

# The Wedding Package

*The following are included in the Dartington Hall Wedding Package*

**Arrival Drinks** – 1 glass per person from the following options

Sparkling Wine  
Pimms & Lemonade  
Mulled Wine

**Function Rooms**

The Great Hall, Solar & Private Garden are all included in your Package

**Banquet** - please see the Wedding Breakfast Menu enclosed

Three Course Meal with Coffee & Mints

**Wine with Meal** – allowance of ½ bottle per person

House Red & White Wine

**Champagne Toast with Speeches**

1 Glass of House Champagne per person

**Cake Display**

We provide a complimentary Cake Stand and an engraved Cake Knife

**Accommodation** – we have a total of 51 Bedrooms

Complimentary Bridal Suite for the Bride & Groom

**Menus & Table Plan**

We provide Menus & Printed Table Plan

**Price**

£95.00 per person – on Weddings taking place in 2011 on a weekday

£110 per person – on Weddings taking place in 2011 on a weekend

£105.00 per person – on Weddings taking place in 2012 on a weekday

£120.00 per person – on Weddings taking place in 2012 on a weekend

**Children's Rates**

6 – 12 year olds £50 per child (2011)

2 – 5 year olds £25 per child (2011)

6 - 12 year olds £55 per child (2012)

2 – 5 year olds £30 per child (2012)

# Wedding Breakfast Menus

*Please choose one of the following from each course; Vegetarian options can be pre-order in addition to this*

## **Starters**

Gravadlax with Cucumber and Dill Salad and Crème Fraiche Dressing  
Gallia Melon with Citrus Fruits and Grenadine Syrup (v)  
Tomato and Basil Soup with Garlic Croutons (v)  
Grilled Goats Cheese with mixed leaves, Beetroot and Walnut Salad  
and a Walnut Dressing (v)  
Chicken, Apricot and Pistachio Terrine with mixed leaves, Fruit  
Chutney and Crostini

## **Main Courses**

Free Range Chicken Supreme with Wild Mushroom Farce and  
Chive Butter Sauce  
Fillet of Scotch Salmon with a Herb Crust and  
Chablis Asparagus Cream Sauce  
Saddle of Lamb with a Pine Nut and Spinach Stuffing served with a  
Rosemary and Madeira Jus  
Pan Roasted Duck Breast Sliced Pink on a Chive Mash Served with a  
Star Anise and Orange Cream Sauce  
Roast Sirloin of Devon Beef, Port Wine and Thyme Jus and  
Horseradish Hollandaise (Medium Only)

## **Desserts**

Chocolate Profiteroles with Whiskey and Bitter Chocolate Sauce  
Hazelnut Meringue with Banana and Honey Cream and Caramel  
sauce  
Lemon tart served with Compote of Summer Berries  
White Chocolate Torte with Raspberry Coulis  
Lime and Orange Posset with a Shortbread Biscuit

## **Vegetarian Options**

Spinach, Feta, Pine Nut and Spring Onion Filo Pie, with a  
Tomato and Olive Fondue Sauce  
Field Mushrooms, Stuffed with Roasted Mediterranean Vegetables  
and Topped with Goats Cheese  
Stuffed Roasted Aubergine, with a Filling of Tofu, Courgettes,  
Peppers, Basil, and Olives, served with a Sun Blushed Tomato Pesto

# Canapés

*Canapés can be ordered for an additional charge for your Drinks Reception*

*Please ask our Wedding Co-ordinator for details of alternative options which are available*

## **Menu A**

Vegetable Spring Rolls with Sweet Chilli Dip  
Filo Wrapped King Prawns with Garlic Mayo  
Mixed Crostini  
Mini West Country Crab Cakes with Salsa  
Vegetable Samosa with Raita  
Mixed Marinated Olives

£11.35 per person

## **Menu B**

A Variety of Barquettes (small pastry canapés)  
Filo Wrapped King Prawns with Garlic Mayo  
Mixed Crostini  
Mini West Country Crab Cakes with Salsa  
Vegetable Samosa with Raita  
Mixed Marinated Olives

£13.75 per person

# Evening Buffet

*The Evening Buffet Menu is not included in the Wedding Package Price*

*Please ask our Wedding Co-ordinator for details of alternative options which are available*

## **Menu A**

Selection of sandwiches  
Individual cheddar and spring onion tart  
Onion bhaji  
Mini sausage rolls  
Vegetable spring rolls  
Vegetable samosa

£15.25 per person

## **Menu B**

Selection of bridge rolls  
Individual smoked salmon and chive tart  
Vegetable spring rolls  
Vegetable samosa  
Spicy chicken wings  
Plaice goujons with tartar sauce  
Potato wedges

£20.35 per person

## **Menu C**

Selection of bridge rolls and sandwiches  
Asparagus, walnut and goats cheese tart  
Variety of Crostini  
Vegetable crudité's with Devon blue cheese dip  
Spicy chicken wings  
Filo wrapped king prawns  
Mini crab cakes  
Potato wedges  
Fresh cream éclairs

£23.00 per person

# Additional Information

## **Accommodation**

As part of your wedding booking, we require 25% of your guests to stay overnight in bedrooms available in the Courtyard. We offer a special bed and breakfast rate for Wedding Guests, which will apply for the duration of their stay.

**2009/2010:** £60 Single Room or £95 Twin or Double Room, £125 Family Room (2 Adults, 1 Child)

Should your guests wish to book a bedroom this can be done by booking directly with us. By quoting your wedding they will receive your special prices. Reservations need to be secured with a credit card number. Alternatively you can provide us with a list of accommodation requirements and we will allocate rooms to your guests. Guests will still pay for themselves on departure, however doing it this way means you will hold responsibility if the guest does not turn up or does not cancel their room within 48hrs of their booking.

There are a few local bed and breakfast places that may be of interest to you as well. The Tourist Information Centre in Totnes can be contacted on Tel. (01803) 863168.

## **Menu Choices**

Attached with this information are our Wedding Breakfast menus. One of the vegetarian dishes can be chosen for your vegetarian guests. Special dietary requirements booked in advance can be catered for, in addition to your menu choice.

Please note the latest time to sit down for your wedding breakfast is 5.30 pm.

## **Ceremonies**

We are able to hold Civil Ceremonies in our Upper Gatehouse. The cost for holding your Ceremony here is £350 for the room hire for 2010.

## **Flowers**

These are not included as part of the wedding package. You are welcome to decorate the room with your own flower arrangements, table arrangements and within your colour/wedding theme, subject to approval. Please ask your Wedding Co-ordinator for contact details for local Florists

## **Chair Covers**

We have White Chair Covers, which come with a variety of colours of sashes to choose from which are included in the price.

**Candles**

A limited amount of candles are available for use in the Great Hall, due to Fire Regulations. We can provide Storm Lanterns for no extra charge.

*Also available to hire is*

1. 1 Floor Standing 12 candle candelabra in wrought iron £60 including candles (2009/2010)
2. 4 Floor Standing single candle holders in wrought iron £30 including candles (2009/2010)

These can only be alight during the meal and must be extinguished prior to an evening dance.

**Printed Menus & Table Plan**

Personalised menus on Dartington Hall stationery would be placed on each of the tables.

We can produce a typed A3 size table plan to display on an easel as your guests seating plan at no extra charge. However, we do not supply place cards.

**Music**

All musical entertainment is left up to you. We have some details for various types of music, which have been passed to us, however we do not specifically recommend any music entertainment. Please ask for details. If your choice of entertainment requires any technical equipment, please let us know and we will endeavour to cater for your needs. Please note there will be an additional charge for any technical equipment provided by us.

**Late Bar Licence**

Under the current Licensing Law we are able to serve drinks until 11pm. However, an extension to this licence is available until 12.30am with music until 1am upon request. There would be no extra charge to you for this licence, but please advise us as soon as possible should you wish this extension to be used.

**Payment Terms**

A 25% deposit must be sent with the booking form. A further 50% is payable 8 weeks prior to your reception date. D.A.C.S. reserves the right to cancel your booking and forfeit your deposit if this invoice is not paid within that time. The balance outstanding must be paid within 14 days of the date of your reception.

## Suggested Reception Procedures

If having a Civil Ceremony Guests should arrive at the venue half an hour prior to the start of the ceremony.

The Best Man and Usher should help seat the guests.

Drinks Reception served after the Ceremony in the Private Garden or White Hart Dining Room, weather dependant.

Arrange for the Best Man and or Ushers to assist the Wedding Co-ordinator & Photographer throughout the day with introductions and ensuring correct guests are in the group photographs.

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Prior to the Wedding Breakfast the Bride & Groom, along with their parents, Best Man and Bridesmaids, may wish to receive their guests as they enter the room.

When the meal is announced and the guests are seated, the Best Man or Master of Ceremonies will call for silence and ask everyone to be upstanding to welcome the Bride & Groom.

As soon as the Wedding Breakfast is complete and Champagne has been served the speeches may begin.

Traditionally, the Bride's Father will propose a Toast to the Health and Happiness of the Bride & Groom.

The Groom will then respond and thank the Bride's parents and propose a toast to the Bride.

The Best Man will then deliver his speech to end.

Coffee will then be served in either The Solar or Private Garden while the Great Hall is cleared in preparation for the Evening Reception

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The Evening Reception begins and any additional guests will arrive.

The Cutting of the Cake, usually introduced by the Band/DJ is followed by the First Dance.

Evening Buffet will be served later in the evening followed by the Wedding Cake.

# Wedding Checklist

## **As Soon as Possible:**

Book the Venue for the Ceremony & Registrar

Book the Reception Venue

Draw up a Guest List

Visit Photographers, view previous work, select and book

Select a Florist

Finalise Floral Decorations and Place Order

Choose Bridal Gown/Bridesmaids' Dresses

Stationery

Car Hire

Wedding Cake

Entertainment

Decorations

Book Honeymoon

Wedding Rings/Attendants Gifts

Send out Information (include RSVP date)

Make Wedding Gift List

Book any hired Outfits

Book Hair & Make-Up (include a trial run with headdress)

## **The Day:**

Enjoy Yourself

# Dartington Hall (DACs Ltd)

## Terms and Conditions

Please read these terms and conditions carefully as they will form part of your contract with Dartington Accommodation and Catering Services ('D.A.C.S'). Any variation must be agreed in writing.

### Booking

To secure a booking with D.A.C.S., the attached booking confirmation letter must be completed and returned with your deposit to the Wedding Co-ordinator. It constitutes your offer for your booking, which Dartington Hall may accept in writing to you.

### Cancellations

A booking cancelled prior to commencement of a wedding reception will incur the following charges:

More than 8 weeks prior to commencement	Deposit
Within 8 weeks of commencement	50% of total
Within 4 weeks of commencement	100% of total

D.A.C.S. will endeavour, if at all possible, to accommodate any request to increase the number of guests at short notice.

Should 25% of your guests not take up the accommodation on your wedding night, we reserve the right to charge you for the shortfall.

Please note that final details and final numbers are requested 2 weeks before the event and will be the actual minimum numbers charged.

### Insurance

It is recommended that you ensure against cancellation. Without offering any recommendation upon which you may rely, you may note that one company that specialises in this field is Expo-sure Limited. Expo-Sure can be contacted on 01892 511500.

### Payments of Accounts

A 25% deposit must be sent with the booking form. A further 50% deposit is payable 12 weeks prior to your reception date. The balance outstanding must be paid 14 days before the date of your reception. D.A.C.S. reserves the right to cancel your booking and forfeit your deposits if these invoices are not paid within the specified time.

Any additional charges or incidentals from the wedding day will be invoiced and this must be paid within 14 days.

### General

Occasionally it may be necessary for D.A.C.S. to cancel or vary your booking. Should this prove necessary, D.A.C.S. will endeavour to give you as much notice as is reasonably possible and to offer suitable alternative dates, accommodation or facilities but it will not be responsible for any losses, costs or expenses whatsoever (including consequential losses) which you may suffer or incur as a result of any such cancellation or variation.

D.A.C.S. is insured against legal liabilities resulting from the use of its facilities. Organisers are strongly advised to indemnify themselves with respect to their legal liabilities to D.A.C.S. and their servants, delegates and third parties. D.A.C.S. reserves the right to charge for damage.

D.A.C.S., on behalf of itself and its employees, is unable to accept liability for any loss or damage occurring to any property or vehicles left or deposited at D.A.C.S. The Conference Facility will provide agreed and satisfactory facilities with reasonable skill and care but shall not otherwise be liable to organisers and delegates and hereby excludes its liability (including any consequential loss) to the fullest extent permitted by law. The Dartington Hall Trust has a 'no smoking' policy in the meeting rooms. We ask that delegates also refrain from smoking in their bedrooms. An area of the building has been designated for the use of smokers. Please note that the Dartington Hall Trust runs its own independent programme of courses and activities and is not responsible for the management of events that are organised by independent organisations using its premises. Under no circumstances are private organisations using its premises to imply a 'connection' or affiliation with the Trust, or Dartington Hall without the express permission of the Board of Trustees.

If you are planning to hold any part of your conference/ event in the gardens of the grounds at Dartington Hall, please could you contact the Business Manager prior to signing the confirmation booking form.

Please do not pick or remove any plants from the Dartington Hall Estate.