



YOUR CHOICE OF VENUE

Balgeddie House Hotel, superbly set in its own landscaped gardens has always enjoyed an enviable reputation for the quality of comfort, tranquillity and ambiance that you would expect from a good Country House Hotel, and has always prided itself on providing a consistent standard of service and cuisine.

The "Nairn Suite" is equipped with all the modern facilities necessary for guaranteeing a successful Wedding Reception.

In addition to the Nairn Suite, we have also created a magnificent Honeymoon room - "The Spencer-Nairn Suite", which boasts one of the finest views in Fife.

Apart from the spacious and luxurious furnishing in the bedroom itself, it also has a fabulous huge bathroom with double king size corner bath and a double king size shower all tiled in Italian marble.

The Wedding Service at Balgeddie House Hotel

We are able to offer the opportunity to have the wedding service at The Balgeddie House Hotel, whether a Religious or Civil Service, the charge is £300.00.

Making the Booking

Every wedding is a unique and individual experience and we will be happy to discuss your particular requirements for your special day. We will give you a full tour of our facilities and we are sure that you will be delighted with our venue.

When you have your preferred date we can reserve a provisional booking for up to 7 days thus giving you an opportunity to co-ordinate other arrangements. This means we would not release the date to any other party during that 7day period. After the 7 days we would then ask you to confirm the booking by signing our terms and conditions and also you will be required to pay a non refundable/transferable deposit of £300.00 which will be deducted from your final account.

When the deposit is received we shall write to you confirming the details discussed so far along with a copy of the terms and conditions for your records.

Keeping in Touch

After you have made your booking you are most welcome to call or visit the hotel as often as you like to talk over the different aspects of the day or to show friends and relatives the venue you have chosen for the “big day”, **however we do recommend making an appointment so as not to be disappointed.**

On the Day

When that day finally arrives we at Balgeddie will be looking forward to receiving and welcoming you and your guests. The Nairn Suite will be magnificently laid out and we will initially receive you in the main entrance of the house and show you to the lounge area. Hopefully it will be a fine sunny day and we shall open the doors to the patio on to the terrace overlooking the splendid gardens.

Your guests can enjoy refreshments while the bridal party will find no shortage of beautiful places to have photographs taken, knowing that all your guests and friends are relaxed and looking forward to the meal and speeches!

The Wedding Breakfast

When you are finished with photographs and you are ready we can either take the bridal party over to the Nairn Suite to form a “Receiving Line” and then invite your guests to come and be introduced to you, or, alternatively guest can proceed to the function room to be seated, we would then announce your arrival and ask guests then to be up standing to welcome you.

There are many different ways in which the order of the day can proceed and we would be happy to advise and discuss the sequence of events. This would include the cutting of the cake and the timings of any speeches. We can also provide you with a master of ceremonies to help and advise you throughout the day.

We are proud of our reputation for excellent food and organised professional service and our aim is to provide you with a memorable meal and pay particular attention to all details.

When the formalities are over we will invite your guests to use the other hotel facilities for a short time while we re-set the Nairn Suite for your evening reception.

The Evening Reception

Once the band or discotheque has set up we will ask you to return to the suite to greet your evening guests and to start proceedings for the Bridal Waltz. After the bridal party have been introduced and the first dance is over you can all head to the bar for well-earned refreshments!

Later in the evening, generally between 9-10pm a buffet would be served to your guests; all guests must be catered for. We will set the evening reception according to the numbers catered for.

Bar service can continue until Entertainment finishes, the latest being 12.30 am, allowing 30 minutes after to finish drinks and bid guests goodnight.

The Wedding Package

The wedding package is priced according to the final menu you select but also included in that price are:

- The full use of the Nairn Suite including the wee Nairn buffet room for the meal and evening reception
- Terrace and landscaped gardens for photographs
- Master of ceremonies
- Silver Cake Base and knife
- White Linen Napkins and Table Cloths
- Silver Candle holder with white candle
- Printed Menus and Table Plan
- Reduced accommodation rates for overnight guests
- Half Portions for children under 12 years at 33% reduction (under 3 yr old free of charge)
- Vat at Current rate
- Red Carpet Treatment from Start to finish

Numbers Attending

For weddings that take place between 1st May and 31st October on a Friday or Saturday the **minimum numbers are 70 adult meals.** For weddings at other times of year the minimum number is 50.

The maximum numbers that we can accommodate are 180 on round tables or 220 using long banqueting tables.

Hotel Accommodation

In total we have 20 bedrooms at the hotel including The Honeymoon Suite.

If you require the honeymoon suite, the reservation for this should be made at the same time that you book the wedding reception, and is subject to availability.

We offer reduced rates for guests attending the wedding, to be offered this rate guests would have to quote the bride or grooms surnames to be offered the discounted rate.

Bedrooms cannot be "block" booked. We would suggest that you inform guests wishing to take advantage of the discounted rate to reserve their rooms with the hotel at the earliest possible time to avoid disappointment.

Each bedroom reserved needs to be confirmed with a deposit of £20.00 per room, the names for each room are also required at the time of booking.

Additional Information

We can also provide you with assistance in sourcing additional wedding services such as a photographer, cake, car-hire, florist, band or disco.

For information we do not allow self catering arrangements, but would be delighted to discuss specific wine or food requests.

Please note that the evening buffet prices in this brochure are based on the purchase of the full wedding package and are not available at the prices shown on an individual basis. We will set the evening reception according to the numbers catered for.

Corkage charge when guests are supplying their own wine will be charged as follows;
Still wine £10.50 per bottle, Sparkling Wine or Champagne £13.50 per bottle.

Wedding Prices 2009

Price valid 1st April 2009 – 31st December 2009 inclusive

Menu A - £24.25

Cream of Vegetable Soup

Seasonal Melon and Refreshing Sorbet
set on a Pool of Raspberry Coulis

Fruit Juice: Apple, Cranberry or Orange



Scotch Steak Pie with a Puff Pastry Topping

Supreme of Chicken in a
Black Peppercorn & Red Wine Sauce

Cold Honey Baked Gammon Garnished
with a Crisp Seasonal Salad



Apple Pie with Vanilla Custard

Sherry Trifle with Butterscotch Cream



Freshly Brewed Coffee and Mints

Menu C - £27.50

Soup of Your Choice

Seasonal Melon with
Norwegian Prawns Marie Rose

Gateau of Haggis, Neeps and Chappit Tatties
with an Onion and Drambuie Sauce



Braised Rump Steak with Sautéed Onions

Escalope of Chicken in a Wild Mushroom
& Tarragon Sauce

Flaked Tay Salmon tossed in a
Crisp Seasonal Caesar Salad



Dark & White Chocolate Cheesecake

Chef's Sticky Toffee Pudding and
Vanilla Custard



Freshly Brewed Coffee and Mints

Menu B - £26.00

Red Lentil Soup

Chicken Liver Pate with Red Onion
Chutney and Oatcakes

Fruit Juice: Apple, Cranberry or Orange



Roast Topside of Scottish Beef
with Yorkshire Pudding

Poached Fillet of Tay Salmon with a Leek
and White Wine Sauce

Cold Smoked Chicken Breast Salad with Tossed
Cherry Tomatoes in Sweet Chilli Dressing



Chocolate Profiteroles

Strawberry Cheesecake



Freshly Brewed Coffee and Mints

Menu D - £28.00

Soup of Your Choice

Mushroom and Leek Tart Dusted
with Shavings of Parmesan

Fillet of Smoked Mackerel with a
Sweet Chilli and Ginger Dressing



Roast Scotch Sirloin of Beef
and Yorkshire Pudding

Escalope of Turkey
in a Creamy Leek and Mushroom Sauce

Avocado Prawn Salad with
Honey Mustard dressing



Dark Chocolate and Cointreau Mousse
with Chocolate Sauce

Stilton, Cheddar and Brie garnished with
Mini Oatcakes and Crackers



Freshly Brewed Coffee and Mints

Menu E - £29.95

Speyside Smoked Salmon with
Granary Bread



Leek and Potato Soup



Sautéed Scotch Fillet of Beef Stroganoff
with Spring Onion and Mushroom Rice



Chocolate Mint and Irish Cream Cheesecake



Freshly Brewed Coffee and Shortbread

Menu F - £30.55

Prawn Lobster and Crab Cocktail with
Lemon and Lime Mayonnaise



Champagne Sorbet



Prime Scotch Fillet of Beef Wellington
with Madeira sauce



Glayva and Orange Torte



Freshly Brewed Coffee with
Fudge, Tablet and Shortbread

Vegetarian Selector

Roasted Garden Vegetables Baked in a Filo Pastry, served with a Beetroot Coulis

Ricotta Cannelloni with Spinach and Goats Cheese served with Toasted Garlic Bread

Vegetable Casserole in a Sweet Spicy Tomato Sauce

Soup Selector

Red Lentil
Pea and Ham
Vegetable Broth
Chicken Broth
Leek and Potato
Cock a Leekie
Cream of Mushroom
Tomato and Basil
Carrot and Parsnip
Carrot and Leek
Cream of Broccoli
Cauliflower and Stilton
Carrot and Broccoli
Minestrone
Cream of Onion
French Onion
Chicken and Sweetcorn
Carrot, Turnip and Parsnip

Full Buffet Menu - £27.50

Starters Served at Your Table

Soup of Your Choice

Chefs Chicken Liver Pate



Cold Buffet Table

Tay Salmon

Roast Sirloin of Beef

Honey Baked Gammon

Supreme of Farmhouse Chicken

Selection of Salad Bowls: Potato, Coleslaw, Pasta, Beetroot and Onion, Spicy Bean

Hot Parsley Potatoes



Strawberry Cheesecake

Chocolate Profiteroles



Freshly Brewed Coffee and Mints

Evening Buffet Menus

Menu A

£5.65 per person

A Selection of Freshly Prepared
Assorted Sandwiches

Hot Sausage Rolls

Freshly Brewed Tea or Coffee

Menu B

£6.75 per person

A Selection of Freshly Prepared
Assorted Sandwiches

Chicken Drumsticks

Hot Sausage Rolls

Freshly Brewed Tea or Coffee

Menu C

£7.85 per person

A Selection of Freshly Prepared
Assorted Sandwiches

Vegetable Samosas

Cheese & Tomato Pizza

Hot Sausage Rolls

Chicken Goujons

Freshly Brewed Tea or Coffee

Menu D

£7.10 per person

Haggis, Neeps and Chappit Tatties

Or

Corn Beef Stovies and Oatcakes

Freshly Brewed Tea or Coffee

Drinks Packages

Selection A

£7.55 per person

Glass of House Wine plus a top up
served with the meal

Glass of Bucks Fizz

Selection B

£9.20 per person

Welcome Drink of Bucks Fizz

A glass of House wine plus a top up
served with the meal

A glass of Sparkling Wine
for the toast

Selection C

£9.60 per person

Welcome drink: Whisky, Sherry or Orange Juice

Glass of House Red, White or Rose
With a top up for meal

Glass of Bucks Fizz for the Toast

Selection D

£11.35 Per person

Choice of Welcome drink

(standard spirit and mixer, glass of house wine, bottled beers and draught beers)

Glass of House Red, White or Rose
Plus a top up for the meal

Guest's choice of Toast Drinks

(standard spirit and mixer, glass of house wine, bottled beers and draught beers)

Please note these buffet menus are based on the purchase of a full wedding package
Balgeddie House Hotel does not in routine circumstances offer evening only receptions.

Wedding Accommodation Tariff 2009

(Valid 1st April 2009- 31st December 2009)

Rates are per Room per Night

Inclusive of: Full, Bed & Breakfast

	Single Occupancy	Twin or Double Occupancy
Single bedded room (shower only)	£60.00	N/A
Double, Twin & Family (Bath & Shower)	£66.00	£82.00
Deluxe (Bath & Shower)	£74.00	£92.00
Honeymoon Suite (Jacuzzi Bath & Shower)	N/A	£130.00

Extra Bed in a room - £20.00 per bed including breakfast

Cot £7.50

Additional Breakfast £10.00 per person

Champagne Package

As an added extra you may wish to order the champagne package

Comprising of: a half bottle of: ***House Champagne,***

Strawberries (or alternative if out of season)

Chocolates and ***Sandwiches***

£47.50

We Strongly Advise

Booking All Your Accommodation Requirements

When You Book Your Wedding

Additional services which we offer

Chair Cover Fitting Service at £1.50 per cover

Canapés selection of: Three £3.95, Five £5.00



WEDDING RECEPTION TERMS AND CONDITIONS

(A booking can only be confirmed when this agreement is signed and returned to the hotel and deposit paid)

PRICES

The prices quoted in the wedding pack for the food and drinks packages are valid for Wedding Receptions held between 1st April 2009 – 31st December 2009 inclusive of VAT at 15%

PAYMENT

A **non-refundable** deposit of £300.00 is due within 7 days of provisionally reserving the date of the wedding. The deposit will then confirm the selected date, **Eight weeks prior** to the Wedding we require final details including menu and drinks packages. **Six weeks prior** to the Wedding we require 50% of the Wedding account to be paid.

The **final balance & final numbers** will be due **10** days prior to the wedding.

Any additional charges shall be settled upon departure. If the client has any queries on any part of the invoice, the undisputed balance of the sum must be paid on the date due and the balance on the resolution of the query.

The hotel reserves the right to withdraw credit facilities at any time without notice.

Minimum charge is from Banqueting Menu A, Drinks Package A and Buffet Menu A for all attendees

DAMAGES

The hotel reserves the right to charge the client for any damage caused by an attendee.

ROOM HIRE CHARGES

We are able to offer the opportunity to have the wedding service at The Balgeddie House Hotel, whether a Religious or Civil Service, the charge is £300.00.

CANCELLATION BY THE CLIENT

The Hotel reserves the right to make the following charges in the case of cancellation of a confirmed reservation.

- 1 At no point will the deposit be refunded (with the exception of a cancellation by the hotel)
- 2 For a cancellation made within 6 - 3 months of the date the fee is 50% of the anticipated charges. I.e. Meal, (menu A) Drinks Package A, Buffet Menu A, Ceremony and Accommodation.
- 3 For a cancellation received within 3 months of the date the fee is 75% of the anticipated charges.
- 4 For a cancellation made within a month of the date the fee is 100% of the anticipated charges.

ADJUSTMENTS

The minimum numbers catered and charged for in the Nairn Suite on Fridays and Saturdays between May - October is 70 people and for all other dates minimum numbers charged for are 50. In the event of anticipated final confirmed numbers falling short of these figures the numbers charged for will be 70 and 50 respectively multiplied by the cost of the menu chosen.

- (i) If a reduction in numbers is made before 10 days prior to the wedding, there will be no fee for the adjustment subject to minimum numbers

CANCELLATION BY THE HOTEL

The Hotel may cancel the reservation if -

- The Hotel or any part of it is closed due to circumstances outside of its control
- The client becomes insolvent or enters into liquidation or receivership
- If there is breach of these terms and conditions
- If the booking might prejudice the reputation of or cause damage to the hotel

In such an event, the Hotel will refund any advance payment (including the deposit) but will have no further liability.

MISCELLANEOUS

Entertainment, Flowers, Piper, Minister, Cake and Photographers are solely the responsibility of the Wedding Party. The Hotel will be glad to provide you with contact numbers of professionals whom we currently work with at no time be subject to liability should the hotel help the Wedding Party arrange any of these services.

ACCOMMODATION

- The Hotel cannot guarantee early check in. Normal check in time is 2pm Check out time is Noon
- Rooms cannot be block booked
- Rooms are sold on first come basis with a deposit of £20.00 per room. The Hotel will require individual names and addresses which are needed to guarantee the booking
- Special discounted rates are available to your guests attending the Wedding
- Cancellation Policy: > 1 month notice; Deposit shall be refunded
 < 1 months - & up to 24 Hours prior to arrival; Deposit shall be forfeited
 < 24 hours; 1st Nights accommodation shall be charged

Please date, sign and return to the Hotel.

We have read and agree to the terms shown above:

Signature:..... Date:.....
 Print Name:..... Date of Wedding:.....
 On behalf of:.....
 Address..... Telephone number.....

Please note: All accounts and correspondences will be to the Bride & Groom
All instructions and orders must be from the Bride & Groom

Balgeddie House Hotel, Balgeddie Way, Glenrothes (North) Fife Scotland KY6 3ET
Tel. (01592) 742511 Fax. (01592) 621702 email: info@balgeddiehouse.com