



*Your Wedding
At
Lysses House Hotel*



Congratulations

We would like to offer you a warm welcome to Lysses House Hotel and congratulate you on your forthcoming wedding.

We appreciate that your wedding is a very special event and this booklet has been designed to help you in the planning of your day.

We will be delighted to offer our expert guidance and assistance in discussing any specific requirements you have to make your day a truly memorable one.

At Lysses House Hotel you can be assured of superb food, fine wines, friendly and personal service. Our staff will endeavour to meet your every individual request and ensure that you are free to enjoy your special day.

At Lysses House Hotel we are pleased to offer:

- Our undivided attention on your special day.
- Professional service, tailored to your individual requirements.
- A Wedding Breakfast of your choice.
- Drinks on arrival in the comfort of the lounge or relaxing on the garden terrace.
- Bud vases on all tables.
- Cake stand and knife.
- Changing room for the bride and groom. (Subject to availability).
- An extensive wine list.
- Full bar facilities.
- Use of our surrounding gardens, ideal for your photographs.
- Free parking for up to 35 cars. (Subject to availability).
- Complimentary accommodation for the bride and groom with full English breakfast in our Richmond Restaurant for the following morning.
- Preferential accommodation rates for guests attending your wedding reception.
- Evening reception venue.
- Evening entertainment arranged.
- We are licensed to hold civil ceremonies.

Suggested extras

Our recommended florist will be able to assist in all floral arrangements from the simplest of buttonholes to the most magnificent of entrance displays.

Balloons displays – balloons of all shapes, sizes and colours can make an attractive addition to your wedding room.

Please ask if you would like further information.

The Wedding Breakfast

Your wedding breakfast may be held in our Richmond Restaurant or the Hampshire Suite.

The Richmond Restaurant is situated on the ground floor and is able to cater for 68 people. You may choose your wedding breakfast from the menu selection or the buffet selection.

The Hampshire Suite is situated on the first floor and will seat up to a maximum of 98 people. You may choose your wedding breakfast from the menu selection or the buffet selection. The buffet will be presented in the adjoining Bristol Suite.

Provision on non standard menu items may incur an additional charge.

A menu price reduction of 50% is available for children under the age of 12. Meals for children under the age of 5 are free of charge. Special menus for children are available on request.

Room hire is charged for use of the hotel and its grounds.

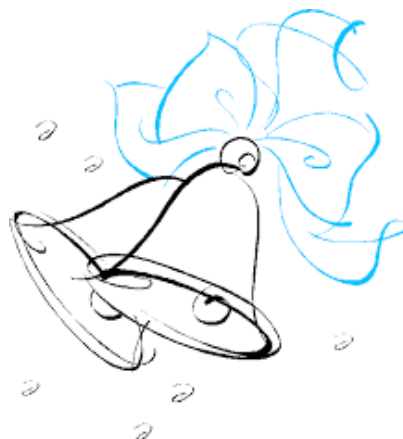
The Evening Reception

To complement your day we can arrange your evening's entertainment for up to 130 people.

Please choose from our selection of evening buffets. If there is no buffet taken an additional charge will be levied. Please see terms and conditions.

Bar facilities are available from 11am until 11pm. An extension until 12.30am is possible by prior arrangement only in conjunction with an evening buffet. There will be a small charge if extension is required. The High Street is a residential conservation area so unfortunately any further extensions cannot be obtained. Hotel residents may continue to drink for as long as they wish.

We will be happy to arrange a disco on your behalf for a charge. Our resident DJ continues to play until midnight. If you wish to provide your own DJ, they will need to provide us with a copy of their public liability insurance and electrical safety records. Alternative entertainment can be arranged if you prefer. Please ask for further information.



Drinks Selection

For Your Reception

As your guests arrive may we suggest a glass of one or more from the following list:

Band A

A fresh and tangy non-alcoholic punch

A selection of Amontillado, Cream and Dry Sherries

Band B

Jugs of fresh orange juice

Band C

Kir Royale

A dry sparkling wine with Crème de Cassis.

(This can be served with Champagne for an additional charge).

A light white wine punch with fruit

Bucks Fizz

Sparkling white wine and orange juice.

(This can be served with Champagne for an additional charge).

Mulled Wine

A delicious spiced red wine served hot

Red or White Wine

Pimms Cocktail

With Your Meal

Please choose from our extensive wine list.

Mineral water is available

For Your Toast

A glass of chilled sparkling wine or Champagne.

After Dinner

We have a wide range of liquers available, served with coffee or relaxing in the comfort of the lounge. As many guests will be driving, we provide drinks on sale or return basis, rather than a per person charge. Should you prefer something which is not on our wine list, please do not hesitate to discuss your requirements with us.

Unfortunately, we are unable to offer corkage.

The Wedding Breakfast

Starter Selection

Band A

A dice of avocado and mango set on a bed of seasonal lettuce leaves

A plum tomato and Mozzarella cheese salad drizzled with a basil and olive oil dressing

Band B

A trio of Galia, Honeydew and Cantaloupe melon spiked with fresh mint from the garden

Salad Niçoise with fresh pan fried salmon, French beans, olives, anchovies, tomato and new potatoes tossed with an olive oil dressing

A smooth duck liver terrine flavoured with brandy and port, served with Lysses home made chutney

Royal Greenland prawns bound with a chive and tomato mayonnaise served with a mix of seasonal lettuce leaves

A Portabella mushroom baked in the oven topped with a slice of goats cheese and drizzled with a walnut oil dressing

A Stilton cheese tart served warm and with a salad of walnuts, raisins, celery and lettuce leaves

Band C

Scottish salmon smoked over oak fires, thinly sliced and served with a pickled cucumber salad

A trio of smoked, poached and gravelax of salmon with a rocket leaf salad, dressed with a chive vinaigrette

Soup Selection

Band D

Carrot and orange soup with a coriander cream

A lightly curried roasted pumpkin soup

Field mushroom soup with crispy croutons

Tomato and fresh basil soup with a whirl of cream

Leek and potato soup with a cheese toast

Market vegetable soup finished with garlic croutons

Cream of watercress soup with snipped chives

Main Course Selection

Band E

A mix of courgettes, mushrooms and shallots bound with a port wine sauce and served in a delicate pastry case

A wild mushroom risotto topped with char grilled vegetables and finished with a chive flavoured butter sauce

A selection of seasonal vegetables, nuts and cheese wrapped in a herb pancake then coated with a mature cheddar cheese sauce

Band F

Poached chicken breast served with a tarragon and cream sauce topped with crispy bacon

Chicken breast wrapped with Parma ham, baked in the oven and set on a bed of sliced mushrooms finished with a port wine sauce

A classic roast chicken served with game chips and a thyme scented sauce

Fillet of salmon gently steamed, topped with a fine dice of tomato and mushrooms, finished with a white wine and cream sauce flavoured with dill

Band G

Roast rump of lamb cooked until pink and served with sundried tomatoes, shallots and basil, finished with a sauce infused with the cooking juices

Roast loin of honey glazed pork with roasted parsnips and carrots served with a red wine and sage sauce

A corn fed chicken breast roasted in garlic butter, served with a fine dice of ratatouille and a red wine sauce

Fillet of pork roasted in the oven with an orange scented butter finished with a prune and brandy sauce

Band H

Traditional roast sirloin of beef served with a Yorkshire pudding and finished with a rich red wine sauce

Duck breast roasted until pink, set on a base of honey roasted root vegetables and served with a Dubonnet scented sauce

Served with a selection of vegetables and a potato dish to complement the main course

Dessert Selection

Band I

A light and tangy lemon tartlet served with a duo
of vanilla and raspberry sauce

Summer pudding filled with raspberries, strawberries,
blackcurrants and blackberries served with a
spoonful of crème fraîche

A raspberry and white chocolate crème brulée topped with a brown
sugar crust and served with a crisp shortbread biscuit

Profiteroles filled with whipped cream and coated
with a rich dark chocolate sauce

Meringue topped with seasonal fruits and whipped cream,
served with a sharp raspberry sauce

Cold rice pudding with a hot toffee and nut sauce

Strawberry cheesecake served with a duo of vanilla and strawberry sauce

White chocolate and Archers mousse served with a chocolate chip cookie

A selection of farmhouse cheese with French stick or biscuits

Band J

Freshly brewed coffee and Petit fours



Wedding Buffet Selection

Buffet Menu A

Prime roast rib of beef coated with a herb crust

Poached fillet of salmon served with a basil mayonnaise

Slices of succulent turkey breast

Thinly sliced salami

A selection of salads to include:

Tomato and French beans tossed in a basil dressing

Lysses coleslaw

Oriental rice salad

Mixed green lettuce leaf salad

Carrot and nut salad with sunflower seeds

Hot new potatoes rolled in a chive butter

Profiteroles filled with whipped cream and topped
with a dark chocolate sauce

Fresh fruit salad

Coffee and Petit fours

Buffet Menu B

Hand carved buffet with

Roast sirloin of beef

A whole decorated poached Scottish salmon

Boneless chicken pieces marinated in a teriyaki sauce
then roasted in the oven

A whole gammon studded with cloves and honey roasted

A selection of salads to include:

Waldorf salad

Pasta salad with roasted pepper and pesto dressing

Prawn Niçoise salad

A curried rice and sultana salad

A cherry tomato and red onion salad

Hot new potatoes rolled in a chive butter

A selection of two desserts from the menu

Coffee and Petit fours

Evening Buffet Selection

Buffet Menu C

A selection of cheese with crispy French sticks, pickles, grapes and celery served with a selection of fresh fruit

Buffet Menu D

A selection of freshly made sandwiches

Sausage Rolls

Chicken Saté

Spinach and onion bhajis

Vegetable spring rolls

Vegetable samosas

Vegetarian quiche

Puff pastry canapés

A selection of crisps, twiglets and cheeselets

Buffet Menu E

As above with the addition of

Homemade pizza

Dim Sum

Goujons of plaice with a lightly curried tomato dip

Chicken drumsticks

Overnight Accommodation

All our 21 guest bedrooms are elegantly furnished and feature an en suite bathroom, remote control flat screen colour television with freeview, trouser press, hairdryer, tea and coffee tray and direct dial telephone.

Guests attending your wedding reception can do so at a special reduced rate per night including full English breakfast.

This special offer is available on Friday, Saturday and Sunday nights, so your guests can enjoy a short break for the same excellent value.

Check in time is from 3pm. If your guests require an early arrival please let our reception staff know and we will do our best to have the rooms ready for them as soon as possible.

Check out time is 11am. Again please let us know if any of your guests require a late checkout. This may not be possible, but we will always do our best to help.

Reservations are subject to availability and booking is only regarded as firm when payment in full for the first nights stay has been made or a credit/debit card number has been given as a guarantee.

Further terms and conditions apply. Please see our reception staff for more details.

Before you go

Why not have one final celebration and join us for a family Sunday lunch together before you all go your own way. Please ask at reception for availability and sample menus.

How To Book Your Reception

- **Please ensure you have read and understood our terms and conditions which are detailed in this booklet before booking your reception.**
- Decide how many guests to invite, depending on your budget.
- Choose a date and telephone:
 - The church and/or register office for availability.
 - Lysses House Hotel for availability.
- Arrange a suitable time to view our facilities.

Helpful Hints In Planning Your Wedding

Your wedding day is one of the biggest events of your life, so successful planning is of vital importance. The following checklist can be used as a guide to the traditional responsibilities of the wedding party. Please do not feel obliged to follow tradition. Many people organise their wedding based on personal preference, family circumstances and the size of their budget.

The Bride and Groom

- Choose your preferred date and decide the style of wedding: church or register office, formal or informal, large or small.

The Bridegroom

- Arrange the date and time for the ceremony and pay church fees.
- Arrange for the banns to be called or obtain registrar's certificate.
- Arrange and pay for transport to and from the church.
- Choose your best man, attendants and ushers.
- Make arrangements for your honeymoon.
- Purchase rings.
- Buy presents for bridesmaids, best man and ushers as a gesture of thanks for their help.
- Arrange flowers for your bride, bridesmaids and mothers and buttonholes for yourself and the best man.
- Prepare speech.

The Bride

- Choose bridesmaids.
- Choose dress and outfits for bridesmaids.
- Book hair and make up appointment.
- List wedding presents.

The Brides Mother

- Arrange the reception venue and handle the catering arrangements.
- In conjunction with the bridegroom's mother, draw up a guest list.
- Arrange printing of invitations.
- Send invitations.
- Make seating plan for reception and write out place cards.
- Order wedding cake.
- Arrange a photographer.
- Hire a video company.
- Arrange display of presents.
- Arrange buttonholes and flowers for the church and reception.

The Brides Father

- Pay for the reception, wedding dress, bridesmaid's dresses, cars (except the bridegroom's), photographer, church and reception flowers, invitations and press announcements.
- Order morning dress.
- Prepare speech.
- Give the bride away.

The Best Man

- Ensure the groom arrives at the church on time.
- Pay church fees on behalf of the bridegroom.
- Look after the rings.
- Organise cars to and from the church.
- Prepare speech.
- Read any greetings received at the reception.
- Return morning dress.

The Chief Bridesmaid

- Assist the bride to dress.
- Hold the bouquet during the ceremony.
- Organise the other bridesmaids.

The Ushers

- Organise seating of guests in the church or register office and distribute the order of service.

Before your big day it is a good idea to have a rehearsal of both the ceremony and for the bride and bridesmaids, your dresses, hair and makeup.

We will be happy to offer advice on catering arrangements, seating plans, order of ceremonies and anything else of which you may be unsure.



Reception Etiquette

On Arrival

Most receptions begin with an aperitif on arrival. It is a good idea to provide a non alcoholic alternative for children and those who may be driving.

The Receiving Line

Before the meal "The line up" takes place so the wedding party may officially greet their guests and have an opportunity to speak to everyone.

The usual line up is as follows:

The bride's parents, the bridegroom's parents, the bride and groom, the bridesmaids and ushers and finally the best man.

Suggested Top Table Seating Plan

This can be adapted to suit your own family requirements or to include bridesmaids and ushers if table arrangements allow.

Chief	Groom's	Bride's	Groom	Bride	Bride's	Groom's	Best
Bridesmaid	Father	Mother			Father	Mother	Man

Grace

This is normally said by the vicar or a close family friend at the beginning of the wedding breakfast.

Presents

We can provide a table to display your wedding gifts during the reception. We advise they are locked away overnight for safe keeping if you are staying in the hotel. We will provide you with a lockable room for this purpose but cannot accept responsibility.

Toasts And Speeches

These normally take place at the end of the meal and would accompany coffee and the cutting of the wedding cake.

Usual order of proceedings:

1. The best man introduces the bride's father who starts the speeches and proposes a toast to the bride and groom.
2. The bridegroom replies and thanks the parents and guests. He finishes with a toast to the bridesmaids.
3. The best man responds on behalf of the bridesmaids and reads any other greetings.
4. The bride and groom cut the cake.



Terms & Conditions

General

Our wedding package is based on a minimum of 40 adults. Should your party be below this number or you require just a reception or a civil ceremony please contact us for a tailor made package.

When an evening event is not required then a room hire charge of £400 will be applied unless the restaurant is vacated by 6pm. This must be previously agreed in writing.

There is no extra charge for evening facilities if a buffet is provided for at least 75% of all the guests attending. If no food is taken a charge of £400 will be levied.

All functions are required to finish by the time shown on the booking form.

The booking form represents the first part of the formal contract between Lysses House Hotel and the customer. These terms and conditions form the second part of the contract. Where there is a contradiction between the booking form and the terms and conditions then the booking form will take precedence.

Given the high cost of cancellation, customers are strongly advised to arrange insurance to cover any unexpected changes to plans.

Please help us respect the environment. Only bio-degradable confetti may be used in our grounds.

Booking

A provisional booking will be held for 14 days. We will always try to contact you before releasing the date.

A firm booking is only made when the correctly completed booking form has been returned together with the appropriate deposit.

Deposit

All deposits are calculated from the cost of the function as shown on the booking form.

A £500 deposit is required at the time of making a firm booking.

A further 50% of the remainder of the deposit is required to be paid twelve weeks before the date of the function.

The final 50% is required to be paid six weeks before the date of the function.

Deposits are non-refundable.

Notification of Numbers

Notification of numbers is required at the following times:-

At the time of the firm booking.

At the final meeting approximately 1 month prior to the event, along with any changes to the chosen menu and beverage requirements.

48 hours prior to the event.

Payment

Failure to make a payment by the due date will be assumed to represent a cancellation by the customer. We will always try to contact you before taking any further action.

The total cost will be calculated using the number of people attending or the number notified 48 hours prior to the event, whichever is greater, subject to the minimum of 40 adults.

All extras must be paid on the day of the event.

All prices are inclusive of VAT at the current rate.

Prices quoted at the time of booking, excluding the VAT element, will be held for a maximum of six months. VAT will always be charged at the rate in force at the time of the function.

The arrival drinks, wine and Champagne will be charged at the prices shown on the price list current at the time of the function.

Damage and Loss

Damage caused to the fixtures and fittings of the hotel by guests attending the event are the responsibility of the person making the booking. Any such damage will be charged in full. This includes any costs we incur to clean an area as a result of a wedding guest smoking inside the building.

Lysses House cannot accept responsibility for loss or damage to customer's property unless the loss or damage can be proved to have been caused by the negligence, wilful act or default of the management or its employees. Cloakrooms are not secure and notices to that effect are in clear view.

Valuable items may be accepted for safekeeping with reception at the discretion of the hotel.

Cancellation by the Hotel

If due to circumstances beyond our control Lysses House Hotel becomes unavailable for the booked event, then every effort will be made by the staff to find an alternative venue on your behalf.

If this is not possible then a full refund of the deposit payments made will be given.

Law

This contract is subject to the laws of England.

