

The Abbey Hotel
An Intimate Wedding Venue



May we take this opportunity to offer you our congratulations on your forthcoming marriage and introduce you to The Abbey Hotel. We believe The Abbey Hotel is the ideal venue to celebrate your wedding reception as we offer an uncomplicated start to married life with comfort, style, ambiance and convenience all rolled into one.

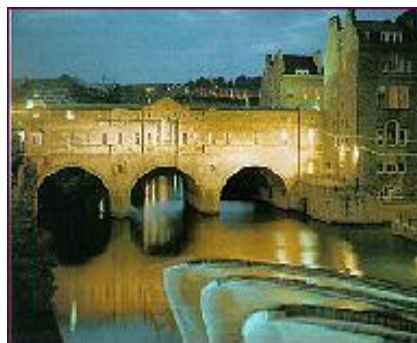
Situated in central Bath The Abbey Hotel was originally built as a wealthy merchant's house in the 1740's. The Hotel re-opened in 1990 following a full refurbishment, which included returning the front of the hotel to its original splendour.

Why select The Abbey Hotel, Bath to celebrate what is probably the most exciting day of your life? We are sure that having studied our package checked out the facilities and met our staff, you will know exactly why Our package is designed to take you step-by-step through all the arrangements - start to finish!

The emphasis at The Abbey Hotel is firmly on quality of service. Our knowledgeable and professional staff are here to help you and to ensure your most special day is truly one to remember.



The Abbey Hotel is the perfect location for welcoming your guests with a glass of Bucks Fizz. Opposite Parade Park Gardens with views across the weir to the famous



Pulteney Bridge we are ideally situated for that must have shot to remind you of that special day in Bath

Planning Your Wedding

Organising a wedding can be quite a daunting task. With this in mind, our Food and Beverage Manager will be only too pleased to assist in planning your day from the moment you arrive, right through to your departure, to ensure your day is truly one to remember.

Throughout the months leading up to your wedding, we will be on hand to offer advice throughout, on the seating plan, menus and drinks packages.

With many years of experience, we at The Abbey Hotel never forget that this is your day, and as such, our flexibility will enable you to explore all possible options. Please remember that if you would like anything that is not included in this brochure, then please ask and we will endeavor to oblige.

On the day itself, a senior member of our management staff, will be on hand to personally oversee the afternoon.

If you have not already done so, please feel free to contact us to arrange a showround, where our Food and Beverage Manager will be able to show you all our facilities on offer and answer any questions you may have.

Provisional bookings will be held for two weeks, unless we receive an alternative enquiry for your date whereupon you will be contacted. To confirm your booking, we request a non-refundable deposit of £500.00

Hotel Accommodation

The Abbey Hotel offers 60 en-suite bedrooms, all decorated to a high standard and all offering colour television with satellite channels, direct dial telephone with modem point, trouser press and tea and coffee making facilities.

We offer a discounted accommodation rate of £45.00 per person inclusive of English or Continental Breakfast to those staying with the wedding party.

All accommodation is subject to availability, so please make sure you book any rooms you may require well in advance.

For a supplement of £22.00, a bottle of Louis Dornier Champagne will be put on ice in your Complimentary Room at a time of your choosing.

Check-in time is from 2.30pm onwards, although this may be earlier by prior arrangement.

The Package Includes

Once you have decided to hold your reception with us and the menus and drinks packages have all been chosen, the following services are included with our compliments:

- ❖ *Complimentary room for Bride and Groom on night of Wedding*
- ❖ *Table Linen - White Table Cloths, Blue Napkins*
- ❖ *Menu of your choice*
- ❖ *Seating Plan & Menu Cards*
- ❖ *Drinks Package of your choice*
- ❖ *An engraved cake knife to take away with you*

Entertainment

*We are currently unable to offer the facility for an evening reception. Consequently the latest finish time for your wedding breakfast is 6.00pm. However, you and your guests are welcome to continue your celebrations in the comfort of our traditional Lounge and Bar.**

Menus & Drinks Packages

Menus

Please find listed below our menu selector for you perusal. However, should you wish to mix and match items from any of our menus please feel free to do so and we will be happy to give you a revised costing. If you cannot find anything to suit, we will also be happy to tailor a menu to your needs.

** Subject to normal licensing laws*

Menu 1

*Grilled Trout Fillet with Couscous
Provençale served with Chili Oil*

ooOoo

Pea and Mint Soup

ooOoo

*Roast Leg of Lamb
with a Basil & Tomato Jus
Seasonal Vegetables & Potatoes*

ooOoo

*Cherry Clafoutis
with Cherry Cream*

ooOoo

Freshly Brewed Coffee



Menu 2

*Fanned Honeydew Melon
on a Passion Fruit Coulis*

ooOoo

Sun-Dried Tomato Soup

ooOoo

*Roast Loin of Pork
with Rosemary & Prune Sauce
Seasonal Vegetables & Potatoes*

ooOoo

*Crème Caramel
with Orange Sauce*

ooOoo

Freshly Brewed Coffee



Menu 3

*Spinach and Ricotta Filo Parcel
with a Pepper Coulis*

ooOoo

Asparagus & Basil Soup

ooOoo

*Chicken Breast
with Mushroom and Tarragon Sauce
Seasonal Vegetables & Potatoes*

ooOoo

*Apple Tart
with Crème Anglaise*

ooOoo

Freshly Brewed Coffee



Menu 4

*Duck and Morel Parfait
with Red Currant Jelly*

ooOoo

Gazpachio

ooOoo

*Grilled Sea Bass Fillet with Fennel and
Orange Salad
Seasonal Vegetables & Potatoes*

ooOoo

White Chocolate and Raspberry Cheesecake

ooOoo

Freshly Brewed Coffee



Menu 5

*Parma Ham with Asparagus and Rocket
Salad served with a Balsamic Dressing*

ooOoo

Lemon and Vodka Sorbet

ooOoo

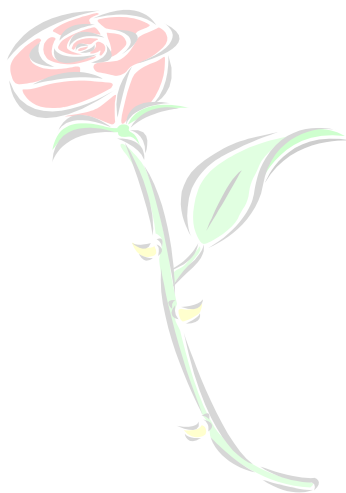
*Grilled Salmon with Mussel, Clam and
Saffron Sauce
Seasonal Vegetables & Potatoes*

ooOoo

Chocolate & Orange Mousse

ooOoo

Freshly Brewed Coffee



Menu 6

*Cream of Asparagus Soup with Sun Blushed
Tomato Croutons*

ooOoo

*Rosette of Smoked Salmon with Rocket,
Cucumber and Orange Salad served with a
Lemon Balsamic Oil*

ooOoo

*Corn Fed Chicken Supreme with Chorizo and
Goats Cheese Stuffing, Pepper and Basil
Sauce*

ooOoo

Lemon Tart with Black Currant Coulis

ooOoo

Freshly Brewed Coffee

Menu 7

*Crayfish and Cucumber Cocktail with
Little Gem Salad*

ooOoo

Watercress, Celery and Potato Soup

ooOoo

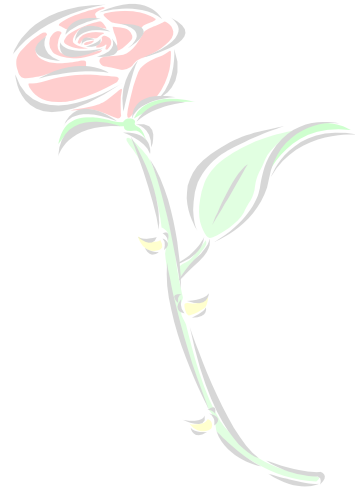
*Roast Duck Breast with Puy Lentils,
Pancetta and Parsley Orange Sauce
Seasonal Vegetables and Potatoes*

ooOoo

Tiramisu with Coffee Anglaise

ooOoo

Freshly Brewed Coffee



Menu 8

*Grilled Scallops with Cherry Tomato, Lamb's
Lettuce and Pancetta Salad*

ooOoo

Leek & Courgette Soup

ooOoo

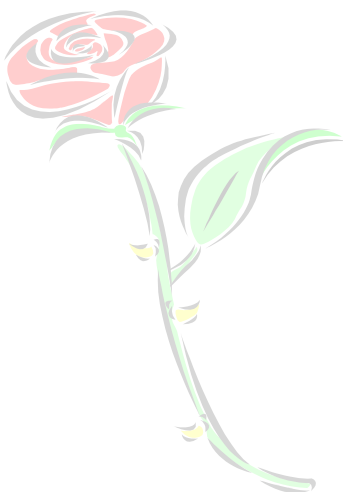
*Individual Beef Wellington with Port and
Thyme Sauce
Seasonal Vegetables & Potatoes*

ooOoo

*Pear & Almond Tart with Black Currant
Coulis*

ooOoo

Freshly Brewed Coffee



Dietary Requirements

Please notify us of any dietary requirements you may require. Listed below are just 4 examples of a Vegetarian Main Course.

*Asparagus and Courgette Puff Pastry Case
with a Pesto Cream Sauce*

ooOoo

*Vegetable Lasagne
served with a Tomato, Pepper & Endive Salad*

ooOoo

*Pasta Primavera
served with a Crisp Green Salad*

ooOoo

*Layered Aubergine Tower, Goats Cheese Filo Parcel,
Spinach & Ricotta Pancake served with a Red Pepper Coulis
(A supplement of £4.50 per person for the above dish)*

Canapés

A choice of Canapés can be offered, priced at £3.95 per person

*Smoked Salmon with Horseradish Cream
Parma Ham and Red currant Jelly
Egg with Chives
Chicken Parfait
Prawn Cocktail
Cream Cheese and Sun Blushed Tomatoes
Stilton and Walnut
Mozzarella Tomato and Basil
Chorizo and Olive Tapenade
Smoked Haddock and Cucumber*

Alternative Drinks Packages:

We can offer alternative packages should you wish. Please ask our Food and Beverage Manager for further details.

THE ABBEY HOTEL

DRINKS PACKAGE

OPTION A

A Glass of Bucks Fizz as an arrival drink or as a toast to the Bride and Groom

OPTION B

*A Glass of Bucks Fizz, Pimms or Fruit Punch on Arrival
A Glass of Sparkling Wine for the toast*

OPTION C

*A glass of Bucks Fizz, Pimms or Fruit Punch on Arrival
A glass of House Red or White Wine with the Meal
A glass of sparkling wine for the toast*

OPTION D

*A glass of Bucks Fizz, Pimms or Fruit Punch on Arrival
Two Glasses of House Red or White Wine with the meal
A Glass of sparkling wine for the toast*

OPTION E

(Non Alcoholic Choice)

*A glass of St. Clement's cocktail on arrival
Fruit Punch on all guest Tables
Sparkling Grape Juice to Toast the Bride and Groom*

Champagne may be substituted for sparkling wine or any of the above options at an additional charge of £2.10 per person

THE ABBEY HOTEL

WEDDING PACKAGE PRICE LIST

	Drinks Package Options				
Menu Number	Option A	Option B	Option C	Option D	Option E
1	£31.50	£35.50	£39.50	£42.50	£35.50
2	£32.50	£36.50	£40.75	£43.50	£36.50
3	£33.50	£37.50	£42.50	£44.50	£37.50
4	£35.50	£38.50	£43.50	£46.50	£39.50
5	£35.50	£38.50	£43.50	£46.50	£39.50
6	£37.50	£39.50	£44.50	£48.50	£41.50
7	£39.50	£39.50	£44.50	£48.50	£41.50
8	£41.50	£44.50	£48.50	£51.50	£43.50

NOTES

1. *The prices shown above are inclusive of the menu of your choice, the drinks package of your choice and the extras detailed in our wedding package per person.*
2. *All prices shown are inclusive of VAT at the present rate of 17.5%*
3. *A deposit of £500.00 is required to secure any booking. This deposit is **NON REFUNDABLE***
4. *Full payment is required 28 days prior to the wedding. Any residual balances will be rectified after the reception.*

Who does What?

Brides Mother

- ❖ *Arranges printing of invitations and order of service*
- ❖ *Sends invitations*
- ❖ *Arranges Reception*
- ❖ *Orders Wedding Cake*
- ❖ *Orders Wines*
- ❖ *Hires Photographer*
- ❖ *Organizes florist for church and reception*
- ❖ *Orders cake boxes if required*
- ❖ *Orders favours if required*
- ❖ *Arranges display of presents*
- ❖ *Hires cars*
- ❖ *Contacts local newspapers for announcement*
- ❖ *Arranges entertainment for the evening*
- ❖ *Hires video recording services*

Bride

- ❖ *Chooses bridesmaids*
- ❖ *Selects dress for bridesmaids and herself*
- ❖ *Books hair appointment*
- ❖ *Lists preferred wedding presents*

Brides Father

- ❖ *Orders morning dress if required*
- ❖ *Prepares toast to "Bride and Groom"*

Bridegroom

- ❖ *Arranges ceremony*
- ❖ *Chooses best man*
- ❖ *Hires morning dress if required*
- ❖ *Orders flowers for the bride, bridesmaids and mothers*
- ❖ *Obtains registrar's certificate if needed*
- ❖ *Arranges travel for honeymoon*
- ❖ *Arranges cars to and from church*
- ❖ *Prepares response to "Bride and Groom" toast*
- ❖ *Prepares toast to the bridesmaids*

Best Man

- ❖ *Looks after the rings*
- ❖ *Ensures transportation of guests from church*
- ❖ *Replies to the bridesmaids toast*
- ❖ *Proposes toast to the parents*
- ❖ *Returns the bride's and groom's outfits*

Bridesmaids

- ❖ *Choose dresses with the bride*
- ❖ *Help the bride dress*
- ❖ *Chief bridesmaid takes charge of the bride's bouquet during the ceremony*

Cutting the Cake

The cake may be cut either before the bride and groom are seated or prior to the dessert course. Photographs may be taken by your guests. The cake will be taken away to be cut and served with coffee

Toasts and Speeches

The toasts and speeches are usually after the wedding breakfast. Keep them brief - too many are long and rambling! The reading of countless wedding cards can also make guests uncomfortable. These greetings to the bride and groom may, however, be displayed for guests to read. The speeches are usually in the following order:

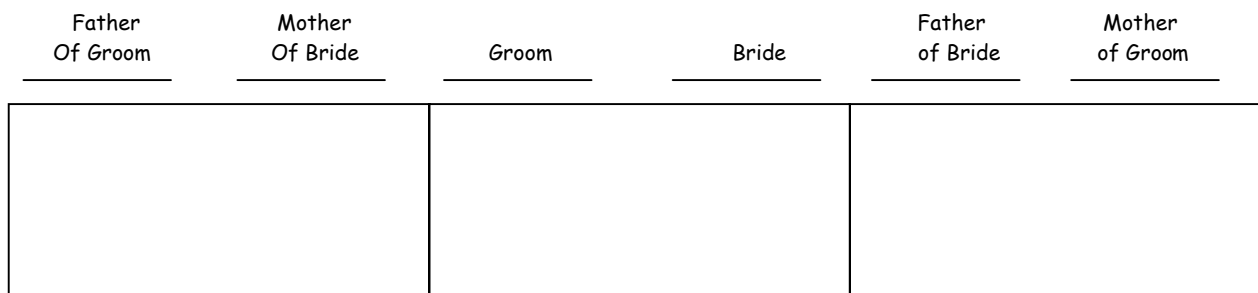
Father of the Bride: *The first speech can be made by the bride's father or a close relative or friend. The purpose of the speech is to propose a toast to the bride and groom. All the guests should stand and raise their glasses, repeating the toast to the bride and groom*

The Groom: *The groom responds on behalf of himself and his bride, thanks both sets of parents and includes an other "thank yous" he feels are required. He will finish by proposing a toast to the bridesmaids*

The Best Man: *He replies on behalf of the bridesmaids. His speech will conclude with the reading of the telegrams and important cards.*

A good web site for information on all aspects of wedding planning is www.hitched.co.uk

Traditional Top Table Setting



Chief Bridesmaid and Best Man traditionally take the seats next to the Father of the Groom and Mother of the Groom respectively.

Whether your wedding is formal or informal, there are certain traditions without which no reception would be complete.

A Toastmaster can contribute greatly to a smooth running of the reception, beginning his duties by announcing each of the guests as they arrive at the receiving line. We can arrange for a formal toastmaster or provide the service ourselves.

The tradition of the receiving line is to give all the guests the opportunity to congratulate the bride and groom on their marriage and also to thank their hosts - normally the bride's parents for inviting them to the wedding.

Following this, the guests normally make their way to their appointed tables. Ideally, a master table plan would be displayed in a prominent position and name cards placed at each table setting. Careful thought should be given as to who sits where. Friends and families of the bride and groom should be intermingled to prevent the guests from dividing into "his and her" camps. Try to arrange for older and closer relatives to be as near to the top table as possible.

After all the guests are seated, the bridal party - with the exception of the bride and groom - take their places at the top table.

When everyone is seated, the toastmaster will make the announcement: "Ladies and Gentlemen, your bride and groom, Mr. and Mrs. Smith". All the guests should raise their glasses, repeat the toast and drink to the happy couple.

It is traditional for the bride and groom to cut their wedding cake before seated (a Scottish custom) and once again the toastmaster will conduct the proceedings, perhaps announcing: Ladies and Gentlemen, may I have your attention please. The bride and groom will now cut the cake! The bride holds the knife in her right hand and the groom's right hand covers hers, then the bride puts her left hand on top. They make the first cut only and the cake is then taken away to be cut into small slices. After the cutting, the toastmaster will propose a further toast to the bride and groom.

If a priest or vicar is present he would normally be asked to say Grace. Otherwise, omitting or including Grace is dependent on a family's preference. It is, however, in keeping with a church wedding..

COMPASS HOTELS LIMITED

TERMS AND CONDITIONS OF BUSINESS FOR WEDDINGS AND FUNCTIONS

- 1 **The Abbey Hotel**, North Parade, Bath, BA1 1LF is part of the Compass Hotels Group. In this document, "Company" means Compass Hotels Ltd; "Hotel" means The Abbey Hotel, North Parade, Bath, BA1 1LF, and "You" means the client.

The following are the Terms and Conditions of Business of the Company which need to be agreed and signed by you and returned to the Hotel General Manager.

2 **Bookings:**

A provisional booking will be held for 14 days, but puts neither you nor the hotel under any obligation. The hotel will release the booking unless you confirm in writing within 14 days. A non-returnable deposit of £500.00 will be treated by the hotel as agreement of your booking, together with your letter of confirmation and a signed copy of these terms and conditions.

3 **Prices:**

Bookings taken more than 12 months in advance may be subject to price increases. All prices will be quoted inclusive of V.A.T. at the current rate, which may be subject to Government change without prior notice.

4 **Number of guests:**

An indication of numbers attending the function(s) will be required at the time of booking. These numbers should be confirmed or amended 12 weeks prior to the event to enable the second deposit to be calculated.

Four weeks prior to the event, you should advise final numbers. On this occasion you may reduce the numbers advised at 12 weeks prior to the event by up to 10% without penalty. A reduction in numbers over 10% will be charged at 25% of the agreed value per person.

On the day of the event, the total number attending or the numbers confirmed to attend at 4 weeks prior, whichever is the greater, will be the number charged.

5 **Payment:**

- 5.1 A further deposit of 50% of the anticipated full value of the function(s) will be payable 12 weeks prior to the event taking place; the balance of the anticipated full value of the function(s) will be payable 4 weeks prior to the event.

- 5.2 Any additional business during the event, not previously paid for, must be settled prior to departure.

6 **Cancellation:**

- 6.1 If you cancel the function(s), the following scale of cancellation charges will apply:
- Within 12 weeks of the date of the function(s) 60% of the anticipated full value
 - Within 8 weeks of the date of the function 75% of the anticipated full value
 - Within 4 weeks of the date of the function 100% of the anticipated full value

The cancellation date will be the date the written notification of cancellation arrives at the Hotel.

In every case the Hotel will try to re-let the accommodation and, if successful, any income received from the re-let will be fully deducted from the cancellation charge. If re-letting of the accommodation does not fully cover the cancellation charge, an account for the remaining amount will be sent immediately after the scheduled day of the event.

- 6.2 **Cancellation by the Company:**
 The Hotel may cancel the booking at any time and without any obligation to you in any of the following circumstances:
- If the Hotel or any part of the Hotel is closed due to circumstances beyond the Hotel's control;
 - If you become bankrupt or insolvent or enter into liquidation or have an administrator or receiver appointed over all or a substantial part of your assets;
 - If you fail to meet the deposit requirements for the reservation;
 - If the Company or the Hotel in its sole discretion believes the booked event, or you, might prejudice the reputation of the Hotel.

If the hotel cancels the booking, a full refund of any monies paid in respect of the function(s) will be given, issued in the form of a cheque through the Company head office.

- 6.3 Any disputed item or price contained in an invoice must be raised in writing with the Hotel within 7 days of receipt of the invoice. Disputed items will be dealt with separately from the remainder of the monies due, which must still be paid when due.

7 Use of the Hotel:

- 7.1 The costs of repairing any damage you or your guests have caused to the property, furnishings or equipment will be charged to you as the client organising and paying for the function(s).

- 7.2 The hotel cannot accept responsibility for loss of, or damage to, guests' property however caused.

- 7.3 **Licensing and Statutory Control -**
 Please remember that you, as well as the Hotel, are subject to statutory controls including those related to fire and licensing, which must be strictly observed.

- 7.4 The Hotel reserves the right to approve any externally arranged services or activities that you have arranged and cannot be held liable for any resultant costs. Any such costs will be added to the client's account.

- 7.5 No wines, spirits or foods brought into the Hotel may be consumed without prior consent of the Hotel.

- 8 As defined above, it is agreed that you are the client who will settle the account and not acting on behalf of a third party.

- 9 These terms and the agreement shall be governed by and construed in accordance with English law.

Signed:		Print Name:	
Position:		Company:	
Date:			

- **1 copy to be signed and kept for the Client's files**
- **1 copy to be signed and returned for the attention of The General Manager, The Abbey Hotel, North Parade, Bath, BA1 1LF**

Jun-04

*The Abbey Hotel, Bath Ltd.
 Registered Office:
 1st Floor, Suite 2, Tollgate House, 69 - 71 High Street, Harpenden, Herts. AL5 2SL*