

On Your Special Day

A Wedding at the Riverside Lodge is a magical experience. Everything will be planned down to the finest detail and your reception will be perfectly staged to receive yourselves and your guests. When planning your special day our Wedding Co-ordinator will help you to design and create the fairy tale wedding you always dreamed of, including the following special touches to make your day perfect.

Reception Drinks

A Reception Drink on arrival.

Wine

A choice of red or white wine can be served with your meal, together with a glass of sparkling wine for your Wedding Toast.

Please refer to Drinks Packages for more details.

Flowers

Fresh Flowers can be arranged to decorate the room and enhance the beauty of your special day.

Table Plan

Your Wedding Co-ordinator can supply a guest seating plan and place cards for your tables can be arranged.

Chair Covers and Table Linen

Chair covers and table linen for your wedding and reception can be arranged and made to match whatever theme you have in mind.

Changing Room

A changing room for the Bride and her bridesmaids will be provided free of charge.

Bar Facilities

Bar Facilities are available until midnight.

Wedding Ceremonies & Civil Partnerships

The Riverside Lodge is a romantic venue for a civil wedding ceremony.

Our civil licence means that you can be married and host your wedding reception all in one location.

The Riverside Lodge is licenced to hold civil wedding ceremonies in our superb Collingwood suite which can accommodate up to 200 guests. It's a splendidly elegant room with chandelier lighting and special stage area for entertainment.

Once you are married you can then have your reception and evening celebrations there too. Making your perfect day relaxed and stress-free.

Our Civil Ceremony package includes:

- Room Hire
- Order of the day
- Aisle Carpet
- Curtail Hire

To arrange your Civil Wedding Ceremony here at The Riverside Lodge please contact the Superintendent Registrar of the Registration District in which you live, to reserve your ceremony date and time.

Please note an additional Wedding Licence Fee will be payable direct to the Registrar.

Alnwick Registry Office Telephone Number: 01665 602870

Room Hire

Whether your Wedding is lavish in size or intimate and personal The Riverside Lodge can accommodate your every wish

The Collingwood Suite

Celebrate in our stunning Collingwood Suite in lavish surroundings that will not fail to impress. The suite holds up to 200 guests, our Wedding Co-ordinator will be happy to discuss seating arrangements to your specific requirements.

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|---|-------------|
| | <i>2015</i> |
| Room Hire (Reception and Evening) | £550 |
| Room Hire (Ceremony, Reception and Evening) | £600 |

Suggested Seating Plan

Our Wedding Co-ordinator will be delighted to discuss suitable table plans with you, from formal top table assembly to more informal settings designed to your liking.

At the reception the following is the usual formal order of the top table:

| | | | | | | | | | |
|----------|------------------|----------------|----------------|-------|-------|----------------|----------------|-------|------------|
| Best Man | Chief Bridesmaid | Groom's Father | Bride's Mother | Groom | Bride | Bride's Father | Groom's Mother | Usher | Bridesmaid |
|----------|------------------|----------------|----------------|-------|-------|----------------|----------------|-------|------------|

This line-up ensures that both families have the opportunity to speak to all the guests. Most receptions begin with a welcome drink for guests. Non-alcoholic alternatives are also provided for children and those driving.

Toasts and Speeches

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

The following is the usual order of proceedings:

1. The Bride and Groom cut the cake
2. Toast to "the Bride and Groom". This is normally proposed by the bride's father or a close relative or friend of the family.
3. The Groom replies on behalf of his wife and himself, thanking the guests and proposing a toast to "the bridesmaid".
4. The Best Man would then respond to the groom's speech on behalf of the bridesmaids. He would also read the congratulatory messages from relatives and friends.

Entertainment

Your wedding celebration here at The Riverside Lodge will be a unique and very special occasion. We are pleased to offer you entertainment for your reception and evening celebrations to enhance your day. We can help with a variety of entertainment. Individual requirements can be discussed with our Wedding Co-ordinator.

Enhancements

Let us help you make that day even more magical with unique aspects that we can source especially for you.

- Florists
- Balloons
- Chair Covers and Table Linen
- Hog Roasts
- DVD

Our Wedding Co-ordinator will be happy to discuss any extras you would like to have included for your special day, including any specific requirements you have.

We look forward to meeting you to discuss how we can help turn your dreams for the perfect day into reality.

Price List

- Ivory Cake Cloth £8.00 each
- Chair Cover & Bow Spandex £3.50 Cotton £4.00
- Ivory Napkins & Bow £1.50 each
- Organza Seat Bow £2.00 each
- Sweet Cart £150.00 (caters 100)
- Curtain Hire £50.00
- DJ Hire £190.00
- Riverside Vases & Flowers £6.00 each
- Riverside Vases Only £4.00 each
- Welcome Carpet TBA
- Table Holders & Numbers Complimentary
- Table Planner Easel Complimentary

Wedding Reception Menus

Menu A ~ £21.95

Homemade Tomato & Basil Soup
Roast Pork with Apple Sauce
Sage & Onion Stuffing
Served with Roast Potato, Potato,
Yorkshire Pudding, Baby Carrots &
Green Beans
Profiteroles served with Chocolate Sauce
Tea or Coffee

Menu B ~ £23.95

Homemade Tomato & Basil Soup
Roast Beef with Yorkshire Pudding &
Horseradish Sauce
Served with Roast Potato, Potato, Baby
Carrots & Green Beans
Strawberry Cheese Cake served with
Cream
Tea or Coffee

Menu C ~ £27.95

Homemade Tomato & Basil Soup
Smoked Salmon with Mustard & Dill
Dressing
Chicken Chasseur served with Roast
Potato's, Potato, Baby Carrots & Green
Beans
Tea or Coffee

Children's Menu ~ £9.95

Homemade Tomato & Basil Soup
Roast Pork, Beef or Chicken Dinner
Or
Chicken Nuggets, Fish Fingers or
Sausage, Chips & Garden Peas
Ice Cream

Evening Buffet Menus

Silver ~ £8.95

Hot & Cold Buffet

Assorted Sandwiches
Sausage Rolls
Cheese Flan
Corned Beef Pie
Spicy Chicken Wings
Potato Wedges
Chilli Rice
Green Salad
Home Made Coleslaw
Cheese, Pickles
Crisps
Vol-au-vents

Platinum ~ £12.95

Hot Buffet

Chicken Curry
Lamb Casserole
Leek & Potato Bake
Chilli & Rice
Roast Potatoes
Potato Wedges
Chicken Wings
Green Salad
Pasta Salad
Homemade Coleslaw
Selection of Bread Rolls

Gold ~ £10.95

Hot & Cold Buffet

Assorted Sandwiches
Sausage Rolls
Corned Beef Pie
Cheese Flan
Ham Platter
Indian Platter
Spicy Chicken Wings
Chilli Rice
Roast Potatoes
Potato Wedges
Green Salad
Home Made Coleslaw
Cheese & Pickles
Crisps
Vol-au-vents

Hog Roast ~ £9.00

German Buffet

Bronze ~ £6.00

Silver ~ £7.00

Gold ~ £8.50

Paper Plates Included with Napkins
and Cutlery

China Plates Optional at Extra Cost of
50p per plate

Drinks Packages

Bronze ~ £8.00

Bucks Fizz on arrival
Glass of Bubbly

Silver ~ £12.95pp

Bucks Fizz on arrival
1 Glass of either Red, White or Rose Wine to go with meal
1 Glass of Sparkling Wine to Toast the Bride and Groom

Gold ~ £14.95pp

Bucks Fizz on arrival
2 Glasses of either Red, White or Rose Wine to go with meal
1 Glass of Sparkling Wine to Toast the Bride and Groom

Platinum ~ £16.95pp

A glass of Pimms on arrival served with Cucumber & Strawberries
1 Glass of Sparkling Wine to toast the Bride and Groom
Two Glasses of house wine with meal – Red, White or Rose

Children's ~ £4.50

Fresh Orange or Lemonade on arrival
Fresh Orange with meal
Lemonade to toast Bride and Groom

Soft drinks will be offered as an alternative.

Soft drinks package upon request.

You may wish to offer your guests an alternative to those mentioned above at a supplementary charge.

Name(s) of Client: _____

Address: _____

Phone Numbers: _____

Standard Terms & Conditions

These terms and conditions aim to protect all parties through a better understanding of contractual and legal obligations of both the client and venue when confirming a booking.

Definitions: "R.L." shall mean The Riverside Lodge, Morpeth. The "Client" and "you" mean the organising body/company and organiser reasonable for commissioning of and payment of the event. Wherever used, the term "Wedding" is deemed to include Civil Ceremonies and Civil Partnerships.

Bookings/Reservations

a) All bookings are considered as provisional until the Contract is signed by both the Client and R.L. Once both parties sign the Contract, all such facilities and services reserved by the Client will be subject to the Terms & Conditions of the Contract. Once the contract is signed, and minimum numbers agreed, this will then constitute a legally binding contract.

b) The R.L needs to be advised in writing of the estimated number of guests and menus required at 6 months and 2 months before the function. 3 weeks before the event, final numbers must be given. This is the minimum number you will be charged for. If numbers attending fall more than 20% below those originally booked, the right is reserved to charge a cancellation fee. Any variation in booking, guest numbers and/or arrangements must be confirmed to R.L in writing.

Payment

At the time of placing the provisional booking, a room hire fee, agreed by R.L must be paid. This secures the booking of your event and is non-refundable if you later choose to cancel your event. 8 weeks prior to the event 50% of the full wedding must be paid. This payment is non-refundable if you choose to cancel your event after it is made.

The remaining balance is due 4 weeks prior to the event. Any cancellations after this date will be subject to R.L being able to negotiate third party costs.

Cancellation

a) If you are forced to cancel your booking for any reason we reserve the right to make a cancellation charge. The following charges apply:

6 months prior to event – minimum charge of 10% of the estimated event value in addition to deposit paid.

2 months prior to event – 50% of the estimated event value in addition to any deposit paid.

1 month prior to event – 75% of estimated event value in addition to any deposit paid.

N.B. These charges will be based on the minimum numbers agreed at the time of booking. Of course, R.L will endeavour to re-

sell the facilities to another party if successful, may waive a proportion of the cancellation charge at their discretion.

Clients are reminded that it is possible to take out cancellation insurance to cover such charges.

b) R.L reserves the right to cancel an event by notice in writing to the Client under the following circumstances:

i) If booking might, in the option of the R.L, prejudice the reputation of the R.L.

ii) If the Client is more than 30 days in arrears with any payment to R.L

iii) If the R.L becomes aware of any alteration in the clients financial situation.

iv) R.L, or any part of it, is closed due to circumstances beyond our control. In this event of a refund of any advance deposit will be paid, but R.L would have no other liability.

General Regulations

The client and all persons attending the function must comply with all regulations concerning licensing, Fire and Health & Safety and must ensure that the rights of the Performing Rights Society are not infringed. Hazardous or dangerous items by not be brought into the R.L, without prior permission. Should the Client wish to employ the services of any outside contractor (other than a Contractor supplied by R.L), the Client must so inform the R.L as soon as possible. R.L reserves the right to improve any externally arranged entertainment, services or activities that you have arranged.

It is the responsibility of the third party to provide all risk assessments and insurance for all activities conducted on site, all must be provided on request.

We regret that we cannot be responsible for the security of your property, though we will do our utmost to look after it. You will be held liable for any loss or damage to R.L's property and fittings (including any items hired by us for your use), or for injury to anyone including R.L's staff arising as a consequence of this booking. R.L reserves the right to charge for any additional services requested during the event if you do not adhere to agreed timings.

All prices are subject to change without notification.

Variations to these Standard Terms and Conditions must be agreed in writing by R.L, no oral representation or arrangements will be recognised.

This agreement shall be governed by and constructed in accordance with the laws of England and the parties hereby submit to the jurisdiction of the English courts.

By signing these terms & conditions you agree to the above rules & regulations.

Wedding Co-ordinators Signature _____

Customers Signature _____

