

*Dear Bride to be.....*

*Thank you for your recent enquiry regarding our wedding packages. I am delighted that you are considering holding this very special and memorable day at The New Wheatsheaf Conference and banqueting suite.*

*The New Wheatsheaf is a family run business with more than 20 years catering experience and we have achieved a high reputation for excellent service, quality food and beverage at realistic local prices.*

*Your wedding day is one of the most important days of your life and I understand that every wedding is individual and we have the facilities to accommodate civil ceremonies and/or wedding receptions from 50 to 300 guests.*

*Should you wish to hold your wedding at The New Wheatsheaf Conference and Banqueting suite I will support and help you plan your day to ensure you achieve a unique and memorable occasion. Together we will be able to look at and review the most appropriate menu, wines, seating arrangements or any other special requirements you may want. My aim is to make your wedding day, a day to remember.*

*I have enclosed a brief summary of our current packages. However please note that we can also create menus specific to the clients' requirements (both in price and food served on the day). If you wish to discuss your wedding plans in further detail please do not hesitate to contact me on the number detailed below. Alternatively I would be more than happy to book a meeting with you.*

*Yours sincerely*

*Gilly*

*Gilly Newman*

*Conference and Banqueting Manager*

*Tel: 01977 556 871    Email: [gilly@wheatsheaf.com](mailto:gilly@wheatsheaf.com)*

*Cold Buffett A*

*£14.95 per person*

*(Minimum 70 Guests)*

*Choose 7 Items from the following*

*(Or add more at 50p per item)*

*Beef & Onion Sandwiches*

*Ham Salad Sandwiches*

*Cheese & Tomato Sandwiches*

*Egg Mayonnaise Sandwiches*

*Tuna Mayonnaise Sandwiches*

*Salad Sandwiches*

*BBQ Roast chicken portions*

*Curry Spiced Chicken Portions*

*Mexican Spiced Chicken Portions*

*Plain Chicken Portions*

*Gala pie*

*Ham and tomato quiche*

*Cheese and leek quiche*

*Chicken goujons*

*Mixed Veg & Meat samosas*

*Coleslaw, Pasta salad, Mixed rice salad, beetroot and pickles*

*Additional*

*Selection of Deserts Available*

*£2.75 per person extra*

***Hot Buffett B***  
***£16.50 per person***  
***(Minimum 70 Guests)***

***Choose 2 meat and 1 vegetarian option from the following***

*Wheatsheaf steak and kidney pie*  
\*\*\*

*Chicken breast in a chardonnay and mushroom cream sauce*  
\*\*\*

*Beef stroganoff with garlic rice*  
\*\*\*

*Minted lamb and fresh mango*  
\*\*\*

*Hot roast topside of beef bordelaise*  
\*\*\*

*Minced beef lasagne*  
\*\*\*

*Chicken or beef curry*  
\*\*\*

*Roast pork in apple and cider sauce*  
\*\*\*

*Italian chicken with penne pasta*  
\*\*\*

*Beef stew and dumplings*  
\*\*\*

*Chilli con carne and rice*  
\*\*\*

*Salmon Champagne*  
\*\*\*

*Vegetable Chilli*  
\*\*\*

*Vegetable Lasagne*

*All dishes served with roast potatoes, minted new potatoes, rice and mixed vegetables*

***Selection of Deserts Available***  
***£2.75 per person extra***

***Buffett D***

*£19.50 per person*

*(Minimum 50 Guests)*

*Your choice of best quality locally sourced meats sliced by the chef  
(roast topside of beef, sugar baked ham and roast pork)*

\*\*\*

*Vegetable Stroganoff V*

\*\*\*

*All the above served with seasonal mixed vegetables  
Roast potatoes and new potatoes with herb butter*

\*\*\*

***Dessert***

*Choose one dessert from the dessert menu*

\*\*\*

*Freshly brewed Coffee and chocolate mints*

*Silver Service menu A*

*£18.95 per person*

*(Minimum 50 Guests)*

*Choose one of each from the following*

*Starters*

*Prawn cocktail served on a bed of crisp lettuce with a brandy  
and marie rose sauce*

\*\*\*

*Cream of vegetable soup V*

\*\*\*

*Creamed garlic mushrooms V*

*Main Courses*

*Roast topside of beef with Yorkshire puddings*

\*\*\*

*Roast Turkey breast with chipolata sausage, stuffing  
and cranberry sauce*

\*\*\*

*Roast leg of pork served on a apple sauce and stuffing*

\*\*\*

*Vegetable Stroganoff V*

*All main courses are served with a selection of fresh local seasonal vegetables,  
Roast potatoes and new potatoes with herb butter*

*Deserts - choice of one*

*Choose one dessert from the dessert menu*

*Freshly brewed Coffee and chocolate mints*

## *Silver Service Menu B*

*£25.50 per adult  
(Minimum 50 Guests)*

*Choose two from each of the following*

### *Starters*

*Cream of Chicken and tarragon soup served with a  
crusty bread roll and butter*

\*\*\*

*Salmon and Haddock terrine served on  
a mix pepper coulis*

\*\*\*

*Half of avocado filled with succulent prawns and coated  
in a brandy marie rose sauce*

\*\*\*

*Creamed garlic mushroom served with a portion of garlic  
and fresh herb bread*

\*\*\*

*A goblet of melon balls drenched in a sweet port syrup*

### *Main Courses*

*Prime roast beef served with Yorkshire pudding and  
a rich gravy*

\*\*\*

*A steamed chicken breast coated in a cream, mushroom  
and white wine sauce*

\*\*\*

*A poached fillet of Haddock coated in a champagne and  
fresh chive sauce*

\*\*\*

*Broccoli, mushroom and smoked cheese in a cream sauce and  
covered in a herb crumble topping*

\*\*\*

*All main courses are served with a selection of fresh local seasonal vegetables and  
potatoes*

### *Deserts*

*Choose two desserts from the dessert menu*

*Freshly brewed Coffee and chocolate mints*

## *Silver Service Menu C*

*£27.50 per person*

*(Minimum 50 Guests)*

*Choose two from each of the following*

### *Starters - choice of two*

*Prawn cocktail served on a bed of crisp lettuce topped with a marie rose sauce*

\*\*\*

*Smoot duck pate served with a fresh tossed salad and a portion of warm toast*

\*\*\*

*Chilled fanned honeydew melon on a smooth raspberry and mango caulis*

\*\*\*

*Chicken and smoked bacon salad with a red onion and coriander dressing*

\*\*\*

*Creamy garlic mushroom with crispy spring onion served with a portion of toast*

### *Intermediate Course*

#### *Fresh Home-Made Soup (extra £2.00 per head)*

*Choose from, Minestrone, Chicken & ham, Cream of vegetable,  
cream of tomato and beef and vegetable*

### *Main Courses - choice of two*

*Roast topside of beef with Yorkshire puddings*

\*\*\*

*Roast Turkey breast with chipolata sausage, stuffing and cranberry sauce*

\*\*\*

*Roast pork loin served on a apple crouton and coated with an apple and calvados  
sauce*

\*\*\*

*Poached haddock served on a julienne of vegetables and coated with a cream and  
saffron sauce*

\*\*\*

*Breast of chicken poached and served with a chive, tomato and cream sauce*

\*\*\*

*Roast Leg of Lamb with a red onion and mint sauce*

\*\*\*

*All main courses are served with a selection of fresh local seasonal vegetables and  
potatoes*

*Choose two from each of the following*

### *Deserts*

*Choose two desserts from the dessert menu*

\*\*\*

*Freshly brewed Coffee and chocolate mints*



### *Reception Drinks*

#### *Per glass*

<i>Sherry</i>	<i>£2.95 per glass</i>
<i>Bucks fizz</i>	<i>£2.95 per glass</i>
<i>Pimms</i>	<i>£3.90 per glass</i>
<i>Champagne strawberry</i>	<i>£4.50 per glass</i>
<i>Classic Champagne Cocktail</i>	<i>£5.95 per glass</i>
<i>Alcoholic fruit Cocktail</i>	<i>£4.95 per glass</i>

### *Bottled Beers*

*Can be supplied to give your guests an alternative to a champagne reception drink, most bottle beers can be sourced on request these will be worked on a case price unless they are our stock items*

### *Non-Alcoholic Drinks*

<i>Non-alcoholic fruit punch</i>	<i>£2.50 each</i>
<i>Orange or Mixed Fruit Squash</i>	<i>£2.00 each</i>
<i>Fresh Orange Juice</i>	<i>£2.50 each</i>
<i>Fruit Shoots</i>	<i>£1.20 each</i>

## *Drinks Packages*

### *The bronze package - £7.95*

*A glass of bucks fizz on arrival  
A glass of house wine (white/red/rose) with your wedding meal  
A flute of sparkling wine for the toast*

### *The Silver Package - £10.95*

*A glass of Duval-Leroy champagne on arrival  
A glass of house wine (white/red/rose) with your wedding meal  
A flute of sparkling wine for the toast*

### *The Gold Package - £14.95*

*A selection of hot and cold canapés on arrival  
A glass of Duval-Leroy champagne on arrival  
Two glasses of house wine (white/red/rose) with your wedding meal  
A flute of sparkling wine for the toast*

### *The Platinum Package - £18.95*

*A selection of hot and cold canapés on arrival  
Free flow Duval-Leroy champagne on arrival  
Free flow house wine (white/red/rose) with your wedding meal  
A flute of sparkling wine for the toast*

*Our current wine list is available on request offering great quality wines at fantastic prices, however if you have your own personal favourite wines or champagnes these can be obtained through our local and national suppliers usually at discounted prices! Speak to a member of our team with your requirements*

*Drinks prices are guaranteed for a period of 3 months from the date of issue but are subject to any increases in government taxation without prior notice*

## Room Hire and Civil Ceremony

### Costs

If you chose to hire our room and/or hold your wedding reception/civil ceremony the following are all included on a complementary bases:

- Full use of the room from specified time
- All our tables are dressed with our chocolate brown and white linen table cloths
- Air conditioning
- PA System
- Wireless Microphones
- Flat Screen TV
- Projector Screen
- Wireless Internet Access
- Free car parking right outside the venue for your guests

Room Hire is calculated according to the total cost of your package spend, please speak to a member of our team for further details

Civil Wedding Ceremony (mid week discounts available) £100.00

## Entertainment

Whilst we are happy to suggest an excellent value for money DJ, band and/or other act, we are equally as happy for you to organise your own entertainment, however this is subject to a small charge in support of our entertainment and performing rights licences.

- DJ (prices from) £ 250.00
- Bands (prices from) £ 500.00
- Comedians (prices from) £ 500.00
- Children's entertainers (prices from) £ 300.00
- Providing your own entertainment supplement £ 150.00

## Balloon Decorations

### Bouquets (price per table or floor stand)

2 Latex	- £8
3 Latex	- £9
5 Latex	- £14
1 Foil - 2 Latex	- £11
3 Foils	- £14
1 Foil, 4 Latex	- £14

*Cake Arch (approx 11 balloons) - £29*

*We can provide a full room dressing service through our partner ballooning  
Marvelous, we can make an appointment onsite to enable you to discuss your  
requirements with them at a convenient time to suit you*

## The New Wheatsheaf Wedding Day Package

*We are pleased to include the following items in the New Wheatsheaf wedding  
package*

- Use of the function room for your wedding day*
- Guidance and assistance from our dedicated wedding co-ordinator to help  
you through the planning and organisation of your special day*
- Free car parking for all your guests*
- A dedicated member of our management team to guide you through your  
day and to act as a Master of Ceremonies for your wedding*
- Printed personalised menu cards, table plan and place cards*
- Chocolate brown and white table linen*
- Use of our cake knife*
- Cake cutting and wrapping service*

*The following can be arranged at additional charge*

*Coloured table linen, Chair covers, Floral arrangements, Table decorations, Balloons*

*We have various contacts throughout the entertainment industry locally and  
nationally and can book live music or acts for you, please ask for details*

## *The Civil Ceremony*

*The New Wheatsheaf Conference and Banqueting suite is an approved venue for Civil Wedding Ceremonies and therefore you can now celebrate this wonderfully special and memorable day with us from start to finish.*

*If you choose to view The New Wheatsheaf Conference and Banqueting suite then please feel free to contact our friendly team on 01977 553 052 and they will be more than happy to arrange a viewing and/or reserve the venue for you.*

*If you decide to hold your civil ceremony with us and wish to make arrangements for the ceremony please contact the Pontefract Registrar Office:*

*Register Office (Pontefract)  
Town Hall  
Pontefract  
WF8 1PG*

*Telephone: 01977 722 670  
Fax: 01977 722 676*

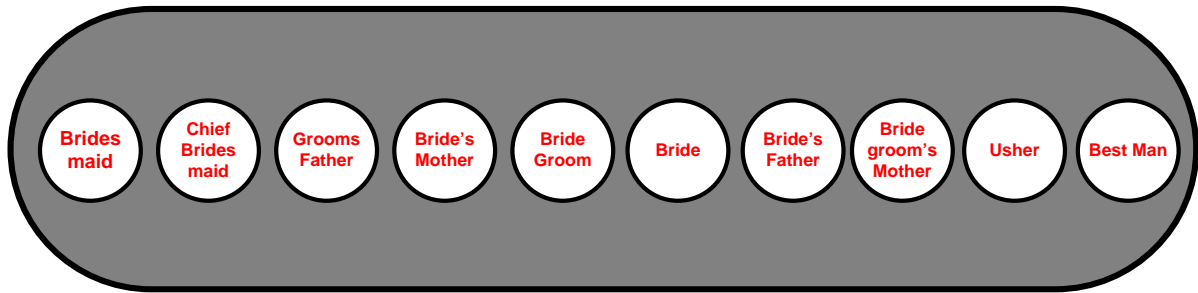
*The Registrar will be able to advise you on all the details which you will need to take into consideration, such as:*

- The notice of Intention to Marry form which is completed on your behalf by the Registrar*
- The availability of both Registrars to perform the ceremony on your chosen day*
- They will also be able to advise you on the fees required, and discuss the content/etiquette of your marriage ceremony*

## Wedding Etiquette and Information

*Your special day requires careful planning and our friendly team will be on hand from start to finish to help you organise a unique occasion.*

### *Top Table Suggestion*



### *Facing Guests*

- *It is recommended that you limit the number on your top table to 12 guests max*
- *Bride should always be left of the groom*

### **Table Plans**

*If you choose to have a full silver service wedding reception meal then we would require a table plan along with your pre-order sheets at least 14 days before the event, to enable us to make the place cards and co-ordinate with our chefs. We would always recommend that you arrange a table plan with place cards so your guests can locate their seats easily unless you opt for an informal buffet style reception meal.*

*We are happy to advise and assist you with the layout of all your tables. Our suite can cater for the following numbers on tables:*

- *Round and oval tables for 6 guests*
- *Round and oval tables for 8 guests*
- *Round and oval tables for 10 guests*
- *Round and oval tables for 11 guests*
- *Oval tables for 12 or more guests*

**Please note:** *All table cloth linen in our event room colour scheme comes free of charge as part of the room hire fee.*

## ***Wedding Speech Structure and Etiquette:***

*When you liaise with your speechmakers it is worth remembering that the most popular speakers are those with the shortest speech. Try to limit it to no more than five minutes per person.*

*Once the coffee and champagne is served you can then proceed with your speeches. Below is a recommendation of how the speeches should be structured:*

### ***1. Bride's Father, a relative or close family friend normally:***

- a. Welcomes everyone to the wedding and welcomes the groom/his parents into the family*
- b. Offers advice or words of wisdom about married life (often a chance to tell a joke or two)*
- c. Thanks anyone who has made the wedding special (vicar, caterers etc.)*
- d. Proposes a toast to the bride and groom*

### ***2. Groom:***

- a. Thanks everyone for making the wedding or reception special*
- b. Says some nice words about the bride*
- c. Proposes a toast to the bridesmaids*
- d. Thanks the best man for tuning up (again an opportunity for a joke or two)*

### ***3. Best Man:***

- a. Tells a few funny stories about the Groom*
- b. If the best man knows the bride, then he or she may be able to tell a few anecdotes about the bride (be extra careful about this)*
- c. If he likes he can propose a final toast to the bride and groom - wishing the happiness in their life together*

### ***4. Bride:***

*There is no traditional formal structure to a bride's speech, however as a guide we would recommend following structure:*

- a. Thanks everyone for coming*
- b. Highlight any people who would like to have come, but were unable to come due to poor health*
- c. Tell an amusing story*
- d. Any special words that you would like to say*

## Wedding Etiquette

### *Frequently Asked Questions*

**Q. *What is a Receiving Line?***

*A Receiving Line is where all the Wedding Guests are introduced to the parents of the Bride and Bridegroom together with the Bride and Bridegroom. The order of a Receiving Line would normally be: Brides Mother, Brides Gather, Bridegrooms Mother, Bridegrooms Father, Bride and Bridegroom, or as advised by the Bride and Bridegroom.*

**Q. *We are Having a Receiving Line, can we just have the Bride, Bridegroom, Best Man, and Chief Bridesmaid?***

*It is your day and therefore any request about your receiving line is completely down to the Bride and Bridegroom.*

**Q. *We have a member of the Clergy attending our wedding, would he/she be able to say grace before our meal?***

*It is etiquette for you to give the member of the Clergy in attendance the option to say grace.*

**Q. *We have cameras on each table, how can we make sure all our guests use them and know where to leave them after they have used them?***

*Once all your guests are seated at the tables, you can explain to all your guests how to use the cameras and flash and also where to leave them once they are finished with them. Normally we would be happy to keep these for you to pick up at a later date.*

**Q. *We have a wedding guest book for all our guests to sign, where should we leave it to ensure everyone can sign it?***

*The wedding guest book can be left with your chief bridesmaid, the conference and banqueting manager and they will ensure all your guests have the opportunity to sign it.*

**Q. *Do the speeches come before the meal or after?***

*Usually the speeches happen after the meal, but it is becoming more popular to have them before to enable all the speechmakers to enjoy their meal without worrying.*

**Q. *How many toasts should we have?***

*Usually there are three toasts. Firstly to the Bride and Bridegroom, secondly to the Bridesmaids and Best Man and thirdly to the parents of the Bride and Bridegroom.*

# **IMPORTANT INFORMATION**

## ***Booking Terms and Conditions***

*Please take a few minutes to read The New Wheatsheaf Ltd booking terms and conditions. We will hold your chosen event date provisionally for 14 days, at which point we will require confirmation of your booking in writing along with a non-refundable deposit*

*You should also show these terms and conditions to anyone else who will be financially responsible for this event.*

*Where we refer to 'we', 'us' or 'our' in this and any other documentation we mean The New Wheatsheaf Ltd, unless we state otherwise. Where we refer to 'you', we mean the person(s) that is financially responsible for the event.*

*These terms and conditions, form part of the contract between you and us (The New Wheatsheaf Ltd.)*

### ***General Conditions***

- 1.1 Your booking will be held for 14 days with no obligation. To confirm this booking you will be required to complete the attached booking form and pay a non refundable deposit of 10% of the total package price or £500.00 whichever is the greater.*
- 2.1 50% of the total booking costs must be received 6 months prior to the event and the remaining balance must be paid in full 28 days prior to the event taking place.*
- 3.1 All menus and approximate numbers must be notified to The New Wheatsheaf Ltd no later than 28 days prior to the event. Final numbers must be confirmed 28 days in advance of your event and these will be the minimum numbers you will be charged for.*
- 4.1 We do not accept liability for any loss or damage to your belongings (including motor vehicles) either prior, during or after the event.*
- 5.1 We are able to provide the services of an approved Discotheque, should you wish to provide your own Discotheque and/or DJ, live band etc., details of appropriate electrical and insurance certificate should be provided to us. A surcharge will apply and be added to your account.*
- 6.1 We reserve the right to close any of the bars and suspend the entertainment at anytime should the Manger and/or staff feel it necessary to do so. The Manager and/or staff reserve the right to control the volume levels of music played on the premises and/or call a halt to any music entertainment or disturbance, which is considered unnecessary or cause discomfort to our neighbours.*
- 7.1 We reserve the right to alter and/or amend any of the contents and prices of the event and/or packages without notice.*
- 8.1 Any extra charges incurred during the event must be settled in full prior to departure on the day.*

### ***Your Right To Cancel***

- 1.1 *With the exception of the deposit (see General Condition 1.1), there will be no cancellation charge providing the event is cancelled at least 6 months prior to the event.*
- 2.1 *All cancellations with less than 6 months notice will be liable to:*
  - a. *3-6 months notice, 50% of expected value of the event will be required as a cancellation fee, unless otherwise agreed with us prior to the cancellation.*
  - b. *Less than 3 months notice, 90% of expected value of the event will be required as a cancellation fee, unless otherwise agreed with us prior to the cancellation.*
- 3.1 *We reserve the right to cancel any booking, at any time without obligation and our liability will be limited to a full refund (including deposits). In the eventuality that we should need to cancel the event, an alternative date or venue will be offered or a full refund.*

### ***Booking Information***

<b><i>DAYS</i></b>	<b><i><u>Closing Times</u></i></b>
<i>Sunday and Bank Holidays</i>	<i>12:00 am</i>
<i>Monday - Thursday</i>	<i>12:00 am</i>
<i>Friday - Saturday</i>	<i>12:30 am</i>

*Closing times can be extended at a cost of £150 per hour this will cover all staffing and DJ costs*

- ❖ *All times are applicable unless prior arrangements have been agreed with the management.*

*Please sign below to confirm you have read and agree with the terms and conditions set out in this documentation.*

*Full Name:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

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

## Booking Form

Thank you for your recent enquiry on our events packages. If you wish to proceed and book your event with us, please contact our Conference and Banqueting Manager Gilly Newman on:

- Telephone: 01977 556 871 during office hours
- Fax: 01977 519 001
- email: [gilly@wheatsheaf.com](mailto:gilly@wheatsheaf.com) or [info@wheatsheaf.com](mailto:info@wheatsheaf.com)

Booking deposits may be paid via cash, cheques, debit/ credit card (additional 2% fee is applicable on all credit card payments only). Cheques payable to: The New Wheatsheaf Ltd and sent to The New Wheatsheaf, Altofs Lane, Whitwood, Castleford, WF10 5QB.

Name -----

Address -----  
-----

Brides Name -----

Grooms Name -----

Home tel: ----- Work tel: -----

Mobile: ----- Email: -----

Date Required: -----

Time Wedding: -----

Wedding Breakfast - No. Of Guests: -----

Evening - No. Of Guests: -----

Deposit amount: ----- (10% of the total package fee or £500, whichever is the greater, all deposits are non-refundable)

Please sign below to confirm you have read and agree with the terms and conditions set out in this documentation.

Signature: ----- Date: -----