

*Sharing one umbrella
We have to hold each other
Round the waist to keep together.
You ask me why I'm smiling –
It's because I'm thinking
I want it to rain forever*

Love Poem
Vicki Feaver

Your Wedding Celebration

Thank you for your enquiry and congratulations of your forthcoming marriage. The Priory Hotel is one of those rare and delightful discoveries; a privately owned and operated hotel where the welcome is warm and personal. Offering the very highest standards of hospitality and service there is no better place for that most special of days; *your wedding.*

Imagine yourself in the beautiful landscaped gardens surrounded by your family and friends as you enjoy the finest hospitality together with sumptuous food from the awarding winning restaurant; and all just a mile from the town centre, quietly hidden behind the historic walls of an old priory.

Our dedicated and professional staff offer a flexible approach; helping you to create your own perfect day. They will be on hand to advise and discuss every detail; from the ceremony, menus, wines, flowers, photography; indeed helping you every step of the way, right through to your departure from the hotel as a married couple.

Whatever you have in mind; from a lunch after the ceremony for just a handful of friends and family or a champagne reception for fifty guests with a three course meal followed by dancing into the night for up to a hundred guests. Our Head Chef, Graham Smith will be happy to discuss your menu requirements, incorporating the finest local produce and best quality ingredients. The wine cellar, stocked by our experienced vintners, Ellis of Richmond, can provide you with your favourite wines and maybe even those special vintages that may have importance to you and your partner.

We can also offer you exclusive use. Just think, from the moment you arrive to the moment you leave, the whole hotel, its facilities, the grounds and every member of staff will be at the disposal of you and your guests.

Begin planning your perfect wedding day by making an appointment with me and you can then start looking forward to an extra special day you'll never forget.

Sandy Miles
Conference & Events Manager

It's Your Day

We can help you tailor your celebration to suit your numbers and requirements; from a small group for lunch after the ceremony, to a wedding breakfast followed by evening entertainment.

Our services can include:

- Civil Ceremonies, Civil Partnerships and Renewal of Vows
- Exclusive use of our Garden Restaurant, Conservatory & Terrace Suites
- Exclusive use of the whole hotel
- Your choice of menu
- Red carpet welcome
- Your choice of arrival drinks trayed and served to your guests
- Canapés served in our beautiful gardens
- Your selection of wines from our extensive wine list.
- Champagne or sparkling wine for the toast
- Tables set with crisp white linen cloths & napkins
- One of our management team to act as Toastmaster
- Your own dedicated member of staff to help you every step of the way
- Complimentary executive room for the Bride & Groom the night of your wedding
- The best available rates for overnight accommodation for your guests on the day of your wedding
- Complimentary dinner for two on your first wedding anniversary

Your Civil Ceremony

Bury St Edmunds registry office has licensed the Best Western Priory Hotel for civil weddings and civil partnerships Civil ceremonies and civil partnerships are legally binding and there are a number of steps that need to be followed when planning your day.

- Please contact us in the first instance to discuss a suitable date and time before then contacting the Superintendent Registrar to ensure that they are available on your chosen day.
- We will be happy to provisionally hold your booking for 10 days whilst you make these enquiries
- Please be aware that the Superintendent Registrar can only confirm their availability 12 months before your chosen wedding date and no sooner.
- We can currently seat up to 30 guests for the ceremony in our Terrace Suite – a lovely sunny room overlooking the gardens.
- For further information please contact Bury St Edmunds Registry Office on 01284 352373 who will be happy to send you full details on marriages in approved premises and answer any questions you may have.

Your Wedding Breakfast

We will offer you a seasonal menu from which to select your own personal menu for the day. You can select a fixed menu for all of your guests consisting of a starter, main course & dessert; alternatively with two rosettes awarded for our food we will be more than happy to discuss your individual requirements, our creative Head Chef, Graham Smith, is happy to accommodate all tastes.

SOME SEASONAL MENU IDEAS

STARTERS

Green pea soup, mint curd, lemon oil (V)

Pressed terrine of rabbit & wood pigeon, carrot and hazelnut salad, bramble jelly

Grilled mackerel, warm potato salad, tomato & chive vinaigrette

Char grilled peach, basil sorbet, frisse, crushed pistachios, parmesan tuile (V)

Seared tuna, citrus pepper crust, bok choy, pink ginger relish

MAIN COURSES

Roast rump of new season lamb, flageolet puree, fondant potato, haricot vert, confit garlic, balsamic dressing

Poached breast and confit leg of maize fed chicken, puy lentil & polenta cake, tomato & chorizo sauce

Grilled turbot, saffron fettuccini, broad beans & pancetta, lemon beurre blanc

Pan seared sea salmon, fennel carpaccio, roast cherry vine tomatoes, Anya potatoes, caper & orange dressing

Risotto of roasted red peppers, baked crottin chavignol, parsley coulis dressed rocket, toasted pine nuts. (n) (V)

DESSERTS

Cappuccino crème brulee, chocolate sorbet, espresso granite, shortbread biscuits

Plum frangipane, caramelised orange, vanilla mascarpone

Summer pudding, white chocolate sauce, crushed ammeretti

Platter of exotic fruits, lemongrass syrup, coconut sorbet

Local cheeses, fen celery, flame grapes, oatcakes

Coffee & petit fours

Your Buffet Menu

Chef's selection of the following items:-

Selection of filled Baguettes

Hand made margarita pizza

Chicken satay skewers, peanut dip

Salmon brochettes

Vegetable dim sum, sweet chilli sauce

Mini cheese burgers

Beer battered fish fingers, tartare sauce

Mini ring doughnuts, hot chocolate sauce

Assorted wraps

Breaded salmon, garlic & herb goujons

Cajan spiced potato wedges, various dips

Lincolnshire sausage rolls

Vegetable pakoras, mango chutney

Chicken tikka skewers, minted yogurt

Tomato & olive crostini

Handmade brownies

WEDDING TARIFF

Applicable from 1 March 2009– 1 March 2010

Wedding Breakfast: £40.00 per person

(Includes exclusive use of the Garden Restaurant, Conservatory & Terrace, red carpet welcome, your choice of a three course menu, cake stand & knife together with all table linens, complimentary room the night of your wedding)

Children's Half Portions: £15.00 (under 11's)

Wines from: £15.50 per bottle

Canapés from: £6.95 per person

Buffet for Evening Parties: £18.00 per person

(Only available following a wedding breakfast and includes exclusive use of the Terrace Suite. Evening buffets must cater for 70% or more of the final numbers)

Civil Ceremony Facility Fee: £275.00

This fee does not include the attendee fee of the registrar, which is payable directly to the Bury St Edmunds registry office.

Wedding Lunch:

Ideal for a small celebration after a ceremony; can include exclusive use of either the Terrace or Conservatory Suite, red carpet welcome, your choice of a three course menu, cake stand & knife together with all table linens.

Exclusive Use of the Hotel: £3000.00

This includes closure of the Garden Restaurant, Terrace Suite, Conservatory Suite, Lounge Bar and Babwell Suite for your private use. No other guests will be staying at the hotel other than those invited by you as part of your wedding party. Available from 2pm the day of your wedding to 11am the following morning. Please enquiry for further details.

The above prices are inclusive of Vat at 15% and are subject to change without notice.

Minimum numbers may apply on Saturdays from May to September.

Your Next Step:

Please contact Sandy Miles on 01284 766181 to arrange an appointment.

We understand that budgeting your wedding is important, so after discussing your requirements relax with a coffee whilst we prepare an estimate for you to take home.

Written confirmation together with a deposit of £500.00 will be required to secure your booking.

Full pre-payment is required 14 days prior to the day of your wedding with any outstanding amount settled on departure.

See our written terms and conditions of booking for full details

THE PRIORY HOTEL,
Mildenhall Road, Bury St Edmunds, Suffolk. IP32 6EH

TERMS AND CONDITIONS OF BUSINESS - WEDDINGS

Provisional Bookings:

We are delighted to hold a provisional booking for you for a maximum of 10 working days, unless otherwise agreed by the Hotel. During this time, should a further enquiry be received, we reserve the right to ask for immediate confirmation.

Confirmation:

All bookings are considered provisional until an Agreement has been signed by the client or confirmation has been received on headed notepaper agreeing to the Terms and Conditions. Once the Agreement is signed, both parties will agree to the Terms and Conditions of the Agreement. If the Agreement or written confirmation is not returned to the Hotel within 10 working days then the Hotel reserves the right to release the provisional reservation.

Exclusive Use:

Offered subject to availability only. No other paying guests will be booked into the hotel between 2pm the day of the wedding and 11am the following morning. However, the hotel will remain open to the general public as a requirement of a licensed wedding venue.

Deposits: Weddings

An initial £250.00 deposit is required for weddings with confirmation of the booking. Deposits are neither refundable nor transferable. In the event that deposits are not paid by the due date, then the booking will be deemed to have been cancelled by the Hotel and subject to the charges below. The balance is payable 14 days prior to the event date.

Credit facilities:

It is the policy of the Hotel for all accounts to be settled on departure. Accounts cannot be forwarded without prior arrangement.

Final Payments:

Full pre-payment is required 14 days prior to the event date with any outstanding amount settled on departure.

Amendments, Cancellations and Reductions in Numbers:

- I. In the unfortunate circumstance that you have to cancel your confirmed booking at any time prior to the event, the Hotel will make every effort to resell the facilities on your behalf. Any cancellation or partial cancellation must be confirmed in writing and the facilities you have reserved cannot be released for resell until this is received and acknowledged.
- II. Definitive cancellation charges due can only be confirmed to you after the intended date of the event, when we may reduce the charge where alternative business has been secured
- III. In the event of the Hotel being unsuccessful in re-selling the space created by the cancelled or amended booking, cancellation charges will be made as follows:

Period of Notice - Weddings

Over 180 days	No charge
90 – 180 days	50%
Less than 90 days	Full charge

Wedding Insurance:

We strongly recommend that you take out a wedding insurance policy.

Reduction in Numbers, Food and Beverage:

A reasonably accurate number of guests is required at the time of booking. Once guest numbers are agreed, reductions will incur cancellation charges in line with the following:

Over 60 days	Up to 10%	No charge
	Over 10%	25% for each guest in excess of 10%
31 – 60 days	Over 10%	50% for each guest in excess of 10%
8 – 30 days		75% for each guest
7 days or under		Full charge for each guest

Non Arrival charges:

Any guests who fail to arrive will be charged at the full rate for the duration of the stay.

N.B. The hotel will make every effort to re-sell rooms released/cancelled and will only charge for those which remain unsold.

Amendments or Cancellation by the Hotel:

The hotel reserves the right to cancel any booking forthwith or reserves the right to offer alternative facilities without any responsibility on its part in the event of

- Any occurrence beyond the reasonable control of the Hotel which shall prevent it from performing its obligations in connection with the booking
- If the booking might, in the opinion of the Hotel, prejudice the reputation of the Hotel
- If the Client is more than 30 days in arrears of previous payments to the Hotel
- If the Hotel becomes aware of any alteration in the Client's financial situation

Supply of Information:

- A full rooming list for accommodation is to be supplied to the Hotel 14 working days prior to the event. For the avoidance of doubt the submission of this list only serves to provide names of guests attending the event and does not affect the number of rooms contracted with the Hotel
- Any amendments including additions, cancellations, extension of stay must be notified in writing by the Client and confirmed by the Hotel

Charge/Payments:

The Client must always sign charge dockets presented – queries received where dockets are not signed will not be accepted

Finishing Times:

Events are required to finish at the time agreed when the booking is made, as extensions to this time on the day may not be possible. The Hotel reserves the right to levy additional charges where the client fails to vacate the room at the contracted time

Damage:

The Client shall be responsible for any damage caused to the allocated rooms or the furnishings, utensils and equipment or any part of the Hotel or grounds, therein by any act, default or neglect of the client, subcontractor or guest of the client and shall pay to the company on demand the amount required to make good or remedy any such damage and for any loss of business caused as a result.

Third Parties:

- I. Where the client employs sub-contractors or third parties to assist them with their Event, it is their responsibility to ensure that they comply with all Terms and Conditions laid down by the Hotel and any current Health & Safety legislation
- II. Where the Hotel is requested to book facilities and/or services on behalf of the client with third parties, it will do so in good faith but cannot be held liable should the standard of those services prove deficient, nor for the acts or omissions from such third parties.

Professional Bodies and Performing Rights:

- The Company reserves the right to object to the employment by clients and guests of any photographer, toastmaster, band, musician or other persons in connection with any event and will, without obligation, be pleased to give clients and guests the benefit of their advice or recommendation in this connection.
- It shall be the responsibility of the client to ensure that where applicable, Performing Rights Society Forms are completed by any band or musicians employed by the client.

Corkage:

Only food and beverages purchased from the Hotel may be consumed on the premises, except wedding cakes. It is not the policy of the Hotel to offer corkage facilities.

Miscellaneous:

- The Hotel reserves the right to change the clients event to a different room in the Hotel if numbers fall from those originally contracted
- The client must obtain prior consent for all signs, exhibitions and displays inside and outside the Hotel. The Hotel reserves the right to remove signs, which are unauthorised, unlawfully displayed or which may be deemed to cause offence.
- The Hotel will not be liable to clients or any person claiming through their clients, for any loss or damage caused by, or arising from, its failure to carry out any obligations under this agreement, due to anything beyond the control of the Hotel.
- The client accepts liability for any extra charges incurred.
- All prices quoted are inclusive of Service and VAT at the current rate, unless otherwise stated. We reserve the right to change prices due to increase in supplier's costs, tax, duty and any changes in VAT.
- All bookings made arising out of this Agreement will be deemed subject to the above conditions.

I/WE AGREE THE TERMS AND CONDITIONS

SIGNATURE:

SIGNATURE:

Registered Office: Priory Hotel, Mildenhall Road, Bury St Edmunds, Suffolk IP32 6EH
Company Registration No. 4082799