



*Llechwen Hall*

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F U N C T I O N S   &   E V E N T S

# welcome to llechwen hall hotel...

Thank you for considering Llechwen Hall Hotel as the Venue to host your upcoming event.

We would like to invite you up to view the Hotel in it's magnificent surroundings, so you can get a feel for the place in all it's splendor.

Please call 01443 742050 to make an appointment to view our function rooms. In the meantime, browse through our Functions & Events pack to see what we have to offer.

Rest assured Llechwen Hall can cater for all types of Functions from Birthdays and Christenings to Retirement Parties and Large Corporate Events. It is our aim to meet your personal requirements with our wealth of hospitality experience.

Warmest Regards,

Llechwen Hall Hotel

## **Event organising can be tough...**

We understand that planning an event can be a stressful affair, so at Llechwen Hall we like to show our appreciation

For parties of 50 or more we offer a complimentary bottle of wine for the event organiser as a thank you for your efforts.

Please ask your Event Co-ordinator for further details.

# our banqueting rooms...

At Llechwen Hall we know every event is unique and with this in mind we are pleased to present a choice of rooms that can be tailored to your requirements.

## **The Garden Marquee**

Our Garden Marquee is gracefully positioned to make the most of the magnificent views across the Welsh Valleys and offers a truly beautiful setting for your event.

The Marquee can hold up to 300 guests and offers the following facilities: disco & dance floor, star light canopy, chandeliers, main bar as well as the fabulous open terrace.

## **The Nelson Suite**

This striking 17th Century Welsh oak-beamed Long House is at the heart of Llechwen Hall Hotel. This self contained function room houses its own bar, dance floor and toilet facilities as well as its own private entrance with capacity of up to 80 guests. This room would be suitable for both day and night functions.

## **The Oak Beamed Restaurant**

For functions of up to 30 guests we can offer the setting of the Oak beamed restaurant, also situated within the main building.

Complete with fireplace, original 17th century beams and views out to the garden lawn, this room has the character and charm that you may be looking for. Ideally suited to day functions and dinner parties.

## **The St Cynons Dining Room**

For events of up to 30 guests we can offer the St Cynon's Dining Room, situated within the main building.

With its large bay window displaying views across the garden lawn as well as access to the lounge bar, this bright and airy room is ideal for day functions and luncheons.

# functions and events menu...

## Starters

Homemade Soup of the Day  
served with a Fresh Bread Roll

\*\*\*

Galia Melon (V)  
with Lemon Sorbet and fresh Berries

\*\*\*

Chicken Liver Pate  
with Toasted Brioche and Red Onion Marmalade

\*\*\*

Breaded Brie (V)  
with a fruit compot

\*\*\*

Traditional Prawn Cocktail  
served with Lemon

## Mains

Chef's Roast of the Day  
served with all the trimmings

\*\*\*

Roast Supreme of Chicken  
with Creamed Potato and a White Wine Sauce

\*\*\*

Pan Fried Fillet of Salmon  
on crushed New Potatoes in a Saffron Sauce

\*\*\*

Slow Cooked Lamb Shank  
with Thyme Jus

\*\*\*

Butternut Squash Risotto (V)  
with Parmesan Shavings

## Desserts

Llechwen Hall Sticky Toffee Pudding  
served with Vanilla Ice Cream

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Vanilla Creme Brulee  
with a Shortbread Biscuit

\*\*\*

Tarte au Citron  
with Champagne Sorbet

\*\*\*

Rich Chocolate Torte  
with Raspberry Coulis

\*\*\*

Apple Pie  
served with Vanilla Custard

### 2 courses

**£17.95 per person**

### 3 courses

**£19.95 per person**

Please select at least 2 courses including a main course for all your guests. For parties of under 20 guests, you may choose more than one option.

# finger buffet menu...

## Create Your Own:

Please choose from the options below  
(mimimum spend £12):

- Mini Fish & Chip Cones ..... £7
- Assorted Sandwiches ..... £4
- Sausage Rolls ..... £3
- Cocktail Pasties ..... £3
- Potato Wedges ..... £3
- Chicken Drumsticks ..... £3
- Nuts & Crisps ..... £2
- Chips ..... £3
- Mini Cheese & Tomato Pizzas ..... £3
- Mini Onion Bhajis ..... £3
- Vegetable Samosas ..... £3
- Mini Vegetable Spring Rolls ..... £3

## A Taste of India - £17

- Meat or Vegetable Samosas
- Tandoori Chicken Wings
- Mini Onion Bhajis
- Mini Pakoras
- Naan Bread
- Poppadoms
- Selection of Indian Dips

## A Taste of the Mediterranean - £19

- Marinated Mixed Olives
- Spanakopita
- Chorizo in Red Wine
- Patatas Bravas
- Sun dried Tomato & Herb Ciabatta
- Selection of Mediterranean Dips

## Garden Barbeque - £18

- Beef Burgers
- Pork Sausages
- Chicken Kebab Sticks
- Vegetarian Burgers or Sausages
- Potato Salad
- Mixed Leaf Salad
- Coleslaw
- Pasta Salad

## Hog Roast - £19

Hog Roast accompanied with fresh Bread rolls, Bramley Apple Sauce, Stuffing, Seasoned Potatoes, Mixed Leaf Salad, and Coleslaw (based on a minimum of 80 guests)

Please ask for any other items you may think of and we will try to accommodate.

# event day drinks...

## Champagne (125ml)

- House Champagne ..... £7
- Premium Champagne ..... £8
- Rosé Champagne..... £10

## Wines (175ml)

- House White or Red ..... £5
- Sparkling Wine ..... £5
- Mulled Wine ..... £4

Please see our full selection of wines overleaf.

## Cocktails

- Bucks Fizz ..... £4
- Dressed Pimms ..... £5
- Woo Woo..... £5
- Blue Lagoon ..... £5

## Bottles

- Bottled Beers (330ml) ..... £4
- Alco-pops (330ml) ..... £4
- Bottled Cider (500ml) ..... £5

## Non-alcoholic

- Coke, Diet Coke, Lemonade ..... £2
- Orange, Apple, or Cranberry Juice ..... £3
- J2O Juice Drink ..... £3
- Appletiser (275ml) ..... £3
- Bottled Water (1 Ltr) ..... £2.50
- Tea or Coffee ..... £2

## Canapés

£4 - Three per person

Additional canapés £1.50 each

- Chicken Liver Pâté on Brioche
- Ratatouille with Goats' Cheese
- Smoked Salmon Mousse
- Tomato & Basil Bruschetta
- Prawn Tempura
- Cheese Twists

Please ask for further canapé choices.

## Drinks Packages

### Package 1 - £8

- Glass of Bucks Fizz on arrival
- Glass of Wine with the meal

### Package 2 - £9

- Glass of Sparkling Wine or Pimms on arrival
- Glass of Wine with the meal

### Package 3 - £15

- Glass of Champagne on arrival
- Two glasses of Red or White Wine with the meal

## Need something for a toast?

We can also offer packages to include a drink for a celebratory toast. Please ask your events co-ordinator for more details.

# banqueting wine list...

## Champagne

- 112. Laurent Perrier Brut £42.95**  
Fresh and supple upon entry with rounded and expressive flavours from which fruit progressively emerges. Good balance and length.
- 121. Laurent Perrier Rosé £69.95**  
Complex, soft and full flavoured with a rich raspberry-blackcurrant nose and palate.

## Sparkling Wine

- 211. Geisweiler Monopole Brut £19.95**  
Pale gold in colour, with delicate bubbles and clean, floral biscuity flavours.
- 221. Geisweiler Monopole Rosé £21.50**  
Nice salmon-pink colour, fine and delicate bubbles. Fresh red fruit aromas (strawberry and raspberry).

## White Wine

- 710. House Wine £14.95**  
Varies with season.
- 711. Solstice Pinot Grigio Pavia £17.50**  
Fresh, crisp, with subtle notes of citrus and pear fruit. *Italy.*

## White Wine Cont...

- 712. Don Jacabo Rioja Blanco £23.95**  
Made entirely from Viura grapes cool-fermented in stainless steel tanks and bottled young to preserve maximum aromas and crispness. *Spain.*
- 713. Mâcon Blanc Villages £30.95**  
From Chardonnay vines which are up to 40 years old: their mature state contributes to a fine, buttery concentration. *France.*

## Red Wine

- 720. House Wine £14.95**  
Varies with season.
- 721. Solstice Shiraz Sicilia £17.50**  
A Shiraz with some new world style to it, quite light-bodied with hedgerow fruit and a black pepper note. *Italy.*
- 722. Don Jacabo Rioja Crianza Tinto £25.95**  
Matured for a minimum of 12 months in oak, followed by at least a year in a bottle. 90% Tempranillo with small additions of the traditional Garnacha and Mazuelo varieties. *Spain.*

## Red Wine

- 723. Mâcon Rouge £30.95**  
Predominantly Gamay, with a small quantity of Pinot Noir in the final blend. *France.*

## Rosé

- 730. House Wine £14.95**  
Varies with season.
- 731. Solstice Pinot Grigio Rosé £18.50**  
Refreshingly dry with notes of strawberry fruit. *Italy.*
- 732. Don Jacabo Rioja Rosado £25.95**  
A beautifully deep coloured rosé made using a blend of the red grapes Garnacha and Tempranillo. *Spain.*
- 732. Mâcon Rosé £25.95**  
Dry and crisp with a delightful aroma and palate reminiscent of wild berries and raspberries. *France.*

If you would like a further selection of Wines please ask for our à la carte Wine List.

# room hire and exclusivity...

## Room Hire Charges

Suite	Monday - Thursday	Friday	Saturday	Sunday
Garden Marquee	£750	£995	£995	£750
Nelson Suite	£150	£195	£195	£150
Oak Beamed Restaurant	£100	£150	£150	£100
St Cynons Restaurant	£100	£150	£150	£100

## Minimum Numbers

(Applies Friday- Saturday)

Time of Day	Garden Marquee	Nelson Suite	Oak Beamed Restaurant	St Cynons Restaurant
Day	70	NA	NA	NA
Night	120	NA	NA	NA

## Exclusivity

Ever dreamt of owning your own hotel for the day?

Enjoy private use of the hotel including all the bedrooms until 11am the following day\*

<b>Monday - Thursday</b>	£4500
<b>Friday</b>	£6500
<b>Saturday</b>	£7500
<b>Sunday</b>	£4500

Exclusive use includes all 20 bedrooms with full Welsh & Continental Breakfast.

\*The Hotel's Lounge Bar and Restaurant are still open to members of the general public.



# accommodation...

## Rooms Available

Room Type	Number of Rooms	Price Per Night
Four-Poster Room	6	£110
Executive Room	5	£99
Standard Room	9	£89

Price includes a Full Welsh Breakfast.

Children aged between 5- 12 £15 supplement per person.

Additional Adults at £30 supplement per person.

## How to Book

If your guests would like to stay at the hotel all we require are credit/debit card details to secure any accommodation bookings.

Your guests can either book via the Event Organiser or direct by calling 01443 742 050.

# finishing touches...

## Food & Drink

- Chocolate Fountain ..... £300  
Milk or White Belgian Chocolate with Strawberries, Marshmallows and Mini Doughnuts for dipping (for 100 people)
- Confectionery Buffet ..... £100  
A selection of various sweets (for 100 people)
- Handmade Chocolates ..... £3  
wrapped in favour bags (each)
- Home-made Welshcakes ..... £3  
wrapped in favour bags (each)
- Individual Cupcake Favours ..... £4
- Drinks Tokens ..... £5
- Cocktail Hour (per person) ..... £6

## Event Stationery

- A3 Table Plan ..... £20
- Place Cards (each) ..... £0.30
- Menus (each) ..... £0.80
- Table Numbers ..... £FOC
- Disposable Cameras (each) ..... £5

## Decoration

- Easel for Table Plan ..... £FOC
- Flowers ..... £POA
- Bay Tree ..... £60
- Chair Covers ..... £3
- Chair Covers ..... £4  
complete with coloured bow sash
- Deluxe Cake Stand with Knife ..... £15  
(choice of gold or silver)
- Hurricane Vases with Candle ..... £5

## Misc

- Projector hire with Screen ..... £49
- Flipchart ..... £5

## Fun

- Disco with our Resident DJ ..... £245
- Casino Tables ..... £350  
complete with Croupiers & Fun Money (up to 3 hours)
- Harpist ..... £POA
- Live Entertainment ..... £POA
- Chimney Sweep ..... £350
- Magician ..... £POA
- Garden Lawn Games ..... £100

# frequently asked questions...

## **Are there any deposits to pay?**

Yes, you will be required to pay 20% of the total amount outstanding within 7 days of booking your event with us. We also require your credit/debit card details to guarantee your booking. The final balance must be settled 7 days before the date of the event.

## **How many guests can be accommodated at Llechwen Hall?**

Our largest banqueting venue; the Garden Marquee can accommodate up to 300 guests.

## **Who will oversee my event?**

Your Events Co-ordinator will be there to oversee your event and ensure that everything runs smoothly.

## **What music can I play at my event?**

All of our function rooms have facilities to play music and our resident DJ would be more than happy to discuss the music for your event.

## **Can we bring in our own food and drinks?**

We do not allow outside catering. However we do allow Celebration cakes, favours, ice sculptures, cocktail fountains and candy bars. Please ask for ideas and assistance.

## **Do you have any family rooms?**

Yes, we do offer family rooms that have either bunk beds and/or sofa beds.

## **Can we use any outside entertainment?**

Yes, live entertainment can be used subject to approval by Llechwen Hall. Live Entertainment must use our noise limiting equipment and we require public liability insurance documents. All equipment must also be PAT tested.

## **What time does the bar close?**

The Marquee and Nelson Suite bars close at 12am midnight. We can offer an extension to 1am at a supplement of £250.

# terms and conditions...

## Confirmation

- A provisional booking can be made for the date of your choice and will be held for a maximum of 7 days. After which, a signed confirmation together with a non-refundable, non-transferable deposit of 20% of the total amount outstanding will secure your booking as well as your credit card details. Any booking made is taken with the understanding that these terms and conditions have been read and accepted.

## Terms of Payment

- Final numbers are required 7 days prior to the date of your Event. You must settle the total amount outstanding based on the final numbers 7 days prior to your event. In the case that your numbers reduce, no refunds will be given once the final numbers have been confirmed.
- Any accommodation must be guaranteed with a credit card. Rooms not guaranteed with a credit card will be available to purchase by the general public.
- The prices contained in this pack are valid until 31st December 2012. Events booked after this date should add a supplement of approximately 10% per head.
- We reserve the right to amend our prices. However prices will be held and honoured (except for VAT changes – see below) based on those agreed at the time of the deposit being taken.
- Failure to make payment by the due date will be seen as a cancellation of your event and the date duly released for re-sale.

## Amendments and Cancellations

- In the unfortunate circumstance that you have to cancel or postpone your event, the hotel will make every effort to re-sell the facilities on your behalf. In the event of the hotel being unsuccessful in reselling the cancelled or amended booking, cancellation charge will be made as follows;

Period of Notice	Charges
4 months or longer	20% of the rate quoted
Between 2-4 months	50% of the rate quoted
Between 1-2 months	75% of the rate quoted
1 month onwards	100% of the rate quoted

- All amendments or cancellations must be confirmed in writing as the facilities that you have reserved cannot be released for resale until this is received and acknowledged.

## Amendments or Cancellations 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:
  - a. Any occurrence beyond the reasonable control of the hotel which shall prevent it from performing its obligations in connection with the booking.
  - b. If the booking might, in the opinion of the hotel, prejudice the reputation of the hotel.
  - c. If the hotel becomes aware of any alteration in the client's financial situation.
  - d. We reserve the right to cancel any reservation, without prior notice, should any of the terms & conditions not be strictly adhered to.

## Extras

- Our full Wine List is available on request. Any guest found bringing alcohol onto the hotel premises will have said alcohol confiscated and be charged accordingly. A corkage fee will be charged for any consumption of wine agreed in advance.
- No external DJ's are permitted. Llechwen Hall has a resident DJ whose services must be used if required. Live entertainment is allowed subject to prior permission with the hotel.
- For events scheduled in the day, guests must vacate the premises by 6pm (excludes residents) for events scheduled in the evening, guests must vacate the premises by 12.00am (excludes residents). We can offer an extension until 1am at a supplement of £250.00.
- No external caterers or guests own food stuffs are permitted. Any external food found on the premises will be removed. This does not include any celebration cakes and favour suppliers.

## General

- No fireworks are permitted on the premises. A £250.00 fine will be enforced if fireworks are used.
- A meeting will be held 7 days prior to your event to confirm your final requirements. At this meeting we will require the names and contact details of any suppliers that will be arriving on the day/days leading up to your event as well as approximate times of delivery.
- Please note arrival times are important as there maybe more than one function/wedding per day, (unless you have chosen the exclusivity package).

Continued...

# terms and conditions continued...

- We reserve the right to amend our booking terms & conditions. However signed booking terms & conditions in force at the time of payment of the requisite deposit will be honoured.
- The exclusivity option guarantees no other event/function/wedding will take place that day at the hotel. However, the lounge and restaurants will still be open to members of the general public.
- The party agreeing to these terms accepts responsibility and liability for any damage, disruption to normal business, and/or costs involved in reparation to the hotel and/or any third party resultant from unacceptable, negligent or reckless behaviour of any guests attending.
- Any damage to Llechwen Hall property must be paid for and is the responsibility of the event organiser. This will be charged at repair costs plus external contractor rates. A credit card number is required in line with this policy.
- Llechwen Hall operates a zero tolerance on disruptive behaviour towards other guests and staff, any guests who behave in an unreasonable manner will be asked to leave the premises.
- All deposits and payments are non-transferable and non-refundable.
- If the Hotel is prevented or hindered from carrying out any of its obligations by circumstances beyond its reasonable control, including but not limited to government interventions, strikes or labour disputes, Acts of God, national or local disasters or War, then Llechwen Hall's liability to the client shall be no greater than the amount actually paid by the client to the hotel in respect of the event.
- For all live entertainment we require that our noise limiting equipment is used and that we obtain all relevant insurance documents. We also require that all electrical equipment is PAT tested.
- Once a deposit has been paid this acts as an agreement to our Terms and Conditions.
- Event decorations etc may be left in the Hotel's Residents Lounge however the company accepts no liability for the loss or damage of these goods.

**I have read, understood and agree to the Terms and Conditions:**

Date: .....

Client Signed: .....

Printed: .....

Hotel: .....

Printed: .....

Llechwen Hall Hotel & Restaurant  
Llanfabon, Nr. Pontypridd, Mid Glamorgan, CF37 4HP  
t: 01443 742 050 | [enquiries@llechwenhall.co.uk](mailto:enquiries@llechwenhall.co.uk)  
[www.llechwenhall.co.uk](http://www.llechwenhall.co.uk)