



## **WELCOME TO THE COMFORT HOTEL READING WEST**

Congratulations & thank you for requesting information about our wedding facilities here at the Comfort Hotel Reading West.

The details contained in this pack should answer any questions that you may have, however if this not be the case then please contact us.

We are able to assist with your plans for:-

A wedding ceremony venue for up to a maximum of 120 people (this number includes the Bride & Groom as well as 2 Registrars).

A Wedding Reception for up to a maximum of 100 people for a seated meal, or up to 120 people for a finger buffet.

An Evening Disco Party for up to 120 people to dance away the evening until midnight.

Whilst not making specific recommendations for other wedding services such as photographers, cake designers, stationery printers, car hire, balloon artists & florists we are happy to assist you with contact details for these people and others.

## **YOUR SPECIAL DAY**

### **CIVIL CEREMONY.**

As the Comfort Hotel is a licensed venue for Civil Ceremonies we are able to host your ceremony here for up to 120 people (including the Bride, Groom & 2 Registrars)

Once you have decided on the date for your special day & checked that we are available to host your event you should contact the **Superintendent Registrar** in Newbury. It is the Registrars responsibility to arrange 2 registrars to officiate at the ceremony.

All content of your civil ceremony must have no link to any religion. Therefore please check any music or readings that you may wish to use with the Registrar in advance of the day.

Please remember that we will need to reset the ceremony venue for your reception meal so please allow time in your planning for this to happen.

### **THE RECEPTION**

**Arrival Drinks:** - You have a choice of Bucks Fizz, Pimms, Sherry or Mulled Wine (especially good for winter weddings) on arrival at the hotel after the ceremony. Orange juice will also be served at this time for children & those who wish not to drink alcohol.

For an additional £6.50 per person, canapés can also be served at this time.

**The Meal:** - Choose your set meal menu from the choices on the following page, or choose one of the 2 fork buffet menus. Alternative dishes can be served to those requiring a special diet i.e. vegetarian, gluten free, etc.

## MENUS

Choose your set meal menu from the selection below.

However if you have a favourite dish or a menu that you like from a different venue we are happy to considerate & price it for you.

### **TO START**

#### *Prawn, Apple & Celery Tower*

With a zesty cocktail sauce

#### *Chicken Provence Parfait*

With a red onion marmalade & toasted brioche

#### *Melon & Parma Ham*

Drizzled with a balsamic vinegar & strawberry dressing

#### *Warm Goats Cheese & Asparagus*

En croute with a French dressing

#### *Soup of the day*

Your choice from our wide selection

### **MAIN COURSE**

#### *Roast Chicken Breast*

Wrapped in bacon with sage & onion stuffing & chipolata sausage

#### *Darne of Salmon Hollandaise*

With a crisp salad & minted new potatoes

#### *Braised Shank of Lamb*

Infused with redcurrant & rosemary on creamy mashed potatoes

#### *Sirlain of Beef*

Served Yorkshire pudding, horseradish sauce & a rich roasting meat gravy

#### *Grilled Mediterranean Vegetable Tower*

Topped with melted hallumi cheese & red pepper coulis

**ALL MAIN COURSE DISHES ARE SERVED WITH CHEF'S CHOICE OF VEGETABLES**

### **DESSERT**

#### *White & Dark Chocolate Pyramid*

With a honeycombe sauce

#### *Classic Lemon tart*

With a raspberry garnish

#### *Warm Apple Tart Tatin*

With sauce anglaise

#### *Classic Choux Buns*

Filled with Chantilly cream drizzled with a chocolate or toffee sauce

#### *Toffee, Maple & Pecan Cheesecake*

**FRESHLY BREWED COFFEE /TEA**

## FORK BUFFET MENUS

### **COLD BUFFET SELECTION**

Selection of cold meats to include

Roast Topside of beef  
Honey baked ham; Roast Turkey

Poached Salmon  
Prawn & Salmon Medley

Chef's selection of salads  
Tomato, purple onion & cucumber  
Tossed green salad  
Potato & chive salad  
Coleslaw  
Classic Caesar Salad

### **DESSERTS**

Chocolate Truffle Cake  
Raspberry Brulée Cheesecake  
Lemon Tart

### **HOT & COLD BUFFET**

Selection of cold meats to include

Roast Topside of beef,  
Honey baked ham, Roast Turkey

Chef's Selection of Salads as for  
Cold Buffet Selection

### **HOT CHOICE**

Chicken, Garlic & Basil Penne  
Beef Bourguignon & Rice  
Lasagne  
Chicken Korma  
Choose 2 dishes (other dishes can be  
suggested)

### **DESSERTS**

Chocolate Truffle Cake  
Raspberry Brulée Cheesecake  
Lemon Tart

## **FRESHLY BREWED COFFEE/TEA**

### **THE EVENING PARTY (until midnight)**

You are welcome to organise your own entertainment for the evening. However to ease your planning we are able to arrange your disco for you (cost from £290.00 )

## **EVENING BUFFET MENUS**

### **WEDDING PARTY MENU C**

£8.95pp inc vat

Assorted finger sandwiches  
Cocktail sausage rolls  
Mini spring rolls  
Crudities & Dips  
Egg Mayonnaise  
Seasoned Fries  
Breaded Onion Rings  
Chicken Satay  
Margarita Pizza

### **WEDDING PARTY MENU D**

£10.50pp inc vat

Selection of open sandwiches  
Coleslaw  
Potato Salad  
Prawn Cocktail  
Egg Mayonnaise  
Mini Pork Pies  
Sausage Rolls  
Salmon & Asparagus Quiche  
Crispy Duck Parcels  
BBQ Chicken Drumsticks  
Potato wedges & dips  
Chicken Yackatori

## WINE & DRINKS OFFERS

A copy of our wine list is included with this brochure, however the following items are available to function & event organisers at 'offer' prices. Usual calculation for wine quantity is 1 bottle for 3 guests (2 glasses each) 6 glasses per bottle for champagne or sparkling wine.

### **TABLE WINE**

#### **Echo Falls Californian wine**

WHITE	Pinot grigio	£10.95 per bottle
ROSE		£10.95 per bottle
RED		£10.95 per bottle

### **SPARKLING WINE**

BRUT		£13.95 per bottle
ROSE	(romantic Pink Champagne, ideal for a wedding)	£13.95 per bottle

**ORANGE/APPLE JUICE** £5.50 per 2lt jug

### **CORKAGE CHARGES**

WINE	70/75cl bottle	£7.50 per bottle
	1.5 lt bottle	£15.00 each

### **CHAMPAGNE/SPARKLING WINE**

	70 cl bottle	£12.00 per bottle
	Magnum	£25.00 each

It is not permitted to supply your own drinks other than wine & champagne as shown above.

## THE CHARGES

### **CIVIL CEREMONY**

ROOM HIRE	if the reception to follow is held at the hotel For more than 40 guests	£150.00
	If not holding the reception at the hotel or the reception is for less than 30 people	£350.00

Charges for the Registrars marriage licence etc must be confirmed with the Registrars office.

### **THE RECEPTION**

£35.50 per person, Inclusive of  
Reception room hire  
Arrival Drinks  
3 course set menu or fork buffet menu chosen from this brochure.  
Use of our Cake stand & Knife  
Red carpet arrival at the hotel  
Overnight Accommodation for the Bride & Groom.

Additional wines & drinks such as wine with the meal and for toasts will be charged as extras & can be chosen from our list to suite your taste & budget.

### **EVENING PARTY**

Room hire	£200.00
(The room hire charge will be waived when a finger buffet for 60+ people is served.)	

### **ACCOMMODATION**

Your guests are able to reserve accommodation at the hotel for a preferential tariff of £10.00 per room per night less that our weekend tariff (applicable for weekend nights only). They must confirm at the time of booking that they are attending your wedding. The reservation must be confirmed/guaranteed in the usual way by a credit card or deposit payment. Please remember that our cancellation policy is 4.00pm UK time the day prior to arrival any cancellations made after this time will be charged.

## **BOOKING PROCEDURES**

### **Provisional Reservations**

These will be held for 2 weeks, at which time you must either confirm or cancel your booking.

### **Confirmation Deposit**

Your reservation must be confirmed in writing, giving brief details of your plans. A deposit is required with your confirmation. All deposits & pre-payments are NON-REFUNDABLE & NON-TRANSFERABLE.

### **Final Details**

Your plans for the day must be finalised with us 4-5 weeks prior to the event. At which time a pro-forma invoice will be raised for the final balance payment, which must be settled 21 days prior to your function. The final number of delegates confirmed at this time is the minimum number that will be charged for. No refund will be given for a reduction in numbers after the final payment is made.

### **Cancellation**

Should it be necessary for you to cancel your reservation all pre-payments are non-refundable. A further charge maybe raised for cancellations made within 6 months of the wedding date. The hotel reserves the right to cancel your reservation for the reasons given in section 11 of the terms & conditions.

### **Insurance**

Your are advised to arrange your own insurance cover for the event in order to mitigate your costs in the event of a cancellation, illness, etc

## USEFUL INFORMATION

### Receiving Line

A receiving line at the entrance to the reception room gives all guests the opportunity to express good wishes to the happy couple.

If 'informality' is your wish then your receiving line may only be the BRIDE & GROOM.

However a more traditional receiving line is as follows

BRIDES MOTHER  
GROOMS FATHER  
GROOMS MOTHER  
BRIDES FATHER  
BRIDE  
GROOM

The following may also be included if you wish

Chief Bridesmaid  
Best man  
Bridesmaids

The above is only a guide & the decision as to who takes part in your receiving line or whether to have one at all is yours.

### Seating plan

Top Table (Traditionally)

Chief	Grooms	Brides	<b>GROOM</b>	<b>BRIDE</b>	Brides	Grooms	Best man
Bridesmaid	Father	Mother			Father	Mother	

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This can be adjusted to best suit your family/wedding party.

Your other tables can be arranged to best suit the room as well as your 'groups of guests'.

### Speeches & Toasts

Traditionally there are 3 speeches at a wedding reception, usually announced by a toastmaster of the Best man.

- ❖ 1) Brides Father (or whoever has 'given the bride away'. This ends with a toast to the Bride & Groom.
- ❖ 2) The Groom – Replies to the 1<sup>st</sup> speech on behalf of the couple thanking those who have assisted in the planning of the day etc. Ending with a toast to the bridesmaids.
- ❖ 3) Best man – Replies on behalf of the bridesmaids, thanks others for their help, uses a few amusing anecdotes & reads goodwill messages from guests unable to attend.

# Comfort Hotel

## TERMS & CONDITIONS

### 1. Proposals

The following terms and conditions of contract apply from the date of this contract confirmation. Written confirmation of a booking implies acceptance of these terms and conditions.

### 2. Payment

Payment shall be cash, cheques bankers draft or such credit cards that are recognised by the Hotel. The Hotel reserves the right to require payment of a deposit at any time prior to the holding of a function, the amount of which will be determined by the Hotel. Should the customer fail to pay such deposit within seven days of being asked to do so, the Hotel must treat the booking as having been cancelled by the customer. Full payment of all charges, including VAT, must be made to the Hotel at least 21 days prior to the commencement of the function.

### 3. Licensing and Statutory Regulations

The Hotel and functions within it are subject to Statutory Regulations including those relating to fire precautions and entertainment. The regulations must be strictly observed and a copy is available from the Administration Office. The provisions of the Licensing Act 2003 must also be observed in England and in Scotland the provisions of the Scottish Licensing Act 1976.

### 4. Third Party Personal Insurance

The Hotel shall not be held responsible for the death or bodily injury arising from any cause whatsoever to

- a. Person visiting the allocated room on behalf of, at the request of the customer, whether such death or injury occurs within the allocated room or in any other part of the Hotel.
- b. Persons employed by the Hirer during the period of hire whether such death or injury occurs within the allocated rooms or in any parts of the Hotel.

### 5. Cloaks and Personal Property

The Hotel does not accept responsibility for the property of customers or guests. Cloakrooms are provided for the convenience of the customers and guests but any goods deposited in the cloakrooms are deposited at the owner's risk and without any obligation on the part of the company. Insurers can be recommended by the Hotel to cover any function.

### 6. Equipment

The Hotel will assist clients, where reasonably possible with storage of equipment, etc. The hotel does not accept any liability for loss or damage to any item of equipment, furniture, stock or the like.

### 7. Professional Bodies and Performing Rights

The Hotel reserves the right to object to the employment by customers and guests of any photographer, band, musician or other persons in conjunction with any function and will without obligation be pleased to give customers and guests the benefit of their advice or recommendations in this connection. It shall be the responsibility of the customer that, where applicable, Performing Rights Society Forms are completed by any band, musician employed by the customer. All equipment used by performers at the Hotel must have the relevant safety certificates.

### 8. Corkage

No wines or spirits may be brought into the allocated rooms by customers or guests for consumption on the premises unless the prior consent of the Hotel has been obtained and for which a charge will be made.

### 9. Finishing Times

Functions are required to finish at the time agreed when the booking is made. Extensions to this time are at the sole discretion of the Hotel in any event, subject to the Licensing Statutory Regulations referred to in clause 2.

### 10. Re-Confirmation

The customer shall notify the Hotel not less than 4 – 5 weeks prior to the function, the anticipated number of guests attending. Amendments to the numbers must be notified to the Hotel no less than 48 hours prior to the function and final numbers should be not less than 90% of the number first booked. The amount payable by the customer shall be calculated 21 days prior to event and are based on confirmed numbers, given 4-5 weeks prior. The size of the function space allocated is based on the expected number of attendees, and in the case of more than a 10% reduction, the Hotel reserves the right to change the allocation function space or apply a surcharge.

## **11. Cancellations**

If the client cancels the function, the following surcharge charges will be due.

For cancellations between 52 weeks and 20 weeks prior to the date, the charge will be 20% of the estimated total account.

For cancellations between 20 weeks and 8 weeks prior to the date, the charge will be 50% of the estimated total account.

For cancellations between 8 weeks and 2 weeks prior to the date, the charge will be 80% of the estimated total account.

For cancellations less than 2 weeks to the date the charge will be 100% of the estimated total account.

The Hotel will endeavour to re-let the allocated function space and a reduction of the cancellation charge will be made if the Hotel is successful in re-letting part or all of the allocated space.

## **12. Non Arrivals**

Bedrooms reserved in conjunction with the function are subsequently cancelled or not taken up will be a subject to the cancellation policy set out in paragraph 11.

## **13. General Liability**

The Hotel will not be liable for any failure to provide the services contracted in the following circumstances;

A.

1. Industrial action by the Hotel employees

2. Industrial action by the staff of a major supplier

3. Fire, lighting, aircraft impact, explosion, riot or civil commotion, malicious damages, storm, tempest, flood, burst pipes, earthquake and impact.

4. Postal bookings which do not reach them

5. Breakdown of plant or failure to supply to Hotel of gas, electricity, water services, etc. Without prejudice to the foregoing and without incurring and liability against them, the Hotel to take all possible action to alleviate any such inconvenience.

B. The contract shall not be assignable

C. This contract shall be governed by and constructed in all respect in accordance with the law of the country in which the Hotel for which the booking is made is situated.

## **14. Damage**

The customer shall be responsible for any damages caused to the allocated rooms or the furnishings, utensils and equipment therein by any act, default or neglect of the customer, subcontractor or guests of the customer and shall pay the Hotel on demand

The amount required to make good or remedy any such damage.

## **15. Advertising**

Clients wishing to print details of the Hotel or its telephone number in any publication or advertisement must obtain written agreement from the Hotel management prior to doing so.

## **16. Hotel Proprietor's Act 1956**

This agreement does not affect any rights which the customer may have under the Hotel Proprietors Act 1956 where the Act applies.