

Your Very Own Special
Venue

Weddings



Dear

Thank you for your recent enquiry requesting information with regards to celebrating your wedding here at the The Ravensdene Lodge Hotel

I am delighted to inform you that we are one of the finest wedding venues in Gateshead. Our beautiful Dene suite can cater from 40-200 wedding guests with your own private function bar.

The hotel has 37 bedrooms, which means that your guests will be able to make a night of it! Special prices are available for guests wishing to stay in the hotel, please just ask for details.

Your wedding meal is prepared by our head chef, will be served by our excellent team and the event manager will always be on hand to ensure the smooth running of your day is the way you want it to be.

I have enclosed our brochure with information and menus, which I am sure you will find interest. Once you have had a chance to read through the information please allow us to show you the wonderful facilities we have to offer. We can then sit down and discuss your requirements in more detail and I can answer any questions you might have.

Yours sincerely

Events Manager

Wedding Events

Successful wedding receptions take a lot of careful planning and for this reason we like to feel that we can at least ease that burden by offering our advice during the months prior to your reception. From the first moment you contact us, we will be pleased to advise you on any aspect of your arrangements. In addition to this, our team of professionals will be totally entrusted to you on “the day” to ensure that the smooth and friendly service with which we pride ourselves is afforded to you.

To make your wedding day even more special, we have devised this inclusive package, which offers menus with choices for numbers to a maximum of 80 people for the meal. Should you wish to have an evening reception and dance; a room can be made available on the basis of the total number of guests at the evening reception taking your choice of buffet.

Wedding Service: The following services are included in the package cost with NO hidden extras.

☆☆☆☆☆ Complimentary 4 Poster room with full breakfast

☆☆☆☆☆ Use of our cake stand and cake knife.

☆☆☆☆☆ Linen table clothes

Children, are charged at half the package price (meal and drink) and shall receive either half portions of the chosen menu or select from the children’s menu plus the equivalent soft drinks package.

Accommodation: We will be happy to offer a minimum of 20% discount on rates for accommodation for guests attending the wedding reception; this is subject to availability at the time of booking. This rate is available the evening prior and after if required.

Evening Receptions: This is treated as a separate reservation. We will be delighted to cater for your evening reception and all guests must be included in this catering number. Buffets should not be used as a replacement for evening meals.

☆☆☆☆☆ This package will be reviewed annually and may incur changes to both the price and menu contents.

Wedding Deal for 2018

40 Guests Afternoon Reception and 80 guests for Evening Reception for £3000

Wedding Breakfast

- Room hire for Wedding Breakfast
- 3 course Wedding Breakfast

Drinks

- Glass of Sparkling wine for the Speeches

Evening Reception

- Room Hire for evening reception
- Free D J hire (House DJ)
- Evening 5 item finger buffet

Miscellaneous

- Wedding Coordinator/Planner
- Complimentary Four Poster Room
- Accommodation Discounts for guests
- Hire of cake stand and knife



Additional Guests can be added to this package at a supplement per head

Afternoon Guests £ 30.00

Evening Guests £10.00

CHOOSE ONE ITEM FROM EACH COURSE:

TO START:

BRIDE AND GROOMS CHOICE OF SOUP

Served with a crusty roll and butter

BISTRO SALAD

Mixed leaf salad with ham, cheese and boiled egg

SEAFOOD COCKTAIL

Crispy iceberg lettuce tossed with diced cucumber, with seafood in a light lemon dressing

TO FOLLOW:

ROAST TOPSIDE OF BEEF

Served with a rich roast gravy, homemade Yorkshire pudding, roast potato and a melody of vegetables

PAN FRIED CHICKEN BREAST

Served in a rich creamy tarragon sauce, with Mashed Potato and a melody of vegetables

ROAST LEG OF PORK

Served with a cider and sage sauce, new potatoes and a melody of vegetables

ROAST BREAST OF TURKEY

Served with chipolatas, roast potatoes and a melody of vegetables

POACHED SALMON FILLET

Served on a bed of Ratatouille

TO FINISH:

HOMEMADE APPLE CRUMBLE

Served with Vanilla Ice Cream

PROFITEROLES

Served with Chocolate Sauce

CHOCOLATE FUDGE GATEAUX

Served with Chantilly Cream

TOFFEE AND VANILLA CHEESE CAKE

Served with Fresh Cream

Coffee / Tea

Coffee or Tea with mints £2.95 per person

Drinks Packages

You are free to choose from one of our carefully elected drinks packages, however, if you prefer you can make your choices from our extensive list:

Selector no 1		£ 14.95
	Choice of Whisky, Vodka, Gin, Sherry or Soft Drink on arrival	
	One glass of classic house red or white wine with meal	
	One glass of house sparkling wine for the toast	
Selector no 2		£ 18.95
	One glass of house champagne on arrival	
	One glasses of classic house red or white wine with meal	
	One glass of sparkling wine for toast	
Selector no 3		£ 21.95
	Choice of Whisky, Vodka, Gin, Sherry or Soft Drink on arrival	
	Two glasses of classic house red or white wine with meal	
	One glass of house champagne for toast	
Selector no 4		£ 26.95
	One glass of house champagne on arrival	
	Two glasses of Australian Chardonnay or Shiraz with meal	
	One glass of house champagne for toast	
Children drinks package		£8.95
	Glass orange juice, lemonade or coke / diet (reception)	
	Glass orange juice, lemonade or coke / diet (meal)	
	Glass orange juice, lemonade or coke / diet (toast)	
Welcome drink for evening guests		
	One glass of house champagne	£ 8.95
	One glass of sparkling wine	£ 5.95
	Cup of mulled wine, traditional and warming	£ 4.95

- The above drinks packages are based on spirits 25mls, Wine 175ml, Champagne or Sparkling wine 125mls

Evening Receptions

Should you wish to have an evening reception and dance, a room can be made available on the basis of all of the total number of guests at the evening reception taking your choice of buffet. The following are buffet menu suggestions, which can be adjusted to your preference.

Evening Cocktail Buffet Selector

Mixed Sandwiches, Sausage Rolls, Mixed Pizza, Spicy Marinated Chicken, Vegetable Samosas, Vegetable Spring Rolls and sweet chilli dip, Garlic Bread Slices, Nachos with assorted dips, quiche slices, and Vegetable Crudités with dips

*** Select 5 Items £ 9.95 *Select 8 Items £ 12.95**

At a wedding evening reception it's customary to serve the Wedding Cake to all guests as an addition to the evening buffet menu. In addition to buffet selector the following items can be added

- Table Nibbles – Salted peanuts, dry roaster, Bombay mix, Kettle crisps or Nachos £ 1.95 each bowl
- Bacon roll or hot roll with tomato relish and mustard £ 3.50 per person
- Selection of local Cheeses and Oat Cakes £ 3.95 per person
- Tea / Coffee £2.50 per person

Cold Fork Buffet

£ 14.95 per person

Mixed Seafood Platter, Mirrored Sliced Meat Platter and Quiche Selection with bowls of coleslaw salad, pasta salad, cucumber and yoghurt salad, tomato and red onion salad, mixed leaf seasonal salad



Selection of daily dessert



Freshly brewed coffee or breakfast blend tea

Hot Fork Buffet

£ 19.95 per person

Chicken and mushroom Stroganoff, vegetable lasagne, Moroccan lamb in a mildly spiced tomato sauce, vegetables and noodles with sweet chilli sauce with baked potatoes and steamed basmati rice and Bowls of: Coleslaw cucumber and tomato salads and mixed leaves



Selection of daily dessert



Freshly brewed coffee or breakfast blend tea

Cold Carved Buffet

£ 28.95 per person

Poached salmon, carved meats: baked honey baked ham, roast sirloin of beef and roast turkey, Quiche selection, New potato salad, savoury rice salad, pasta salad, cucumber and mixed tomato salad



Cheese platter and daily dessert



Freshly brewed coffee or breakfast blend tea

Terms and conditions - Wedding venue hire

The contract

1. Your contract is with us, The Ravensdene Lodge Hotel.
2. We appreciate that on occasions someone else (such as a parent) may wish to make payments due to us on your behalf. We are happy to accept such payments, but please note that unless we agree otherwise with you in writing you are legally responsible for any payments due to us.
3. In these terms, “venue” means the venue at The Ravensdene Lodge Hotel where your wedding is agreed to be held, “wedding” also means (where applicable) a civil partnership, “wedding package” means the services relating to your wedding which we agree to provide to you; and “working day” means a day other than a Saturday, Sunday or public holiday in England when banks are open for business.

Making your booking

4. We may agree to you making a provisional booking with us, but this is not legally binding on either you or us unless and until a contract is entered into in accordance with paragraph
5. If, after receiving our quotation for your wedding package, you want to make a booking with us, you should within 28 days of the date of our quotation return your signed booking form and pay a deposit of 50% of your hire charge. Payments can be made in cash, by cheque or by most credit/debit cards. Please note that your deposit will not be refunded if you subsequently cancel a confirmed booking, as explained in paragraph 25 below. A contract is only formed between you and us when we accept your signed booking form and send our confirmation of booking letter to you. No booking application shall be binding on us and no contract shall be formed unless and until we send this confirmation. If we do not accept your booking application, we shall of course return your deposit.

Your wedding package

6. The general content of your wedding package shall be as set out in your quotation, or as otherwise subsequently agreed with us in writing. We may finalise certain details of your wedding package (for example, the exact numbers of guests to be catered for, and the menu for meals) with you in the period leading up to your wedding, in accordance with these terms.
7. We will not hire out the public areas of the hotel building, we cannot guarantee that no one else will be present in these areas at the same time as you and your guests. For example, our reception staff in the hotel may deal with other customers and enquiries from potential customers, and we cannot prevent other people from accessing the hotel or Lounge areas.
8. In our confirmation of booking letter we will provide you with an accommodation list to enable you to allocate and reserve bedrooms for your guests. This list will be required to be submitted to us, no later than 1 month prior to your wedding date. All reserved bedroom bookings must be made on our relevant terms and conditions (a

copy of which we will enclose with our letter) and are subject to an agreed price. Please note that, unless your guests book all of the bedrooms we have available at The Ravensdene Lodge, we are likely to have other customers staying overnight as well as your guests.

Price

9. Subject to paragraphs 10 to 12 inclusive, the price of your wedding package shall be as set out in your quotation.

10. If not all components of the price in the quotation are stated to be fixed (for example, because they depend on the number of guests to be catered for), the final price will be determined either in accordance with the quotation (for example, the charge "per head" for meals) or as otherwise agreed with us (for example, if there are any "extra" services not set out in the quotation which we subsequently agree at our discretion to provide to you).

11. If your wedding date is scheduled more than 1 year after the date of our confirmation of booking, we reserve the right to increase the price of your wedding package by up to 5% for each complete period of 12 months between these two dates.

12. All prices are exclusive of VAT. However, if the rate of VAT changes between the date the contract is formed between you and us and the date of your wedding, we will adjust the VAT you pay (and hence the overall price of your wedding package), unless you have already paid for your wedding package in full before the change in the rate of VAT takes effect.

Payment of balance

13. We will invoice you for the total price of your wedding package (less any deposit paid) approximately 28 days before the scheduled date of your wedding. You must pay our invoice in full no later than 14 working days from the date of invoice.

Your responsibilities

14. It is your responsibility to book the Registrar for your wedding. If you have not booked the Registrar before making your booking application with us, we advise you to do so as soon as possible after you have received our confirmation of booking.

15. You must confirm final catering numbers no later than 28 days before your wedding so we are able to raise a final invoice. Subsequent increases in numbers will be invoiced separately. Please note, no refunds will be given for any decrease in numbers. All weddings must include a Wedding Breakfast and drinks package; in addition weddings on a Saturday must include either Canapés or an evening buffet. If your actual number of guests falls beneath the minimum number set out in our quotation, we will still charge you for the minimum number.

16. You must provide us, by the dates we may reasonably request of you, with any other information we ask for (such as your final choice of menus) so that we may finalise the details of your wedding package and/or its price.

17. Only food and drinks supplied by the hotel may be consumed at your wedding, unless otherwise agreed.

18. You must comply with, and use your reasonable endeavours to ensure that your guests comply with, all of our reasonable instructions intended to ensure the safety of property and/or people at the venue.
19. You must provide your guests with such information we may reasonably request regarding arrangements to be followed at the venue (for example, in relation to car parking or the storage of valuables).
20. Any damage caused to the Venue, its equipment, contents or fittings will be invoiced directly to the couple immediately after the event.
21. We reserve the right to stop any activity which we reasonably believe is likely to cause damage to the interior or exterior of the venue or to risk the safety of people at the venue, and we will not tolerate any abusive behaviour by guests to any other guests or member of staff. We reserve the right to remove any persons acting inappropriately from the event.
22. If you include any images of the venue on your wedding invitations, you must ensure that you have the permission of the appropriate copyright holder.
23. Details of third party suppliers we provide to you are intended to help you in arranging other services to be provided in connection with your wedding. If you do engage these or any other third party suppliers, we accept no responsibility for their performance of services and you should take up any complaints with them directly. You are also responsible for paying their charges directly. We reserve the right not to allow into the venue any third party suppliers who do not meet our requirements intended to ensure the safety and welfare of property and people at the venue.

Cancellation by you

1. If you want to cancel a confirmed booking, you must do so in writing and the provisions in paragraph 25 shall apply.
2. We will use reasonable endeavours to “re-sell” the date to another couple. However, you must pay us any losses and costs we suffer because of the cancellation which were reasonably foreseeable to both you and us when the contract was entered into, whether or not we are able to resell the date. Depending on when you cancel, the cancellation charges you must pay shall be determined by reference to the table below. We will tell you the exact cancellation charges once we know whether or not we have been able to resell the date, and you must pay the charges within 20 working days of our invoice. Where the final price has yet to be finalised (for example, because you have not yet confirmed catering numbers), we shall base the cancellation charges on any minimum numbers set out in our quotation.

Length of time before your scheduled wedding day	Cancellation charge
More than 6 months	Amount of your deposit (ie non-refundable in all cases)
Between 3 and 6 months	Up to 50% of total wedding package price
Less than 3 months	Up to 75% of total wedding package price
Less than 1 month	Up to 90% of total wedding package price

Cancellation by us

26. We reserve the right to cancel your booking without liability to you and without any obligation to refund your deposit if:

- (a) you do not pay us the balance of your wedding package price by the date due for such payment; or
- (b) we have reasonable grounds to believe that you may not pay us the balance of your wedding package price by the due date and we have requested you to explain the position and you have not done so satisfactorily; or
- (c) we discover, before you have paid the balance of your wedding package price, that you have deliberately concealed information, or deliberately given us incorrect information, about your intended wedding in circumstances where (if you had not done so) it would have been reasonably foreseeable that we would not have accepted your booking; or
- (d) we have reasonable grounds to believe that your behaviour or that of your guests at the wedding is likely to result in damage to the venue or to our property and/or injury to people.

27. If we cancel your booking under paragraph 26, you must pay us any losses and costs we suffer because of the cancellation which were reasonably foreseeable to both you and us when the contract was entered into, whether or not we are able to resell the date. Depending on when we cancel, the cancellation charges you must pay will be determined by reference to the table set out under paragraph 25 above.

Events outside our control

28. Except as set out in this paragraph 28, we shall not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under our contract with you that is caused by events outside our reasonable control (such as serious damage to the venue, serious adverse weather conditions, a pandemic or epidemic, or interruption or failure of utility services such as electric power, gas or water). In these circumstances, we shall use every effort to notify you as soon as is reasonably practical. If, as a result of such events, we believe we have no alternative but to cancel your booking, the Ravensdene Lodge Hotel will refund any advance deposits that you have paid to the hotel; but the hotel will not accept any further liability or accountability for losses that you may incur.

Limitation of our liability to you

29. Subject to paragraph 30, our total liability to you for any loss you suffer will be limited to the total amount of money payable to us for your wedding package. We will not be liable for any losses which were not reasonably foreseeable to both you and us when the contract was entered into or for any losses that were not caused by any breach of contract or breach of statutory duty or negligence on our part.

30. Nothing in these terms excludes or limits in any way our liability for death or personal injury caused by negligence, or for fraud or fraudulent misrepresentation, or for any other matter for which it would be illegal or unlawful for us to exclude or limit (or attempt to exclude or limit) our liability.

Changes to the venue and/or your wedding package

31. We reserve the right to make changes to the interior and/or exterior of the venue between the time we accept your booking and the date of your wedding. For example, we may make changes to the décor and colour schemes of function rooms, and we cannot guarantee that the venue and its surrounds will be free from additional structures (such as marquees or scaffolding).

32. We will use all reasonable endeavours to ensure that no components of your wedding have to be altered. However, as a wedding plan is normally put together a long time before your scheduled date, we reserve the right to make changes to certain components if this is necessary to comply with safety requirements or other changes in law or relevant codes of practice, or to make other minor changes which we reasonably believe will not be to the detriment of your overall wedding experience.

33. We will notify you of any significant changes covered by paragraphs 31 and 32, but unless the change is one which is likely to fundamentally change the nature of your wedding experience we will not offer a refund, costs or compensation.

General

34. If only one person is making the wedding booking, that person confirms that s/he has the authority to make the booking on behalf of both persons intending to be married. Our contract will therefore be with both such persons.

35. Any error or omission in any information or document issued by us shall be subject to correction provided that the correction does not materially affect the contract.

36. You may not transfer any of your rights or obligations under our contract with you to another person without our prior written consent, which we will not withhold unreasonably. We can transfer all or any of our rights and obligations under the contract to another organisation, but this will not affect your rights under these terms.

37. If any court or competent authority decides that any of the provisions of these terms are invalid, unlawful or unenforceable to any extent, the term will, to that extent only, be severed from the remaining terms, which will continue to be valid to the fullest extent permitted by law.

38. No person who is not a party to our contract with you shall have any rights under or in connection with it.

39. All written communications by you to us must be sent by first class post to The Ravensdene Lodge Hotel, 55 Consett Rd, Lobley Hill, Gateshead, NE11 0AN or by e mail to info@ravensdenelodge.com (or to such other address that we may notify to you). We may send written communications to you at either the e mail or postal address set out in our quotation.

40. We regret that, other than guide dogs, hearing dogs and other assistance dogs, no pets or other animals are allowed in the venue or any of our other premises.

41. These terms shall be governed by English law and shall be subject to the non-exclusive jurisdiction of the English courts.