



Wedding Package 2010

Civil weddings and wedding receptions at Arrow Mill are something we do exceptionally well and over the years have gained an enviable reputation.

The perfect riverside location with lake and grounds for the photographs, the bars, courtyard and garden terrace for reception drinks before and after, and the Millstream Restaurant for the Wedding Breakfast. The quality of the food and service leave nothing to be desired and the menus offer a wide range of choices to suit the most discerning of Brides.

Arrow Mill is privately owned and when you come to Arrow Mill for your wedding arrangements you deal with a member of the family from the outset to the actual day. We aim to create a tailor made event for every wedding and are only too happy to offer ideas and make suggestions – we are here to make sure your special day is as perfect and relaxing as possible.

Throughout the planning we are here to guide you step by step and on your special day we will take care of all your guests to ensure you can relax and enjoy your day.

Our comprehensive Wedding Package makes it very easy for you to plan your wedding day at this wonderful wedding venue.

The Wedding Packages start at £36.00 per guest and the chosen menu includes welcome drink on arrival, cake stand & knife, sparkling wine for the toast and room hire charges.

The Arrow Mill can offer a choice of rooms in which to hold your ceremony or reception, The River Room, with its terrace overlooking the mill pool and the Millstream Restaurant which encompasses a panoramic view of the mill pool from its balcony. For more informal and smaller receptions the Millers lounge is available, at the other extreme, with over 50 acres of grounds, a marquee in the garden.

The River Room will seat up to fifty guests and the Millstream Restaurant up to a maximum of one hundred. A minimum charge is made should you wish to continue with an evening function and we would be happy to discuss your requirements or ideas.

Please see separate page for more detailed information with regard to Civil Ceremonies.

Prior to your booking we would be delighted to show you and your families around the Hotel and discuss your arrangements and plans informally. A provisional booking can be made without obligation and held on your behalf for fourteen days. Your written confirmation accepting our terms and conditions, together with a non refundable deposit of five hundred pounds will be required to secure your booking.

The Arrow Mill Wedding Package has been designed, and is available for twelve or more guests. We would be only too happy to quote on any special menu idea you might have or tailor a package to your requirements, regardless of numbers.

The prices quoted are applicable to Receptions held on a Saturday and the minimum number is 60 guests, this cost includes those items outlined in our package, if less than 60 guests a negotiable room hire charge will be made.

Kindly note that the suggested wedding breakfast menus are only examples and have evolved over time, children and guests with dietary needs cause us no problem and we would be only too pleased to quote for your own ideas or suggest additional menus to suit your budget. Please ask to speak with Simon, Chef Patron, for further information on current and alternative menu choices.

We also offer a wedding upgrade package should you wish for something a little more special along with an indication of cost to help you with your budgeting.

We are often asked if the Arrow Mill can be reserved exclusively for Weddings and is another choice for you to celebrate your wedding here at Arrow Mill and enjoy the benefits of Exclusive Use, which we highly recommend. This allows you sole use of Arrow Mill for your wedding day and the evening based on a minimum of 60 guests and includes use of all public rooms in the Mill for your marriage ceremony, Wedding Breakfast and evening reception, complimentary room hire, all accommodation and private use of the grounds. There is, of course, a minimum charge that we make for hiring the Arrow Mill exclusively and we would be happy to discuss your requirements with you.

~ Traditional Wedding Breakfast Menus 2010 ~

- Menu 1 -

Evesham Vale & Kitchen Garden Vegetable Soup

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Roasted Warwickshire Turkey, Bacon Roll, Chipolata, Cranberry Sauce and Seasoning

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Choux Pastry Profiteroles with Dark & White Chocolate Sauces

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Coffee and Chocolate Mints

£36.00

- Menu 2 -

Duck and Port Wine Pate,
Red Onion Marmalade and Toasted Granary Rounds

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Supreme of Free Range Chicken,
White Muscadet Wine, Asparagus & Ham

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Traditional Apple Pie,
Caramel Sauce and Butter Toffee Ice Cream

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Coffee and Chocolate Mints

£39.50

- Menu 3 -

Baked Button Mushrooms, Smoked Bacon,
Armagnac & Garlic Cream, topped with Melted Cheese

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Roast Sirloin of Beef with Warwickshire Puddings

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Raspberry and Chocolate Tart , Raspberry Sorbet

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Coffee and Mints

£43.00

- Menu 4 -

Italian Vine Tomato and Ham Soup

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Poached Delice of Organic Scottish Salmon
with Langoustine & Chive White Butter Sauce

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Roasted Quarters of New Season British Lamb
with Garden Herb Seasoning

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Individual Citrus Bavarois with Raspberry Coulis

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Coffee and Chocolate Mints

£47.00

- Menu 5 -

Finest Oak Smoked Scottish Salmon, Crayfish & Cucumber Salad

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Champagne Sorbet with White Peach Coulis

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Tornados Millstone

Whole Carved Fillet of Beef, Red Burgundy Wine & Smoked Bacon Sauce

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Passion Fruit Bavarois

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Coffee and Handmade Chocolates

£50.00

The above menus are only suggestions, we would be only too pleased to quote on your own ideas or suggest additional menus to suit your budget.

Children under ten years of age are charged half menu price and a cover charge of £7.50 is made for children under five.

~ Cold Carved Buffet Wedding Breakfast Menus 2010 ~

- Cold Carved Buffet Menu 1 -

Arrow Mill Soup of the Day

Three Fruit Melon Platter

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Roasted Warwickshire Turkey

Honey Baked Ham, Roast Sirloin of Beef

Assorted Pickles and Seasonal Salads

Buttered New Potatoes

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Traditional Old English Apple Pie & Ice Cream

Profiteroles with Chocolate Sauces

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Coffee and Chocolate Mints

£38.00

- Cold Carved Buffet Menu 2 -

Prawn Platter Marie Rose, Coarse Game Pate
with Red Onion & Bramble Jam, Toasted Rounds

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Roast Warwickshire Turkey

Honey Baked Ham, Roast Sirloin of Beef

Poached Scottish Salmon, Assorted Pickles and Crisp Seasonal Salads

Buttered New Potatoes

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Crème Brulee Cheesecake, Chocolate Torte

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Coffee and Chocolate Mints

£42.00

- Cold Carved Buffet Menu 3 -

Minted Melon & Mango Salad & Sorbet
Smoked Salmon & Peeled Prawn Platter Marie Rose

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Roast Sirloin of Beef, Honey Baked Ham
Smoked River Trout, Poached Scottish Salmon
Supreme of Coronation Chicken, Roasted Turkey
Assorted Pickles and Seasonal Salads
Buttered New Potatoes

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Chocolate Torte with Dark and White Chocolate
Summer Pudding & Cassis
Farmhouse Cheddar and Stilton Cheeses

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Coffee and Chocolate Mints

£45.00

- Cold Shellfish & Seafood Buffet Menu 4 -

Glass & and a Half of House Champagne with Canapés, Fresh Native & Pacific Oysters

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Baked Hand Dived Scallops with Garlic, Cheese and Chives

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½ Fresh English Lobster
Crevettes & Headless King Prawns
Oak Smoked Salmon & Gravavlax
Dressed Cornish Crab, Langoustine & Crayfish Tails
Smoked Fish Selection
Mussels, Clams and Seasonal Shellfish
Shell on Prawns and Shrimps
Poached Wild Salmon
A Selection of Fine Salads, Leaves, Mayonnaise's and Dressings

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Dessert, Coffee & Petit Fours

POA



Wedding Package Upgrades

Our Wedding package menu cost includes a reception drink as outlined and a glass of sparkling wine for the toast. You may wish to offer your guests Champagne as an alternative

House Champagne as an arrival reception drink or for the toast - per glass £3.75
Additional glasses & 'top ups' will be charged at our current wine list cost.

Canapés

4 Canapes £6.00

6 Canapes £8.00

The choice of canapés will normally be left to the Chefs discretion and below are some examples.

Cold

Smoked Salmon & Cucumber Crème Friâche
Curried Crab Mayonnaise on Toasted Brioche
Petit Caponata & Parma
Duck Parfait & Onion Marmalade

Hot

Thai Spiced Marinated Chicken
Mini Vegetable Spring Rolls
Tempura Prawns
Apricot & Bacon Bite

Sorbet £4.00

As an additional course

Fish course from £4.95

Late Supper Buffets

Supper Buffet 1 £6.50

Bacon Baps & Sausage Sandwiches
Cheese & Tomato Baguettes

Supper Buffet 2 £7.50

Roast Beef & Onion Baguettes
Roast Chicken & Stuffing Bloomer Sandwiches

Cheese & Pate Table £8.00

Crusty bread & Pickles

The above Supper Buffet menus are in addition to the main evening reception buffet and are not offered as a standalone evening buffet option.

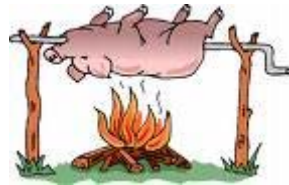
For Supper menus we recommend catering for all or at least 80% of your guests attending an evening function.

Evening Functions

A minimum charge is made should you wish to continue with an evening function and we would be happy to discuss your requirements or ideas.

Our most popular choice for an evening buffet following a reception is without question, our 'Spit Roast' Buffet menu.

The total cost for the Spit Roasted Pig menu, including room hire charges and the use of the River Room, Gun Bar and Millstream Restaurant is **£1650.00** including vat. This is sufficient to cater for up to 120-130 guests and is far more substantial and better value than the finger buffet style menus we offer.



~ Spit Roasted Hog Buffet~

Carved in the River Room Restaurant

Selection of Crisp Seasonal Salads
Buttered New Potatoes and Crusty Rolls
Apple Sauce and Seasoning
Dressings, Pickles, Sauces and Relishes

Evening Buffet style menus are available and range in cost from £14.00 per person upwards and examples are available on request. In addition a room hire charge of £600 is made.

Please note that if you choose to have a Pig Roast only as a "standalone" function, a room hire charge of £600 will be incurred. This room hire charge may be waived for non Saturday bookings.

~CIVIL CEREMONIES~

The Arrow Mill has been approved by Warwickshire County Council for the solemnisation of Civil marriages and partnerships.

Ceremony Rooms

Here at Arrow Mill we offer a range of ceremony rooms, from 20 guests up to 90 guests (Including Registrars and marrying couple). The rooms and their maximums are as follows:

Millers Lounge	40 persons
River room	92 persons
Millstream Restaurant	60 persons

Room Hire Charges

Millers Lounge	£150.00
River Room	£200.00
Millstream Restaurant	£250.00

Music

The registrar will advise the type of music that can be played during your ceremony.

Food and Drink

No food or drinks are allowed by law in the marriage room 1 hour prior to the ceremony or during the ceremony.

Photographs

Photos may be taken after the ceremony is completed, but they are not allowed during the ceremony. A video camera may be used during the ceremony so long as prior arrangements have been made with the Registrar.

The local register office is Warwick, they can be contacted on 01926 494269 for availability and current costs and certificate fees. All arrangements for the Civil Ceremony are confirmed by the Registrar's office.

ARROW MILL

TERMS AND CONDITIONS/CANCELLATION POLICY

All confirmed bookings made by customers in respect of suites or rooms are accepted by the Arrow Mill Hotel upon the following terms and conditions.

❖ 1. General

The hotel will not be held responsible for any act of non-provision of services supplied by a third party.

It is recommended that all guests take note of the fire procedures.

Any damage to the hotel fittings in any way will be the financial responsibility of the event organisers. The customer shall be responsible for any damage caused to the Hotel or the furnishings, utensils and equipment therein by the wilful act or default of the customer or guests of the customer and shall pay to the Arrow Mill on demand the amount required to make good or remedy such damage. Arrow Mill holds full public liability and any third party booked by the bridal party must have their own public liability insurance for such events.

No liability will be accepted from whatever cause for any goods and personal belongings left or placed in or on the hotel and premises.

❖ 2. Children

It is the total responsibility of parents/guardians to ensure the safety of their children and their good conduct with respect to other guests and the contents of the hotel (see point 1 above re: damages). Children must be supervised at all times.

❖ 3. Deposits, Confirmation of Booking and Contract

Provisional bookings are held for two weeks before a Deposit is required to secure the reservation. The date of your function will be confirmed by the payment of a deposit of £500 for Wedding and 20% of the package price for an Exclusive Use Wedding. This fee will be set off against the final account balance when it becomes due. On an Exclusive Use Package, we also require £50 per bedroom. We have the facility to charge your guests for bedrooms at either the full price or a charge decided by yourselves. All deposits will be deducted from your pro-forma Invoice. All deposits are non-refundable and non-transferable (see below). The date will **not** be secured until such payment is received.

Once your confirmation and deposit is received, we will draw up a contract which will require you to sign that you have read and accepted these terms and conditions. One copy to be returned to us.

❖ 4. Cancellations

Once initial confirmation has been received, all cancellations or amendments must be advised in writing to the hotel.

Where a cancellation of event or reduction in numbers for a wedding, accommodation or pre-booked facilities is made, the following charges will apply:

Over 9 months before date of event Loss of deposit
6 - 9 months before date of event 30% of anticipated revenue
3 - 6 months before date of event 60% of anticipated revenue
1 - 3 months before date of event 90% of anticipated revenue
0 - 1 month before date of event 100% of anticipated revenue

A postponement will be treated as a cancellation. Deposits are not transferable to a later date.

The hotel will make every effort to resell the space for a similar sized event. Should this be possible we will waive all such cancellation charges excluding the initial deposit paid.

We strongly recommend that you insure yourself against any cancellation or reduction in numbers.

The hotel reserves the right to cancel any booking, without any liability on its part, in the event of damage, flooding or destruction to the hotel and grounds, strikes, or any other cause beyond the control of the hotel.

❖ **5. Prices**

All Package and other prices include vat and are current for that year. Prices are subject to variation. Where a Reception is booked more than six months in advance, prices will be firmly fixed at the prices prevailing at the 'final arrangements' meeting approximately 6 to 8 weeks prior to the function date. If a brochure is not available for the year the booking has been made, package prices cannot be confirmed for that year until the brochure has been sent out and a contract agreed.

❖ **6. Final Numbers**

Final numbers are to be advised at least six weeks prior to the date and this will be the number of meals to be charged in full on the pro-forma invoice. Should numbers fall, the hotel reserves the right to charge for the original number booked. Once final numbers are given, a final seating plan will be agreed with the Arrow Mill.

❖ **7. Settlement of Account**

A pro-forma invoice for the cost of the package price based on accurate numbers given and any extras ordered, will be due for settlement 21 days prior to the event. Invoices for any additional services should be settled either on departure or by arrangement within 14 days. It is agreed that any food, drink or services not mentioned in the contract but asked for at the hotel will be paid for when the bill is presented. A surcharge for handling credit cards will be automatically charged 3.5%. No handling fee is applied for debit cards. For any outstanding balances we reserve the right to charge interest at 2.5% for each 28 day period. Any items missing from the pro-forma will be added to the extras invoice to be paid on departure. Any further charges found to be incurred will be charges.

❖ **8. Arrival and Departure Times**

These do have to be strictly adhered to. Please pass on departure times, check-in and check-out times to your guests. Check-in time is 3-00 pm and checkout time is 11-00 am. Earlier check-in times may be possible with advance notice.

❖ **9. Final details and Pro-forma Invoice**

Six to eight weeks prior to the Wedding, we will discuss the format of the day and take your instructions regarding the upgrading of any aperitif, wines, etc. At this stage, for Exclusive Use Weddings, we will require room allocations and 50% payment on account.

❖ **10. No-Smoking Policy**

By law, a no-smoking policy operates everywhere within Arrow Mill, and includes the hotel bedrooms. An additional charge will be made to cover any extra cleaning costs incurred or the full room tariff if we are unable to let the room.

❖ **11. Licensing Restrictions**

Our normal licensing restrictions apply – music and entertainment must conclude by 12.30 am. An additional charge is made by Arrow Mill for the PRS fee of £15.00 when a disco is booked at the hotel. The drinks service must finish by 12.00 midnight, regardless of any guests being residents in the hotel. Non-Residents must depart by 1.00am. Please do not expect the hotel to arrange taxis for your guests.

❖ **12. Maximum Numbers**

We reserve the right to alter rooms for the Ceremony and Dining depending on guest numbers (as best fits the numbers involved).

❖ **13. Confetti/Table Decorations**

The throwing of bio-degradable confetti is allowed well away from the Mill and Terrace i.e. not on the lawn, directly outside the front door, courtyard and terrace. Rose petals are preferred. As it is necessary to clear this up by hand, a clean up charge of £100 will be made if this is not adhered to. Please advise photographers and guests accordingly. The use of plastic table confetti is also not acceptable.

❖ **14. Ceremony and Dining Rooms**

Please note that the Ceremony Room is prepared to take a number of guests seated and the rest standing. We cannot guarantee a time on the day of the Wedding when the Dining Room will be ready for the positioning of name cards, favours, etc. Our usual procedure is for the Bride to organise a day/date when these items will be handed over to the Wedding Coordinator who will take full instructions from the Bride regarding the decoration of tables. This also applies to the Cake Maker and the Florist who should liaise with the Arrow Mill via the Bride regarding a suitable time to arrive on the day.

❖ **15. Provision of Alcohol**

We do not allow guests to provide their own food or drink that was not purchased on the premises to be consumed within the Hotel. This includes bedrooms, balconies and grounds. No exceptions of any kind are made in this regard. We choose not to offer a 'corkage' facility. The hotel will make a charge to the bridal account automatically or that of individual guests if this policy is not adhered to, and if any objection is made to this, the guests will be asked to leave the premises and outstanding charges will be made to the bridal account.

❖ **16. Delivery of goods**

The customer shall not deliver or arrange delivery of any goods or materials to the Hotel unless on hand to accept the delivery or have made prior arrangement with the Hotel. The Hotel cannot accept responsibility for the property of customers or guests of the Hotel. The customer shall not store or place in the Hotel or other buildings on the site or in the grounds any flammable, combustible or objectionable substance or liquid.

Should you have any queries relating to the above conditions, please do not hesitate in contacting us to clarify any points.