

# Keavil House Hotel weddings

We're delighted that you are considering holding your wedding celebration with us during 2020.

Organising a wedding involves many arrangements however our wedding team here at Keavil House Hotel will guide and assist you through every little detail. We will remove any stress for all your family and friends and with our extensive experience, professionalism and award-winning wedding team, you're in safe hands.

If you have not already had an opportunity to talk to one of our experienced wedding co-ordinators, please call us to make an appointment for an initial meeting. Come in for a coffee and an informal talk about your ideas for your day. That's the starting point and we'll take it from there.

Keavil House Hotel enjoys an excellent reputation for the high quality of its wedding celebrations, a reputation earned from many years of providing professional and individual special occasions. The hotel is surrounded by 12 acres of extensive landscaped gardens which provide the perfect setting for wedding photography, reception drinks or a wedding ceremony on our lawn.

We're licensed to hold both religious and civil ceremonies and can also recommend a minister or registrar to officiate at your wedding. Whether it's an intimate wedding for a small group of friends and family or a large celebration, we can guarantee you a day to remember.

Food is one of the most important aspects of any wedding reception and our team of talented chefs will ensure that your chosen menu is prepared to perfection. We offer a wide variety of menus to suit all tastes and we will work with you if you want something individual to you.

We offer special room rates to your wedding guests and have beautifully appointed bedrooms in various styles.

Thank you for considering Keavil House Hotel as your wedding venue and I look forward to welcoming you in person.

Jason Doga  
General Manager

## **Your wedding ceremony and reception**

Your marriage ceremony will be unique to you and can be small and intimate in one of our private dining rooms or it can be large and grand in one of our wedding suites. You can even hold your ceremony on the lawn of our beautiful and secluded gardens.

We have suites suitable for all types of wedding celebrations and a special feature is that all our wedding suites have easy access to the hotel gardens and lawns which is perfect for your arrival drinks reception.

### **Elgin Suite**

This suite is private and self-contained for larger weddings and has direct access to the hotel gardens. It can accommodate up to a maximum of 200 guests for a wedding ceremony and wedding lunch. The minimum number for weddings on a Saturday in the Elgin suite is 80 guests.

### **Mountbatten Suite**

This suite is adjacent to the hotel's main reception area. This room also has direct access to the hotel gardens. It can accommodate 90 guests for your wedding lunch and ceremony and up to 120 for your evening reception. The minimum number for weddings on a Saturday in the Mountbatten suite is 60 guests.

### **Wedgwood Room**

This room has a spectacular rococo plaster arched ceiling and ornate fireplace and is ideal for intimate wedding ceremonies of up to 35 guests. The Wedgwood Room is only suitable for use for your wedding ceremony, your wedding lunch would be accommodated in one of our private dining rooms or banqueting suites.

### **Club Room**

This private dining room is the perfect location for an intimate wedding lunch of up to 28 guests.

### **Hotel gardens**

The hotel gardens and landscaped grounds allow your guests to enjoy reception drinks and canapés outside and provide a beautiful location for wedding ceremonies and your wedding photographs.

## Wedding packages

Planning your special day needs special care and attention and we will guide brides, grooms and parents from the planning stage to your wedding day. Initially, meet with our experienced wedding co-ordinators to discuss your wedding plans and view Keavil House Hotel then select your chosen wedding package. You then select your menu from the options for your chosen package, all guided by your dedicated wedding co-ordinator.

To enjoy your wedding celebration at Keavil House Hotel, all our wedding packages include the following inclusive services:

- Your personal wedding co-ordinator to help you plan your wedding day
  - Suite hire\*
  - Silver cake base and knife
  - Toastmaster
- Accommodation and breakfast for the Bride and Groom on your wedding night
  - Linen napkins
  - Printed menu cards and table plan
  - Children's menu for aged up to 12 years
  - Use of hotel garden and hotel lounges for photographs
  - Discounted accommodation rates for your wedding guests

\* excluding wedding ceremonies and the minimum number of day guests

To present your suite at its very best and to coordinate colours, we strongly recommend that you use chair covers on all your chairs. For only £5.50 per chair we will supply and fit white chair covers and silver-grey sashes

## All-inclusive wedding package

Our exceptional value all-inclusive package is for 40 all day guests plus an additional 40 evening guests

**£3,800**

(additional all-day guests are £81.00 per person)

Our special offer includes the following services to ensure your perfect day:

Glass of Prosecco for your reception arrival

Glass of wine during your wedding breakfast

Glass of Prosecco for your speeches

3 course wedding breakfast from either Menu A or Menu B  
(£10.00 per person supplement to combine the two menus)

Evening buffet

Chair covers and sashes for 40 chairs

Disco for your evening reception

### Menu A

Classic prawn cocktail

~O~

Supreme of chicken with haggis,  
whisky cream sauce

crushed potatoes, roasted vegetables

~O~

Raspberry & white chocolate cheesecake,  
berry coulis

~O~

Coffee with Scottish tablet

### Menu B

Cream of tomato & roast pepper soup,  
crème fraiche & chives

~O~

Prime beef steak pie  
crushed potatoes, roasted vegetables

~O~

Sticky toffee pudding,  
vanilla ice cream

~O~

Coffee with Scottish tablet

### Evening buffet

Sandwiches with assorted fillings

Tea & coffee

## **Classic wedding package**

Our classic wedding package includes all the important elements for a perfect day and is priced per person.

Glass of Prosecco for your reception arrival

Glass of house wine with a refill during your wedding breakfast

Glass of Prosecco for your speeches

3 course wedding breakfast from classic menus 1, 2 or 3

Evening buffet from Classic or Breakfast buffet

Disco for your evening reception

**£69.00 per person**

To present your suite at its very best and to coordinate colours, we strongly recommend that you use chair covers on all your chairs.  
For only £5.50 per chair we will supply and fit white chair covers and silver-grey sashes

*A room hire charge applies if you require a room for your wedding ceremony*

*Additional evening only guests are £12.00 per person*

## Gold wedding package

Our Gold wedding package includes enhanced elements for a perfect day and is priced per person.

Glass of Prosecco for your reception arrival

Glass of house wine with refill during your wedding breakfast

Glass of Prosecco for your speeches

Reception canapés (2 per person)

3 course wedding breakfast from gold menu 4, 5 or 6

Evening buffet from Classic or Oriental buffet

Disco for your evening reception

**£82.00 per person**

To present your suite at its very best and to coordinate colours, we strongly recommend that you use chair covers on all your chairs.  
For only £5.50 per chair we will supply and fit white chair covers and silver-grey sashes

*A room hire charge applies if you require a room for your wedding ceremony*

*Additional evening only guests are £13.00 per person*

## **Platinum wedding package**

Our Platinum wedding package includes premium elements for an extra special day and is priced per person.

Glass of house Champagne for your reception arrival

Glass of premium house wine with refill during your wedding breakfast

Glass of house Champagne for your speeches

Reception canapés (3 per person)

3 course wedding breakfast from platinum menu 7, 8 or 9

Evening buffet from Classic, Oriental or Indian buffet

Disco for your evening reception

**£95.00 per person**

To present your suite at its very best and to coordinate colours, we strongly recommend that you use chair covers on all your chairs. For only £5.50 per chair we will supply and fit white chair covers and silver-grey sashes

*A room hire charge applies if you require a room for your wedding ceremony*

*Additional evening only guests £15.00 per person*

## Reception canapes

For the perfect arrival, we offer our canapé menu selector to give you the perfect way to welcome your guests with a reception drink. Our Gold Package includes two canapes per person and our Platinum Package includes three canapes per person.

Crostini, goat's cheese mousse & beetroot

Black pudding in oatmeal

Mini vegetable spring rolls, sweet Thai dipping sauce

Haggis bon bons, whisky crème fraiche

Crab Arancini balls, seaweed crumb, crab mayonnaise

Avocado, tomato & cucumber tartlet

Crostini, blue cheese mousse, chicory, candied walnut

Crostini, smoked salmon, pickled cucumber, Keta caviar

Chocolate dipped strawberries

If you choose our Classic package your canapes will be £3.00 each per person



## Classic wedding package menus

If you would like a to combine two of these menus to offer a choice, there will be a supplement to your menu of £10.00 per person.

### Classic menu 1

Classic prawn cocktail

ooOoo

Supreme of chicken filled with haggis,  
whisky cream sauce

crushed potatoes, roast vegetables

ooOoo

Raspberry & white chocolate cheesecake,  
berry coulis

ooOoo

Coffee & Scottish tablet

### Classic menu 2

Cream of tomato & red pepper soup

ooOoo

Baked fillet of salmon,  
dill & caper beurre blanc

crushed potatoes, roast vegetables

ooOoo

Sticky toffee pudding,  
vanilla ice cream, salted caramel sauce

ooOoo

Coffee & Scottish tablet

### Classic menu 3

Chicken liver parfait,  
date & fig chutney, toasted brioche

ooOoo

Tender loin of pork fillet,  
cider jus

crushed potatoes, roast vegetables

ooOoo

Chocolate brownie,  
vanilla ice cream, fudge sauce

ooOoo

Coffee & Scottish tablet

## Gold wedding menus

If you would like to combine two of these menus to offer a choice, there will be a supplement to your menu of £10.00 per person.

### Gold menu 4

Smoked ham hough & chicken terrine,  
piccallili, toasted sourdough

ooOoo

Seared salmon fillet,  
samphire & spinach Champagne cream sauce,

dauphinoise potatoes,  
carrot fondant, fine beans

ooOoo

Glazed lemon tart,  
raspberry sorbet

ooOoo

Coffee and Scottish tablet

### Gold menu 5

Smoked Scottish salmon,  
mixed cress salad,  
caper & parsley velouté

ooOoo

Roast rump of lamb  
redcurrant & rosemary jus,

dauphinoise potatoes,  
carrot fondant, fine beans

ooOoo

Sticky toffee pudding,  
vanilla ice cream, salted caramel sauce

ooOoo

Coffee & Scottish tablet

### Gold menu 6

Goat's cheese & red onion tart,  
pistachio crumb, rocket salad

ooOoo

Breast of chicken wrapped in pancetta,  
woodland mushroom & Madeira sauce,

dauphinoise potatoes,  
carrot fondant, fine beans

ooOoo

Strawberry panna cotta,  
vanilla crumb, meringue shards

ooOoo

Coffee & Scottish tablet

## Platinum wedding menus

If you would like to combine two of these menus to offer a choice, there will be a supplement to your menu of £10.00 per person.

### Platinum menu 7

Lightly curried Cullen skink,  
lemon crème fraiche

ooOoo

Roast chicken supreme, pancetta jus,  
garlic & herb mash, puy lentils, root vegetables

ooOoo

Lemon curd Eton mess  
raspberry coulis

ooOoo

Coffee & Scottish tablet

### Platinum menu 8

Beetroot cured salmon,  
micro rocket, blood orange yoghurt

ooOoo

Roast fillet steak,  
dauphinoise potatoes, buttery kale,  
grilled king oyster, onion confit  
Bourguignon sauce

ooOoo

Trio of desserts

chocolate pot, lemon posset,  
apple & rhubarb crumble, crème Anglaise

ooOoo

Coffee & Scottish tablet

### Platinum menu 9

Smoked ham hough & pea soup,  
mint foam

ooOoo

Pan seared duck breast,  
morello cherry reduction,

Pomme Anna, sesame glazed carrots  
braised pak choi

ooOoo

Dark chocolate & whisky torte,  
coffee crème Anglaise

ooOoo

Coffee & Scottish tablet

## **Children's package**

Our children's package includes the menu, a soft drink, chair cover & sash and evening buffet.

Please select one item for each course to make your menu.

For children aged 10 to 12 years, we offer half portions of any of the dishes on your menu.

### **Starter**

Homemade tomato soup

Melon & strawberry cocktail

Carrot sticks, hummus, bread

### **Mains**

Breast of chicken, creamed mash, seasonal vegetables & gravy

Battered fillet of haddock, fries & garden peas

Macaroni & cheese

Tomato & cheese pizza

### **Dessert**

Strawberry sundae

Vanilla ice cream, chocolate sauce

Chocolate brownie

Children up to 3 years are complimentary

4 years to 9 years are £18.00

Children 10 years to 12 years are £35.00 for a half portion of your wedding breakfast menu

## Evening buffet menus

### Classic buffet

Selection of cocktail sandwiches  
Sausage rolls  
Cheese & onion filled pastry rolls  
  
Tea & coffee

### Breakfast buffet

Lorne sausage rolls  
Scrambled egg rolls  
  
Tea & coffee

### Oriental buffet

Chicken satay on a skewer  
Thai spiced king prawns  
Assorted sea food dim sum  
Mini vegetable spring rolls  
Sweet chilli dipping sauce

Tea & coffee

### Indian buffet

Selection of flatbread wraps  
Vegetable & chicken pakora  
Onion bahji  
Vegetable samosas  
Cucumber and coriander raita

Tea & coffee

## Guest accommodation

All accommodation can be pre-booked at special rates. We will issue you with a dedicated reference number which will enable your guests to make an advance reservation at our special rates. Our special wedding discounted rates are on Advance Purchase Rates terms which are paid at the time of booking and are non-refundable and non-transferable.

At the time of booking your wedding we will offer you four bedrooms with 15% discount off our published rates as an advanced purchase rate. These rooms are reserved and paid for when you confirm and pay your deposit for your wedding. Additional rooms can be purchased on our advanced purchase rate, which is 10% off our published rates.

We recommend that you reserve a block of rooms with your wedding coordinator at the initial stages of planning your wedding as the hotel will not automatically reserve rooms on your behalf. Rooms will be held until 4 weeks before your wedding date at which time unreserved rooms will be automatically released. Rooms are available from 3.00pm on the day of arrival and check out is 11.00am on departure day. Early check-in from 12.00pm for an additional £35.00 may be possible, subject to availability.

## Wedding ceremonies and services

In addition to your wedding reception you may also hold your wedding ceremony at the hotel. We are licensed as a civil wedding venue and can offer a civil or religious service. Your suite for your wedding breakfast is complimentary (subject to minimum numbers) and the following rates apply to the hire of the room for your ceremony.

## Room hire rates

Carnegie Room (up to 50 guests)	£415	Mountbatten suite (up to 100 guests)	£580
Wedgwood Room (up to 35 guests)	£415	Elgin Suite (up to 200 guests)	£750

## Keavil House Hotel - wedding booking form

To reserve and confirm a wedding celebration at the Keavil House Hotel please complete and return this signed booking form with the signed wedding reception terms and conditions form and the required deposit. When we receive these signed forms, we will write to you and confirm your wedding reception.

Married name of bride and groom.....

First names of bride and groom:.....

Client name (the client is the person responsible for payment of the hotel account)

Mr / Mrs..... First name..... Surname.....

Client address:.....

..... Postcode.....

Client home tel no:..... Client mobile no: ..... Client email address:.....

Date of wedding:..... Suite booked:.....

All-Inclusive Wedding [ ]      Classic wedding [ ]      Gold wedding [ ]      Platinum wedding [ ]

Deposit payments: Booking deposit of £500, part payment of £1000 is due 12 months prior to your wedding and a further £1000 is due 6 months prior to your wedding and the final payment of the balance is due 30 days prior to your wedding.

Accommodation required:      Single rooms.....      Double rooms.....

   Twin rooms.....      Family rooms.....

Contact for wedding arrangements:      Contact Name.....      Contact home tel no:.....

Contact mobile tel no:.....      Contact email address:.....

Please note that once the booking form has been completed and signed and the initial deposit has been received all terms and conditions (see following page) apply. I confirm the booking of the above wedding and agree to the Terms & Conditions.

Client signature:..... Please print..... Date:.....

### Prices

The prices in this brochure are from 1st January 2020 to 31st December 2020 are inclusive of VAT @ 20%. If you are booking your wedding in advance of 2020 you should expect that there will be an increase on these prices. We reserve the right to alter prices in the event of unexpected supplier increases or a change in the VAT rate.

### Menus

Some menu items have seasonal availability so your final menu will be confirmed 8 weeks before your wedding date.

### Restricted dates

There are certain dates in the year e.g. weekends in the month of December, Christmas Day, Hogmanay and New Year's Day which will be subject to a minimum spend per person on food and drink.

### Minimum numbers

Our Mountbatten Suite requires a minimum number of 50 wedding guests for the wedding breakfast on Saturdays and our Elgin Suite requires 80 wedding guests. If your guest numbers fall below the specified minimum numbers then a surcharge of the number of guests below the minimum number times your chosen menu, drinks package and evening buffet will apply.

### Provisional bookings

You can make a provisional booking which we will hold for 14 days to allow you to co-ordinate other arrangements. If the provisional booking remains unconfirmed after 14 days we will automatically release the booking.

### Confirmation

To confirm your booking the person who is responsible for the final account (the Client) must complete our booking form and pay a non-refundable deposit of £500 and return the signed Terms and Conditions form. A surcharge of 3% is applied to credit card payments.

### Deposits and part payments

In addition to the non-refundable £500 booking deposit a further non-refundable part payment of £1000 is due 12 months before your wedding date and a further £1000 non-refundable part payment is due 6 months before your wedding date. Payment of the remaining balance is due 30 days prior to your wedding. We regret that we cannot hold a wedding booking if these deposits and part payments are not received. We will supply our bank details for payments. A surcharge of 3% is applied to credit card payments.

### Account payment

Final numbers for your wedding must be provided 40 days before the date of your wedding. A pro-forma invoice for the estimated cost of your wedding, based on your final numbers, will be prepared and is due in full 30 days before the date of your wedding. This will be the minimum number of guests charged for. Any additional costs incurred after payment of your account must be paid prior to your wedding. We will supply our bank details for payments. A surcharge of 3% is applied to credit card payments.

### Damage

The client is responsible for any loss or damage to the premises or building of Keavil House Hotel which is caused by the client or his/her guests or agents.

### Gifts

Keavil House Hotel is not responsible for any loss, damage or storing of wedding gifts. The client is responsible for the movement and storage of any gifts and for ensuring that they are taken with you at the end of the wedding. Keavil House Hotel is not responsible for any gifts which are stored in hotel bedrooms or changing rooms.

### Cancellation policy

Weddings are booked many months, and often years, in advance. If you cancel at short notice it is very unlikely that we will be able to take a replacement wedding booking and, in such circumstances, the following cancellation charges will apply.

Within 40 weeks	50% of total estimated value
Within 36 weeks	60% of total estimated value
Within 20 weeks	70% of total estimated value
Within 16 weeks	80% of total estimated value
Within 12 weeks	85% of total estimated value

Cancellation costs include package price plus ceremony room hire and estimated bar amount for the evening reception, charged using the number of guests booked on confirmation.

### Beverages and food

No wine, spirits or food products may be brought onto the premises and be consumed by clients or guests on the premises of Keavil House Hotel without the agreement of the hotel. Should it be brought to the attention of Keavil House Hotel that your guests are consuming their own alcohol (not purchased from the relevant bar) a relevant corkage charge per bottle (£20 for wine and £75 for spirits) will be applied to the main client account.

### Wedding package

Every wedding reception at the Keavil House Hotel must include a welcome reception, a wedding breakfast, a wine package and an evening buffet. Keavil House Hotel reserves the right to charge a room hire and service fee if any of these elements of a wedding reception are not required. Our inclusive wedding packages are sold with the content and price shown, if you do not require elements of a package this does not alter the price of the inclusive package. A ceremony room hire charge will apply should you hold your wedding ceremony in the hotel.

### Dietary requirements

We cannot guarantee that foods produced and served at Keavil House Hotel do not contain traces of other food products. We will cater for special diets but cannot be held responsible for any food allergies which may result if we are not advised in advance. Full allergen listings are available.

I agree and understand all the terms and conditions:

Client signature.....

Date of signing..... Date of wedding.....

Print Client Name.....Print Bride name.....

Date of Wedding.....Print Groom name.....

Client Address.....