

Mansion House Hotel & Country Club
Wedding & Function Menu

Menu 1 £27.00

Fan of Honeydew Melon

With a salad of fresh berries & forest fruit coulis

Soup of your choice

oOo

Roast Breast of Chicken

Served with a sauce of your choice

oOo

Chef's selection of Market Vegetables & Potatoes

oOo

Classic Sticky Toffee Pudding

Vanilla ice cream and toffee sauce

Mansion House Cheesecake

oOo

Freshly Brewed Coffee

Menu 2 £28.50

Mansion House Chicken Liver Pate & Homemade Chutney

Served with mini oatcakes

Succulent Prawns bound with Marie Rose Sauce

Served with crisp salad leaves

oOo

Grilled Fillet of Salmon

Served with a sauce of your choice

Breast of Chicken

Served with a sauce of your choice

Baked Honey Ham

Served cold with a selection of seasonal salad leaves

oOo

Chef's selection of Market Vegetables & Potatoes

oOo

Dark Chocolate Tart

Vanilla crème anglaise

Mansion House Cheesecake

oOo

Freshly Brewed Coffee

Vegetarian meals and children's portions may be pre-ordered.

In addition to these menu suggestions our Function Manager would be happy to discuss with you any ideas of your own.

Regrettably, we cannot guarantee any items on our menus are free of nuts

Mansion House Hotel & Country Club
Wedding & Function Menu

Menu 3 £30.50

Smoked Salmon Terrine

With salad leaves & lemon & chive dressing

Fan of Melon

Pineapple, mango and passion fruit

oOo

Roast Sirloin of Scottish Beef

Served with Yorkshire pudding & roast gravy

Baked Fillet of Salmon

With a sauce of your choice

Roast Supreme of Chicken

Served cold with a seasonal selection of salad leaves

oOo

Chef's selection of Market Vegetables & Potatoes

oOo

Raspberry Pavlova

Cream Filled Chocolate Profiteroles

With a butterscotch sauce

oOo

Freshly Brewed Coffee

A soup course can be added to make a 4 course meal.

Menu 4 £33.00

Smoked Salmon and Crab Salad

Chilli and ginger dressing

oOo

Soup of your choice

oOo

Roast Leg of Lamb

(With a sauce of your choice)

oOo

Chef's selection of Market Vegetables & Potatoes

oOo

Iced Banana and Pistachio Parfait

Warm caramel sauce

Apple Crumble

With vanilla sauce

oOo

Freshly Brewed Coffee

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Mansion House Hotel & Country Club
Wedding Details 1

Choice of Soups (one choice per wedding)

Light Soups

*Cream of Tomato & Basil, Cauliflower Cheese, Roast Mediterranean Vegetable,
Broccoli & Blue Cheese, Cock-a-leekie, Cream of Chicken & Rosemary,
Cream of Vegetable, Mushroom & Tarragon, Carrot & Coriander,
Minestrone, Carrot & Orange*

Hearty Soups

*Pea & Ham, Leek & Potato, Chicken & Sweetcorn, Tomato & Lentil, Scotch Broth,
Lentil & Bacon, Cullen Skink (75p supplement per person)*

Choice of Vegetarian Main Courses (one choice per wedding)

Mediterranean Vegetable Tart

With goats cheese

Roast Peppers

Filled with a herb scented cous cous & balsamic dressing

Wild Mushroom Risotto

With pesto & parmesan

Leek, Sweet Potato & Butternut Squash Crumble

Set on a roast pepper coulis

Spinach and Ricotta Ravioli

Sundried tomato sauce

Choice of Sauce for Chicken Supreme (One choice per wedding)

*Brandy & Peppercorn, Whisky & Thyme Cream, Wild Mushroom Jus, Barbeque,
Spinach & Bacon, Button Mushroom Onion & Blue Cheese, White Wine & Mushroom,
Sun Dried Tomato & Basil, Roasted Red Pepper & Mascarpone, Roasted Red Pepper and Chilli*

Choice of Sauce for Salmon (One choice per wedding)

*Pernod, White Wine & Parsley, Shellfish Bisque,
Watercress Cream, Bloody Mary, Hollandaise
Lemon & Dill Sauce, Grain Mustard & Chive Sauce
Roast Tomato & Basil*

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Choice of Desserts

Mansion House Cheesecakes: Butterscotch, Strawberry, Raspberry, Chocolate, White Chocolate & Raspberry, Lemon, Baileys

Mansion House Parfaits: Lemon Meringue, White & Dark Chocolate, Chocolate and Chilli, Strawberry & Mint, Mango & Passion Fruit,

Strawberry Shortcake

Fresh Fruit Salad

Crannachan with Brandy Snap Basket

Banana & Butterscotch Crumble Tart with sauce Anglaise

Glazed Lemon Tart with a Raspberry Coulis

Children's Menu £14.25 per serving (one choice per wedding)

Half portion of Adults Menu.

Or replace the main course with one of the following choices.

Mansion House Chicken Nuggets, Fries & Beans

Freshly made with chicken breast meat

Cheese & Tomato Pizza, Fries & Beans

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Mansion House Hotel & Country Club
Wedding Details 2

Arrival/Toast Drinks, Wine & Champagne

Sherry, Whisky, Vodka or Rum £2.50 per serving
Mansion House Punch £3.75 per serving
Large Jug of Fresh Orange Juice £7.75 per jug
Large Bottle of Mineral Water £4.75 per bottle

House Red & White Wine £14.00 per bottle
Sparkling Wine £17.50 per bottle
Champagne £36.00 per bottle

We have an extensive list of Wine from around the world. Please ask for a copy of our wine list.

Canapés

A selection of canapés can be provided and start from £3.75 per serving (3 per serving)

Evening Menus

Option A £5.25

Selection of Sandwiches
Tea & Coffee

Option B £5.25

Bacon/Sausage Rolls
Tea & Coffee

Option C £6.00

Selection of Sandwiches
Assorted Filled Vol au Vents
Hot Sausage Rolls
Tea & Coffee

Option D £6.75

Mansion House Stovies with Scottish oatcakes
Tea & Coffee

We do not permit any food to be provided by any other party other than the hotel unless by prior arrangement with the management.

Should you require a more substantial buffet the please request a quotation

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Mansion House Hotel & Country Club
Wedding Details 3
Wedding Ceremony & Terms

The Mansion House Hotel & Country Club is proud to be able to offer you the facility of getting married at our premises and we have a variety of excellent areas for either a formal or in-formal service.

As we have such an enviable location weddings are very popular. We try not to charge a room hire for your wedding but should your final number of adult meals drop below 80 then a room hire fee of £350.00 - £500.00 will apply depending on your requirements.

Should you wish to have your wedding ceremony in the hotel then the following supplement will apply:

*Services up to 30 guests £125.00
31 – 75 guests £175.00
76 – 100 guests £225.00
100 guests or more £250.00*

Accommodation for Wedding Party

We have 23 individually furnished rooms all en-suite & many with giant sleigh beds and four poster beds. We are delighted to extend to your wedding party the following discounted rates. The discount will apply for up to 10 rooms (subject to availability) and after that it is the discretion of the hotel as to more availability & the price charged.

To avoid disappointment, it is recommended that you discuss room availability at the time of booking your wedding reception. Your guests will be requested to give credit card number plus expiry date or pay a 25% deposit with a debit card, cash or cheque. Our cancellation terms for individual accommodation are 48 hours prior to arrival: otherwise the full amount may be due, 8 weeks cancellation notice is required for block bookings of more than 5 rooms.

*Bride & Groom complimentary room if 80 Adult meals are reserved.
(If under 80 adult meals a superior room at standard rate will be offered)*

<i>Single room (2 per wedding)</i>	<i>£85.00</i>
<i>Standard Double/Twin room</i>	<i>£120.00</i>
<i>Superior Double/Twin</i>	<i>£155.00</i>
<i>Extra beds and cots</i>	<i>£22.50(12 years and under)</i>

All the above rates are per room per night and include vat, full Scottish breakfast and complimentary use of the Country Club. Please note that extra beds can only be placed in our Superior rooms. Our normal check in time is 2pm and check out is 11am on day of departure, but every effort will be made to accommodate any early arrivals. Please state at time of booking.

To book Hair appointments at the hotel call 01343 550700.

Mansion House Hotel & Country Club

Wedding Details 4

Provisional Bookings & Confirmations

Once you have decided on your preferred date let the hotel hold the available date on a provisional basis. This will enable you to make your arrangements with peace of mind. If we do not hear from you after four weeks (or agreed prior time or unless someone else is interested in the date) a member of staff will be in contact with you to obtain confirmation of your intentions. If we are unable to obtain an answer from you then your provisional booking will automatically be released.

At confirmation stage we will require a signed completed booking form plus a non-refundable deposit of £500.00. A pro-forma invoice based on your requirements will be presented to you for payment after the final details have been discussed with our Function Manager four weeks prior to the Wedding. This invoice should be paid in full 10 days prior to the date of the Wedding Reception. Any balance remaining after the Wedding must be paid on departure.

We kindly advise you that all prices are valid for bookings until 31st December 2014 and may be subject to change thereafter.

Our prices are reviewed annually and provided no major increase in vat occurs, normally this means an increase to cover rising costs. In recent years this has resulted in modest increases.

Booking Checklist & Sequence of Events

Check List

Book wedding ceremony & minister or registrar

Confirm your provisional booking with the hotel, sign & complete the wedding booking form and pay deposit of £500.00. A copy of the booking form will be sent to you for your files.

Book accommodation and obtain brochures from hotel to send to your guests.

Take out Wedding Insurance in the event of postponement/cancellation.

Make an appointment with Function Manager to discuss requirements.

Written confirmation from the hotel will be sent to you once all your choices and timings have been finalised.

We will require notification of your menu, drinks and number requirements no less than one month prior to the event. Final numbers and cancellations are per the wedding booking form.

Sequence of Events

Arrival at hotel from ceremony for photographs & videoing in the hotel grounds (allow 60 minutes for photos)

Arrival Drinks (outside weather permitting)

Line up introduction

Cutting the cake

The Wedding Meal

Speeches (pre-meal speeches are an option but must be specified prior to the day)

Evening Dance (Usual start time for the evening invitations 7.30pm if ceremony has been between 2 – 3.30pm, but ask advice from the function manager)

Evening Buffet served at approximately 9.30pm

Auld Lang Syne and departure.

Mansion House Hotel & Country Club Wedding Booking Form

Wedding Date _____ Year _____

Name of Bride _____

Name of Groom _____

Number of Adults attending meal _____ (Minimum 80 Adults Charged)

Menu Chosen _____ (price to be confirmed by management)

Room Hire £ _____

Number of additional evening Guests _____

Number of children attending meal _____

Children's Menu Chosen _____ (price to be confirmed by management)

Accommodation required for Bride & Groom for the Wedding Night

Ceremony Location _____

Ceremony Time _____

Hotel room booked for ceremony _____

Supplement Price £ _____

Please note the prices quoted are based on VAT at 20%

Mansion House Hotel & Country Club Wedding Booking Form

Wedding Cancellation/and Payment Terms

All food and drink consumed at the event on hotel premises must be supplied only by the hotel or its authorised agents, without prejudice to the foregoing generality this also includes the consumption of prizes won at any event. The only exception shall be the wedding cake.

All deposits of £500.00 are non-refundable. Final meal numbers will be required 1 week prior to the wedding and any cancellations may be charged for after this time. If adult meal numbers reduce below 80 then a room hire supplement may be payable.

A charge of 25% of the total account (including meals, room hire, drinks, wine & accommodation) will apply to any cancellations made 6 months to 1 year prior to the date reserved. This figure will increase to 50% of the total account for cancellations made 6 months prior to the date reserved and the full total will be due for cancellation notice of 3 months or less. Change of date or indefinite postponement of a wedding reception is classed as a cancellation unless we are able to re-sell the original date. We would there for recommend an appropriate wedding insurance to cover all eventualities. You will be invoiced according to your requirements 4 weeks prior to the Wedding date, 90 percent of the invoice should be paid 10 days prior to the date of the Wedding Reception. Any balance remaining after the Wedding must be paid on departure. 3% will be added to the wedding bill if paid by credit card. All cheques should be made payable to the Mansion House Hotel & Country Club.

I hereby declare that I have read & agree to abide by the above cancellation & payment conditions.

Bride or Groom signature _____ **Date** _____

Address _____

Town _____ **Post Code** _____

Contact Day Time Telephone No. _____ **Evening** _____

Details of person/s responsible for the cost of the wedding

Name _____

Address _____

Town _____ **Post Code** _____

Telephone No. _____

I hereby declare that I have read and agree to abide by the above terms and conditions of cancellation & final payment. Please advise your guests that if anybody is found consuming their own drink on the premises or in the car park, they will be asked to leave by the management.

Signature _____ **Date** _____

Deposit received/method _____ **Date** _____ **Reservation No.** _____

Reception Signature _____

Mansion House Hotel & Country Club

Recommended List for Wedding & Event Organizing

Hair/Beauty Salon

<i>Balance the Body – Lynn Craig</i>	<i>07783111977 (Mansion House Salon)</i>
<i>Hair Studio – Julie Beattie</i>	<i>01343 550700 (Mansion House Salon)</i>
<i>Weir Hair</i>	<i>01343 547547 (disabled access)</i>

Bridal Lists

<i>Argos of Elgin</i>	<i>01343 552638</i>
<i>Debenhams Inverness</i>	<i>01463 714244</i>
<i>Marks & Spencer Inverness</i>	<i>01463 224844</i>

Cakes

<i>Kevin – Cakes to Measure</i>	<i>07900985935</i>
<i>Classic Cakes by Joy Potter</i>	<i>01343 820732</i>

Favours

<i>Thornton's of Elgin</i>	<i>01343 551254</i>
<i>Favours & Fancies</i>	<i>01309 673773</i>

Flowers

<i>Room to Bloom</i>	<i>01343 548677</i>
<i>Blossoms of Lossiemouth</i>	<i>01343 812762</i>
<i>Elizabeth Grey at Harbour Blooms</i>	<i>07917410478</i>
<i>Flowers by Arrangement</i>	<i>01340 860374</i>
<i>The Bay Tree</i>	<i>01343 551488 www.baytree-florists.co.uk</i>

Registrar

<i>Registrar (Elgin)</i>	<i>01343 554600</i>
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Photographer

<i>Mark Williamson</i>	<i>01343 820560</i>
<i>Ken Grant Photography</i>	<i>07719 308 519</i>
<i>Catchlites Photography</i>	<i>01542 833088</i>
<i>Capture Photography</i>	<i>01343 544779</i>
<i>Andrew Grandsen</i>	<i>07971546303 www.andrewgrandsenphotography.co.uk</i>

Pipers

<i>Matthew Smith</i>	<i>01343 552631/07928235751</i>
<i>Andrew Stone</i>	<i>01343 830285</i>
<i>Richard Anderson</i>	<i>01343 812758</i>
<i>Fiona Davidson</i>	<i>01343 543741</i>

Violinist/Keyboard/Piano

<i>Lily Datony</i>	<i>07763962801 www.pianoorganmusic.com</i>
<i>Elaine Mutch</i>	<i>0777 157 4827</i>

Video

<i>Fred Smith</i>	<i>01343 542102</i>
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Wedding Stationary

<i>Adore</i>	<i>01343 551756</i>
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Wedding Cars

<i>Absolute Luxury Limousines</i>	<i>01667 452355</i>
<i>The Platinum Limo Company</i>	<i>0870 224 4405 www.platinumlimo.co.uk</i>

Wedding/Mother of the Bride Dress Shop

<i>Fred's Threads</i>	<i>01343 812329</i>
<i>Connection of Forres</i>	<i>0309 672446</i>
<i>McCalls of Elgin</i>	<i>01343 540590</i>

Calligraphy

<i>Catriona Pirie Morrison</i>	<i>07891777048</i>
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Chair Covers/Venue Dressing

<i>Highland Occasions by Design</i>	<i>01807 590327</i>
<i>Sitting Prettier</i>	<i>01463 772918</i>

Wedding Stationary

<i>Made with Love by Sharon</i>	<i>07827927532</i>
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