seasonal Chutney **

Cream of Mushroom Soup, Truffle Oil

*Wensleydale & Red Onion Tart, Tomato Chutney & Salad Leaf (V) **

Thai Spiced Sweet Potato Soup & Crème Fraiche (V)

Trio of Salmon, Pickled Vegetables & Watercress (£2.00 pp supplement)

*The starters marked with a * are the choices for our special offers, all other options will be charged at an upgrade cost. Please speak to our Wedding Manager to discuss upgrade costs.*

WEDDING BREAKFAST MENU SELECTIONS

MAINS

*Roast Chicken Breast,
Fondant Potato, Madeira & Tarragon Sauce **

*Honey Roast Pork Loin,
Diane Sauce & New potatoes Roasted in Garlic & Thyme **

*Salmon Fillet,
Sprouting Broccoli, Buttered New Potatoes & White Wine Sauce*

*Roast Sirloin of Striploin Beef,
with Yorkshire pudding, Roast Potatoes & Red Wine Gravy*

*Rump of Lamb
Dauphinoise Potato & Mint Gravy
(£3.00 pp supplement for full priced weddings, additional cost applies for the wedding offer)*

*Braised Beef Cheek
Creamed Potato, Pancetta & Baby Onion Gravy
(£3.00 pp supplement for full priced weddings, additional cost applies for the wedding offer)*

*Wild Mushroom & Baby Spinach Risotto (V) **

*Onion & Thyme Tart Tatin
Goats Cheese & Buttered New Potatoes (V)*

*The mains marked with a * are the choices for our special offers, all other options will be charged at an upgrade cost. Please speak to our Wedding Manager to discuss upgrade costs.*

WEDDING BREAKFAST MENU SELECTIONS

DESSERTS

*Toffee Pudding, Salted Caramel Sauce & Vanilla Bean Ice Cream **

*70% Dark Chocolate Brownie, White Chocolate & Orange Chantilly Cream **

*Strawberry & Clotted Cream Cheesecake **

Vanilla Panna Cotta, Oat Crumble & Roasted Plum

Treacle Tart, Raspberries & Lemon Curd Ice Cream

Trio of Yorkshire Cheese, Oat Cakes & Quince

(£2.00 pp supplement for full priced weddings, additional costs apply for wedding offers)

CHILDRENS MENU

Available for children under 6 years

Sausage, Mash & Gravy

Mini Fish & Chips with Beans or Peas

Chicken Goujons, Chips with Beans or peas

Ice Cream for Dessert

£12.00 per child

*The desserts marked with a * are the choices for our special offers, all other options will be charged at an upgrade cost. Please speak to our Wedding Manager to discuss costs.*

Coffee and Mints £1.50

£47.00 for 3 course set menu

(1 choice of starter, main course and dessert plus a vegetarian option if required)

If you wish to have a choice menu of 2 choices per course, a £3.00 supplement per person will be charged

Children 12 Years & under £26.00 for 3 course menu as above

EVENING BUFFET MENU SELECTIONS

Buffet Selector Menu

*A Selection of Sandwiches & Wraps **

*Homemade Pork & Sage Sausage Roll **

*Triple Cooked Chips **

Potato Wedges Roasted in Garden Herbs

Buttered New Potatoes

*Coleslaw **

*Cheese & Tomato Quiche **

Fish Goujons & Sweet Chili Sauce

*BBQ Chicken Drumsticks **

Lamb Kofta & Mint Yogurt

Pork Pie with HP Sauce

A Selection of Home Cooked Sliced Meats

Selection of Cured Meats

Mediterranean Pasta Salad

*Mixed Salad **

*Items with * are for our wedding offers, other items will be charged at a supplement*

£15.95 per person for 6 items

Any additional buffet items £2.50 per person per item

Ten item special £21.95 per person

Why not add on a chefs selection dessert table for £2.95pp extra??
(eg: Cheesecake, Chocolate Fudge Cake, Lemon Tart)

Roast Pork Feast

Oven Roast Pork Loin

Pork Stuffing

Apple Sauce

Hand Cut Chips

Cajun Coleslaw

Buttered Baps

£15.95 per person

Pie

Steak & Ale Pie

Vegetarian Pie

Triple Cooked Chips

Mushy Peas

Gravy

£15.95 per person

Burgers

Beef Burgers

Vegetarian Burgers

French Fries

Burger Buns

Sliced Tomatoes & Lettuce

Burger Relish

Sliced Cheese

£15.95 per person

DRINKS PACKAGES

Drinks Package A £15.95pp

*Fruit Punch, Sparkling Wine or Bucks Fizz on Arrival
Glass of House Red or White Wine with Meal
Sparkling Wine for Toast*

Drinks Package B £18.95pp

*Fruit Punch, Sparkling Wine or Bucks Fizz on Arrival
2 Glasses of House Red or White Wine with Meal
Sparkling Wine for Toast*

Drinks Package C £21.95pp

*Sparkling Wine, Bucks Fizz, Mulled Wine or Pimms® on Arrival
2 Glasses of House Red or White Wine with Meal
Champagne for Toast*

Please ask for Full List of Wines and Champagnes

ROOM HIRES, OPTIONAL EXTRAS & BOOKING YOUR CEREMONY

Civil Ceremony or Blessing Room Hire

NAW Garden Room	£150.00
Clarke Boardroom	£150.00
Sylvia Pankhurst Library	£230.00
Unison NW Gas Room	£230.00
A.E.U. Lounge	£280.00
Unite Ballroom	£380.00

Reception Drinks Room Hire

The A.E.U. Lounge	£180.00
-------------------	---------

Evening Reception

Unite Ballroom	£380.00
Foundry Dining Room	£280.00

Optional Extras

Bubbly & Chocolates	£25.00
Local Disco	£275.00
Executive Bedroom supplement	£50.00

Bar available until 12.30am. Disco finishes 12 midnight. Live Bands 11pm

Booking your Civil Wedding Ceremony

During the two weeks that we hold the booking you should contact the Superintendent Registrar at:

**The Town Hall, Barnsley, S70 2TA.
Tel: 01226 773086**

The Registrar's fee is not included in the price from Wortley Hall

Wortley Hall is in no way responsible for the booking or cancellation of the Registrar

CONTRACT TERMS & CONDITIONS FOR WEDDING EVENTS

Client

Return by date

Booking Name

Events Dates

When holding a private event at Wortley Hall Ltd the following contract terms will apply:

Making a provisional booking

Our facilities may be reserved without commitment for a period of 14 days from the date of booking.

Confirming a booking

In the first instance request a contract from your wedding co-ordinator, then having checked the details, sign and return the contract to your point of contact; once received and signed by Wortley Hall Ltd the booking is considered to be confirmed and the contract becomes legally binding. A non-refundable or non transferable £1000.00 deposit is required at the time of booking.

Minimum numbers & charges

Saturdays between April and September minimum numbers of 80 guests apply for the Wedding Breakfast and Drinks Reception and 120 guests for the Evening reception. You will need to cater for 100% of your Guests. We are able to accept bookings on other days of the week that do not meet these minimum numbers and requirement but a minimum spend may apply. Please speak to your Wedding Co-ordinator for further details. Weddings booked on a bank holiday may incur a surcharge of 10%

Chargeable Guest Numbers

The numbers you sign for on the contract are the numbers chargeable, however 6 weeks prior to the arrival date we will ask you to update your numbers. If these numbers are greater than those originally confirmed this becomes the new chargeable number.

Cancellation Charges

If you need to cancel your wedding we will require notification in writing before any facilities on hold can be cancelled. Please find below the charges for cancellation:

Date of cancellation	Cancellation payable as a percentage of Revenue for all facilities, equipment and ancillary services reserved
In excess of 25weeks prior to the Wedding date	Loss of £1000.00 Deposit
Cancellation 24 weeks prior to the Wedding	50% of the estimated charges
Less than 4 weeks prior to the arrival date	100% of the estimated charges

Payment terms

An initial non-refundable, non transferable deposit of £1000.00 is required at the time of booking.

6 months prior (24 weeks) a second deposit is due for 50% of the contracted revenue.

14 days prior to the function the final balance is due based on final numbers given. Any residual balances must be cleared prior to departure from the facility. We regret that personal cheques will not be accepted as payment for the final balance. Payment can be made by cash or debit card. Failure to adhere to this payment schedule may result in the cancellation of your date.

Responsibility for payment and charges

Wortley Hall Ltd holds the named clients jointly and severally responsible for all charges resulting from the function.

Fixed prices and variable costs

Upon receipt of deposit, prices quoted may vary. Menu prices which are constantly under revision and may be changed with 90 days notice.

Children under 12 will be offered half portions of the menu at half price, there will be no charge for infants under 3 that do not require a meal.

This will not affect any menu already agreed with the client. All costs include VAT at the prevailing rate.

Booking of the Registrar/Church

Our charges do not include any charges levied by the Registrar. Couples are solely responsible for making arrangements for a Registrar to attend and keeping the Registrar updated with any charges that may occur.

In the absence of a Registrar a legal ceremony cannot take place. Please book your registrar for the date of your Wedding.

Delivery of items

If you need to deliver equipment or material to Wortley Hall Ltd please let us know when it is coming and ensure it is clearly labelled with your on-site contact name, your name and your event name. It should arrive no sooner than 24 hours prior to the event and be collected within 12 hours after you leave. A charge of £20.00 per day storage fee will be imposed for items not collected within 24 hours of the event.

Health and Safety

Please advise with final numbers any wheelchair users so that suitable access arrangements may be put in place. Wortley Hall Ltd does not allow tea lights and other candles on the grounds of health and safety in the evening reception room.

Loss and Damages to Property

Wortley Hall Ltd holds the named clients jointly and severally responsible for their parties and any losses or damage caused wilfully or by neglect will be charged for. If any client or guest removes any item of property from Wortley Hall Ltd. The named clients will be charged.

Clients Property

We cannot accept responsibility for any items left within the premises. Any personal belongings or decorations belonging to the client are advised to be taken from the function room at the end of the evening as Wortley Hall holds no responsibility for this property.

Leaving after the event has finished

You agree to advise all guests to organise a taxi/transport in advance. All guests must vacate the evening function room 30 minutes after your event has finished. Please note that there will be an additional charge of £250.00 per hour should your guests not leave the function room after the agreed time. Any guests found under the influence of alcohol or drugs may be asked to leave the premises prior to the finishing time of the event. Please note that Wortley Hall Ltd will not accept liability of any accidents arising from alcohol or drug miss-use.

Other applicable terms

Wortley Hall Ltd cannot allow any confetti to be thrown unless they are real or dried flower petals. Fireworks and Chinese lanterns are prohibited. A £150.00 clean up charge will apply should your guests not adhere to this. If you are providing own disco/entertainment Public liability insurance and PAT tested equipment certificates should be produced prior to them performing. All menus are subject to availability and/or similar menus/alternatives will be offered. All decorations, cake etc should be collected by the 12 noon the day after your wedding. Any edible items not collected by 12 noon the day after your wedding will be thrown away.

Date of Wedding:

For The Client:

Signature:.....

Printed Name:.....

Date:

Signature:.....

Printed Name:.....

Date:

Billing Address:

.....

.....

.....

Email Address:.....

Telephone:.....

Telephone:.....

For Wortley Hall Ltd:

Signature:

Printed Name:

Job Title:

Date:

Event Requirements:

Please circle required

Type of Wedding:

Civil

Church

Time of Wedding Ceremony:PM

Room required for civil/drinks reception

AEU Lounge

Sylvia Pankhurst Library

Dining room required:

Foundry Dining Room

GMB Suite

Unite Ballroom

Evening Reception room required:

Foundry Dining Room

Unite Ballroom

Approximate numbers:

Daytime:

Evening (Ballroom):

Rates:

All rates are inclusive of VAT at the prevailing rate. Please note that on signing this contract you agree to the terms and conditions for wedding events at Wortley Hall