

THE

\*\*£999.00\*\*

WEDDING PACKAGE

2019 & 2020

THE EDGBASTON PALACE  
HOTEL

198 - 200 Hagley Road

Edgbaston

Birmingham

B16 9PQ

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# INTRODUCTION

We would like to welcome you to the  
**EDGBASTON PALACE HOTEL**

Thank you for considering to hold your wedding here.

This pack has all the important information you need.

We will be delighted to show you around, without obligation.

To organise a viewing just call.



# A brief summary of this offer

Wedding breakfast minimum 40 Adults.

Children charged at £9.00 - UNDER 10'S

Evening buffet up to 60 guests.

Evening Disco.

Use of cake stand and knife.

The hire of our banqueting suite from 4.00pm -  
10.00pm.

White table linen & napkin

All crockery & cutlery.

Complimentary double room for the bride & groom  
including breakfast.

Staffed bar.

Free parking for all

(Vehicle must be registered on reception on arrival)

# Wedding breakfast menus

Please choose a \*menu from the following:

## Menu 1

STARTER - Homemade Tomato soup with warm bread roll and butter (V)

MAIN - Chicken breast roasted and smothered in a creamy white wine and mushroom sauce, served with seasonal vegetables and sautéed potatoes

DESSERT - Sticky orange polenta slice with spiced plum sauce (V)

## Menu 2

STARTER - Caramelised roasted vegetable bruschetta and salad (V)

MAIN - Pork loin steak slow cooked with an apple and cider sauce served with seasonal vegetables and mashed potatoes

DESSERT - Lemon cheesecake with a fresh fruit coulis (V)

## Menu 3 - vegetarian and gluten free

STARTER - Mushroom risotto (V)

MAIN - Asparagus and cheese pancakes served with seasonal vegetables (V)

DESSERT - Tiramisu (V)

## Children's menu - £9.00 (Choose 1 options for all)

NO STARTER

MAINS: Chicken Nuggets & Chips

Tomato & cheese pasta

Fish fingers & Chips

DESSERT: Ice cream

\*Menus cannot be mixed or matched and all dietary requirements are catered for

# Evening buffets

Please choose a \*menu from the evening buffets below:

## Menu 1

BBQ pulled pork roll

Cheese and onion slices (V)

Chips (V)

## Menu 2

Homemade pizza assortment (V)

Sausage rolls

Potato wedges (V)

## Menu 3

Selection of Quiche (V)

Chicken drumsticks

Assorted sandwiches (some (V))

\*Menus cannot be mixed or matched and all dietary requirements are catered for

# Conditions of the offer & extras

Monday to Thursday.

Not available on Saturdays.

Offer available on Friday or Sunday also, for a premium of £200.

Extra guests for wedding breakfast £50 per head.

Tea and coffee self serve station available at a charge of £2.00 per guest.

Function starts at 4pm when food is served .

Extra guests £25 per head for the evening buffet.

Evening buffet (which is self service) is available between 7-8pm.

Civil Ceremony room can be hired for 40 guests for £250.00 with the ceremony starting at 3.00pm.

Chair covers & sashes - £2.00 per chair.

Bar extension until 11:30pm will cost £300 (room must be vacated by midnight) and last order's are called 30 minutes prior to the end.

Additional charges are incurred, if the room is not vacated at the specified time.

Complimentary double room for the bride and groom with breakfast.

# DRINKS PACKAGES

All drinks are 175ml and prices are per person

**PALACE JESTER: £9.50**

**Traditional Bucks Fizz - Made with Orange Juice**

OR

**Pimm's Cup - Summer Refresher**

**1 Glass of House Wine - red or white only**

**To Toast - A glass of Bubbly**

**PALACE KNIGHT: £14.00**

**Alternative Bucks Fizz - Made with Pomegranate Juice**

OR

**Winter Pimm's - Heart Warming Winter Special**

With

**2 glasses of House Wine - red or white only**

**To Toast - A glass of Bubbly**



**PALACE KING AND QUEEN: £17.50**

**Traditional Bucks Fizz - Made with Orange Juice**

OR

**Alternative Bucks Fizz - Made with Pomegranate Juice**

with

**1/3 bottle of wine per person - red or white only**

**To Toast - A Glass of Bubbly**

**CHILDREN'S DRINKS PACKAGE: £9.00 PER CHILD**

**Orange Juice & Lemonade Reception**

**2 Glasses of Soft Drinks Of Their Choice (Token)**

**Soft Drink for Toast**

# Room Layout

Gift table

TABLE FOR  
EVENING  
10 GUESTS

TABLE 1  
8 GUESTS

DANCE FLOOR

AREA FOR DJ

TABLE 2  
8 GUESTS

TOP TABLE FOR 8 GUESTS

TABLE 3  
8 GUESTS

CAKE  
TABLE

TABLE FOR  
EVENING  
10 GUESTS

TABLE 4  
8 GUESTS

BUFFET TABLE

CUTLERY TABLE



# £999.00 Wedding - BOOKING FORM

GUESTS NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTCODE: \_\_\_\_\_

FUNCTION DATE: \_\_\_\_\_ NUMBER OF GUESTS: \_\_\_\_\_

## Requirements:

Menu 1

Buffet 1

Menu 2

Buffet 2

Menu 3

Buffet 3

OTHER MENU REQUIRED/REQUIREMENTS:

Ceremony room hire: \_\_\_\_\_

Drinks requirements (i.e. toasting drinks, bar tab, etc) \_\_\_\_\_

Guests time of arrival: \_\_\_\_\_ Time required for food to be served: 4.00pm

Bar Opening Time: 3.30pm Bar Closing Times: 9.30pm

DJ to Finish: 9.30pm Function Room to be Vacated by: 10.00pm

## COSTS:

TOTAL AMOUNT PAYABLE £ \_\_\_\_\_ (see separate invoice)

DEPOSIT £200.00 **DEPOSIT IS NON REFUNDABLE**

**DEPOSIT £500.00** **PRE-AUTHORISED AT LEAST 5 DAY PRIOR TO DATE OF FUNCTION - BY CHIP & PIN - DATE: \_\_\_\_\_ BY 2.00PM**

**DATE DISCUSSED:** \_\_\_\_\_

FINAL Balance - £ \_\_\_\_\_ (DUE DATE) \_\_\_\_\_

I am signing as confirmation of the above booking, and understand and agree to the terms and conditions outlined overleaf to which I have been given a copy of:

Signed: \_\_\_\_\_ Printed: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*For office use only\*\*\*\*\*

Deposit received: cash/cheque/credit card/debit card/BACS £ \_\_\_\_\_ Date: \_\_\_\_\_ Received by: \_\_\_\_\_

Final payment received: cash/cheque/credit card/debit card/BACS £ \_\_\_\_\_ Date: \_\_\_\_\_ Received by: \_\_\_\_\_

## FORMS RETURNED

Terms & Conditions

Booking Form & Non Refundable Deposit

# Edgbaston Palace Hotel - Functions

## TERMS AND CONDITIONS

### BOOKING & PAYMENTS:

1. All bookings are regarded as provisional until confirmed in writing with the booking form and deposit paid
2. No bookings are guaranteed unless a deposit of £200.00 (non-refundable) and a signed copy of this agreement is received.
3. A £500.00 (PRE-AUTHORISED 5 DAYS PRIOR TO THE EVENT - chip & pin - before 2.00pm) deposit is also required on these conditions.
4. Confirmation of the booking will be considered acceptance of these terms and conditions
5. In the event of a function being cancelled, the hotel must be informed in writing. And if cancelled will be subject to the following charges:
  - Between 24 & 12 weeks before the event is scheduled to take place then 50% of the booking value
  - Between 12 & 4 weeks before the event is scheduled to take place then 75% of the booking value
  - Less than 4 weeks before the event is scheduled to take place then 100% of the total booking value
6. Bookings cannot be transferred to another date.
7. Any payments made to the hotel AFTER the initial non-refundable deposit has been received at the hotel will be treated/classed as a non-refundable payment too.

### GENERAL TERMS AND CONDITIONS:

8. The Organisation and/or Individual in whose name the booking is made, unless otherwise stated, will be considered the hire, and shall be jointly and severally liable in respect of the booking.
9. The Hirer's requirements should be detailed on the booking form at the time of booking and the Hirer shall notify "The Edgbaston Palace" of any changes to the requirements, not less than 30 working days before the function. We cannot guarantee to fulfil any changes, and any changes made are subject to written agreement.
10. We need the final numbers in writing, 28 days before the function and full payment must be received no later than 28 days before the function date. Failure to comply could result in the Hirer's booking being cancelled, without notice.
11. Prices are subject to change without notice up to 30 days prior to the event, unless previously confirmed in writing
12. VAT at the current rate is included in all charges.
13. On completion of the function, any outstanding balances such as agreed bar tabs, are to be settled on the night.
14. All drinks, including toasting wines are subject to corkage if not purchased at Edgbaston Palace Hotel, £10.00 per 75cl bottle for wines and £15.00 for any 75cl sparkling wines or Champagnes, £30.00 for a Magnum of Champagne or Sparkling wine, and any non-alcoholic soft drinks are £2.50 per 1 litre carton/bottle.
15. No items to be stuck to the walls or ceiling with any pins - only blue tack is allowed.
16. It is the responsibility of the hirer to inform the hotel of any person under the age of 18 that will be present at an event, as guests will be asked for valid photographic identification and will not be served any alcoholic drinks. We operate a "Challenge 25" so guest will be asked for identification when purchasing alcoholic drinks
17. If the hirer becomes aware of any guest under the age of 18 being served alcoholic drinks by a member of staff you must make us aware of this.
18. **No drinks to be consumed outside the hotel – only in court yard and garden – not the rear/front car park.** This booking relates to the function room and court yard area outside Edgbaston Place only. This does not grant permission to access the grounds other than for parking and access from the car park
19. **We do not tolerate guest drinking any drinks that HAVE NOT BEEN PURCHASED at the hotel bar/s, you will lose your £500.00 terms and conditions deposit and the function will be closed down and all guests will be asked to leave.**
20. This booking relates to the function room and court yard area outside Edgbaston Palace only. This does not grant permission to access the grounds other than for parking and access from the car park.
21. The management reserve the right to refuse any booking
22. the management reserve the right to cancel any booking without liability on Edgbaston Palaces part.
23. The Hirer will be responsible for the orderly conduct of guests. The Hirer shall insure that eh guests have regard to regulations imposed by any competent authority and that nothing shall be done which will constitute a Breach of the Law.
24. The Hirer shall fully indemnify Edgbaston Palace against any claims or loss arising as a result of clause 6 or of general disorderly or destructive conduct of their guests.
25. Edgbaston Palace reserve the right to judge acceptable levels of noise or behaviour of the clients, guests or representatives ad the Hirer must take all necessary action to correct any noise/behaviours deemed unacceptable. In the event of failure to comply the management's request, Edgbaston Palace reserve the right to terminate the contract and stop the event without liability.
26. Edgbaston Palace reserve the right to judge acceptable levels of noise or behaviour of the clients, guests or representatives ad the Hirer must take all necessary action to correct any noise/behaviours deemed unacceptable. In the event of failure to comply the management's request, Edgbaston Palace reserve the right to terminate the contract and stop the event without liability

27. Functions are required to finish at the time agreed when the booking is made. The Hotel reserves the right to levy additional charges where the Client fails to vacate the room at the contracted time.

28. You and your guests are more than welcome to purchase drinks from the hotels residents bar, but once last orders have been called in the residents bar it close and WILL NOT remain open for function guests.

**EDGBASTON PALACE CATERING SERVICE:**

29. No food left over from any function may be removed from the premises. This is in compliance with the Food Safety Temperature Control Act 1995.

30. You the client, must inform the function coordinator of any dietary requirements or allergies of guests attending your event 28 days prior to the event.

31. Edgbaston Palace cannot be held responsible for the quality of food NOT served at the scheduled time due to late arrival etc.

32. Buffets will be let out for 90 minutes after the buffet has been served.

**HEALTH AND SAFETY:**

33. The Hirer is responsible for the Health and Safety of their guests throughout the hire period and will be expected to comply with all relevant legislation. Please enquire with the Function Manager if you require specific information.

34. The Management reserves the right to alter proposes room layouts in order to comply with the Fire Regulation and to refuse admission to rooms if over-crowding is liable to occur

35. Edgbaston Palace accepts no responsibility for death, bodily injury or disease, however arising to clients or their guests expecting only such as arises due to the negligence of the company, its servants or agents acting strictly in accordance with the terms of their employment, sub-contract or other agreement.

36. Edgbaston Palace Hotel shall not be responsible for any loss or damage to property arising out of holding a function. Nor shall Edgbaston Palace be responsible for any loss due to mechanical breakdown, failure in electricity supply, flood, fire, government restriction or Act of God which may cause the premises to be temporally closed or the function interrupted.

37. Whilst every effort is made to safeguard client property Edgbaston Palace does not accept any liability for any loss or damage caused. Nor can we be responsible for Wedding gifts or decorations that have been delivered to or, handed over to a representative.

38. If for any reason if the Fire Alarm system is activated the power to the "Entertainers" equipment will be automatically cut off. Power will only be returned once the function staff has verified the reason for the alarm being activated. Until then, the power will not be returned until the Fire alarm has been reset. This is purely for the Health & Safety of all guests in the function evacuating safely, in the event of a Fire/emergency.

**ACCOMMODATION:**

39. Accommodation will be at a reduced price for functions/events, these will be discussed at the initial meeting and will be sold as room only rate. All rooms will be reserved in your name will be released 4 weeks prior to the date of your function/event. All accommodation is sold on a first come first served basis and if guests find the accommodation at a reduced price elsewhere we will not match it. If your guests do not book within the specified time we will not guarantee the prices quoted.

40. The Hotel will endeavour to make available bedrooms from 2.00pm on the day of arrival. We request that bedrooms be vacated by 11 am on the day of departure. However, in the event that the guests arrive early we will be delighted to store luggage and belongings until such time that the bedrooms are ready. Should the bedrooms not be vacated by 11 am on the day of departure, a late check out charge will be made by the hotel.

**ENTERTAINMENT & DISCO:**

41. Noise levels; a sound limiter has been installed and is not controlled by the function staff, it is the responsibility of the "Entertainer" to regulate and monitor the sound levels in the room and adjust the volume/bass/treble accordingly. If the entertainers continue to fail to stay within this limit we reserve the right to disconnect the power supply directly at the mains. It is the responsibility of the client to ensure any entertainers using electrical equipment have the appropriate safety PAT Test certification. If in the opinion of the management the equipment is unsafe we reserve the right to disconnect the power supply. It is also the responsibility of the client to ensure that all entertainers have public liability insurance. Please advise your Bands or Discos that they must leave no later than 30 minutes after the end of the function. If the "Entertainer" does have faulty equipment and causes damage to the hotel premises the "Hirer" which is your self will be held responsible for the cost.

42. No smoke/fog machines allowed.

43. All cables must be covered for Health & Safety purposes.

**GOVERNING LAW:**

45. The contract shall be governed by and constructed in all respects in accordance with the laws of England. The contract does not affect any rights which the Client may have under the Hotel Proprietors Act 1956 where the Act Applies

SIGNED – On behalf of Hotel: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNED – Guest booking Function/Event: \_\_\_\_\_ DATE: \_\_\_\_\_

RETURNED DATE: \_\_\_\_\_

# YOUR FUNCTION SUPPLIERS LIST

Please fill out the information below for your suppliers.

If the supplier is using any electrical equipment they must provide: Insurance certificate and PAT test certificate for all their equipment at least 7 days prior to your event.

## PHOTOGRAPHER -

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

## VIDEOGRAPHER:

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

## BAND:

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

## CAKE SUPPLIER:

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

## FLORIST:

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

## HAIR DRESSER & MAKE UP:

Name: HD \_\_\_\_\_ Contact number: \_\_\_\_\_

Name: MU \_\_\_\_\_ Contact number: \_\_\_\_\_

## ROOM DECORATORS, i.e., back drops, table skirts with lights, dance floor, lighted letters etc.

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

## ACTIVITIES, i.e. Bouncy castle, bucking bronco, casino tables, sweet table, photobooth etc.

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_ Activity: \_\_\_\_\_

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_ Activity: \_\_\_\_\_

## ANY OTHER SUPPLIER/ACTIVITY NOT LISTED:

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

# TERMS & CONDITIONS AUTHORISATION

**Please fill in the form and return it to the hotel to authorise Credit Card payment.**  
**Fax: 0121 455 7933**

I hereby authorise **The Augustus Hotel t/a The Edgbaston Palace Hotel** to PRE- AUTHORISE my \*personal/corporate credit card to cover the terms and conditions for the event listed below:

Mr / Mrs / Ms \_\_\_\_\_

Address \_\_\_\_\_

Date of wedding \_\_\_\_\_

Pre-authorisation date: AT LEAST 5 DAYS PRIOR TO WEDDING - CHIP & PIN by 2.00pm

	<b>TERMS &amp; CONDITIONS DEPOSIT</b>	<b>Number guests</b>	<b>Price</b>	<b>Total</b>
	PRE-AUTHORISATION	1	500.00	500.00

## **Credit card Details:**

Credit cardholder's name: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

Type of credit card: \_\_\_\_\_ Issue Number: \_\_\_\_\_ (Amex or Switch Only)

Credit Card Number: \_\_\_\_\_

Start Date \_\_\_\_\_ Expiry Date \_\_\_\_\_ [ ] Corporate Card

Authorisation (security) Code \_\_\_\_\_ Authorisation Amount £500.00

The address the card is registered to

\_\_\_\_\_

\_\_\_\_\_ POSTCODE: \_\_\_\_\_

Date: \_\_\_\_\_

**The hotel reserves the right to refuse payment on the above at its sole discretion. Please note that the above instructions will only be accepted provided the hotel receives a photocopy of each side of the Credit card**

198-200 Hagley Road  
Edgbaston  
Birmingham  
B16 9PQ  
Tel: 0121 452 1577