

BlueBell HOTEL

THE PARADE
NEATH, SA11 1RA
01639 644000

www.thebluebellneath.co.uk

The Perfect Venue for that Perfect Day

The Perfect Location for the Perfect Day

Many congratulations on your forthcoming wedding. We are delighted that you are considering The Bluebell Hotel as a venue for this special celebration. The Bluebell is the ideal location to help create your perfect day combining style and elegance within a comfortable environment. Our Milland Function Suite offers exquisite, intimate surroundings for your celebration catering for up to 60 guests in a modern naturally lit suite with its own private bar facilities. The hotel also offers 23 rooms with a variety of double, twin and family rooms which are uniquely decorated, creating a luxurious setting with attention to detail, in terms of lighting, furnishings and atmosphere. We are delighted to also provide a luxurious suite with an oversized King Bed along with lounge facility and private dining area.

What do you have in mind?

Our comprehensive guide will hopefully cater for your requirements with a range of different packages, which we are confident, will surpass your expectations with an exquisite range of menus and drinks packages. But if you are looking for something different our wedding co-ordinator can tailor make the perfect event to meet your budget. We also have a tried and tested list of local specialist suppliers who we work closely with in order that your day is a truly magical experience

Exclusivity

For larger family gatherings and to really ensure that the whole family is catered for we can offer full exclusive use of the hotel and function facilities, whereby you can book all 23 bedrooms along with the function room for one set price. Taking exclusive use of the hotel will also ensure that no member of the public other than your guests will have access to the hotel throughout the entire duration of your wedding for that strictly private affair.

Transport

If you are getting married in a nearby venue why not make use of our Private exclusive minibus which can transport 9 members of your family and friends direct to your wedding location, this is available complementary when you book 8 rooms or more and need transport within the vicinity. We can also arrange for collection of friends & family members arriving into Cardiff Airport.

Our Wedding Package includes

Red Carpet on Arrival at the Hotel

Room Hire for Reception and Wedding Breakfast*

Choice of Extensive Menu and Drinks Packages

Complimentary Menu Tasting**

Top Table Arrangement

Table Linen and Napkins – choice of colours to meet theme

Silver Cake Stand & Knife

Full use of Private Bar
(24hour for Residents and Exclusive use weddings)

Complimentary Accommodation and Breakfast for Bride and Groom

Dedicated Wedding Co-ordinator to guide and assist you with your wedding plans

Preferential Rates for Accommodation for your family and friends

The hotel is the perfect choice for those longing for something special, in which to celebrate your big day.

*Dependant on numbers terms and conditions apply

**Complimentary Tasting menu on confirmation of booking

Minimum Numbers and Charges

Wedding Packages are based on a minimum number of
35 guests during the day and
50 guests during the evening

Wedding Breakfast has a minimum charge of £25.00 per person for a three course meal
with coffee

Wedding Evening Buffet has a minimum charge of £12.50 per person for 6 buffet items

Parties below these number may incur room hire charges, please contact our wedding co-ordinator for individual quotations

The Milland Suite

Exquisitely furnished our Milland Suite can comfortably cater up to 60 guests for a wedding breakfast and evening reception and makes it the ideal choice for that intimate celebration with its own private bar facility, natural lighting and private balcony. The suite is also fully air-conditioned and provides audio visual equipment for any visual memories you may wish to share with your guests.

For smaller functions and parties the below charge will apply for room Hire

Milland Suite £175.00

Wedding Breakfast

Our team of chefs led by our head chef Miguel Tercero are experts at wedding catering and have designed a mouth-watering selection of wedding menus with a choice of delicious packages where you can select from a range of options to make your menu truly memorable

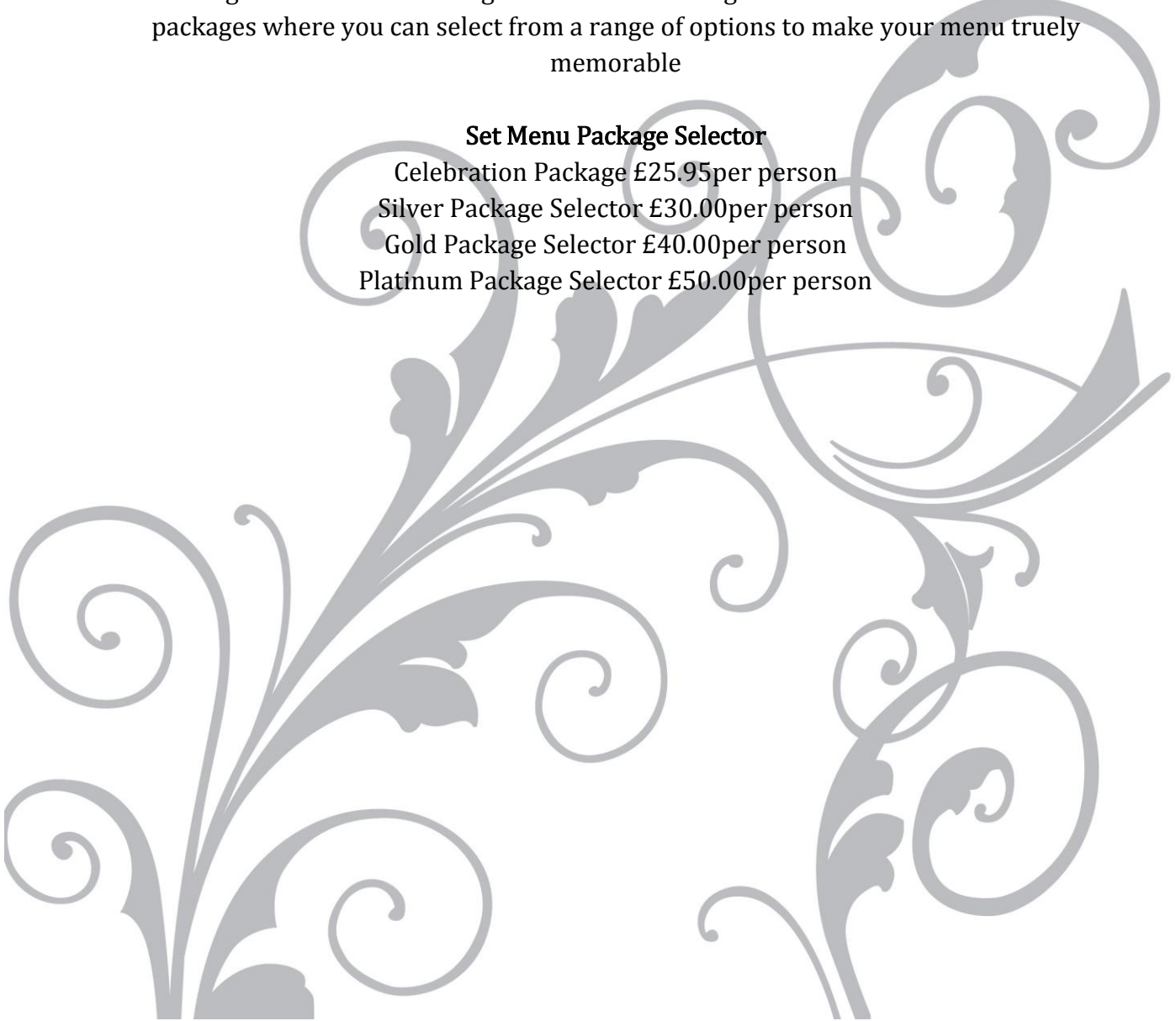
Set Menu Package Selector

Celebration Package £25.95per person

Silver Package Selector £30.00per person

Gold Package Selector £40.00per person

Platinum Package Selector £50.00per person



Celebration Package

Arrival: Selection of Canapés

Starter:

Cream of leek and potato soup, accompanied with crispy baked leeks.

Smoked salmon timbale with crème fraiche & chives.

Duck & orange terrine with redcurrant jelly and toasted brioche.

Main Courses:

Roast sirloin of beef with Yorkshire pudding, fondant potato, roasted butternut squash puree & red wine sauce.

Roasted pepper, olive & wild rocket salad, with roasted baby beets.

Roast turkey with sage & onion seasoning, bacon roll and roast gravy.

Fillet of fresh water trout garnished with mushrooms and flaked almonds with crushed new potatoes.

Desserts:

Lemon & almond pudding served with raspberry coulis.

Crème Brulee

Homemade bread & butter pudding with crème anglaise.

Profiteroles with fresh cream.

Tea and Coffee Petit fours

Celebration Menu £25.95

Silver Package

Arrival: Selection of Canapés

Starters:

Choice of Soup
Smoked Salmon & Prawn Salad
Smooth Duck Liver/Terrine with Port
Parma Ham & Melon

Main Course:

Poached Salmon
Roast Leg of Lamb
Roast Sirloin of Beef with Yorkshire pudding
Baked Fillet of Cod

Desserts:

Strawberry & White Chocolate Pavlova
Trio of Citrus Fruits
Warm Sticky Toffee Pudding
Strawberry Trifle
Fresh Fruit Salad

Tea/Coffee & Petit Fours

£30.00per person

Please select one starter, one main course and one dessert.

Gold Package

Arrival: Selection of Canapés

Starters:

Tomato & Buffalo Mozzarella Salad, with a rocket and pesto dressing.
Confit of chicken and garlic terrine with a cream & chive dressing.
Avocado pear with apple, celery, walnuts and mayonnaise.
Caesar Salad with Cajun Chicken, croutons, parmesan Shavings and caesar dressing.
Choice of Soup

Intermediate:

Choice of Sorbet with Fruit Coulis

Main Courses:

Tenderloin of Pork Wrapped in Bacon with a peppercorn sauce.
Fillet of Salmon with Horseradish Crust served with a white wine sauce.
Baked Fillet of Cod with basil dressing, coriander and honey glazed.
Supreme of Duck served with a lime and ginger jus.
Roast Sirloin of Beef with Yorkshire pudding served with a natural jus.
Cannon of Lamb wrapped in a basil mousse with spinach served in a natural jus.

Desserts:

Chocolate & Orange tart.
New York cheese Cake
Warm Apple and almond tart
Bailey's Crème Brulee
Merlin Liqueur Pannacotta
Mango & Cherry syllabus with shortbread fingers

Tea and Coffee Petit fours

£40.00 per person

Platinum Package

Arrival: Selection of Canapés

Starter:

Trio of Salmon – Smoked salmon, poached and Glavadlax with honey and dill dressing.
Chicken & Sweet pepper terrine, with spicy mango salsa.
Tomato and Mozzarella Salad.
Butternut squash, coriander, Asparagus and wild mushroom risotto.

Intermediate:

Passion Fruit and Sorbet with fruit coulis

Main Courses:

Roast saddle of lamb, filled with Mediterranean vegetables, confit of Cabbage & tomato olive.
Supreme of halibut, pommes Poisson pancake of baby vegetables, lobster & butter sauce.
Fillet of black beef, served with creamed wild mushrooms in a Madeira Jus.
Stir fry of oriental vegetables and noodles with a shitake bean.
Roasted duck cooked in amaretto served with marrichels cherries.
Pan fried local sea bass with a lemon butter sauce served with daupinoise potatoes.

Desserts:

Tiramisu, traditional Italian desert with coffee and marsda.
Summer fruits served with a rich summer fruit sauce and Chantilly cream.
Pannacotta served with berry sauce.
Sticky toffee bread & butter pudding.
Exotic fruit Pavlova with a cordon of apricot sauce.
Hazelnut & chocolate tart served with a crème angles.

Tea and Coffee Petit fours

£50.00 per person

Vegetarian (options available on all packages)

Butter Nut Squash/Parmesan Cheese Tart
Cranberry & Brie Wantons
Sweet Filled Goats cheese Spinach Tartlets
Aubergine served with a Tomato & Basil Sauce
Pumpkin Risotto, Roasted Mediterranean Vegetables & Pesto dressing

Childrens Menu

Children are a vital part of any celebration and we know that a happy child will help ensure that the celebrations go without a hitch. We are delighted to offer the below Children's Wedding Menu

Main Courses:

Roast breast of chicken with new potatoes and peas.
Spaghetti Napolitano
Lightly battered goujons of fish with curly fries and baked beans.
Hamburger with bacon and cheese served with fries and coleslaw.
Spicy coated chicken fillets with salad and fries.
Cheese and tomato pizza.

Desserts:

Banana split with chocolate sauce
Strawberry trifle
Chocolate mousse
Fresh fruit salad
Ice cream

£12.50 per person

This menu is available for children aged 3-12 years.
Children under 3 years old are free of charge.

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Wedding Breakfast Drinks Packages

Package 1

Glass of Sparkling Wine / Bucks Fizz on Arrival
Glass of House Wine with Meal
Glass of House Sparkling Wine to Toast the Bride and Groom

£14.45 per person

Package 2

Glass of Bucks Fizz on Arrival
2 Glasses of House Wine with Meal
Glass of Sparkling Wine to Toast the Bride and Groom

£15.95 per person

Package 3

Glass of Bucks Fizz or Pimms No1 on Arrival
2 Glasses of House Wine with Meal
Glass of Champagne to Toast the Bride and Groom

£19.95 per person

Package 4

Glass of Veuve Cliquot Champagne or Kir Royal on Arrival
2 Glasses of House Wine with Meal
Glass of Veuve Cliquot Champagne to Toast the Bride and Groom

£24.95 per person

A non-alcohol selection of Fresh Orange Juice or Mineral Water is included in all reception Drinks Packages

Individual Drinks Price List

Arrival drinks:

House wine	£3.45 per glass
Pimms	£2.60 per glass
Bucks Fizz	£3.95 per glass
Orange Juice	£2.00 per glass
Sparkling Cava	£4.50 per glass

To accompany your meal:

House wine (red, white or rose)	£14.95 per bottle
Mineral water, (still or sparkling)	£3.95 per bottle

The toast:

House sparkling wine	£3.50 per glass
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Full Wine List

The Hotel will be delighted to offer both you and your guests a wide range of both red and white wine from our extensive wine list. With a variety of wines from different origins we are sure we will be able to provide you with the ideal wine to suite your choice of menu and your pallet.

For a full wine list please do not hesitate to speak with our Events Manager who will provide you with a detailed list with recommendations

Corkage

Occasionally you may have your own personal favourite wine that we may not be able to source or you may prefer to bring your own wine. We will charge a corkage charge as stated below for any wine consumed on the premises

Corkage £6.50 per bottle

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Wedding Finger Buffet Menu Selector

Selection of Sandwiches

Dipped and Dusted Crispy Sweet Chilli Chicken

Sesame & Soy Glazed Satay Skewers

BBQ Chicken Wings

Chilli Beef Skewers

Lamb Koftas with yogurt & Mint Sauce

Cocktail Spring Rolls with Sweet Chilli Dip (v)

Rosemary & Lemon Chicken Thighs and Drumsticks

Goats Cheese & Tomato Quiche

Indian Appetiser selection with Massala Dip (v)

White Fish Goujons with Tartar

Mini Ham & Mozzarella Bruschetta

Assorted Mini Pizza (v)

Spicy Potato Wedges, Sour Cream Dip (v)

Warm Puff Pastry Sausage Rolls

Salads (Choose 2 as 1 option)

Mixed Garden Salad

Coleslaw

Vine Tomato & Onion

Nicoise

Caesar Salad

Desserts

Continental Cheeseboard

Profiteroles Bianco

Platter of Fresh Fruit

£12.50 for six items

Additional Items are £2.25 per item

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Fork Buffet

Sliced traditional & continental meats

Smoked Salmon

Salads

Mixed garden salad

Coleslaw

Vine Tomato & Onion

Plus a choice of one Salad from below

Pasta Salad

Flaked Tuna Nicoise

Chicken Caesar Salad

Hot dishes – a choice of 3 hot dishes

Select 2 from meat/fish and 1 vegetarian

Fish

Fishcakes

Deep Fried Panga Fish

Grilled Salmon

Fish Goujons

Mixed Paella

Meat

Steak Pie

Thai Curry & Rice

Albondigas (Spanish Meat Balls)

Chicken Chasseur

Vegetarian

Vegetable Lasagne

Goats Cheese Tartlet

Tortilla Espanol

Mushroom Stroganoff

All served with suitable potatoes & Vegetables

Desserts

Individual tropical fresh fruit salad with pouring cream and select 1 dessert from below:

Lemon Tart, Chocolate Pots, Cheesecake or Profiteroles

£16.95 per Person

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Wedding Etiquette

These procedures follow established protocol and correct etiquette. They may be followed in the traditional manner or they can be used as a guide and be amended to suit your tastes.



The Top Table

The wedding party is usually seated at a long table with seats down one side. This is called the 'top table' or 'head table'.

Who to put on the top table is a sensitive issue, especially if the parents of the bride or groom have divorced and remarried. Make sure you resolve any such issues long before the wedding day.

There are many different ways to organise a wedding top table, but traditionally:

- The groom sits to the right of the bride
- Places alternate male-female
- Partners of the Bestman and Chief Bridesmaid sit at the other tables.

For a second marriage you may wish to seat children of the first marriage on the top table.

If the parents of the Bride or Groom have divorced and remarried it probably isn't a good idea to put them and their new partners together on the top table. One solution is to invite some family of the step -parents and put them together on a separate table near the top table.

The Top Table (cont)

If you are worried that someone might feel left out because they aren't on the top table, ask them to host one of the other tables. Make it clear who is hosting each table on the seating chart. This will help them feel involved.

If the parents of the bride and groom are not in the wedding party they should be seated on the table nearest the top table.

It is becoming fashionable in some quarters to have the Bride and Groom at their own table (for example David and Victoria Beckham). This is also referred to as a Sweetheart Table. This can be useful for bypassing issues about who should be on the Top Table.

Some couples opt not to have a top table at all, but to have two free seats at each table so they can mingle during the meal. This is a nice idea, but it does mean that two guests at each table will be seated next to empty seats for much of the reception.

The top table is usually rectangle in shape, this allows guests to see the bride and groom and their parents easily. This also works well as all parties on the top table feel part of the events and communicate more easily with guests. If your top table was round, it would not work so well as some of the people would have their backs to the guests.

Away from the top table guests traditionally sit at the round tables, with the bride and grooms family positioned closest to the top table, while friends of the bride and groom tend to be positioned slightly further back.

Seating your Guests

When you seat your guests try and bear the following in mind

- Try and seat guests that know each other together
- Avoid seating guests together that you know don't get on too well
- Seat children with their parents
- Try and seat guests together who are of similar age, or have common interests
- Try wherever possible to seat guests next to someone of the opposite sex, as it provides more continuity to your wedding breakfast.

There are no hard and fast rules to your seating arrangements. You should arrange your guests in a way that works best for you and offers your guests the opportunity to mingle – you can only help encourage a good atmosphere – the rest is up to your guests.

The Receiving Line

The receiving line is both courteous and practical and is an excellent way to ensure you meet and greet everyone. Time should be allowed for this between the drinks reception and the wedding reception.

This is the order in which the guests are traditionally received. The order for the line would follow

- The Bride's Mother
- The Grooms Father
- The Grooms Mother
- The Bride's Father
- The Bride
- The Groom
- The Chief Bridesmaid

Grace

After escorting the bride and groom to their places to the top table, the toastmaster can say grace or he can introduce someone who has been asked by the Bride and Groom to say grace. Sometimes grace is not said.

Cutting the Cake

At British weddings, it is usual for the Bride and Groom to cut the cake together at the end of the meal, before coffee is served.

Speeches and Toasts

These are traditional. The first option is the loyal toast, but this is often not used. The next is the duty and privilege of the father of the Bride, but if circumstances mean that this is not possible then a close relative or friend can offer this toast, which is to 'the Bride and Bridegroom'.

The Bridegroom responds to this toast on the behalf of himself and his Bride. It is also his duty to offer a toast to 'the bridesmaids'.

The Bestman responds to this toast on behalf of the Bridesmaid. He then goes on to read out messages and congratulation.

Evening Function

Why not extend your wedding celebrations into an evening function?

We shall be delighted to offer you the facilities until midnight.

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Wedding Day Planner / Checklist

Creating a perfect day takes a lot of planning
Below are some hints and tips on what to do and when!

12-18 months prior to your big day

- Decide your budget
- Choose the type of wedding you both want either formal or informal
- Choose and book the location of your ceremony
- Choose your Matron of Honor, Bridesmaid, Flower Girls and Page Boys
- Plan your memorable scrap book
- Select your Wedding Dress, Tiara and Accessories
- Select your attendants, Dresses and Accessories
- Decide number of guests to invite for Bride and Groom
- Book the Bluebell Hotel for your reception
- Plan details on the type of reception you want, remember your expert wedding co-coordinator at The Bluebell Hotel can help you plan your special and unique day.
- Book your Photographer & Videographer
- Decide what gifts you would like and make arrangements for a gift registry
- Choose what music you would like for your Wedding Ceremony
- Choose what music you would like for the Wedding Evening Reception at The Bluebell Hotel
- Discuss where you would like to go on your Honeymoon
- Order your wedding cars

6-12 Months prior to you big day

- Select your wedding rings
- Order your wedding stationary
- Arrange accommodation for visiting guests at The Bluebell Hotel
- Book your florist
- Arrange to give notice of marriage and registrar
- Select Men's formal wear
- Order your wedding cake
- Take out wedding insurance
- Decide on the theme for your big day with expertise from the team at The Bluebell Hotel
- Book your hairdresser & Beautician
- Order your favours
- Plan you Hen and Stag parties

2-4 Months prior to your big day

- Send out Wedding Invitations
- Purchase gifts for your attendants
- Arrange to have a hair trial with your hairdresser
- Arrange to have a make-up trial with your beauticians
- Arrange for your bouquet to be preserved after your Wedding Day
- Finalise arrangements for Hen and Stag Parties
- Check all visiting guests have reserved accommodation at The Bluebell Hotel to discuss final details
- Contact Vicar/Priest/Registrar to arrange a date and time for your rehearsal

1 Month prior to your big day

- Arrange your wedding Dress final fitting
- Buy each others wedding gifts
- Finalise arrangement with your hairdresser and Beautician
- Go on your Stag & Hen parties
- Prepare Table plan and send to stationers
- Prepare final guests list for place cards to be printed or written

2 Weeks prior to your big day

- Arrange for final record of Wedding Gifts and write Thank you notes promptly
- Double check all of the Wedding parties, Wedding attire and accessories
- Wedding party to attend rehearsal
- Review table plan and place cards
- Arrange for your name & address changes on your bank accounts, credit cards, driving license, passport, social security and utilities.

1 Week prior to your big day

- Collect tickets for your Honeymoon, foreign currency and travelers cheques
- Pack for your Honeymoon
- Contact your Wedding Co-ordinator at the Bluebell Hotel with the final numbers
- Contact all your suppliers to discuss final details

The Week of the Wedding

- Arrange to deliver your favours, cake and personal table decorations/flowers to the Bluebell Hotel.

The day of your Wedding

- Enjoy your special day, you can count on our expert wedding team at the Bluebell Hotel, to WOW your guests and ensure you have a day to remember.

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Wedding Booking Form

From: The Bluebell Hotel	RE: Booking Confirmation
	Date:

BOOKING DETAILS

Name of Bride and Groom					
Address					
Daytime Telephone Number					
Mobile Numbers	Bride		Groom		
Email Address					
Date of Wedding Reception					
Estimated /Confirmed Numbers	Wedding Breakfast		Evening Reception		
Confirmation Number					
Function Room Requirements	Layout:				
	Time :				
	Evening Reception Start:				
Wedding Breakfast Catering / Beverage Requirements	Beverage Package Option / Servings & Times :				
	Lunch Package Option:				
	Location of Lunch :		Time of Lunch :		
Equipment Requirements					
Accommodation Requirements	Number	Exec Double	Sup Twins	Sup Double	Suite
					Total
					Deposit Payable
					Balance

Currency	GBP
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BlueBell HOTEL

Terms and Conditions

A £500.00 deposit is required to secure your booking
The deposit is non-refundable and non-transferable

A second deposit of £500.00 would be required 6 months prior to your special day
The deposit is non-refundable and non-transferable

Final numbers and payment will be payable one month prior to your special day
(No refunds or transfers can be made two weeks prior to the event)

All prices are inclusive of VAT @15%
The Bluebell Hotel reserves the right to change any product,
Prices or terms and conditions without notice

Market prices
Due to market conditions prices, may fluctuate between 5% & 10% annually

All wine served by 175ml glass
All sparkling wine and champagne served by 125ml glass
Substitute wines will be offered if any of the listed wines become unavailable

**Bookings are subject to the Bluebell Hotel (Neath) Ltd
Terms and Conditions**

BLUEBELL HOTEL (Neath) Ltd TERMS AND CONDITIONS

1. Once both parties have signed they become contractual partners. Changes can only be agreed with due notice – an amended contract will then be forwarded with any additional costs being added.
2. All rates are quoted in pounds sterling and payments should be made by sterling or by credit card, cheque or bankers draft drawn on U.K banks unless credit facilities have been pre-arranged with the hotel.
3. Should we (the hotel) be subject to any other events beyond our control, we may withdraw from this agreement. We will also reserve the right to withdraw from a contract without notice should the booking be deemed to prejudice the reputation of the hotel.
4. In the event of any cancellations due to the above reasons, the hotel will refund any advance payments, but will have no liability to the organiser or its clients for any additional costs
5. The booking will be deemed as provisional for a period of 7 days from initial contact, this booking will then only be classed as a confirmed booking on receipt of signed contract and deposit due
6. When making a confirmed booking you will need to pay a deposit of 30% of the total cost of the conference, the balance will then need to be settled 7 days prior to arrival. A booking made within 7 days of the event will need to make full payment.
7. Full cancellation of a conference or a group reservation must be made in writing 28 days prior to group's arrival without incurring cancellation charges.
8. Any cancellation of a booking within 28 days prior to group's arrival will be subject to the hotels cancellation policy
9. Final numbers and rooming must be received no later than 7 days prior to arrival.
10. This contract is based on British law.
11. The copy of this agreement should be signed and returned, as confirmation of your acceptance of the terms and conditions outlined herein, on or before the following date, or all arrangements will become invalid.

Authorised on the behalf of: The Bluebell Hotel

Signature:

Mark Gallagher

Date:

Name:

Mark Gallagher

Title / Position:

General Manager

Authorised on the behalf of:

Signature:

Date:

Name:

Title / Position: