



# *Maes Manor Hotel*



## *Wedding Brochure*

**2010**



### *Maes Manor Hotel*

*Maesrudded Lane, Blackwood, Gwent NP12 0AG*

*Tel: 01495 220011 Fax: 01495 228217 Email: [info@maesmanor.com](mailto:info@maesmanor.com)*

*Web: [www.maesmanor.com](http://www.maesmanor.com)*

Prices and information are valid from 1<sup>st</sup> January 2010 to 30<sup>th</sup> December 2010 only. All prices are inclusive of VAT.

## *A Little Slice Of History*

*Situated in the heart of the Welsh Valleys, our location provides splendid views over the surrounding countryside and a relaxing base for both the business and leisure visitor.*

*The present house was built for Captain Edmund Williams, an important local mine owner and High Sheriff of Monmouthshire in 1890. The history of the site, known as Maesrudded (Translated means 'Fields and Freedom') can be traced back to 1434.*

*In recent years the Hotel has seen extensive refurbishment and boasts one of the largest banqueting halls in South Wales.*

*The majestic manor house has gardens and grounds that compliment it. We are set in nine acres of terraced lawns and woodland areas that you can enjoy whatever time of the year you visit.*

*With its elevated position high on Maesrudded hill the views across the valley are spectacular.*

*The gardens were designed by Thomas. H. Mawson, a famous landscape designer of high repute, his designs can also be seen at Dyffryn gardens in the Vale of Glamorgan.*



## *A Special Welcome*

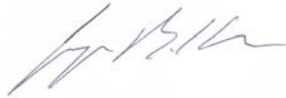
*If you are a couple dreaming of hosting your wedding in a venue which stands out from the rest, one that your guests will remember, one which will provide memories for you to cherish forever, may we take this opportunity to assure you, that should you choose the Maes Manor Hotel, you will be making an excellent choice.*

*At the Maes Manor Hotel we have the style and expertise to make your special day unforgettable. To us, every wedding is unique and individual and you will be attended to by professional staff who understand your anxiety to have every detail perfect.*

*We welcome the opportunity of getting to know you, so we can take the worry and strain out of the planning and organising, leaving you free to relax and enjoy the celebrations. Our 'one wedding per day' policy ensures you of privacy and personal attention, while our dedication and professionalism ensures that your wedding day will be filled with 'Pure Memories'.*

*There is always a member of our team available to deal with your booking and any questions you may have.*

*Yours sincerely,*



*Gavyn Bolton  
General Manager*



## *A Service To Remember*

*The Islwyn Suite caters for weddings of 80 to 220 guests, overlooked by a team of professional silver service staff. Our staff provide attention to detail from your initial enquiry right through to your 'big day'.*

*Your guests can enjoy staying in one of our 28 tastefully appointed en-suite bedrooms. Whilst the Bride and Groom enjoy the benefit of retiring to a complimentary night in either our Bridal or Executive suite, with the option of breakfast delivered to your room on the first day of your honeymoon.*

## *Banqueting Packages*

*Our unique wedding packages have been designed to offer you a variety of choice so your wedding day can be as elaborate or as simple as you like. There are a variety of upgrades available to add the finishing touches to your special day.*

## *Exclusive Use*

*The hotel operates a 'one wedding a day policy' which guarantees that our full attention will be on you, making your day run as smoothly as possible.*

*The hotel can be made completely private for your day, with no outside guests allowed on site. Please enquire with your wedding co-ordinator for a cost, as it will vary depending on the day and season.*

## *Monday to Thursday Weddings*

*Weddings taking place Monday to Thursday will not require the minimum numbers and will receive a 10% discount on the wedding Breakfast (excluding Bank Holidays).*



## *Civil Ceremonies And Partnerships*

*With the popularity of Civil Ceremonies ever growing, the Maes Manor is able to offer two fully licensed rooms. The Iswyn Suite can accommodate between 80 and 220 guests and the Seasons Restaurant is perfect for a smaller, more intimate wedding of 60 guests and under.*

*The Civil Ceremony usually lasts between 30 to 40 minutes, depending upon your requirements. The ceremony can be enhanced with your own music selections and readings, please check with the Registrar as there are guidelines in place.*

*You can choose to hire one of the following:  
Iswyn Suite (Ceremonies for up to 220 guests) £550  
Seasons Restaurant (Ceremonies for up to 60 guests) £400*

***Ceremonies on a Sunday are held from 2.00pm onwards***

*Included in these charges are four aisle pillars, complete with floral displays and a large pedestal of flowers. All to compliment your colour scheme.*

*Please note, if you choose to hold a Civil Ceremony at the Maes Manor it is your responsibility to make the booking with the Registrar's office (additional charge). The district Registrar is based at Ystrad Mynach, the full address is below.*

*The Registrar Office,  
Penallta House  
Tredomen Park  
Ystrad Mynach  
Hengoed  
Mid-Glam  
CF82 7PG*

*For more information, please contact:  
General Register Office for England and Wales  
01514 714200 or [www.statistics.gov.uk/registration](http://www.statistics.gov.uk/registration)*

## *Accommodation.*

*The Maes Manor has extensive accommodation to offer your guests the opportunity to stay overnight.*

*As well as the 28 en suite rooms at the Maes Manor, we are able to offer an additional 15 bedrooms at Monnington Lodge which is situated only 5 minutes drive from the hotel.*

*Booking is simple, just call or email your requests to reception who will be able to deal with any queries you may have.*

*Please stipulate upon booking whether you require all bedrooms to be put on hold. This is possible without a deposit. However, rooms will be released 6 weeks prior to the date of your wedding, if rooms are not confirmed with a name.*

*Check in times 2.00pm onwards  
Check out times 11.00am prompt*

*All rooms are inclusive of breakfast and VAT.*

## *Room Tariffs*

### *Single Room*

*£80.00*

*(2 single rooms available)*

### *Double or Twin Room*

*£95.00*

*(16 Double Rooms & 3 Twin Rooms)*

### *Family Room Of 3*

*£105.00*

*(4 family rooms available)*

### *Family Room Of 4*

*£115.00*

*(1 family room available)*

### *Executive Suite*

*£135.00*

*(1 Executive Suite available)*

### *Bridal Suite*

*£145.00*

*(1 Bridal Suite available)*

*Additional beds and cots are available; please enquire at the time of booking for costs.*

## *Wedding Breakfast Menu's*

*Please select only one dish from each course*

### ***Homemade Soup Of Your Choice***

*(Cream of vegetable, Leek & Potato, French Onion, Minestrone, Tomato & Basil, Watercress, Mushroom)*

### ***Chilled Seasonal Melon Fan***

*Served with a fruit coulis*

### ***Classic Prawn Cocktail***

*Prawn marie rose on a bed of mixed leaves*

### ***Paté of your choice***

*(Smooth Chicken Liver, Smooth Duck & Orange or Farmhouse Venison)*

*Served on a bed of lettuce with melba toast*

### ***Cornets of Parma Ham***

*Stuffed with cream cheese served on a bed of lettuce*

### ***Scottish Smoked Salmon***

*Stuffed with prawn marie rose served on a bed of lettuce, tomato and cucumber  
(£0.50 Per head Supplement)*

oOo

### ***Sorbet***

*(Lemon, Lime, Raspberry, Orange, Champagne, Blackcurrant)*

*(£1.00 supplement for this additional course)*

### ***Fillet of Lemon Sole***

*Served with either a white wine or lobster sauce*

### ***Poached Salmon Escalope***

*Served with a hollandaise sauce*

*(£3.00 supplement for this additional course)*

oOo

### ***Breast Of Chicken***

*Served with chipolatas, stuffing and cranberry sauce Or cooked in a white wine and mushroom sauce*

### ***Roast Breast Of Pembrokeshire Turkey***

*Served with stuffing, chipolatas and cranberry sauce*

### ***Roast leg of Welsh Lamb***

*Served with mint sauce Or cooked in a rosemary and redcurrant gravy*

*(£0.50 supplement)*

### ***Roast Loin Of Pork***

*Served with stuffing and apple sauce Or cooked in a honey & mustard sauce*

### ***Roast Sirloin Of Beef***

*Served with yorkshire pudding and horseradish sauce*

*(£0.50 supplement)*

### ***Braised Sirloin Steak***

*In a mushroom, tomato, garlic and red wine sauce Or Sauce Diane*

*(£0.50 supplement)*

oOo

*All meals are served with roast and parsley potato's, glazed carrots, cauliflower mornay & garden peas*

**Profiteroles**

*Served with a homemade hot chocolate sauce*

**Cheesecake**

*(available in a variety of flavours, please enquire)*

**Gateaux**

*(available in a variety of flavours, please enquire)*

**Lemon Tart**

*served with chantilly cream and fruit coulis*

**Chocolate Mousse**

*Served with chantilly cream and fruit coulis*

**Normandy Apple Tart**

*Served with Crème Anglais*

**British Strawberries (if in season)**

*Served in a brandy snap basket with cream*

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**Cheese and Biscuit Platter Selection**

*(£4.00 per person supplement, 1 platter per table)*

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**Freshly Brewed Coffee or Tea**

*served with chocolate mints*

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**Welsh Cakes**

*(£2.00 per head supplement)*

**Petit Fours**

*(£2.25 per head supplement)*

## **Childrens Menu**

**Please select one starter and one main course**

*Soup of the day*

*Prawn Cocktail*

*Garlic Bread*

oOo

*Chicken Nuggets served with beans & chips*

*Pizza served with beans & chips*

*Sausages served with beans & mash potato*

*Pasta served with a tomato and basil sauce*

oOo

*Selection of Ice Cream*

*Fresh Fruit Salad*

*Chocolate Gateaux served with cream*

*£14.00*

*The Childrens menu is suitable for children aged between 3 and 12yrs*

*Children under three years eat for free*

*Half portions of the adult menu are available for half the price of the wedding breakfast*

## Vegetarian Mains

### *Cannelloni*

*Stuffed with spinach & ricotta with a tomato sauce topped with a bechamel sauce & grated cheese*

### *Vegetable Lasagne*

*Layers of pasta with a mixed vegetable filling and tomato topped with a bechamel sauce & grated cheese*

### *Mushroom Stroganoff*

*Mushrooms, peppers, paprika & cream sauce served with savoury rice*

### *Glamorgan Sausages*

*Locally produced sausages containing cheese, herbs & Potato served with a tomato & basil sauce*

### *Nut Roast*

*A nut cutlet served with a tomato and basil sauce. Suitable for vegans,*

*Gluten free meals can be prepared with prior notification*

## Optional Extras & Information

### *Canapés*

*Please select 5 of the following options. Should you wish to have any more than five options, each additional item is priced at 50p per person thereafter*

*Dim Sum Selection  
Scampi Pieces  
Smoked Salmon On Brown Bread  
Celery Topped With Cream Cheese  
Pâté On Toast  
King Prawns In Filo Pastry  
Chicken cacciatore  
Tortilla Bites  
Goujons Of Chicken*

*Onion Rings & Dip  
Hot Western Style Seasoned Wedges  
Honey & Mustard Glazed Sausages  
Mixed Vegetable Samosas  
Duck Spring Rolls  
Chicken Satay  
Sesame Prawn Toast  
Deep-Fried Breaded Garlic Mushrooms  
Mushroom & Prawn Vol au Vents*

*£3.00 per head*

*Chair Covers  
£3.00 per chair*

*Additional Wine per Table  
£3.00 discount off list price*

*Bottled Still or Sparkling Mineral Water  
£4.00 per bottle  
(1 Litre)*

*Jugs of Fruit Juice, coke or lemonade  
£6.00 per jug*

*Resident DJ  
£190.00*

*Corkage Charges  
70cl Champagne - £12.00  
70cl Sparkling wine - £10.00  
70cl Table Wine - £8.00*

*Gift Vouchers  
are available for gifts to your required value*

*Coloured Linen  
Please enquire with your co-ordinator for full costs*

*Free Bar  
This can be pre-arranged to suit any budget*

*Napkin Folds  
Please enquire for styles and costs*

*If you should choose outside entertainment please ensure that they can present a valid PAT certificate for all electrical equipment*

*The Hotels function bar is licensed until 1.00 am, with a 24 hour bar for all residents of the Hotel  
(Manager's discretion)*

## *The Evening Buffet*

### Option 1

*This buffet choice includes a mixed sandwich platter (ham, cheese, tuna mayonnaise and egg mayonnaise), potato salad, tomato salad and coleslaw plus five of the options from below  
If you wish to change the sandwich fillings to prawn mayonaisse, cheese and pickle, chicken curry, lamb and mint, this will incur a cost of £1.25 extra per person*

*Chicken Breast  
Chicken Drumsticks  
Quiche Selection  
Warm Sausage Rolls  
French bread sticks  
Warm Pasties  
Deep Fried Breaded Garlic Mushrooms  
Pasta Salad  
Mixed Crisps & Nuts  
Home Cut Chips  
Baked Jacket Potato & Creamy Butter  
Deep Fried Mozzarella Sticks  
Plaice Goujons With Tartare Sauce  
Sesame Prawn Toast*

*Hot Western Style Seasoned Wedges  
King Prawns In Filo Pastry  
Vol Au Vents  
Mini Garlic Kievs  
Mini Spring Rolls  
Spicy Vegetable Samosas  
Garlic Bread  
Hot Pizza Fingers  
Hot Barbeque Chicken Drumsticks  
Hot Chicken Goujons  
Honey & Mustard Glazed Sausages  
Pork Pies  
Platter Of Cold Ham  
Scotch Eggs*

**£13.00 per person**

***Should you wish to have more than five options, each additional item is priced at £1 per person thereafter***

### Option 2

*Hog Roast*

*Served with a selection of salads, hot new potatoes, bread rolls, apple sauce and stuffing*

**£17.00 per person**

***(subject to availability)***

### Option 3

*Meat platter consisting of carved ham, turkey and chicken*

*French bread sticks*

*Homemade Pizza*

*Pasta Salad*

*Home cut chips*

*Chicken Curry Or Chilli Con Carne with Rice & Poppadoms*

*Homemade Lasagne*

*Deep Fried Garlic Mushrooms*

*Goujons Of Plaice with Tartare Sauce*

*Dim Sum Selection*

**£21.95 per person**

***A dessert can be added for £4.50 per person. Enquire with your wedding co-ordinator for a list of desserts***

***A barbeque can be added to any of the options to include burgers, hotdogs and steaks served with onions***

**£6.50 per person**

***Buffet options are not available for the wedding breakfast***

## *Silver Wedding Package Includes.....*

*Personal Management consultation from the time of your booking through to your 'big day'.*

*VIP red carpet to enhance the warm welcome you will receive upon arrival.*

*Complimentary drinks reception upon arrival.*

*(Choose from Bucks Fizz, Sherry, Mulled Wine, Pimms and Lemonade, Sparkling Wine).*

*Magnificent landscaped gardens for those precious photographs.*

*Extensive car parking facilities for your guests.*

*Crisp white table linen & napkins.*

*Presentational skirting for all service tables.*

*Tea light candles if requested for day and evening.*

*No check-in for Bride and Groom.*

*Reduced rates for childrens menus.*

*A special menu available for vegetarians and other dietary requirements with prior notification.*

*3 course meal to be chosen to suit your taste .*

*Silver Service .*

*An extensive wine list to compliment your chosen menu.*

*A selection of fresh floral arrangements for all tables.*

*Use of cake stand and knife.*

*Use of the amplification system for background music.*

*Professional advice on all wedding etiquette and details.*

*Complimentary Suite for the Bride and Groom including full Welsh breakfast.*

*A glass of either Red or White Wine per person with the meal .*

*A glass of Asti for the toast or a non-alcoholic alternative.*

*No room hire charge for the evening celebration.*

*No service charge.*

*All prices include Government V.A.T*

***£48.00 per person.***

## *Gold Wedding Package.....*

*The Gold Package contains all of the silver package benefits with the following additions;*

*Complimentary drinks reception upon arrival.*

*Any of the silver package options can be chosen with the additions of Pink Cava served in frosted glasses or*

*seasonal Alcoholic Fruit Punch.*

*A selection of superior fresh floral arrangements for all tables.*

*A choice of a glass of Asti or Cava for the toast (please state your preference).*

*A bottle of Champagne in the Bridal Suite for your private toast.*

*Free flowing wine for top table guests during the wedding breakfast.*

*An upgrade on pouring Wine.*

**£51.00 per person**

## *Platinum Wedding Package.....*

*The Platinum package is designed to include everything you require to put the special touches to your wedding day.*

*The options in the Silver & Gold Packages are both available with the following additions;*

*Complimentary drinks reception upon arrival.*

*(Glass of Wine, Kir Royale, Champagne Cocktail, Pink Champagne, Spirit and Mixer of your choice, a Bottled alcoholic drink)*

*A selection of superior fresh floral arrangements for all tables.*

*Complimentary suite for the Bride and Groom and the Brides parents, including a full Welsh breakfast.*

*The addition of Rosé for the pouring wine with the meal.*

*An additional bottle of Red and White Wine per table.*

*A choice of Asti, Pink Cava or Cava for the toast (please state your preference)*

*A pair of locally made, hand cut, Crystal Champagne Flutes, personally engraved for your special day.*

*Canapé reception upon arrival*

*Chair covers for your wedding breakfast*

**£61.50 per person**



## Maes Manor Hotel

### Standard Terms And Conditions For Wedding Bookings

Maes Manor Hotel asks clients to be aware that all wedding bookings are conducted on the basis of our Standard Terms and Conditions

**1. Confirmation**

A provisional booking for the date of your choice will be held for a maximum of 14 days. After 14 days, Maes Manor Hotel requires written confirmation and a non-refundable or transferable deposit of £400. Then a further £600.00 is required 6 months before your wedding. The booking is confirmed on receipt of the deposit. **A charge of 2.5% will be applicable to all credit card payments.**

**2. Payments**

Six weeks before the date of your wedding a pro-forma invoice will be issued for the final total. Settlement of this is required 14 days prior to the date of the wedding. Any additional costs must be settled prior to departure. **A charge of 2.5% will be applicable to all credit card payments.**

**3. Cancellations**

Should you wish to cancel your booking; a charge will be made, calculated as a percentage of the total value, according to the scale highlighted below:

12 – 6 months before the wedding 25%, 4 – 6 months before the wedding 30%, 1 – 3 months before the wedding 50%, less than 1 month before the wedding 100 %. All cancellations should be confirmed in writing by the client. Cancellation will be in effect from the date of receipt of written confirmation. The cancellation fee must be paid 4 weeks prior to the wedding date (excluding weddings cancelled in this time in which case payment is due in full immediately).

The hotel recommends that you consider Wedding Insurance to cover costs in the event of cancellation.

**4. Minimum Numbers**

The hotel reserves the right to set minimum numbers for all weddings. **(Excluding MON - THURS)** Each of these weddings must have a minimum number of 80 adult guests for the wedding breakfast. Where numbers fall below this number, you will be charged a shortfall fee structured on the following basis. Numbers between 50 – 79, £33.00 x the shortfall in number and numbers less than 50, a £500 room hire charge will be incurred. A room hire charge will be incurred for wedding ceremonies held at the hotel.

**5. Confirmation Of Number Of Guests**

Approximate numbers must be confirmed with the hotel at the time of booking. It is this figure that will act as the minimum number of guests to be paid for in the event of a cancellation. Final numbers must be confirmed with the hotel 14 days prior to the wedding along with final payment.

**6. Food & Beverage**

Evening buffets must be ordered for the total number of guests attending the evening function. Any wines or spirits brought to the Hotel are subject to a corkage fee, you will need to confirm the costs with the wedding co-ordinator. No outside catering other than chocolate fountains are permitted at the Hotel.

**7. Damage**

The client is responsible to Maes Manor Hotel for any damage caused by the client or their guests or agents.

**8. Wedding Brochure Information**

All information and prices in this brochure were correct at the time of printing and are subject to change without prior notice. Maes Manor Hotel cannot accept responsibility for any errors or omissions. Please ensure that prices are correct for the year that your wedding takes place.

**11. Data Protection Act**

Any information supplied to Maes Manor Hotel, is held in accordance with the Data Protection Act 1984 and may be used by Maes Manor Hotel to keep you informed of special offers and promotions we believe are of interest to you. We do not disclose personal information to any other organisation.

Signed Groom ..... Signed Bride .....

Print Name ..... Print Name .....

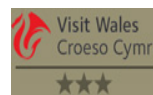
Date ..... Date .....

Signed Wedding Co-ordinator ..... Date.....



Information are valid

Monnington Leisure LTD T/A Maes Manor Hotel  
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