

Your Wedding Day  
at  
Penmaenuchaf Hall

“Marriages are not just made in heaven,  
but here at Penmaenuchaf Hall”



Our choice of wedding packages is unrivalled,  
offering menus across a wide price range.  
Food and flowers, cake and champagne, we will take care of it all.

We offer an especially attractive accommodation package to long  
distance guests wishing to stay the night before and/or afterwards.  
Our Deluxe suites make the perfect start to any  
honeymoon!

Most important of all, we understand that it is  
essential to ensure a perfect day in every way. Our brides are blissfully free  
to concentrate on the  
creation of life-long happy memories, knowing that the vital organisation  
of the details is in safe hands.

## Guidance for couples wishing to marry at Penmaenuchaf Hall

We hold a licence for Civil wedding and Civil partnerships to be held at Penmaenuchaf Hall. This licence currently extends to The Mahogany Room, The Oak Room and Llygad yr Haul, the Garden Room Restaurant.

Once you have decided when you would like to hold your ceremony you will need to confirm with the Registrar that they can attend and conduct the ceremony at a mutually convenient time on your chosen day, this can be done up to 12 months in advance. Once this has been agreed, the date and time of the wedding will need to be confirmed with Penmaenuchaf Hall. The Superintendent Registrar for our district is:

**Mrs Rhiaïn King**

**Registry Office, Dwyfor Area Office, Ffordd y Cob, Pwllheli, Gwynedd, LL53 5AA**

**Telephone: 01766 771000**

**E-mail: [RhiaïnKing@gwynedd.gov.uk](mailto:RhiaïnKing@gwynedd.gov.uk)**

(Contact between 10-12 noon, 2-4 pm Monday - Friday)

You will then receive, within 7 days of your request, confirmation from the Registrar along with details of legal requirements and the fee to be paid.

The fees for solemnisation of a marriage are as follows and should be paid direct to the Registrar (they do not include hotel charges).

**Monday to Thursday £235.00 + £3.50 for the certificate**

**Friday £245.00 + £3.50 for the certificate**

**Saturday £280.00 + £3.50 for the certificate**

**Sunday & Bank Holidays £305.00 + £3.50 for the certificate**

(please note that these fees were correct at 1st September 2013 and are subject to change)



A notice to marry can be given a maximum of one year in advance of the date of marriage. This must be done before the Superintendent Registrar of the Office in the District in which you reside. You cannot get married without giving notice in the district (s) where you live.

A ceremony that takes place at the approved premises must have no religious connotations. The Superintendent Registrar who performs the ceremony will outline the manner in which it is to be conducted. You must discuss in advance any way in which you wish to personalise the ceremony.

Please ensure you have satisfied all legal requirements and that the Superintendent Registrar who is conducting the ceremony has all the relevant authorities in their possession, well in advance of the marriage.

## Guidance for couples planning a wedding reception at Penmaenuchaf Hall

We would like your Wedding Breakfast to run as smoothly as possible, so that you do not have any worries on this most important day. We have, therefore, drawn up the following notes for your guidance to make advance planning easier.

Once you have decided on the date for your wedding and the type of marriage service you wish to have, it is time to plan your reception. At this stage it is important to fix your budget as this will decide the type of reception and numbers you are able to invite. Don't forget to include in your budget; clothes, flowers, photographers, stationery, cake and cars as well as the reception and honeymoon.

Visit the Vicar or Registrar to make arrangements for your ceremony and remember to apply for a marriage licence.



### **Timing**

Having decided to celebrate your wedding at Penmaenuchaf Hall, you will probably arrive at the hotel approximately one hour after your wedding service if your wedding ceremony takes place in a Church. Photographers usually like to take some photos in our beautiful grounds as well as at the church or registry office. Allowing for this and aperitifs at least an hour and a half will elapse between your time of arrival and the time you sit down for your wedding breakfast. The meal and toasts will normally take about two and a half hours.

### **On Arrival**

The photographer will want to take pictures of the bridal couple arriving and with their families and friends in the grounds. It is usual to have a reception drink on arrival and during the spring and summer months, providing the weather is kind, it is rather good to hold this reception in our gardens.

## Guidance (cont.)

### **Final Arrangements**

About two weeks before “the day” you should have received all your replies. At this time let us know the final numbers, and make any final arrangements with us regarding menus including any vegetarian or special dietary requirements and also your choice of wines.

Make a seating plan, using our suggested arrangement, to display at the dining room entrance. Don't forget to include any young children so that we can make suitable arrangements for seating. Let us have your plan and place cards at least the day before your wedding.

### **Floral Decorations**

For a formal meal small flower arrangements set the tables off beautifully. We suggest these are organised at the same time as ordering your bouquets so that the flowers are co-ordinating. We are able to order these and make up the decorations for a small charge if you so wish.

### **Wine**

Allow approximately two glasses of wine per person during the meal and approximately one bottle of Champagne or sparkling wine per six people for toasts.

### **Presents**

Guests always bring presents with them on the day and we will provide a table to display gifts and cards. Also please arrange for a member of the wedding party to be responsible for taking gifts home.

### **Taxis**

We strongly recommend pre-booking taxis, where possible, for guests requiring transport.



## Function Costs (From May 2015)

Civil Wedding Ceremonies Room Hire		
Oak Panelled Room (for up to 50 guests)		£550.00
Mahogany Panelled Room (for up to 18 guests)		£325.00
Three course Wedding Breakfast from:		£39.50 per person
Fork Buffet Menu from:		£30.00 per person
Menu suggestions enclosed		
A fourth course of soup (demi-tasse) or sorbet:		£3.60 per person
Wine List – our list of over 150 fine wines is available upon request		
Coffee		£3.00 per person
Coffee and petit fours		£3.75 per person
Reception drinks		
Champagne		£6.55 per person
Bucks Fizz (Champagne mix)		£5.50 per person
Bucks Fizz (Sparkling wine mix)		£4.80 per person
Pimms		£6.35 per person
Mulled Wine		£4.50 per person
White Wine		£5.75 per person
Sherry		£3.75 per person
Corkage per 75 cl bottle on:		
1 Bottle	Wine	£10.00
2 – 5 Bottles	Wine	£9.00
Over 5 Bottles	Wine	£8.00
	Champagne (where applicable)	£16.00
	Champagne (where applicable)	£14.00
	Champagne (where applicable)	£12.00
Cake Stand and Brides Knife		£10.50
Name Place Cards		£1.10
Flower Arrangements - cost according to requirements		
Exclusive use of the Hotel over two nights B&B		£6,660.00
Exclusive use of the Hotel over two nights DB&B		£8,310.00 (Fri – Sat)
Exclusive use of the Hotel over two nights DB&B		£7,880.00 (Sun – Thurs)
Exclusive use of the Hotel over one night B&B		£3,330.00 (Sun – Thurs)

Exclusive use includes overnight accommodation for fourteen bedrooms and full Welsh breakfast (unless dinner stated) based on two people sharing a double or twin bedded room. \*Ask about our preferred rates for Jan/Feb/Mar/Nov/Dec. Additional beds in rooms are charged at £50.00 per night B&B

A 5% service charge will be added to all function costs  
All prices are inclusive of Value Added Tax @ 20%

Prices from 29/05/15



## Wedding Breakfast Menus

Canapés	£4.50 per person
Three Course Menu (supplements to apply to some dishes)	£39.50 per person
Table Buffet Menu from	£30.00 per person
Finger Buffet Menus	£13.50 per person



**If you or any of your guests have any food allergies, food intolerances or special dietary requirements, please let us know when making your choices.**

## Canapés

We would ask that you select three of the following  
to create your canapé menu

Duck won ton

Salmon goujons

Foie gras and chicken liver parfait

Rillette of pork on crostini

Hot chicken spring rolls

Crab tartlet

Ham boudin with grape chutney

Salmon roulade

Parmesan straws

Split pea tartlet

Mushroom beignets

Duck boudin with tomato chutney

Devils on horseback



## Starter Menu

We would ask that you select one dish  
from each course to make up your menu

Smoked salmon terrine with gribiche and a lemon dressing  
~ £2.00 supplement

Roasted plum tomato soup with pesto

Leek and potato soup with olive oil

Fine tomato tart with shaved parmesan, pesto and tapenade

Smoked haddock fish cake set on a leaf salad  
with a red pepper salsa



Pressed ham and split pea terrine  
with delicately pickled vegetables

Pressing of goats cheese  
with confit tomatoes and a fig chutney

Mille feuille of wild mushrooms and shallot fricassee  
~ £1.75 supplement

Duck liver parfait  
with toasted brioche and red onion marmalade

Confit duck and poached pear terrine  
on a celeriac remoulade with a balsamic dressing

## Main Course Menu

We would ask that you select one dish  
from each course to make up your menu

Roasted leg of Welsh lamb  
with fondant potato, braised red cabbage and a rosemary jus  
~ £2.00 supplement

Roasted corn fed chicken with a wild mushroom risotto

Loin of Bala pork  
with dauphinoise potato and a compote of apple and raisin

Gressingham duck breast  
with creamed cabbage and a port wine jus

Daube of Welsh Black beef  
with horseradish mash  
and roasted root vegetables

Fillet of salmon  
with creamed leeks, crisp ham  
and a red wine sauce

Goats cheese and red onion tart  
with an herb salad  
and crème fraiche

Roasted bell peppers  
filled with asparagus and mixed herb risotto

Breast of Guinea fowl  
with a ragout of onion, bacon and potato

Roasted rib of Welsh Black beef  
with Yorkshire pudding, chateau potatoes, carrot purée  
and a red wine jus  
~ £2.50 supplement

Char grilled Mediterranean vegetables with basil and parmesan



## Dessert Menu

We would ask that you select one dish  
from each course to make up your menu

Glazed lemon tart  
with a red fruit compote and vanilla anglaise

Warm chocolate brownie, vanilla ice cream

Sticky toffee pudding  
with fudge ice cream and caramel sauce

Iced passion fruit parfait  
with mango coulis and a tuile biscuit



Orange panna cotta  
with caramelised oranges

Trio of ice creams and sorbets  
with a red fruit coulis

Milk chocolate mousse  
with white chocolate ice cream

Chocolate marquise  
with a coffee crème anglaise  
~ £2.50 supplement

A plate of Celtic cheeses  
served with wheat biscuits, grape chutney and celery  
~ £2.95 supplement

## Fork Buffet Menu A ~ £30.00 per person

Cured meat platter  
Duck confit and poached pear terrine  
Poached salmon  
Mediterranean vegetable quiche

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Buttered new potatoes  
Pasta, basil and roast pepper salad  
Continental coleslaw  
Mixed leaves

Tomato and red onion salad  
Citrus cous cous  
Selection of freshly baked breads  
Home-made pickle and chutney  
Salad dressings

\*\*\*

Iced fruit parfait  
Chocolate tart with vanilla custard  
Celtic cheese board with celery and wheat biscuits

## Fork Buffet Menu B ~ £38.50 per person

Cold poached salmon with lemon mayonnaise  
Rare roasted peppered beef sirloin  
Pressed terrine of confit pork and braised ham  
Goats cheese and red onion tarts  
King prawn and vegetable tempura

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Oriental chicken with noodles  
Daube of local beef with grain mustard mash

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Green bean, olive and tomato salad  
Mixed leaves  
New potato and shallot salad  
Continental coleslaw

Vegetables "a la Grecque"  
Home made pickle and chutney  
Salad Dressings

Selection of freshly baked breads

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Glazed lemon tart with a red fruit compote and vanilla anglaise  
White chocolate cheesecake with red berry compote  
Celtic cheese platter with wheat biscuits, grapes and celery



## Finger Buffet Menu ~ £13.50 per person

Select any seven items to create your menu

Oriental chicken brochettes

Smoked salmon and cream cheese crostini

Croque Monsieur

Selection of quiches

Vegetable spring rolls

Baby jacket potatoes with crème fraiche and chives

Pork and leek sausages with a red pepper coulis

Selection of assorted sandwiches

Chicken liver parfait on toasted brioche

Swedish meatballs with a tomato dipping sauce

Welsh Rarebit

Kofte Bala lamb kebabs with tomato and yoghurt

Spiced lamb samosas

Smoked chicken bruschetta

Deep fried tiger prawns with sweet chilli dressing



## Cancellation Policy

We respectfully point out that by reserving the hotel for your wedding reception you have entered into a legally binding contract. We therefore reserve the right to apply for compensation in the event of a cancellation or postponement. Deposits are non-refundable and the scale of charges are as follows.

- in the event of a cancellation of a function three months or more prior to the function, the non-refundable deposit will be held by the Hotel. This deposit can be set against another date should the function be rebooked.
- cancellation between three months and up to six weeks prior to the event, a charge of 50% will be made.
- cancellation within six weeks will result in a 60% charge.
- cancellations within 30 days of the event will mean that the full charge will be levied.
- the charges above will also take into account any accommodation reserved. For accommodations / bedrooms which are cancelled the room rate applicable will be charged, unless the accommodation is subsequently relet. Please see our tariff terms and conditions.

Terms and Conditions

Please sign and return

- A provisional booking can be held for up to seven days, after which a deposit if required to secure the reservation. A written confirmation stating the organiser and person(s) fully responsible for the settlement of the account is also required at this stage. The booking will be confirmed upon receipt of the deposit.
- The balance of the account is required fourteen days before your wedding ceremony.
- Any extras will be billed on the day and are payable on departure.
- In the event of cancellation, please see our cancellation policy attached.
- Any damages incurred during your wedding will be charged directly to your wedding account. You will be responsible for your guests.
- If you require evening musical entertainment the hotel will have to be hired on an exclusive use basis.
- Insurance is required to cover any unforeseen eventualities. We suggest using Wedding Plan, available at [www.weddingplaninsurance.co.uk](http://www.weddingplaninsurance.co.uk)
- Last orders at the bar will be pre-arranged.
- Bio-degradable confetti only allowed in the grounds.
- We welcome children over the age of six.
- The hotel is totally non smoking. Any evidence of cigarette smoke in the bedrooms or public rooms will be subject to a £50.00 charge for cleaning per room.
- Guests' own food may not be brought into or served at Penmaenuchaf Hall.
- Only drinks purchased on the premises are to be consumed during your stay.
- Corkage will be charged on wines / Champagnes supplied by the wedding party.
- A 5% service charge will be added to the bill.

**We have read and agree with the above terms and conditions as deemed by Penmaenuchaf Hall Hotel**

**Signed..... Signed.....**

**Print.....Print.....**

**Date.....Date.....**