



Llechwen Hall

HOTEL & RESTAURANT

WEDDINGS 2017

WELCOME TO LLECHWEN HALL HOTEL...

congratulations!

Thank you for considering Llechwen Hall Hotel for your wedding day, and congratulations on your forthcoming marriage.

We would like to invite you to come and view the hotel in its' beautiful countryside surroundings and get a feel of what you would enjoy on your special day.

Please call 01443 742 050 to make an appointment with a member of our wedding team, who will give you a personal tour. In the mean time, browse through our wedding pack to see everything that we have to offer.

Rest assured Llechwen Hall offers the ideal venue for your very special day.

Warmest Regards,

Llechwen Hall Hotel

P.S. To make things extra special we have pleasure in inviting you back one year later on your anniversary to enjoy a complimentary one night stay!

de-stress before the big day!

We know how stressful planning a wedding can be, so at Llechwen Hall we offer some soothing remedies to ease all those tensions and massage your worries away.

Our de-stress packages vary from an indulging Afternoon Tea to a fun Hen Day of Massage Therapies.

Please ask your wedding team member for further details.

A UNIQUE AND PERSONAL SERVICE...

we'll be there for you

From your initial enquiry right up to your special day, a member of our experienced and dedicated wedding team will work with you to create the memorable day you have always imagined. They will be on hand throughout the organisation of your wedding to offer advice, guidance and support right up to the day itself.

We will also be on hand on the day to ensure everything runs smoothly, leaving you stress-free and able to enjoy your time with your guests.

local registrar

Llechwen Hall is licensed to hold civil ceremonies, civil partnerships and blessings. When reserving the hotel for your wedding you will need to check availability of a registrar to conduct your ceremony.

The registrar office for Llechwen Hall is: Penalta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG and they can be contacted by calling 01443 863 478 or you can email via registrars@caerphilly.gov.uk

complimentary bridal suite

Book your wedding breakfast and evening buffet with us and our luxurious bridal suite is complimentary*.

*subject to terms & conditions, minimum numbers apply

inside this pack

Our Wedding pack is set out in the order of your wedding day. This way you can make sure that you haven't missed out any of the all important details and that your day is everything you expect.

Inside this pack you will find all you need to put together your dream wedding. You can either tailor your own package using our large selection of menus and options or you can choose one of our pre-selected packages, which you will find towards the end of this brochure.

YOUR CIVIL CEREMONY & EXCLUSIVITY...

civil ceremonies at llechwen hall

At Llechwen Hall we have a selection of beautiful rooms which are licensed for your civil ceremony so you can select a room which tailors to the size of your dream wedding.

We are happy for external suppliers to decorate your civil ceremony room, alternatively we can dress them for you with chaircovers, a fairylight backdrop, centrepieces...

Should you require some inspiration or wish to see our civil ceremony rooms in all their wedding day glory, please ask a member of our wedding team for some pictures or to arrange a date to view the rooms once dressed.

exclusivity opportunity

Ever dreamt of owning your own hotel for the day?

With our exclusivity option we guarantee that no other wedding or function will be held at Llechwen Hall on your wedding day.

Exclusive use includes all 20 bedrooms with full Welsh & Continental Breakfasts as well as your room hire and ceremony charges. With this option you can enjoy private use of the all the bedrooms until 11am the following day.*

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

OUR SELECTION OF ROOMS...

At Llechwen Hall we know every wedding is unique and with this in mind we are pleased to present a choice of rooms so you can select which room suits your wedding day.

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 to capture those memorable moments of your wedding day.

The Marquee can be divided into separate sections to accommodate most wedding sizes from 50 guests to a maximum capacity of up to 300 guests and offers the following facilities; disco and dance floor, star lit canopy, chandeliers, bar, as well as the fabulous open terrace to help you make the most of great weather.

With its beautiful white drapes, our Garden Marquee can be dressed to compliment any colour scheme. It is a blank canvas ready to be tailored to the look and style you desire.

the nelson suite

This striking 17th Century Welsh oak-beamed Long House is at the heart of Llechwen Hall Hotel and offers a self-contained function room that can cater for up to 90 guests.

The Nelson Suite has its own entrance and foyer area, bar and a patio leading directly to the beautiful hotel gardens and gives you the opportunity to really take a trip back in time with its lovely original features.

The Nelson suite is our most popular civil ceremony room due to its oblong shape and rustic charm.

the oak-beam orangery

For more intimate weddings from 5 to 60 guests we can also offer the romantic setting of the Oak Beamed Orangery. Set in the heart of the hotel, the room offers a real grand experience with its stunning glass roof and doors overlooking magnificent views from our garden lawn.

complimentary services - it's good to know

At Llechwen Hall, we include with all our rooms crisp, white linen table cloths and napkins for all tables, use of the hotel's cake stand & knife as well as a dedicated member of our team to supervise your day.

ROOM INFORMATION & CHARGES...

room hire charges & capacities

Suite	Monday - Thursday	Friday	Saturday	Sunday	Ceremony Capacity	Wedding Breakfast Capacity	Civil Ceremony Supplement*
Garden Marquee	£700	£1100	£1100	£925	NA	50 - 300	NA
Nelson Suite	£115	£215	£215	£170	20 - 90	20 - 60	£325
Oak-Beam Orangery	£150	£295	£295	£190	20 - 60	20 - 60	£395

*Please note, Civil Ceremonies at Llechwen Hall are charged at supplement as show in the table above. This fee is additional to our Wedding Package prices.

minimum numbers

(Applies Friday - Saturday)

Event	Garden Marquee	Nelson Suite	Oak Beamed Orangery
Civil Ceremony	NA	40	40
Wedding Breakfast	90	40	40
Evening Reception	150	70	60

exclusivity option

Monday - Thursday	£2600
Friday	£5700
Saturday	£6700
Sunday	£3100

ARRIVAL DRINKS & CANAPÉS...

Whether you have in mind Champagne & Strawberries as your arrival drink, a Cocktail hour during the photos, Pimms O'Clock or Seasonal Wines with the meal, we have a host of options that can be tailored to your requirements or alternatively you can select one of our delightful Drinks Packages.

non-alcoholic

- Coke, Diet Coke, Lemonade £2.40
- Orange, Apple, or Cranberry Juice £3.40
- J2O Juice Drink £3.50
- Fruit Punch £2.40
- Appletiser (275ml) £3.50
- Bottled Water (1 Ltr) £3.50
- Tea or Coffee £2.50

canapés

£4.50 - Three per person
Additional canapés £1.65 each

- Smoked Salmon, Horseradish Cream on Rye
- Welsh Cheese Beignets (v)
- Toad in the Hole, Caramelised Red Onion
- Tomato & Basil Bruschetta (v)
- Scallop, Pea Puree Blinis
- Chicken Parfait, Smoked Bacon & Brioche
- Honey Mustard Popcorn Cones (v)

Please ask for further canapé choices.

champagne (125ml)

served with strawberries

- House Champagne £7.95
- Premium Champagne £9.95
- House Rosé Champagne £10.50

wines (175ml)

- House White or Red or Rose..... £5.95
- Sparkling Wine (125ml) £6.25
- Mulled Wine £4.95

For our full selection of seasonal wines, please ask a member of our wedding team.

cocktails

- Bucks Fizz £4.95
- Dressed Pimms £6.25
- Cocktails available on request, from .. £5.95

bottles

- Bottled Beers (330ml) £4.95
- Alco-pops (330ml) £4.95
- Bottled Cider (500ml) £5.95

drinks packages

Package 1 - £15.95

- Glass of Bucks Fizz on arrival
- Glass of Wine with the meal
- Glass of Sparkling Wine for the toasts

Package 2 - £16.95

- Bottle of Beer or Alco-pops on arrival
- Glass of Wine with the meal
- Glass of Sparkling Wine for the toasts

Package 3 - £19.95

- Glass of Sparkling Wine or Pimms on arrival
- Glass of Wine with the meal
- Glass of House Champagne for the toasts

Package 4 - £25

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

WEDDING BREAKFAST MENUS...

menu 1

Homemade Leek & Potato Soup
welsh rarebit crouton (v)

Chicken Liver & Herb Pâté
red onion marmalade & toast

Melon Rose
with strawberry sorbet (v)

.....

Welsh Leg Of Lamb
served with seasonal vegetables & rosemary
infused roasted potatoes

Breast of Chicken with Lemon & Herb Stuffing
with a medley of seasonal vegetables & roast
potatoes

Pan Fried Sea bass
wilted greens, oven roasted new potatoes

.....

Homemade Profiteroles
filled with cream and drizzled with rich chocolate
sauce

Eton Mess
with fresh strawberries and forest berry compote

Crème Brulée
with strawberries and all butter shortbread biscuit

£37.00 per person

menu 2

Cream of Tomato Soup
with baked ciabatta croutons (v)

Smoked Chicken Caesar Salad
served with garlic croutes & parmesan tuile

Goats' Cheese & Caramelised Shallot Tart
with wild watercress & balsamic glaze (v)

.....

Lemon Sorbet

Mango Sorbet

.....

Corn Fed Chicken "Coq Au Vin"
creamed potatoes & baby vegetables

Pan Fried Sea Bream
clam risotto & roasted tomato consommé

Roasted Stuffed Loin of Pork
colcannon mash, baby vegetables & cider jus

.....

Sharp Lemon Tart
clotted cream & red berry compote

Vanilla Cheesecake
macerated strawberry & mint

Black Forest Torte
black cherry compote & fresh cream

£48.00 per person

menu 3

Traditional Lamb Cawl
herb dumpling & fresh bread roll

Confit of Pork
caramelised apple Terrine, ale chutney & brioche

Prawn & Avocado Tian
with lemon mayonnaise & micro herbs

.....

Sweet Red Pepper Soup (v)

Pink Champagne Granita

.....

Roast Sirloin of Beef
with seasonal vegetables & crisp roasted potatoes

Baked Alaskan Salmon
saffron crushed new potatoes & prawn sauce

Seared Duck Breast
smoked leek mash, roasted vegetables & plum
anise jus

.....

Llechwen Hall Sticky Toffee Pudding
served with salted carmel sauce

Lemon & Lime Cheesecake
blueberry compote & fresh cream

Double Belgian Chocolate Torte
with vanilla cream

£58.00 per person

Please select one starter, main and dessert for all of your guests. You are welcome to select courses from different menus. Please discuss your requirements with a member of our wedding team.

continued...

WEDDING BREAKFAST MENUS CONTINUED...

menu 4

Beetroot & Vodka Infused Gravalax
rye bread & caper berry salad

Roasted Artichoke & Watercress Soup (v)
served with chive snippets

Wild Rabbit Terrine
with quince jelly & micro herbs

.....

Strawberry Sorbet

Mango & Passion Fruit Sorbet

.....

Fillet of Beef and Baby Vegetables
pulled brisket, fondant potatoes, & madeira jus

Roasted Hake
served with langoustine butter & baby vegetables

Welsh Lamb Loin
on a root vegetable crush with redcurrant &
laverbread Jus

.....

Lemon Posset
with honey granola

Penderyn Infused Chocolate Tart
clotted cream & macerated cherries

Strawberry Pavlova
with hedgerow compot

£72.00 per person

vegetarian menu

Starters

Risotto Arancini (v)
with tomato fondue & micro herbs

Melon Rose (v)
with sorbet and forest fruit compote

Goats' Cheese & Caramelised Shallot Tart (v)
on wild watercress salad

Mains

Roasted Red Pepper Risotto (v)
paprika tuile & micro herbs

Fried Polenta (v)
marinated tofu and tossed vegetables

Gnocchi Bake (v)
smoked leeks & welsh cheese crumb

£37.00 per person

children's menu

Starters

Homemade Garlic Bread (v)

Fan of Galia Melon with Sorbet (v)

Soup of the Day

Mains

Homemade Cheese & Tomato Pizza with Chips (v)

Battered Chicken Bites, Chips & Corn Cobette

Chunky Cod, Mash & Peas

Desserts

Selection of Ice Creams

Chocolate Cake with Vanilla Ice Cream

Orange & Strawberry Jelly

£22 per person

GOURMET BUFFET MENU...

menu 1

Plated Starters

Minestrone Soup
Galia Melon with Mango Sorbet

Carved Mains

Roast Turkey, Honey Glazed Gammon,
Chipolatas, Roast Potatoes, Stuffing, Broccoli,
Cauliflower & Carrots

Plated Desert

Chocolate & Mascarpone Cheesecake
Vanilla Crème Brûlée with Raspberries

.....

Tea & Coffee served with Homemade Welsh Cakes

£42.50 per person

menu 2

Plated Starters

Tomato & Mozarella Salad with a Pesto Dressing
Mushroom & Tarragon Soup

Carved Mains

Roast Turkey, Honey Glazed Gammon, Roast Leg
of Lamb, Chipolatas, Roast Potatoes, Stuffing,
Broccoli, Cauliflower & Carrots

Plated Desert

Llechwen Hall Sticky Toffee Pudding
Double Chocolate Fudge Cake

.....

Tea & Coffee served with Homemade Welsh Cakes

£48.00 per person

menu 3

Plated Starters

Roasted Butternut Squash Soup
Wild Mushroom Risotto with Truffle Oil

Carved Mains

Roast Turkey, Honey Glazed Gammon, Roast Leg
of Lamb, Salmon en Croûte, Chipolatas, Roast
Potatoes, Stuffing, Broccoli, Cauliflower & Carrots

Plated Desert

Rich Dark Chocolate Truffle Tart
Vanilla Parfait with a Raspberry Tuile Cone

.....

Tea & Coffee served with Homemade Welsh Cakes

£52.00 per person

AFTERNOON TEA PARTY...

indulge in style

If you are looking for something a little bit different for your wedding and have a taste for elegance and sophistication, then this could be the buffet option for you. Please note that this option is not available without selecting a Llechwen Hall Wedding Breakfast.

afternoon tea crockery

Your Afternoon Tea Party will be served on hand-made Welsh Slate Cake Stands with White Crockery.

If you prefer your Afternoon Tea Party to be served on Vintage Style Crockery, please ask a member of our Wedding Team for more details.

afternoon tea party menu

Pot of English Breakfast or Earl Grey Tea
served with a choice of milk or lemon

.....

Afternoon Tea Finger Sandwiches:

Traditional Cucumber Sandwiches on White Bread (v)
Smoked Salmon with Lemon & Cracked Black Pepper on Brown Bread
Free Range Egg Mayonnaise with Wild Watercress on White Bread (v)

.....

Home baked Scones
served with clotted cream & strawberry preserve

.....

Home baked Welshcakes
dusted in sugar

.....

Chef's Sweet Treat
Your choice of the following: Classic Victoria Sponge,
Bara Brith, Lemon Drizzle Cake

£32.00 per person

FINGER BUFFET MENU...

create your own buffet

(minimum choice of 5 options, assorted sandwiches & salad included)

savoury options:

- Mini Fish & Chip Cones £8.00
- Additional Assorted Sandwiches £4.95
- Sausage Rolls £3.75
- Cocktail Pasties £3.75
- Potato Wedges £3.75
- Chicken Drumsticks £3.75
- Selection of Mixed Flavoured Crisps . £2.75
- Chips £3.75
- Mini Cheese & Tomato Pizzas £3.75
- Mini Onion Bhajis £3.75
- Vegetable Samosas £3.75
- Mini Vegetable Spring Rolls £3.75

sweet options:

- Lemon Syllabub with Candied Lemon £3.50
- Kiwi-fruit Meringues £3.50
- Double White Chocolate Mousse on Madeira Cake £3.50
- Belgian Chocolate & Orange Tart £3.50
- Pink Champagne Cheesecake £3.50
- Cherry Bakewells £3.50
- Fresh Strawberry Tart £3.50
- Orange & Passion Fruit Fools £3.50

Mexican Fiesta - £23

- Selection of Mixed Taquitos
- Black Bean, Avocado & Tomato Salad
- Hot Jalepenos
- Fried Chipotle Potatoes
- Corn Cakes
- Mexican Red Rice
- Crispy Nacho Chips
- Selection of Mexican Dips

chip shop supper - £22

- Mini Battered Fish Fillets
- Battered Sausage
- Chip Cones
- Mushy Peas Pudding
- Chip Shop Curry Sauce
- Chip Shop Gravy
- Buttered Baps
- Mini Meat or Vegetable Pies

garden barbeque - £23

- Beef Burgers
- Pork Steaks
- Chicken Breast
- Vegetarian Burgers or Sausages
- Pork Sausages
- Garden Salad
- Coleslaw
- Buttered New Potatoes

hog roast - £26.50

Spit Roast Welsh Pork, Freshly Baked Baguettes, Bramley Apple Sauce, Sage & Onion Stuffing, Seasoned Potatoes, Couscous, Garden Salad and Coleslaw (based on a minimum of 80 guests)

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

ACCOMMODATION...

available rooms

Room Type	Number of Rooms	Price Per Night
Bridal Suite	1	£149
Four-Poster Room	5	£129
Executive Room	5	£115
Standard Room	9	£99

Prices are based on two people sharing and include a Full Welsh Breakfast. Children aged between 5 & 12 are charged at an additional supplement of £16.50 per person. Additional adults are charged at an additional supplement of £32.00 per person.

exclusivity option

Remember, our 20 beautiful bedrooms are free of charge when you select our Exclusivity Option (ask a member of our wedding team for further details).

how to book

For all full day weddings booked with us we are pleased to offer our luxurious Bridal Suite with our compliments.

We provisionally book 15 rooms on your behalf until 28 days before the wedding, whereafter we require credit/debit card details to secure any accommodation bookings*.

Your guests can either book via the Bride and Groom or direct by calling 01443 742 050.

*terms & conditions apply, subject to availability

FINISHING TOUCHES...

food & drink

- Chocolate Fountain £350
milk or white belgian chocolate with
items for dipping (for 100 people)
- Beverage Station £250
display of colourful soft drinks in
glass dispensers (for 50 people)
- Hot Chocolate Station..... £200
hot chocolate, marshmallows,
selection of sprinkles, whipped cream
and chocolate sticks (for 50 people)
- Confectionery Buffet £99
various options (for 50 people)
- Cheese-Wheel Wedding Cake, from ... £325
served with a selection of crackers,
red & white grapes and home-made
chutney
- Handmade Chocolates £3.75
wrapped in favour bags (each)
- Home-made Welshcakes £3.75
wrapped in favour bags (each)
- Toffee Apple Wedding Favours £3.75
wrapped in sellophane (each)
- Individual Cupcake Favours £4.75

decoration

- Easel for the Table Plan £FOC
- Flowers £POA
- Chair Covers £3.50
- Chair Covers £4.50
complete with coloured bow sash
- Chair Sash £1.50
- Hanging Lanterns, from £150
- Bunting Hire £150
- Bay Tree..... £65
- Mail Box £25
- Top Table Bow Sash £39
- Cake Table Bow Sash..... £25
- Card/Gift Table Bow Sash..... £25
- Lit Voile Top Table Skirt..... £79
- White Aisle Runner..... £28
- Deluxe Cake Stand with Knife £17
(choice of gold or silver)
- Decoration service £POA

wedding stationery

- A3 Table Plan £49
- Place Cards (each) £0.65
- Menus (each) £1
- Table Numbers £FOC
- Guestbook £39
- Disposable Cameras (each) £5.75

Fun

- Disco with our Resident DJ £295
- Harpist £POA
- Chimney Sweep £POA
- Garden Lawn Games £110

is there something else?

This page details a brief list of finishing touches that we can help you with but should you have something else in mind, just ask a member of our wedding team.

WEDDING PACKAGES...

Our set wedding packages are excellent value for money, convenient and are the stress-free way to guarantee that your wedding requirements are completely covered.

package 1

- Dedicated member of our wedding team
- No Room Hire Charge*.
- Twinkle Light Backdrop.
- White Aisle Runner.
- Complimentary Bridal Suite.
- Wedding Breakfast choice from Menu 1.
- A Glass of Bucks Fizz on Arrival.
- A Glass of Wine with the Meal.
- A Glass of Sparkling Wine for the Toast.
- Suite dressed with Fresh White Table Linen.
- Jugs of Iced Water with Lemon.
- Use of the Hotel's Cake Stand & Knife.
- Premium White Chair Covers.
- Use of the Hotel's Amplification System.
- Llechwen Hall's Resident DJ until 12pm.
- Express Check-in for the Bride & Groom.
- Discounted Accommodation for Guests.
- Use of 6 glorious acres of Landscaped Gardens and views across the Welsh Valleys for perfect Wedding Photos.
- Designated Free Parking.

£64.00 per person

package 2

In addition to previous packages, package 2 includes:

- Upgrade to Wedding Breakfast from Menu 2.
- Upgrade to a Glass of Sparkling Wine on Arrival.
- Upgrade to a Glass of House Champagne for the Toast.
- Complimentary Champagne and Chocolates for the Bridal Suite.
- Upgrade to Premium White Chair Covers complete with Coloured Bow.
- Place Cards.
- Wedding Breakfast Menu Cards.

£74.00 per person

package 3

In addition to previous packages, package 3 includes:

- Upgrade to Wedding Breakfast from Menu 3.
- Upgrade to a Glass of House Champagne on Arrival.
- Upgrade to two Glasses of Wine for the Meal.
- Upgrade to a Glass of House Champagne for the Toast.
- Choice of three Canapés.
- Evening Finger Buffet to the value of £15.
- Wedding Favour for each guest: Choice of Toffee Apples, Handmade Chocolates or Heart-shape Welshcakes.
- Milk or White Belgian Chocolate Fountain.
- Disposable Cameras for each Table.

£96.00 per person

(upgrade to Menu 4 for £27.00 per person)

children's package - £27.00 per person

Available to all weddings selecting a wedding package option (suitable for guests under 14 years of age). Package includes: Meal from Children's Menu, Orange juice on arrival, fruit squash with the meal as well as suitable options included in packages 1-3, e.g. welsh cakes.

*providing minimum numbers are met

A FEW TESTIMONIALS...

"My husband and I have recently got married at Llechwen Hall Hotel and can honestly say we had the best wedding day ever!! From the gorgeous bedrooms and lounge area, every piece of delicious food we had there to each and every single incredibly helpful and friendly staff member, we cannot say thank you enough! We also have great appreciation for everything that you all did for us! The DJ was amazing! I want to send out a massive thank you to all of Llechwen's food and beverage team members that not only catered for us at the bars but those who served the wedding breakfast also! And all of this couldn't have been achieved without the amazing Alyssa!! From start to finish you were the best wedding co-ordinator, helpful, friendly, professional, too many words! Thank you also to Phil & Nicole!!"

Mr & Mrs Parfitt - November 2014

"I had my wedding here on 29th November and it was perfect. I'm glad I got married in Llechwen hall. The staff made me feel like royalty and the food was perfection. I recommend this hotel to anyone who is getting married!!!"

Mr & Mrs Davies - November 2014

"We held our wedding and reception all at the Llechwen Hall, we had the most magical experience and a wedding we will never forget. From the day we booked the wedding every meeting with the wedding planner was arranged at our convenience, our day run so much easier as everyone knew what they were doing and the staff were just fantastic. I would highly recommend the Llechwen Hall for a wedding so professional we had a wedding that we would never forget and people will be talking about it for years. Thank you so much Love Mr & Mrs Williams."

Mr & Mrs Williams - July 2014

"We had our wedding at Llechwen Hall on 11th July. It was such a beautiful day. All staff were very welcoming & helpful through out our day & stay (2nights). Food was perfect, everyone really enjoyed the wedding breakfast. We have had nothing but compliments about the day & the venue. Looking forward to coming back for our anniversary and hopefully we will go back before hand. Rooms are beautiful, with very comfy beds. (Stayed in Coach House & Bridal Suite) Highly recommend Llechwen Hall."

Mr & Mrs Flay - July 2014

"My husband and I had our wedding reception with Llechwen Hall on Friday 9th May 2014. It was the perfect location for all our photos and the scenery was stunning. The staff were absolutely fantastic on the day and everything went without a hitch. The food quality was outstanding and the staff were extremely accommodating to all our requests. Room quality was exactly what we wanted after such a long day and tiring day. A special mention goes to Alyssa who helped plan our wedding from start to finish and was always open to our ideas. It was a pleasure for us to have our wedding with the hotel and we can't thank them enough. We will definitely visit them again and recommend this hotel as the perfect location for a wedding. Thank you so much again to the whole team who made our day so special."

Mr & Mrs Reynolds - May 2014

WEDDING COUNTDOWN CHECKLIST...

12 months to go

- Set a budget.
- Speak to a registrar about your date.
- Decide on guest numbers.
- Have your first meeting with a member of our Wedding Team.
- Ensure 10% of the Llechwen Hall wedding invoice is settled

11 months to go

- Book your photographer/videographer.
- Book any live entertainment.
- Send out save-the-date cards.

10 months to go

- Choose the bride's dress.
- Pick your bridesmaids, ushers and best man.
- Start looking for your honeymoon destination.

9 months to go

- Decide on your flowers.
- Pick your buttonholes, bouquets and centerpieces.
- Choose your bridesmaids' dresses.
- Discuss your food and drink options with our catering team.

8 months to go

- Order your invitations and envelopes.
- Choose your wedding stationery, such as place cards, menus and thank you cards.

7 months to go

- Decide on your wedding cake.
- Select your favours.
- Book transport to the hotel for you and any of your guests.

6 months to go

- Confirm the order of service with your Wedding Co-ordinator and the registrar.
- Pick your wedding bands.
- Choose the Groom's and ushers' outfits.
- Choose gifts for your bridesmaids, ushers, best man and mothers.
- Ensure 25% of the Llechwen Hall wedding invoice is settled

5 months to go

- Change the name on your passport.
- Book a consultation with your hair stylist.

4 months to go

- Decide on your accommodation at Llechwen Hall.
- Start planning hen and stag nights.
- Shop for your honeymoon.
- Ensure 50% of the Llechwen Hall wedding invoice is settled

3 months to go

- Book your hairstylist and make up artist for your wedding day.
- Prepare your giftlist.
- Choose the bride's accessories and shoes.
- Ensure 75% of the Llechwen Hall wedding invoice is settled

2 months to go

- Try on your outfits.
- Send out your invitations .
- Discuss your final numbers with your Wedding Co-ordinator.
- Ensure 100% of the Llechwen Hall wedding invoice is settled

1 month to go

- Work out your table plan.
- Discuss your music with our resident DJ.
- Give your Notice of Marriage.
- Enjoy your hen and stag nights.

FREQUENTLY ASKED QUESTIONS...

Are there any deposits to pay?

Yes, you will be required to pay a non-refundable £600 deposit within 7 working days of booking your wedding. A staggered payment plan will be agreed for further payments.

How many guests can be accommodated at Llechwen Hall?

Our largest banqueting venue; the Garden Marquee can accommodate between 50 to 300 guests.

Do I need to book the registrar?

Yes, after you have selected a date with us, you will need to contact and book a registrar. You can contact the local registry office on 01443 863 478.

I have a number of guests travelling from out of town to attend my wedding, do you offer any special room rates?

Yes, all wedding guests can benefit from special room rates please refer to the accommodation section of this pack or ask a member of our wedding team for further details.

Who will oversee my event?

A dedicated member of our team will be there to oversee your event and ensure that everything runs smoothly.

We are looking for a small intimate wedding, can you accommodate us?

Yes, our beautiful Oak-Beamed Orangery offers the perfect settings for more intimate weddings, accommodating between 5 and 60 wedding guests.

What music can I play at my wedding?

Our resident DJ would be more than happy to discuss the music for your special day.

Do you offer a cake stand and knife?

Yes, we offer round and square cake stands, in silver or gold.

Can we bring in our own food and drinks?

We do not allow outside catering including external Chocolate Fountains, Confectionary Buffets & Candy Carts and Cheese-Wheel Wedding Cakes. However we do allow Wedding cakes, favours and ice sculptures. Please ask for ideas and assistance.

Can we have a menu testing?

We are more than happy to help you decide on your wedding breakfast menu options with a complimentary menu tasting. Please ask your wedding team member for more details. Alternatively, we offer samples of our wedding menu options at our Wedding Showcase events.

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 £300.

Do you supply chair covers?

Chair covers are available from the hotel at a supplementary charge. We do also offer other extras including swags, chair bows, sashes and table runners.

Can we use confetti?

We would kindly ask that the use of confetti is limited to inside the hotel only.

TERMS AND CONDITIONS...

Confirmation

- A provisional booking can be made for the available date of your choice and will be held for a maximum of 7 working days. After which, a signed confirmation together with a non-refundable, non-transferable deposit of £600 will secure your booking. Any non-refundable booking made is taken with the understanding that these terms and conditions have been read and accepted.

Terms of Payment

- Standard Payment Plan:

12 months or longer	10% of the rate quoted (plus £600 deposit)
Between 6-12 months	25% of the rate quoted
Between 4-6 months	50% of the rate quoted
Between 2-4 months	75% of the rate quoted
2 months onwards	100% of the rate quoted

- Final numbers are required 60 days prior to the wedding. You will be invoiced on these numbers. The final balance is due 60 days prior to the event. In the event that your numbers reduce, no refunds are given once the final numbers have been confirmed. If final numbers increase during the 60 days prior to the wedding, payment must be made in full at the time of notifying the hotel. The hotel reserves the right to not permit the increase of guest numbers.
- Any accommodation being held must be guaranteed with a credit card. Rooms not guaranteed will be released for resale 28 days prior to your wedding date.
- These prices are valid until 31st December 2017. Weddings later than this date should add a supplement of approximately 10% per head.
- We reserve the right to amend our prices.
- All our prices are inclusive of VAT. Should the percentage of VAT change, after booking but prior to the event, our prices will change accordingly.
- Failure to make a payment by the due date will be seen as a cancellation of your wedding and the date duly released for re-sale.

Amendments and Cancellations

- In the unfortunate circumstance that you have to cancel or postpone your wedding date at any time prior to the event, the following charges will apply:

Period of Notice	Charges
12 months or longer	10% of the rate quoted or £600 (whichever sum is greater)
Between 6-12 months	25% of the rate quoted
Between 4-6 months	50% of the rate quoted
Between 2-4 months	75% of the rate quoted
2 months onwards	100% of the rate quoted

We strongly advise that you consider appropriate Wedding insurance to cover events such as cancellations.

- All amendments or cancellations must be confirmed in writing and the facilities 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 amend the decor or layout of the rooms, function suites and external areas without prior notice.
- 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. If you wish to provide your own alcohol, the following corkage fees will apply and be charged in advance:

750ml bottle of wine	£15 per item
750ml bottle of sparkling wine	£18 per item
Up to 1l bottle of spirits (please enquire for over 1l)	£55 per item

Any guest found bringing alcohol onto the hotel premises will have said alcohol confiscated and be charged accordingly. In line with this stipulation, we do not permit small alcohol bottles as wedding favours.

- 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 from the hotel.
- For day only weddings the hotel (except for residents) must be vacated by 6pm. For day and evening weddings the hotel (except for residents) must be vacated by 12.00am. We can offer an extension until 1am at a supplement of £300 (available Monday- Saturday only).
- Our Residents Bar may remain open till 1am at the discretion of the Manager.
- No external caterers or guests own food stuffs are permitted. Any external food found on the premises will be removed. We do not permit external chocolate fountains, external confectionary buffets or candy carts, cheese-wheel wedding cakes or hot chocolate stations. This does not include Wedding cake and favour suppliers.

Client Signature:

Client Signed:

continued...

TERMS AND CONDITIONS CONTINUED...

General

- A meeting will be held 7 days in advance of your wedding date to confirm your final requirements. At this meeting we will require the names and contact details of all suppliers arriving on the day of/days leading up to your Wedding as well as approximate times of delivery.
- We reserve the right to amend our booking terms & conditions and to enforce said changes and amendments to existing and provisional weddings. However signed booking terms & conditions in force at the time of payment of the requisite deposit will be honoured if and when the contents of the expired terms and conditions are not in conflict with the hotels interests.
- We require your wedding suppliers to complete their 'set-up' or deliveries no later than 10am on the day of the wedding.
- No fireworks are permitted on the premises. A £500.00 fine will be enforced if fireworks are used.
- Bouncy Castles, Rodeo Machines etc are only permitted with the hotels' written permission and through the use of our nominated supplier.
- Please note arrival times are important as there may be more than one function/wedding per day (unless you have chosen the exclusivity package).
- If the exclusivity package has been purchased, the reimbursing payments for bedrooms from the Bridal parties guests becomes the responsibility of the Bridal party and no longer that of Llechwen Hall Hotel, unless specifically agreed in writing between the Bridal party and an authorised hotel representative (credit card details will still be held against rooms in case of damage, loss etc).
- The exclusivity option guarantees no other 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 Wedding Breakfast is a set package. It is our standard practice for you to choose the same starter/ main course & dessert for each guest. Should you wish to offer your guests a choice of Wedding

Breakfast Menu options, this must be agreed with your wedding team member and will incur a £5 per person supplement. We will also require your service table plan to clearly show each guests pre-ordered menu choices. (Please note that vegetarians and guests with special dietary requirements are always catered for).

- For Day and Evening Weddings, an Evening Buffet must be provided for all Evening Guests attending. Evening Buffets are served between 8.00pm and 9.30pm.
- Evening Buffets are available only after Day Wedding Breakfasts during Fridays and Saturdays or a supplement of £25 per head is chargeable.
- In accordance with HACCP guidelines (Hazard Analysis and Critical Control Point), the hotel will display a buffet for a maximum of four hours for a cold buffet and two hours for a hot and cold buffet.
- Half day weddings are only available Sunday-Thursday.
- 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 bride and groom. 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 policy 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.
- The hotel shall not accept any liability for any loss or damage to property owned by, or in the custody of, you or your guests. The hotel recommends you arrange appropriate insurance cover.
- It is the best man's responsibility to ensure that the wedding certificate and all cards and gifts are collected at the end of the day and stored in a safe place. Personal items can only be stored at the hotel for a maximum of 48 hours after the date of your wedding.

- For any items left behind at the end of a function, the hotel will take the utmost care to move and store said items into hotel storage for collection, when it is convenient to the hotel. The hotel accepts no liability for any loss of damage as a result of this procedure.
- 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, labour disputes or actions, 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, that we obtain all relevant insurance documents and that the permission of Llechwen Hall is sought in writing prior to any booking being made. We also require that all electrical equipment is PAT tested.
- Unfortunately we do not offer early check-in facilities to the Bridal party or wedding guests unless this has been agreed in writing between the bridal party and an authorised representative of the hotel. If you or your guests wish to get ready at the hotel we can offer a room for the night before at discounted room rate (subject to availability).
- If ordering chair covers and/or chair sashes, you will need to order enough for the Ceremony as well as the Wedding Breakfast location.
- Wedding decorations and gifts may be left in the Hotel's storage facility however the company accepts no liability for the loss or damage to these goods.

Client Signature:

Client Signed:

continued...

TERMS AND CONDITIONS CONTINUED...

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

On behalf of the client:

Date:

Client Signed:

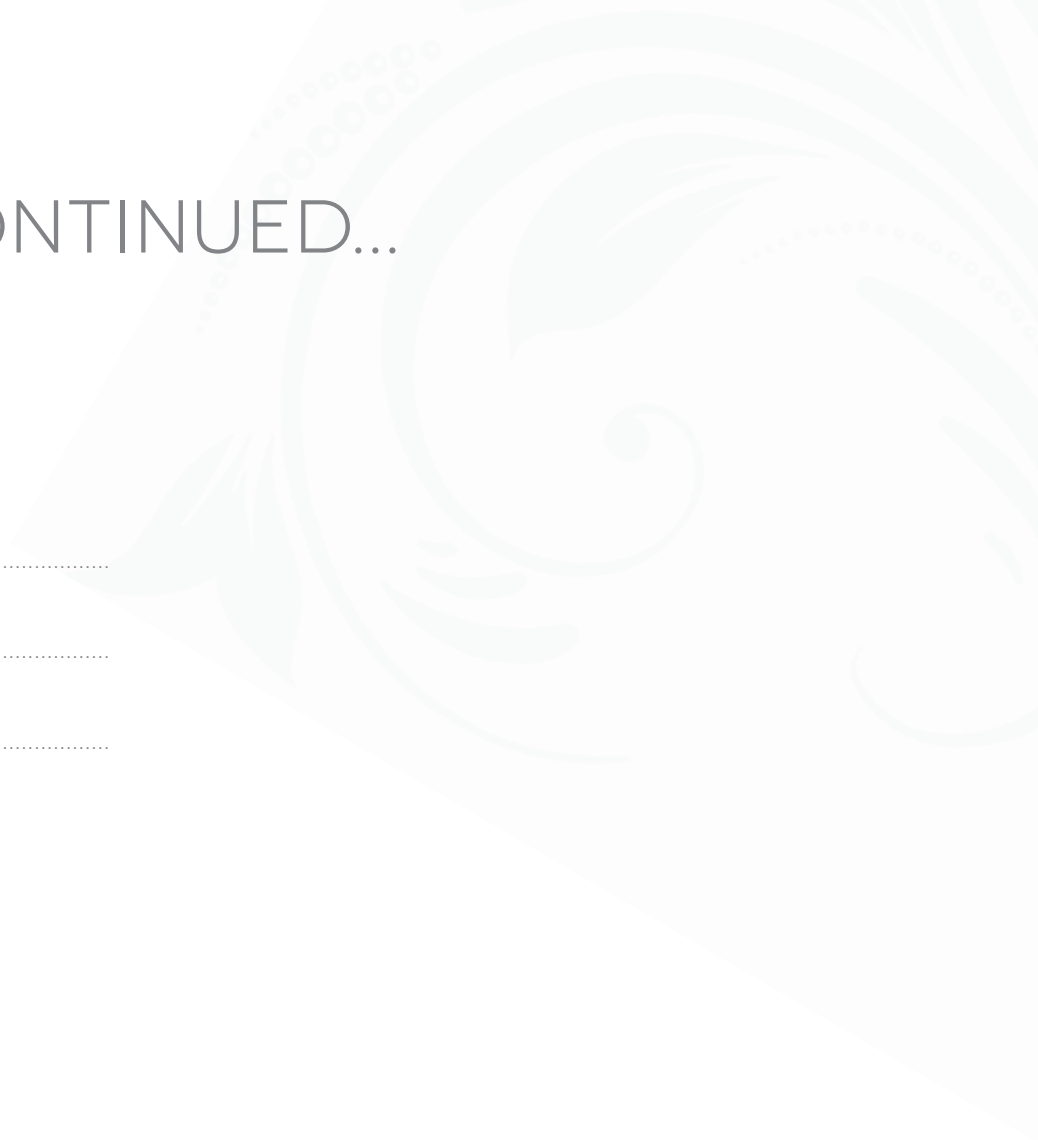
Printed:

On behalf of the hotel:

Date of Wedding:

Hotel Signed:

Printed:



Llechwen Hall Hotel & Restaurant

Llanfabon, Nr. Pontypridd, Mid Glamorgan, CF37 4HP

t: 01443 742 050 | weddings@llechwenhall.co.uk

www.llechwenhall.co.uk