



Alma Lodge Hotel

weddings & civil ceremonies

Wedding Celebration Package

The Alma Lodge Hotel Wedding Celebration package includes everything you will need for your special day

Choose from our Five Delicious Wedding Breakfast Menus. Each menu is four courses and includes Fresh Coffee and Chocolate Mints

Menus and cost per head can be viewed on the second page of this brochure; all you have to decide is which Menu would best suit your individual Wedding

Wedding Breakfast Menu prices include

- A glass of Sherry or Bucks Fizz on arrival
- A glass of House Wine with the meal
- A glass of House Sparkling Wine for the toast
- Room Hire & Background Music
- Basic Cakestand and Knife
- Table Linen & Serviettes
- Complimentary Overnight Accommodation for Bride and Groom in our Superior Suite
- VAT inclusive

Additional Supplements

- Extra glass of wine with meal £3.70 per person
- Toastmaster £120.00 2012 £150.00
- DJ £200.00 Own DJ £50.00

- Tiered Cake Stand £20.00
- Chair Covers £4.00 each
- Linen Napkins £1.00 per person
- Balloons- £5.50 a set plus additional set up fee
- Flowers –prices start from £11.00 per posy bowl

A fee of £100.00 will be implemented if you would like the hotel to dress your tables with favours, place cards, cameras, confetti, candles etc. (These items are not provided by the hotel)

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The Regis Suite

The Regis Suite at the Alma Lodge Hotel is completely self-contained, with a large lounge and bar with an abundance of seated areas. You can either greet your guests in our stunning foyer area, which encapsulates all the elegance and style of a bygone era with carved oak panelling and Victorian ceilings. Or if you would like to be completely private your guests can make their entrance through our walled courtyard garden at the rear of the Hotel. The Regis is best suited to weddings of 100-150 but can accommodate up to 190 guests. The room can also be divided by a partition for smaller numbers
(A minimum of 50 guests for the Wedding Breakfast is required in the Regis Suite) Various table layouts can be arranged and we will be pleased to recommend the best to suit your requirements

Wedding Menus

Menu 1 £39.00

Fanned melon with a fruit coulis

Minestrone soup

Chicken breast a la crème

Seasonal fruit gateaux

Menu 2 £40.00

Egg Mayonnaise

Asparagus soup

Roast Turkey, savoury stuffing, chipolata and gravy

Italian trifle

Menu 3 £41.00

Mozzarella & tomato salad

Cream of tomato soup

Roasted leg of Lamb Etruscan style

Profiteroles

Menu 4 £42.00

Fresh pate maison

Leek and potato soup

Roast loin of Pork Provencal

Fruit salad

Menu 5 £43.00

Smoked duckling on a bed of seasonal leaves

Minestrone soup

Roast sirloin of beef with Yorkshire pudding

Seasonal fruit gateaux

*All five menus include seasonal vegetables and potatoes and Fresh Coffee and Chocolate Mints
Children, vegetarians and special diets catered for*

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Evening Wedding Buffet Menus

Finger Buffets

Menu 1 £12.00

A selection of tasty sandwiches (Incs V)

Hot sausage rolls

Sizzling cheese and tomato pizza (V)

Rich fruit cake

Menu 2 £14.00

A selection of tasty sandwiches (Incs V)

Chicken goujons with dips

Sizzling cheese and tomato pizza (V)

Vegetable quiche (V)

A selection of Sweets

Fork Buffets

Menu 3 £19.00

Homemade lasagne

Vegetable samosas (V)

Hot roast chicken pieces

Chicken wings Oriental

Roast beef, roast ham

A selection of five salads (V)

Mixed quiche (Incs V)

Various sweets

Menu 4 £22.00

Whole dressed salmon

Homemade lasagne

Vegetable samosas & spring rolls (V)

Hot roast chicken pieces

Chicken wings Oriental

Roast beef, roast ham

A selection of six salads (V)

Mixed quiche (Incs V)

Various sweets

(V) = Vegetarian Option

The hotel does not allow food that was prepared on the premises for your event to be taken away for consumption at a later date. It is also the policy of the hotel not to under cater in any circumstances

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ALL YOU NEED TO KNOW ABOUT GETTING MARRIED

When is the best time to book my wedding reception?

As soon as you have a definite date, especially for a Saturday in May to September.

How do we confirm our booking?

You will need to pay a deposit to confirm your booking.

How much deposit do you need and when do you need it by?

We normally ask for £500.00 for all Weddings. You would normally pay this within 2 weeks of your initial enquiry.

What happens after that?

We will send you a letter confirming your deposit and date booked. We would then be in touch 2-3 months before your wedding to go through your provisional details, menus, wines etc. You would then be sent through the details that we discussed and would then expect to see you 2 weeks before the big day. Then the day before your wedding you will come into the hotel with your name cards, menus, favours, cake, table-plan and overnight bag.

When do you want full payment?

It is a requirement that you make your final payment 14 days before your wedding day.

What information will we discuss at final detail stage?

We will go through your menu choice, vegetarians and children's dishes, final numbers for day and evening, wines and reception drinks, your colour scheme/ flowers for the tables, evening entertainment, evening buffet, cake stand, bedrooms for the night, table plans, timings, bar times etc, etc.

Who will be my point of contact?

Zoë Fairclough will certainly have an overview of your booking from now on, however, if for any reason she is not available you can contact another member of our Conference and Events Team who will be happy to deal with your queries. No matter who you deal with Zoë will confirm everything to you in writing. You will be introduced to the Banqueting Manager prior to your big day. If you have any queries you can contact Zoe or Clare directly on 0161 483 4431.

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Wedding Reception Booking Conditions

1. Confirmation

Bookings that are not confirmed within 14 days of making the reservation can be released by the hotel and re-offered.

2. Payment Terms. Full payment (with final number of guests for catering and accounting) is required two weeks prior to the Reception.

This number or the number attending, whichever is the greater will be the number charged. Any extras on the day of the event, i.e. bar drinks, must be settled on that day.

3. Price Guarantee

Prices are guaranteed "no increase" once you have paid the deposit, subject to there being no additions of alterations to the booking.

4. Cancellation. In the unfortunate event of a cancellation or change of date, the following cancellation charges will apply.

More than 12 weeks prior to the scheduled date – the deposit will be forfeited unless we are able to re-let the suite for a similar event.

6 – 12 weeks prior to the scheduled date – 50% of the total estimated value.

2 -6 weeks prior to the scheduled date – 75% of the total estimated value.

Less than 2 weeks from the scheduled date – 100% of the estimated value

5. Insurance

It is our policy at the hotel to make sure that you consider insurance. This can be done for a very small premium and can cover the cost of the cancellation and other liabilities. Please note any contract of insurance would have to be made by you direct with the insurance company involved. Details of recommended insurance providers can be sent out to you with confirmation of your booking.

6. Liability

The hotel does not accept liability for presents or cards left unattended.

7. DJ

There will be a charge of £50 made if a DJ other than that recommended by the hotel is used.

8. Catering

The Hotel does not allow food that was prepared on the premises to be taken away for consumption at a later date. It is the policy of the hotel not to under cater in any circumstance.

9. Table Dressing

A fee of £100.00 will be implemented if you would like the hotel to dress your tables with favours, place cards, cameras, confetti, candles etc. These items will not be provided by the hotel.

Please sign and return the Booking Condition form as acceptance of the above Terms and Conditions.

Name(s) _____

Your Wedding Date _____

Signature(s) _____

Today's Date _____