



date as post mark

A Nice Couple

Special Day Road
Weddingtown
Happy Ever Afterborough
XXX XXX

RE Wedding and Wedding Reception 1st Anymonth 201?

Dear Nice Couple,

I would firstly like to congratulate you on your forthcoming wedding.

Further to our recent conversations, we would like to thank you for interest in holding your reception at our venue.

As you know we are a privately owned Country Inn, with a great team of professional staff, our focus is on 1st class traditional food and relaxed atmosphere. As a privately owned venue we are able to offer that personal touch without loosing sight of quality.

Please find attached an outline of the day with costs, this more a starting point than a fixed quotation, because it's your special day and your input or requirements are at the top of the list. We can add or remove from the outline to suit your tastes, however I do believe that it is important to have a structure to work from.

I hope that I have covered most things, however should you wish to look closer at the details I would be happy to meet with you.

Regards

Steve Willey

1) Timing (Sample)

Your Ceremony is 1.30pm, the ceremony will take on average 1 hour, and be seated by approx 3.30pm giving a little time to refresh and settle.

Guests will be able to circulate around the terrace and the bar area.

Once you are happy we will announce that guests are welcome to be seated for the wedding breakfast.

You may wish to make your entrance to the wedding breakfast once your guests are seated, this would give the opportunity for you to be formally welcomed to the wedding breakfast by traditional clapping to your table.

The wedding breakfast will last approx. (2 ½ hours) until 7.00pm depending on the format of toasts and speeches and move onto the evening reception at approx. 7.30pm.

2) Wedding Breakfast - Total 100 Guests

Menu A: £25.00 per head

Starters

~ Home made soup & Bread Butter ~ (VEG)

~ Traditional Prawn Cocktail ~

~ Chicken Goujons with a Sweet Chilli Dip ~

Mains

~ Roast Fore rib of Beef with Roast Potatoes cooked in Goose fat and Yorkshire pudding ~

~ Roasted Lamb with Roast Potatoes cooked in Goose fat and Yorkshire pudding ~

~ Grilled Chicken Breast with Roast Potatoes cooked in Goose fat and Yorkshire pudding ~

~ Risotto with Button, Field and Chestnut Mushrooms Finished with Parmesan Shavings ~ (VEG)

All mains served with Seasonal Vegetables

Desserts

~ Forest Berries and Double Cream Staple Mess ~

~ Chocolate Mousse ~

~ Apple Crumble and Custard ~

Cost £25.00 per head

Total Cost £2500.00

7) **Free Time to set-up evening Reception**
Not required as the tables and chairs will remain in the Luxury Marquee for your use and the entertainment will be set up in the bar area you and your guests are welcome to use all the facilities that we have or perhaps spend a few moments outside for photographs.

8) **Evening Reception**
For the evening reception we will have moved some the furniture in order that you and your guests can freely chat and socialise in a more informal way, we will of course retain some tables and chairs for those that would like them.

9) **Entertainment**
We have a number of DJ's that we use they all play a good all round mixture of music for an evening party. They are to set up to the rear of the bar, and I would expect them to arrive at approx. 6.30pm

Total Cost £300.00

10) **Accomodation**
We have 10# En Suite room's doubles and twins, we are able to offer you these rooms at our normal rate of £65.00 and £95.00 per room this rate includes breakfast for the guests. Should you require further accomodation we are able to place guests in very close by alternatives.

Total Cost £95.00 Own Room

11) **Venue Decorations**
We are able to provide any decoration you require, however due to the time of year local fresh flowers will be in abundance and are not expensive.
(should you wish we are happy for you to do this yourself)

Total Cost £00.00

12) **Venue Hire Inn and Luxury Marquee and Garden Gazebo**
We are happy to offer complete exclusivity of the whole venue for the duration of your reception, Due to the time of year booking we will need to make a charge.

Wedding Breakfast and evening Reception £1850.00

Total Cost £1850.00

13) **Notes**
We are contact with various associated service which may help you with your arrangements, please feel free to contact us for assistance.

Florist	Make Up	Car Hire	Accomodation	Coach Hire
Taxi's	Toast Master		Wedding Gift Lists	Cake
H/Dresser	Photographer		Stationery	Dress Maker

14) **Cost Summary**

Daytime Reception 100 Guests	
Wedding Breakfast	£ 2500.00
Drinks Package	£ 1800.00
Table Decorations	£ 00.00
	<u>£ 4300.00</u>

Evening Reception 200 Guests	
Buffet Package	£ 2000.00
Total Venue Hire	£ 1850.00
Entertainment	£ 300.00
Accommodation	£ 95.00
	<u>£ 4245.00</u>

Total Costs **£ 8545.00 inc VAT**

25% Deposit Required to secure Booking **£ 2136.25**

We are able to offer breakfast for non-residents for a cost of £6.50 per head please advise if you would like this and for how many.

For our terms and conditions please see attached sheet booking conditions.

Regards,

Steve Willey

Should you have any queries please do hesitate to contact us.



Booking Conditions 2010 / 2011

Please read the following details. Then sign and date the form and return it with your deposit:

1. Bookings can be taken only be taken with a deposit of 25% or the hire charge whatever is the greater. This deposit is strictly non refundable. A further payment of 25% of the whole cost is payable 3 months prior to the event date.
2. All deposits are strictly non-refundable. Deposits can only be transferred to another date for the same or similar function within three months, subject to availability.
3. All prices quoted are only guaranteed for the year stated.
4. All cancellations must be made in writing and are subject to a 50% charge of the anticipated full account if made twelve weeks or more before the day. Cancellations after that time are charged at a rate of 75% of the total bill.
5. If you are having a Wedding ceremony at The Three Tuns Inn **No Drinks** are permitted in the Ceremony Room for 1 hour prior and while the Marriage is taking place.
6. One menu must be chosen for all guests with the following exceptions:
Top table guests, Special dietary requirements (celiac, diabetic, vegetarian etc).
7. Evening functions can begin from 6.30pm and all functions must have vacated the room by 11.30pm.
8. We request that, for their safety and parents peace of mind, children remain in the function room or in their parent's sight at all times. Children must not be left alone in the Bar area.
9. We will be happy to organise any decorations for you; prices of these are available.
10. No food or drinks are to be brought onto the premises. The Inn can cater for all requirements.
11. The management reserve the right to terminate the function should it be found that food or drinks have been brought on to the premises
12. The management will terminate the function with immediate effect should any of the staff or guests or Inn guests be subject to any verbal or physical abuse by anyone attending the function
13. Please note it is the responsibility of the hirers to ensure that anyone attending the function behaves in a responsible manner not likely to cause offence to others.
14. The hirer will be responsible for any damage caused to the function room or any of its amenities during the hire period & Credit Card will be duly debited
15. VAT is included in all prices quoted to you, and change in the current rates will be reflected in our final invoice
16. Full payment is required for all functions no less than 28 days before the event, should payment not be received the venue reserves the right to cancel the booking. In any event interest will be charged at 5% per day on the amount outstanding for any days after the due date. Any individual cancellation notified to us in writing up to 1 month before the function will be refunded in full. This is subject to a maximum of 10% of the guests attending or at the discretion of the manager.
17. All bookings will be confirmed in writing on receipt of your deposit.
18. The Inn will not be held responsible for any acts beyond its control i.e. Power cuts, Supplies, Flooding, Lightening or any acts of War.
19. No live music is permitted, unless approved by The Three Tuns. Sound levels are Strictly limited to 80db. Musical entertainment must end by 11.30pm.

I have read and understand the above conditions and confirm acceptance of the same.

Signature: _____ Date: _____

Date of Function: _____

Contact Name: _____

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