



WENTBRIDGE  
— HOUSE —

WEDDINGS 2020

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## A Beautiful Ceremony

Our beautiful event rooms and gardens make the perfect setting for your civil ceremony or partnership.

Once you've agreed a date with us, independent arrangements should be made with the local Registrar who can be contacted on 0345 4 852 888. There is a fee for the Registrar, payable directly to the Registry office.

Our room hire charge for your civil ceremony or partnership is as follows:

TUDOR ROOM FOR UP TO 24 GUESTS	£495
LEATHAM SUITE FOR UP TO 70 GUESTS	£595
CRYSTAL SUITE FOR UP TO 130 GUESTS	£795

## Outdoor Wedding Ceremonies in the Garden Folly

All outdoor ceremonies are seated and include limewash Chiavari chairs, microphone, red carpet and Bose speaker system for your ceremony and drinks reception.

Ceremonies in the Garden Folly are available at £560 in addition to your indoor ceremony room hire.

The only element we can't control is the British weather which is why we offer a 50% refund of the outdoor ceremony fee if your ceremony has to take place inside.

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From 1st May to 30th September, there is a minimum requirement for 80 adult guests during the day and 100 adult guests for the evening reception for a Saturday or Bank Holiday Sunday wedding. There is also an additional venue charge of £750.



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# Wedding Day Drinks

**W**e've put together some suggested drinks packages below. If you'd prefer to choose a selection of your favourite drinks from our award-winning wine or bar list, we'd be delighted to help. The minimum drinks package required is £23.50 per person.

## ROSE £23.50 PER PERSON

A glass of sparkling wine or a bottled beer on arrival  
Two glasses of house wine with the meal  
A glass of sparkling wine for the toasts

## HYDRANGEA £26.95 PER PERSON

A glass and a top up of prosecco or an Aperol spritz on arrival  
Two glasses of house wine with the meal  
A flute of prosecco for the toasts

## BLOSSOM £29.95 PER PERSON

A glass of prosecco, Summer Pimm's or warm mulled wine on arrival  
Two glasses of Pinot Grigio or Estate Merlot with the meal (alternatives available)  
A glass of champagne for the toasts  
A complimentary bottle of champagne in the bridal suite

## GARDENIA £35.95 PER PERSON

A glass of champagne or signature gin & tonic or a craft beer on arrival  
Two glasses of New Zealand Sauvignon Blanc or Signature Primitivo with the meal (alternatives available)  
A glass of champagne for the toasts  
A complimentary bottle of champagne in the bridal suite

## MAGNOLIA £46.95 PER PERSON

A glass of Nyetimber Classic Cuvée on arrival  
Half a bottle of Sancerre or Pinot Noir with the meal (alternatives available)  
Unlimited mineral water throughout your meal  
A glass of Billecart-Salmon Rosé champagne for the toasts  
A complimentary bottle of rosé champagne in the bridal suite

## Personalise your arrival

For an inspiring and welcoming arrival, we can offer personalised outdoor music which will play throughout your drinks reception for just £95.00



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# Wedding Day Canapés

Enjoy a delicious selection of hot & cold Canapés with your arrival drinks. Perfect to keep your guests going until the main event!

A selection of 4 canapés is available at £7.50 per person, then at £1.75 per person for additional canapés.

## COLD SELECTION

Oak smoked salmon and dill mousse with pickled cucumber on toasted rye bread

Whipped Yéllison goat's cheese, beetroot and caper relish (v)

Compressed watermelon and Yorkshire fettle skewer (v)

Nduja bruschetta

Mini Wentbridge prawn cocktail, bloody Mary jam, fresh horseradish

Peppered smoked mackerel paté, pickled heritage beetroot, sourdough crisp

Chicken liver parfait, toasted brioche, orchard apple chutney

Roasted tomato and red pepper bruschetta with fresh basil (v)

Whitby crab, tarragon mayonnaise and spring onion croûstades

Confit Yorkshire chicken and tarragon rilette, roast apple pûrée, onion bread

White and milk chocolate-dipped strawberries (v)

Mini scones with jam and clotted cream (v)

## HOT SELECTION

Tempura king prawns, sweet chilli jam

Mini fish and chip cones, tartare sauce

Smoked pork sausage rolls, wholegrain mustard mayonnaise

Goat's curd and hazelnut arancini (v)

Crispy cod cheek, smoked cod's roe

Coronation chicken bon-bon, golden raisin pûrée (v)

Pulled pork and Maris Piper fritter, apple sauce

Cauliflower and parsley croquette, English mustard emulsion (v)

Mini Wentbridge burgers, house relish

Individual Yorkshire puddings, rare roast beef, horseradish and poppy seed crème fraîche

Sesame and honey glazed pork belly, sweet and sour dipping sauce

Warm mini mince pies (v)  
(available throughout the Festive season)

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# Wedding Day Menus

We're passionate about food & drink and very proud that our kitchen team hold 2 AA Rosettes.

We aim to offer complete flexibility with your menu choice and the price is based on your main course selection. Simply select one item from each course to create your menu.

## STARTERS

Duo of seasonal melon, exotic fruit salad, mango & passion fruit (v)

Smooth chicken liver parfait, orchard chutney, herb salad, toasted sourdough bread

Ham hock and parsley terrine, house piccalilli, baby watercress, toasted onion and walnut bread

Heritage beetroot with goat's cheese, raspberries, caramelised walnuts and Melba toast (v, vg)

Bleikers smoked salmon, Burford brown mayonnaise, crispy capers and rye bread toasts

Heirloom tomato and mozzarella salad with basil pesto and panzanella (v)

Wentbridge prawn cocktail with pickled cucumber and bloody Mary jam

Salmon & smoked haddock fishcake, crushed pea and soft herb sauce, Pickering watercress

## SOUPS

Tomato, roasted red pepper and tarragon (v)

Creamy leek and potato with toasted onion crumbs (v)

Broccoli and stilton with rosemary croutons (v)

Cream of white onion soup, smoked bacon & mascarpone

Minted pea and ham hock, crumbled Yorkshire fettle

Woodland mushroom & rosemary, parmesan croutons (v)

## MAIN COURSES

Roast free-range chicken breast, dauphinoise potatoes, confit leg and hazelnut stuffing, thyme jus

Roast loin of Yorkshire pork, pressed pork belly fritter, Jersey double cream potatoes, roasted apple purée and cider sauce

Herb crusted fillet of salmon with saffron braised baby potatoes and salsa verde

Baked fillet of cod, tarragon crushed new potatoes, buttered coastal vegetables

Slow braised shoulder of lamb with stockpot potatoes, caramelised onions, rosemary and mustard sauce

Roast sirloin of Dovecote Park estate beef with Yorkshire pudding, duck fat roast potatoes & rich red wine sauce

Slow cooked Gressingham duck breast, confit leg croquette, black treacle carrots, bubble and squeak creamed potatoes, port anise jus

Roast fillet of 30 day dry-aged Dovecote Park estate beef with fondant potato, seasonal baby vegetables, red wine and truffle jus (cooked medium)

All main courses are served with a selection of seasonal vegetables

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## DESSERTS

Choux bun filled with orange cream, chocolate custard

Seasonal berry pavlova with vanilla cream, passion fruit sauce

Caramelised lemon tart with raspberry sorbet

Strawberry cheesecake, strawberry sorbet

Warm Wentbridge sticky toffee pudding with muscovado and rum sauce, honeycomb ice cream

Roast dark chocolate mousse with anise poached pear, biscotti crumble

Warm ginger pudding with salted caramel sauce

Bakewell tart with morello cherry coulis, white chocolate ice cream

Trio of Wentbridge House miniature desserts (+£1.50 supplement)  
(select 3 desserts with the help of your wedding co-ordinator.)

Coffee or Tea with Wentbridge House Chocolates

Coffee or Tea with home-made petit fours (+£1.00 supplement)

## VEGETARIAN MAIN COURSES

Please select one choice for your vegetarian guests. All dishes can be made vegan except for the macaroni.

Heritage tomato and goat's cheese tart, spinach, roast tomatoes and basil pesto

Crispy bubble & squeak cake, tempura broccoli and hollandaise sauce

Roasted white onion and sage risotto, charred roscoff onion, crispy sage

Truffled macaroni and Fountains Gold cheddar cheese, charred leek and fresh herb crumb

Slow coked root vegetable and puy lentil ragu, smoked cream mashed potatoes

## CHEESE SELECTION

A selection of Artisan cheese with Wentbridge chutney, celery and biscuits is available as an additional course at £5.50 per person or £50 per table (suitable for a maximum of 10 guests)

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# Prices per person

Roast Chicken	£49.95	Braised Shoulder of Lamb	£55.95
Loin of Pork	£51.95	Roast Sirloin of Beef	£59.95
Herb-cruste Salmon	£53.95	Gressingham Duck	£61.95
Baked Cod	£54.95	Roast Fillet of Beef	£64.95

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# Wedding Day Menus

Impressively presented on large plates for your guests to share and enjoy. This style of dining is only available with a feast table layout. Please discuss your table centres and decorations with us before selecting this option to allow sufficient spacing.

Please select two starters, one main course and two desserts to create your menu.

£61.95 PER PERSON

## STARTERS

Rustic country house sharing board to include -

Chicken liver parfait & spiced apple chutney, pressed ham hock and chicken terrine with roasted tomato chutney, black pudding scotch eggs with house piccalilli, smoked pork sausage rolls with Wentbridge brown sauce served with rustic breads

Wentbridge prawn cocktail, pickled cucumber and bloody Mary jam

Marinated heritage tomato and mozzarella salad, soft herb pesto, sourdough and coriander crumb (v)

## MAIN COURSES

Roast sirloin of Dovecote Park beef, Yorkshire pudding, duck fat roast potatoes, red wine sauce

Roast Yorkshire chicken with confit leg stuffing, sage and onion creamed potatoes, roast onion sauce

Slow roasted pork belly, crispy crackling, roasted apple purée, maple-glazed parsnips

Poached salmon, spring onion and lemon crème fraiche potato salad, dressed watercress

## DESSERTS

Caramelised lemon tart, roasted raspberry and vanilla ice cream

Giant chocolate orange profiteroles, Madagascan vanilla custard

Upside down pineapple cake, spiced toffee sauce, rum and raisin ice cream

Artisan cheeses, chutneys, biscuits, walnut bread, grapes and celery

Tea or coffee with salted caramel truffles

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# Children's Menu

THREE COURSES £19.95 PER CHILD

## STARTERS

Seasonal Melon and fruit plate with strawberry sauce (v)

Tomato soup with warm bread (v)

Cheesy garlic bread (v)

## MAIN COURSES

Chicken breast strips with potato wedges and baked beans

Mini fish and chips with garden peas

Mini pork sausages and mash with gravy on the side

Penne pasta with roasted tomato and basil sauce (v)

## DESSERT

Ice cream sundae

Sticky toffee pudding with toffee sauce and custard

Fresh fruit salad with vanilla ice cream

## Childrens Drinks Package

A fruit punch on arrival

Frobishers classic with  
the meal

Sparkling Apple Juice  
with your toasts

£7.95 per child

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# Wedding Evening Celebrations

The Crystal Suite is the ideal venue to continue your wedding celebrations well into the evening. Evening room hire with our Resident DJ, Disco and lighting will be £595.00.

## EVENING MENU 1 - £20.95 PER PERSON

Sandwiches prepared in various breads to include rare roast beef with horseradish crème fraiche, mature cheddar and landlord chutney, smoked salmon with chive cream cheese, free-range egg mayonnaise with watercress, honey roast Yorkshire ham with wholegrain mustard

Roasted new potato, wholegrain mustard & crème fraiche salad

Slow-roasted BBQ marinated chicken pieces

Vegetable spring rolls with plum sauce

House salad, honey & mustard dressing, garlic croûtons

Selection of meat and vegetarian pizzas

## EVENING MENU 2 - £24.95 PER PERSON

A selection of sandwiches prepared in various breads as above

Onion bhajis, pakoras, spiced samosas and vegetable gyozas

Selection of warm individual tarts – smoked bacon and leek, Yellison farm goat's cheese and caramelised red onion, Yorkshire chicken and mushroom

Hand raised pork pies with a selection of chutneys and pickles

Duck spring rolls with plum sauce

Salt & pepper chicken pieces with chilli seasoning

Homemade cajun spiced potato wedges, roast garlic aioli

Caesar salad with pancetta, garlic and herb croûtons

Hand cut creamy coleslaw

Slow roasted tomato and penne pasta salad, toasted pine nuts, fresh basil and parmesan shavings

## FESTIVAL INSPIRED - £26.95 PER PERSON

Select 3 of the following items which are served in a festival inspired take-out box:

Pork shoulder pibil with guacamole, lime, pink pickled onions, toasted corn, coriander and tortilla wraps

Pulled beef chilli con carne with tortilla wraps, rice, nachos, grated cheese, sour cream and coriander

Smoky bean and vegetable chilli, small jacket potatoes, gem lettuce and yoghurt

Sweet potato, chickpea and spinach curry, basmati rice, chutney and poppadums

Chicken tikka masala, yoghurt, basmati rice, cucumber and mint raita, coriander naan

Thai beef massaman curry with jasmine rice

Thai green vegetable curry with sweet basil and jasmine rice

Mini pies with peas & real chips – Steak & ale, chicken & mushroom, spinach, goat's cheese & sweet potato

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# Wedding Evening Celebrations

## MINI HOG ROAST - £28.95 PER PERSON

Your personal chef to carve either indoors or in the courtyard (weather permitting)

Whole honey and mustard roast ham and whole slow roast melting pork shoulder

A selection of rustic rolls and deli breads, stuffing, apple, mustards and chutneys

Jacket potatoes with a selection of hot and cold toppings

A selection of salads to include; Wentbridge Caesar salad with parmesan, croûtons and house dressing

Hand cut creamy coleslaw

Israeli cous cous with feta, pea and mint

## EVENING BBQ - £25.95 PER PERSON

Dovecote Park beef burgers with house relish

Pork and leek dogs, caramelised onions, mustard mayo

Cajun chicken and Mediterranean vegetable skewers

Spiced lamb kofta kebabs, mint yoghurt

BBQ chicken drumsticks

A selection of salads to include; Roasted new potato salad with tarragon crème fraiche

White cabbage and chive coleslaw

Big green salad

Tomato and red onion salad, basil pesto

Marinated sun-dried tomato and coriander cous cous

Ketchup, relishes and mustards

Homemade Cajun spiced potato wedges

Corn on the cob, chilli and herb butter

## HOT SANDWICH SELECTION - £24.95 PER PERSON

Smoked bacon sandwiches

Yorkshire pork and leek sausage sandwiches with caramelised onions

Fish finger sandwiches – Battered cod goujons in a brioche bun with mushy peas & tartare sauce

Melting brie and tomato baguettes

Chunky chips with garlic mayonnaise

Rocket, tomato & red onion salad with basil pesto

Hand cut creamy coleslaw

Ketchup, relishes & mustards



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# Staying Overnight

## A RELAXING STAY

Spend your wedding night in the luxury of a Wentbridge bridal suite. Elegant styling and luxury with a sumptuous four-poster bed and beautiful views of the grounds. Perfectly romantic for the night of your wedding – there is also a complimentary wedding gift in your suite from us.

## YOUR WEDDING GUESTS

All our bedrooms are individually designed and decorated. They all benefit from wonderfully comfortable pocket-sprung beds, crisp cotton sheets, luxury Molton Brown bathroom products and our Garden Bedrooms are fully air-conditioned.

We always offer special rates to guests attending your wedding reception. We are also able to offer these rates the night before your wedding, subject to availability.

**COSY DOUBLE BEDROOM FOR SINGLE OCCUPANCY**  
£95.00

**COSY DOUBLE BEDROOM FOR DOUBLE OCCUPANCY**  
£135.00

**SUPERIOR DOUBLE BEDROOM FOR DOUBLE OCCUPANCY**  
£155.00

Prices for other room types including Garden Deluxe, Junior Suites and Suites are available on request.

A non-refundable deposit of £50.00 will be taken at the time of booking to secure your reservation. Check-in is from 2pm and check-out is 11am. If you need a changing room, this can be reserved as part of your bedroom allocation at a cost of £100.00. Early check-in is available from 12 noon for an additional charge subject to availability.

Some bedrooms can accommodate an extra bed or cot for children. These can be reserved at an additional price of £25.00 per child which includes breakfast. We do have Superior or Deluxe bedrooms available with sofa beds, which if required, are charged at an additional £40.00 including breakfast. Cots are complimentary.

We will assume that guests can telephone and book directly from your bedroom allocation unless you advise us otherwise. We cannot guarantee the availability of bedrooms unless they are reserved at the time of booking your wedding.

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# Little Extras by Wentbridge

## INCLUDED IN YOUR WENTBRIDGE HOUSE WEDDING DAY

Guaranteed to be the only wedding at Wentbridge House on your chosen date

Expert help and guidance from our wedding team throughout your wedding journey

Licence for civil ceremonies and partnerships

Master of ceremonies who will be your host throughout the day

Use of our extensive gardens and grounds for your photographs

Personalised menu cards and table plan

2AA Rosette award-winning food with the option to create your own menus

Complimentary classic four-poster bedroom for the bride and groom on the wedding night (applicable following a full day and evening reception for a minimum of 50 guests)

A complimentary gift in the bridal suite

Reduced bedroom rates for your wedding party – these rates are available both the night of your wedding and the night before, subject to availability.

A round or square silver cake stand and knife

White table linen, cutlery and crockery & glassware

Free car parking with electric car charging points available

## ENHANCE YOUR WEDDING DAY

Our lovely personalised Wentbridge House place cards are available at **£1.95** per place setting

Individually wrapped Molton Brown favours are available from **£1.95** per person

Luxury chair covers with organza bows to complement your colour scheme are available at **£3.95** per chair

Chiavari chairs and lace hoods are available – please ask for more information

A beautiful main hotel entrance flower arch created by Rosa Rugosa **£195.00**

We can organise a menu tasting for you. Please ask for further details and pricing

We are happy to recommend a wide range of fabulous wedding suppliers including photographers, videographers, florists, bands, musicians, cake makers and entertainers.

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# As your Wedding Day approaches...

## THE WEDDING EVE IN WENTBRIDGE

It's not every day that friends and family are able to get together and celebrate. Our pre-wedding dinner gives you the opportunity to extend your celebrations in a private room with delicious food, wine and good company! **This option is available for up to 24 guests and we'll provide a complimentary glass of fizz for each guest on arrival to help begin your celebrations in style.**

## BLUE SMOKE PIZZA

Something less formal – We've teamed up with our sister restaurant Blue Smoke Pizza to offer you delicious artisan sourdough pizzas made with the finest ingredients and cooked in our woodstone oven. A great buzzy atmosphere to start your celebrations and just a short walk from Wentbridge House.

**There are a range of packages to tempt you from just £20 per person.**

## BRIDAL PAMPER PACKAGE ON THE MORNING OF YOUR WEDDING DAY

Don't forget to eat! Enjoy a glass of prosecco or pick me up juice, breakfast bagel and fresh fruit delivered to your room on the morning of your wedding to help you relax as you get ready.

**One less thing to worry about and just £19.95 per person.**

## BOOKING YOUR WEDDING CELEBRATION WITH US

If you would like to make a provisional booking, we're happy to hold your preferred date with no obligation for 7 days. To confirm, we just need a completed booking form, signed and returned along with an initial deposit of £1,000.00.

A second deposit of £1,000.00 is requested 10 months prior and the final balance is payable 4 weeks before your wedding reception. This figure is calculated following your final details meeting, where final numbers and menu choices are confirmed. This meeting takes place approximately 6 weeks before your big day.

We hope that you will find Wentbridge the perfect venue for your wedding reception and look forward to helping you plan your perfect day. Don't hesitate to get in touch if you have any questions or would like to view the hotel.

Please note that all prices in the wedding information are inclusive of VAT at 20% and are applicable for wedding receptions taking place before 1st January 2021.



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# Wentbridge Wedding Package

## Classic Wedding Package

AVAILABLE FOR A MINIMUM OF 50 GUESTS

Our classic package has everything you need for a perfect wedding day. You're welcome to upgrade any aspect, or if you prefer, we can tailor a proposal to meet your individual wishes and budget.

### YOUR CELEBRATION INCLUDES

- Red Carpet welcome
- Our Master of Ceremonies to guide you through your day
- A glass of Prosecco, Summer Pimm's or bottled beer on arrival
- Delicious Three-Course set menu for your Wedding Breakfast with Coffee & Chocolates
- Two glasses of Sommelier Selected Wine per person served with the Meal
- A glass of Prosecco for the Toasts
- Evening Reception – Evening Buffet 1 or Hot Sandwich Selection with Coleslaw and Fries
- Exclusive use of the private bar until 12,30am
- Luxurious Classic Four-Poster Bridal Suite on your Wedding night with Champagne and strawberries
- Plenty of 'Little Extras' also included (Detailed towards the back of the wedding brochure)

### PRICES

Sunday-Thursday - **£90 per person**

Friday - **£95 per person**

Selected Saturdays throughout the year - **£100 per person**

Saturdays between May & September – **£115 per person** (minimum numbers apply)

Bank Holiday Sundays are charged as a Saturday wedding.

Additional evening only guests can be added at **£20.95 per person**.

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# Wentbridge Wedding Package

## Signature Wedding Package

AVAILABLE THROUGHOUT THE YEAR FOR A MINIMUM OF 50 GUESTS

Every wedding at Wentbridge is unique. Our Signature Celebration has been thoughtfully created to include everything you need for a magical day & evening celebration. You're welcome to amend, personalise or enhance any element. We are always happy to tailor a wedding package to suit your budget.

### YOUR CELEBRATION INCLUDES

- Red Carpet welcome
- Our Master of Ceremonies to guide you through your day
- A glass of Prosecco, Signature 'cut glass' Gin & Tonic or Bottled Craft Beer on arrival
- Outside music throughout your arrival drinks reception
- 3 Canapés of your choice per person to be served with your arrival drinks reception
- Delicious Three-Course Meal with Coffee & Chocolates
- 2 glasses of New Zealand Sauvignon Blanc or Reserve Merlot with the Meal
- A flute of Champagne for the Toasts
- Evening Reception – Choose from either Evening Menu 2 or Hot Sandwich Selection
- Classic Four-Poster Bridal Suite with a bottle of Champagne & strawberries
- Complimentary Monday – Thursday Menu Tasting for the Bride & Groom
- Plenty of 'Little Extras' also included  
(Detailed towards the back of the wedding brochure)
- 10 bedrooms included on the night of your wedding  
(You may wish to pass on the cost of the bedrooms to your guests requiring accommodation. Please ask for further details as this can create a significant saving for you.)

### PRICES

Sunday to Thursday based on 50 adult guests **£6,495**

(Additional day & evening guests can be added at £105 per person & evening only guests at £20 per person)

Friday based on 50 adult guests **£6,995**

(Additional day & evening guests can be added at £110 per person & evening only guests at £20 per person)

Selected Saturdays throughout the year based on 60 adult guests **£8,495**

(Additional day & evening guests can be added at £115 per person & evening only guests at £25 per person)

May-September Saturdays based on 80 adult guests and an additional 20 evening guests **£11,995**

(Additional day & evening guests can be added at £115 per person & evening only guests at £25 per person)

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## Exclusive Use

We welcome exclusive use at Wentbridge House and have been privileged to host many spectacular events.

Make your wedding day extra special by taking over the whole house with the use of 41 bedrooms, all the hotel guest areas, our beautiful gardens and grounds and the whole team to take care of your every request.

This is your opportunity to create a truly personal day and evening reception which will be completely exclusive to you, your family and closest friends. The most special way to celebrate and an experience that you and your guests will never forget.

We can accommodate 130 guests for a wedding ceremony, reception and wedding breakfast and up to 200 guests for an evening celebration on an exclusive use basis.

You may wish to pass the bedroom cost to your guests requiring accommodation. For example, based on a reduced price of £130 per bedroom using 40 of our bedrooms, there is a potential reduction of £5,200 from your final bill.

PRICES START FROM **£14,995**  
BASED ON 80 DAY AND EVENING GUESTS.  
SATURDAY PRICES START FROM **£19,995**.

Our Exclusively Yours wedding package is also available on a limited number of dates in January, February and November and includes exclusive use of the hotel for 60 guests and 30 bedrooms.

PRICES FOR THIS PACKAGE START FROM **£6,450**.  
SATURDAY PRICES FROM **£9,250**.

# Wedding Reception Booking Form

Name of Bride/Groom	Postcode
Name of Bride/Groom	Telephone 1
Address	Telephone 2
	Email

Day and Date of Wedding Reception

Do you wish to have your Wedding Ceremony at Wentbridge House?      YES                      NO                      (Delete as appropriate)

Estimated number of guests for the Day Reception

Time of arrival at Wentbridge House for your Wedding Ceremony or Reception  
(Please be aware that the latest sit-down time is 4.15pm to allow time for your evening celebrations)

Do you wish to have an Evening Reception and Buffet?      YES                      NO                      (Delete as appropriate)

Estimated number of guests for the Evening Reception

Would you like to book our House DJ?      YES                      NO                      (Delete as appropriate)

Do you wish to reserve any accommodation for your guests?

(Please indicate the number of rooms required. All bedrooms must be confirmed at least four months prior to the date of the wedding reception).

We confirm that we have read and accept the Terms and Conditions as outlined overleaf. We enclose a non-refundable deposit of £1,000.00 made payable to Wentbridge House. A further deposit of £1,000.00 is required 10 months prior to the wedding reception.

Bookings are only accepted when confirmed back to you by the Wentbridge House Hotel and signed by the Hotel Manager. An additional copy of our terms and conditions will be sent with your receipt.

Wentbridge House takes your privacy seriously and will only use your personal information to administer your booking, keep you up to date with relevant information and maintain high levels of customer service. We process this data in accordance with the General Data Protection Regulations 2018 and in alignment with our Privacy Policy which can be found on our website.

Thank you for choosing Wentbridge House. We look forward to ensuring you have a wonderful wedding day.

Signature 1: ..... Date: .....

Signature 2: ..... Date: .....

Please return to: Wentbridge House Hotel, The Great North Road, Wentbridge, West Yorkshire, WF8 3JJ

weddings@wentbridgehouse.co.uk

# Terms and Conditions

## 1. BOOKING

Once a provisional reservation has been made, an option on the date will be reserved for 7 days after which time the reservation will be released automatically if a deposit has not been received. To confirm and secure your reservation, we require a deposit of £1000 and the completed booking form as overleaf. A further deposit of £1000 is required 10 months prior to the wedding reception. Deposits are neither refundable nor transferable. The client should make an appointment approximately 8 weeks prior to the event to discuss requirements in finer detail. We require the table plan, place cards and final numbers for the day and evening receptions 7 days before the event. This will be the figure for which you will be charged unless the numbers subsequently increase.

## 2. PAYMENT

All prices quoted are applicable to wedding receptions taking place before 1st January, 2021 and are inclusive of VAT at 20%. A pro-forma invoice will be issued 6 weeks prior to the event and is payable at least 4 weeks before the function. This invoice will be based on the numbers given by the client and will cover the estimated cost of food, reception drinks, wines and room hire. Actual numbers should be advised 7 days before the reception and this will form the basis of the final invoice. If after the event there is an outstanding balance it should be settled on the day. Should the final invoice indicate a credit balance this payment will be returned to the client.

## 3. CANCELLATION

Any cancellation, postponement or partial cancellation should be advised to the Hotel in writing by the Client in the first instance. Your cancellation will come into effect on the date that you receive confirmation from the Hotel by email that your booking has been cancelled. In the unfortunate circumstance that you have to cancel your confirmed booking, all deposits are strictly non-refundable. In the event of a cancellation less than twelve months in advance, a cancellation charge is payable calculated on the following basis. These charges will be inclusive of VAT and based on the numbers given by the client at the time of booking and confirmed on the wedding booking form:

Cancellations over 12 months	Loss of Deposit
Cancellations between 9 & 12 months	25% of the total anticipated charges
Cancellations between 6 & 9 months	50% of the total anticipated charges
Cancellations 6 calendar months or under	75% of the total anticipated charges
Cancellations within 90 days of the confirmed date	100% of the total anticipated charges

The hotel will use its best endeavours to replace a cancelled booking and if successful in doing so may reduce the cancellation charges. Cancellation charges will not be waived if the booking is rescheduled. It is strongly recommended that you take out a wedding insurance policy.

## 4. MINIMUM NUMBERS

If you are planning to get married on a Saturday (or Sunday before a bank holiday) between 1st May and 30th September, we require the number of adult guests to be a minimum of 80 for the formal wedding breakfast and 100 for the evening reception. Unless exclusive use is arranged it may be necessary to restrict access to certain parts of the hotel for the wedding reception. Minimum numbers may also apply at other times.

## 5. CEREMONIES

It is not possible to hold a civil ceremony at Wentbridge House unless it is followed by a reception as outlined in the wedding brochure.

## 6. ALLERGIES

We will endeavour to cater for any special dietary requirements listed in your final details confirmation. However, we cannot absolutely guarantee the absence of certain food groups (including nuts and gluten) from our food or kitchen. Please ask if you require further allergen information.

## 7. ACCOMMODATION

If a block accommodation booking is required, it must be stated at the time of booking whether the Bride and Groom are to provide names for the rooms or if the guests will book individually. All rooms, with the exception of the Bride and Groom's, must be confirmed with a deposit at the time of booking. Any rooms not confirmed at this time will be released automatically. Please advise your guests that bedrooms will be available from 2.00pm on the day of arrival and checkout time is 11.00am on the day of departure. Early check-in may be available for a supplement but is not guaranteed.

## 8. CANCELLATION BY THE HOTEL

Wentbridge House Hotel reserves the right to cancel any booking forthwith and without any liability on its part in the event of any damage to the hotel by fire or any other cause, any shortages of labour or food supplies, strikes, lock-outs or industrial action, or any other cause beyond the control of the hotel that might prejudice the reputation of the hotel and prevent it from performing its obligations in connection with any booking.

## 7. CUSTOMER PROPERTY

Whilst every effort is made to safeguard client's property, Wentbridge House does not accept any liability for any loss or damage howsoever caused. Nor can we be held responsible for wedding gifts that have been delivered to, or handed over to a representative of the hotel. Please ensure that any wedding accessories including flowers, florist's pedestals, cake, boxes, stands and/or decorations are collected within 72 hours of your wedding otherwise they may be disposed of, unless alternative arrangements have been made and agreed by the hotel.

## 8. DAMAGE

Whilst you and/or your guests are occupying the property of the Wentbridge House Hotel, it would be appreciated if every effort is made to safeguard the existing fixtures, fittings and decorations. Any damage caused shall be restored by the Wentbridge House Hotel, and the cost incurred will be recharged to the client / hirer.

## 9. ENTERTAINMENT AND DECORATION

Prior consent must be obtained from the hotel for any form of entertainment or decoration. There is a charge of £150 for guests providing their own DJ or band. Any outside companies providing entertainment must supply the hotel with a copy of PAT testing certificates and public liability insurance with a minimum cover level of £5 million.

We do not wish to disappoint but confetti is not permitted either inside or outside the hotel. If confetti is thrown by you or your guests, a cleaning charge of £150 will be added to your final account. The hotel requests that foil table confetti is not used to decorate the function room.

## 10. GENERAL

No food or liquor may be brought into the hotel by the client or the client's guests, for consumption on the premises without the written consent of the hotel. Should food or liquor be found on the premises, the Hotel reserves the right to impose a minimum £500 charge, or a greater amount equal to the hotel's selling price for that or an equivalent product, which shall be in the absolute determination of the hotel. The duty manager may also confiscate any such products. Corkage facilities are not available.

Wentbridge House places great emphasis on providing a pleasant and safe environment for its guests and staff. Should guests act in an improper or disorderly way, or refuse to comply with reasonable requests from our staff, Wentbridge House reserves the right to terminate your stay or event with immediate effect. Should this occur, no monies will be refunded. The decision of the hotel manager is final.