

EASTCLOSE
Country House Hotel



Your Wedding – 2013/2014

Congratulations on your forthcoming wedding.

Thank you for considering The Eastclose when making arrangements for what will be one of the most memorable days of your lives. We hope that you find our brochure helpful when making your arrangements and with it comes our invitation to make an appointment to view our superb facilities and discuss your requirements on this special day.

An historic listed building full of charm and character but fully modernised internally to provide the expected standards of today means that The Eastclose can confidently offer you the perfect venue for your civil ceremony, reception and evening party. You may be assured that everyone will strive to produce the very highest standards of service and hospitality whether for an intimate celebration for as few as 10 or for as many as 250 in our luxurious facilities.

Our professional and experienced management team are happy to advise you on the smallest of detail and we are there for you as much or as little as you want, both through the planning stages and on the day. We will ensure you can relax in confidence and enjoy the company of your guests.

To make an appointment to view the facilities at the hotel please telephone 01425 672404 for the personal service your day deserves.

If you decide to entrust Eastclose with your special day you can book a tasting meal in the Conqueror Inn to try our Classic Menu for up to 10 people for which we charge a nominal fee of £19 per person. This must be booked and arranged for you well in advance as we believe it is imperative to have prepared the exact standard you will receive on your wedding day. With your meal we will serve a glass of house red, white or rose and a glass of sparkling with your pudding. You can then decide whether or not you need to upgrade your menu or wines and discuss this with us further. We are confident that you will find our classic menu just perfect for you and your guests. It is designed to suit the majority pallet whilst having balance and style.

Every venue will have something different to offer and whilst we sincerely hope that we have the pleasure and privilege of looking after you, we would like to wish you every happiness on your special day wherever you may choose.

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Civil Ceremonies & Partnerships

The Eastclose has been granted approval to be used for civil ceremonies. Marriage and civil partnership in the presence of the Superintendent Registrar may take place in our The Garden Room, striking, elegant and refined for up to 120 guests. The Gallery Room, light, tranquil and relaxing for up to 76 guests. The Library, calm, intimate and snug for up to 12 guests and The Conqueror Inn is also fully licensed for up to 120 guests.

We can accommodate up to 120 guests for a ceremony, 150 guests seated for a wedding breakfast and up to 250 for an evening party.

There is no mystique to a civil ceremony or partnership but there are certain rules and regulations that must be adhered to which we can guide you through, please note that the registrars say on any issue is final.

The law allows couples to marry on any day of the year, including Christmas Day and any time between the hours of 8am and 8pm. Please note that this will always be dependent on the availability of the registrar as well as the hotel.

Fareham registry office will marry people at Eastclose up until early evening. Please contact them to check availability and prices on 0845 6035637 or fareham.registrars@hants.gov.uk

The advantage of holding your ceremony within the hotel is that although not a religious ceremony there are many refinements and special touches that cannot be performed in a Registry Office. If you would like to adopt some of the traditions from a church ceremony such as the bride being given away, the playing of non-religious music or an approved reading, these can also be accommodated.

Please be aware that the hotel can only perform civil ceremonies and partnerships on the condition that they are followed by a reception held in the hotel. Please see our tariff page for prices.

If you are having a civil ceremony without a formal sit down meal to follow it is important to consider what you have planned for you and your guests prior to an evening celebration starting. We are happy to help and advise you on this, as it is very important.

It is your responsibility to book and liaise with the registrar.



The Order of the Day – 2013/2014

This is a traditional order of the day; your own order of the day can be accommodated

CIVIL CEREMONIES

- About 45 minutes before the ceremony is due to begin your guests will gather. It is always a good idea for the Groom to be present to greet your guests on arrival.
- The Bride and Groom may not wish to see each other before the ceremony. If so the Registrar will interview the Groom separately, about 20 minutes before it is due to begin.
- When the Bride arrives the guests and the Groom will be asked to take their seats for the ceremony. The Registrar will then interview the Bride.

The ceremony may then begin, which takes between 20 minutes and half an hour.

- You may have three pieces of music during the ceremony, which the registrar must approve. Brides Arrival, Signing of the Register and Departure of Bride and Groom. Additionally you may play music whilst your guests are gathering and awaiting the bride.

Following the ceremony

- A greeting line up may take place as guests leave the ceremony, giving them an opportunity to formally congratulate you and allowing your photographer to take photographs with less interruption from guests.
- Your photographer will probably take you into our beautiful gardens with its magnificent trees and bridges to take photos.

Following this the format then takes the same as a church wedding, with the exception of the line up, which may have already taken place.

CHURCH WEDDING

We welcome you to the hotel following your photographs, which will have partly taken place at Your Church or Registry Office .

- A reception drink may then be served
- The Best Man and Master of Ceremonies gather the main wedding party together at the entrance to the suite for a line up into the wedding breakfast; this is your opportunity to formally welcome all your guests, and for them to congratulate you.
- Your wedding breakfast is then announced and your guests take their places.
- We then announce you into the room – an opportunity for guests to show you their appreciation.
- Grace may then be said

The meal is then served and no further formalities take place until after the main course.

- When the majority of the guests have finished their main course the Bride and Groom would cut the cake
- Once coffee, cake and toasting wine has been served speeches begin, traditionally as follows.
Brides Father
Groom
Best Man
- We then announce the formalities over and the Bride and Groom out of the room. This gives your guests an opportunity to relax prior to your evening arrangements.

EVENING PARTY

It is now time to relax; the only formality the Bride and Groom may choose is to have their first dance.

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Menus - 2013/2014

Our Classic Menu is £42.00 per person. If you wish to alter the Classic Menu you may choose any of the supplementary dishes and add the additional cost to the £42.00.

Please note that the best banqueting menus are simple and suit the majority palette.

Special Dietary Requirements We are able to provide a wide selection of special dietary alternatives. We aim to keep dishes for vegetarians and other special diets innovative and for this reason will discuss individual requirements with you.

Choice Menus We are often asked about offering a choice menu. Of course this is possible, however, there is always an element of wastage which inevitably increases the cost and you should allow an additional half an hour to your meal time. If you are able to supply us with an advanced order from a choice of two amalgamated menus we will charge the price of your most expensive chosen menu plus a 20% surcharge.

Classic Menu £42.00 per person

Roasted Tomato, Basil & Red Pepper Soup
Herb Oil and Rustic Croutons

Corn Fed Breast of Chicken
with a Madeira & Tarragon Jus
Pancetta Crisp & Fondant Potato
Fresh Seasonal Vegetables

Glazed Lemon Tart
with Raspberry Sorbet
& Fruits of the Forest Compote

Freshly Brewed Coffee with Fudge

Supplementary Dishes

Starters

New Forest Wild Mushroom Soup with Truffle Oil and Rustic Croutons	add £2.20
Glazed Goats Cheese Tart with Rocket & Balsamic	add £2.50
Chicken Liver Pate with Bramley Apple Chutney & Melba Toast	add £2.20
Smoked Salmon & Prawn Rilette with Lillyput Capers and a Lemon Crème Fraiche	add £2.80
Cantaloupe, Honeydew and Water melon with Mint Coulis	add £2.50

Intermediates as an additional course

Champagne Sorbet	add £3.70
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Mains

Tornados of Beef Topped with Parfait served on a Croute with a Port Wine Sauce	add £4.90
Braised Lamb Shank with Garlic Mash & a Redcurrant reduction	add £3.90
Pan Seared Sea Bass Fillet with crisp Stir Fried Vegetables & aromatic butter	add £4.20
Slow Roast Pork Belly with crushed New Potatoes, Served with a Compote of Apple & Prune served with a Pork Jus	add £3.70

Main courses are served with chefs choice of Vegetables and Potato.

Puddings

Sticky Toffee Pudding with Vanilla Bean Ice Cream	add £2.70
Lemon Possett with Shortbread Biscuit	add £2.20
Profiteroles filled with Cream and Baileys Chocolate Sauce	add £2.50
Seasonal Fruit Brulee	add £3.00

Cheeses

Blackstics Blue & Cheddar Platter, Oatcakes, Celery & Grapes	
If replacing a sweet	add £3.00 per person
As a table centre platter	add £25.00 per table

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Evening Buffets & Canapes – 2013/2014

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CANAPES

£4.50 per person (3 per person)

Ideal to serve with your reception drinks A Selection of Chicago Canapes to include

- Smoked Salmon Blini with Horseradish Cream
- Tomato and Olive Crostini with spiced Chorizo
- New Forest Mushroom with Tarragon and Pine Nut Tartlet
- Filo wrapped King Prawn with Sweet Chilli Dip

We always serve Olives to compliment our canapés selection

EVENING PARTY BUFFET

£20.00 per person

- Mexican Chicken Skewers with Tomato and Lime Salsa
- Mini Roast Potatoes with Rosary Goat's Cheese and Red Onion Marmalade
- Filo wrapped King Prawn with Soy and Honey Dip
- Rare Roast Beef Yorkshire Pudding with Béarnaise Sauce
- New Forest Mushroom and Smoked Ham Quiche
- Home Cured Salmon and Crème Fraiche Blini
- Honey Spiced Pork Belly Skewers with Spiced Tomato Sauce
- Lamb and Mint Kofta with Raita Sauce
- Selection of Sandwiches
- Greek Salad
- Mixed Leaf Salad

HOG ROAST

£22.00 per person

- Spit Roasted Pork with Crispy Crackling
- Chunky Apple Sauce
- Floured Baps
- Bean Salad with Tomato Dressing
- Homemade Coleslaw
- Greek Salad
- New Potato Salad with Chives

We are sometimes asked about adding sweets to a finger buffet. This tends to detract from the informality needed at an evening party, however if you require sweets we recommend adding a selection of bite size pastries. Alternatively we are happy to serve your celebration or wedding cake with no charge.



Wedding Tariff – 2013/2014

MENU PRICES Here is a summary of our catering prices, all of which are detailed in the appropriate section of our brochure. All prices are per person.

Classic Menu	£42.00
Supplementary dishes	from £ 2.20

Under 12s in excess of the minimum adult numbers are charged at half price, a small number of high chairs are available on request.

Evening Party Buffet	£20.00
Hog Roast and Salads	£22.50
Canapes for Cocktails	£ 4.50
Additional Buffet Items	£ 2.50
Mini Sweet Pastries	£ 2.50

LATE FINISH Midnight is a great time to end your party. Parties that end on a high are always remembered. There is no charge for parties that have an end time of midnight or before. When your function has finished and non residents have left we will serve drinks from the Conqueror bar until 2am. If you wish the end time of your function to be extended until 1am you can pay for an extension which will cost £200.00. This is on the understanding that the hosts, which would be yourselves are both resident and present.

ROOM HIRE If you provide your guests with a formal meal and an evening party and adhere to our minimum numbers policy, room hire on the Amazing Wedding Package is as quoted in AWP facts page. Room hire when not using our package is £4,000.00 for the Conqueror and £2,500.00 for the hotel.

CIVIL CEREMONIES

A charge of £500.00 is made by the hotel. The Registrar makes their own charges.

ARRIVAL DRINKS

per person	
Bucks Fizz	£5.50
Kir Spritzer	£4.25
Sparkling Wine	£3.50
Pimms and Lemonade	£3.00

Alternatively why not have an account bar for the first drink, this gives people a choice and we estimate the average spend per person at about £4.00.

If you would like an arrival drink not listed please ask for details

TABLE WINE

per bottle	
House Wine -	
Red, White and Rose	£15.50
An extensive list is available on request	

TOASTING WINE

per bottle	
Moscato Spumante	£24.50
Sparkling Chardonnay	£28.00
House Champagne	£39.50

The most important drink to consider giving your guests is wine with the meal, this ensures the guests will not keep leaving the table to go to the bar and allows for an efficient service.

CORKAGE

A corkage fee for all alcohol brought on to the premises is charged.

Table wine	£10.00 per 75cl bottle
Sparkling wine	£12.00 per 75cl bottle
Champagne	£16.00 per 75cl bottle

For other drinks please ask.

VAT Value Added Tax is included in all our prices @ 20%, an increase in VAT would be added to your final bill. Credit card payments for functions will incur a surcharge of 2%.

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Accommodation – 2013/2014

Booking our 11 superior house bedrooms allows you to have exclusive use of the main hotel facility whether you have booked your wedding in The Conqueror Inn or the main hotel. Exclusive use allows Conqueror weddings to benefit from the use of the hotel facilities which are ideal for a ceremony before your reception, the charge for a ceremony still applies.

There are an additional 4 budget double bedrooms above the Conqueror Inn which do not have to be booked to have exclusivity of the hotel, if you have booked the Conqueror Inn for a wedding but do not require exclusivity of the hotel your complimentary room will be a Conqueror bedroom. With exclusivity you can choose your own complimentary room and can also decide which room each of your guests is allocated.

Booking the rooms to gain exclusive use is easy, you reserve the rooms when you book your wedding which you must guarantee with a credit card, nearer the date you provide your rooming list and on the morning after the wedding we will charge your guests for their rooms. Any unpaid for rooms are charged to the bride and groom.

We do not allow rooms to be booked the night prior to or after your wedding until a month before, this allows for bridal couples that book weddings after you to have the opportunity of exclusive use. It is up to you to ascertain availability a month before your wedding if you would like to reserve rooms for the night before.

Check in time is 2pm as this allows for guests from the previous night to have departed and for us to prepare the room for you. Check out time is strictly 10am. Of course common sense must prevail and if your room is ready earlier or not used the night before early check in is of course possible. We will make every effort to accommodate your requirements but are somewhat beholden to the previous nights guests.

Wedding Accommodation Rates 2013 & 2014

10	House Double Rooms	£98.00 per room
1	House Single Room	£78.00 per room
4	Conqueror Budget Doubles	£78.00 per room
	Childrens camp beds available in some rooms	£25.00 per bed
	Cots for babies	£20.00 per cot

You may of course bring your own travel cot.

Double rooms are for 2 people, single rooms are for 1 person and all rates include breakfast. The charge for an extra bed includes an additional breakfast.

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Booking and Conditions – 2013/2014

Arguments between friends usually stem from misunderstandings. It is therefore useful to have a form of contract in the very unlikely event that a disagreement arises. We would like to advise you of the following conditions before you continue with your wedding preparations and ask you to sign and return to the hotel. Making your booking constitutes your understanding of our terms and conditions.

BOOKING

Once you have established that we are offering the facilities you require and you have checked the availability of a function facility at Eastclose you may make a booking. The booking will only be held for 7 days unless confirmed. To confirm your booking we require a signed copy of these terms and conditions and a £1,000 non-refundable deposit. Once you have confirmed you will receive a receipt. You can then relax until 8/10 weeks prior to your wedding when we ask that you contact the hotel to finalise details such as menus, wine and rough table plans. Final numbers may be amended up to 72 hours prior to the day. You can of course contact us whenever you need to.

PAYMENT

A payment equal to the anticipated final account less your initial deposit is required 1 month prior to the reception. Following your wedding a final invoice will be issued and if there is an outstanding amount this should be paid within 21 days. Please note that the Bride and Groom are responsible for the charges and that whilst every effort is made to hold prices included in the wedding tariff for each year, we do reserve the right to amend these at any time. A VAT increase is a good example of why we may change our prices. Credit card payments are subject to a 2% surcharge.

NUMBER OF GUESTS

Saturday bookings are accepted in the main hotel subject to there being a minimum of 50 guests at the wedding breakfast and for the Conqueror subject to a minimum of 100 guests. On any other day it is 30 in the hotel, The Conqueror remains at 100. Should numbers fall below this then an additional room hire charge of £500 will be applied.

DAMAGE AND LOSS

Whilst you and your guests are at Eastclose we ask that you make every effort to safeguard the fixtures and fittings. Offensive or illegal behaviour may result in individuals or the entire party being asked to leave the premises, in which case no refunds will be given. The Hotel cannot accept responsibility for the loss or damage to you or your guest's property.

CANCELLATIONS

If you cancel your booking at any time you will forfeit any monies paid. Cancellations must be received in writing, proof of delivery is advised. Cancellation charges are calculated at £39.00 per person for a meal plus £15.00 per person in the evening. These charges are made based on 50 adults attending the meal and 100 in the evening, irrelevant to the numbers and package you had originally booked and consider the loss of additional revenue. If you cancel between 5 to 9 months prior to the date reserved you will be charged 33% of the above numbers and prices. Cancellations under 5 months prior to the reception will incur charges of 66% of the revenue based on the above numbers and prices. Cancellations under 3 months prior to the date booked will be charged 100% of the anticipated revenue based on the above numbers and prices. In the unlikely event that you need to change the date of your wedding after confirmation you will need to rebook a new date and confirm this with a new deposit. If we are fortunate enough to re-sell your released date we will transfer your original deposit to your new date.

We strongly recommend insuring your wedding against cancellation due to unforeseen circumstances. If you are forced to cancel for ANY reason either within or beyond your control the cancellation charges will apply. Cancellation charges are recovered by a third party and the hotel management have no authority to negotiate the matter further once cancellation has been made. Cancellation charges are joint and several between the prospected bride and groom.

We confirm that we understand the above and that making a booking constitutes our understanding of these terms and conditions

Date: _____

Groom
Print & Sign _____

Bride
Print & Sign _____