

# The Cedars Hotel, Stowmarket



## Wedding Information Pack

## **WELCOME TO THE CEDARS HOTEL**

*The Management and staff at The Cedars Hotel have a wealth of experience in organising and catering for wedding receptions for both large or small parties and have produced this brochure to give you some information about the facilities available at the Hotel as well as some general guidance regarding the wedding arrangements.*

*Above all, we recommend a visit to the Cedars to plan your big day. Please contact us and we will be pleased to arrange a convenient time to meet you and discuss your requirements in detail and help ensure that your wedding day is truly a day to remember.*



## **BANQUETING SUITE**

*The Gainsborough Suite is a multi purpose function and banqueting suite designed to seat up to 110 people in spacious, comfortable surroundings. The room has its own entrance adjacent to the car park, cloakrooms and bar as well as facilities for the disabled. The room is also available for evening receptions for up to 160 people at a cost of £145.*

*The Orwell Room is also available for afternoon receptions only (until 6 p.m.) for up to 40 people.*

## **MENUS / WINES**

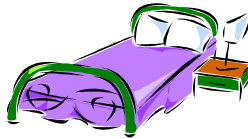
*Please find enclosed copies of our current Function Menu and Wine List as well as details of our Wedding Drinks Package. We regret that we do not allow guests to provide their own food or drink under any circumstances. Should you have any special dietary requirements or menu suggestions we will be happy to discuss them.*

## **BOOKING PROCEDURE**

*Having established availability of the facilities you require, we will be happy to accept a provisional booking for a period of up to two weeks to enable you to confirm your other arrangements (church, registrar etc.) An initial non –refundable deposit of £200 will then be required to confirm the booking with a further sum of £15 per head being required no later than three weeks before the event. For full booking conditions please see Page 7.*

## **ACCOMMODATION**

*The Cedars Hotel has 24 en-suite bedrooms and, as well as offering reduced rates for wedding guests wishing to stay overnight, we are pleased to offer the Bride & Groom a complimentary room for their Wedding Night (subject to prior booking)*



## **MASTER OF CEREMONIES**

*One of the Hotel management team will be on hand throughout your reception, if required, to act as Master of Ceremonies and assist you with the speeches and other formalities.*

## **FINISHING TOUCHES**

*We will be pleased to offer assistance / recommendations in the booking of car hire, disco / bands, flowers, photographers and wedding cakes.*

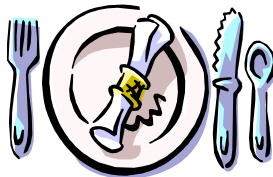
*A wedding cake stand and knife is available on free loan, subject to prior booking.*

*The Hotel gardens are ideally suited for photographs and an informal greeting area for drinks on the lawn (subject to weather!)*

*A number of seating plan options are available (subject to numbers) and we will be happy to discuss these as well as other details such as colour co-ordination of napkins etc.*

*To make your wedding night complete we are able to offer the following extras in the Bride & Groom's room:*

*Bottle of Champagne    £30      Chocolates and Flowers    £25*



## ***Terms and Conditions***

### ***CONFIRMATION***

*All bookings are considered provisional until confirmation in writing is received together with the required deposit.*

### ***CANCELLATION***

*The cancellation of any booking after confirmation has been received will result in a fee of 50% of the total expected revenue being payable to the hotel. At the discretion of the proprietors this may be reduced where the hotel is able to re-let the appropriate space.*

### ***NUMBERS***

*Final numbers must be notified at least 48 hours before the event and charges will be based on this number unless otherwise agreed with the hotel management.*

### ***DEPOSITS***

*An appropriate non re-fundable deposit will be requested at time of booking. For wedding receptions this will normally be an initial deposit of £200 followed by a further sum of £15 per head payable no later than three weeks before the date of the reception.*

### ***PRICES***

*You will be charged the prices current at the date of your function - not at the time of your booking. All prices are inclusive of VAT at 15% and are subject to any change in the rate of tax.*

### ***SERVICE CHARGES***

*We do not make an additional charge for service. Gratuities are entirely at the discretion of the customer.*



**WEDDING RECEPTION  
DRINKS PACKAGE 2009**

*Upon arrival*

<i>1 glass of sweet, medium or dry sherry</i>	<i>£ 1.65</i>
<i>1 glass of Bucks fizz</i>	<i>£ 2.10</i>
<i>1 glass of alcoholic punch</i>	<i>£ 1.95</i>

*(non alcoholic punch or fruit juice will be offered as  
an alternative @ 90p per glass)*

*With your meal*

<i>1 glass of House wine (red or white)</i>	<i>£ 2.25</i>
<i>2 glasses of House wine (red or white)</i>	<i>£ 3.75</i>
<i>House wine by the bottle</i>	<i>£ 13.50</i>

*Other wines are available - please ask to see our  
extensive wine list*

*To toast*

<i>Bottle of Sparkling wine</i>	<i>£ 14.95</i>
<i>Bottle of Champagne</i>	<i>£ 39.50</i>

**THE CEDARS HOTEL**  
*Needham Road, Stowmarket, Suffolk IP14 2AJ*  
*Telephone (01449) 612668*  
*[www.cedarshotel.co.uk](http://www.cedarshotel.co.uk)*