



K I R K L E Y H A L L

CONFERENCES | WEDDINGS | EVENTS

CONGRATULATIONS

May we first congratulate you on your plans to get married and extend our very best wishes for the future.

Kirkley Hall is one of the North East's most romantic wedding venues situated in the Northumberland countryside, just outside of Ponteland.

The 17th Century Grade II listed building has several function rooms available for your wedding all looking out onto the Italianate patio and beautiful grounds and gardens, perfect for your reception drinks and photographs. Compliment this with superb menus, fine wines, and a welcoming atmosphere, we guarantee you will have a day to remember.

We are pleased to cater for wedding breakfasts and evening receptions and the Hall is also licensed for Civil Marriages and Partnerships for those couples wishing to marry at the venue. From a small intimate occasion to a large marquee wedding you will enjoy exclusive use of the Hall and exemplary service for you and your guests.

We pride ourselves on providing a personal service. Our staff will discuss your individual requirements and give you advice on all aspects of your wedding planning.

Kirkley Hall is easily accessible from Newcastle airport and the A1; ideal for those guests travelling to your big day.

From your initial enquiry a member of the Operations team will take your details, look at the date you have in mind and make a provisional booking if requested. They will then invite you come and see the Hall itself, which is highly recommended as it is an opportunity to inspect the grounds and gardens, and see for yourself the many

We provide flexible menus allowing you to hand pick every course. We can also cater for any dietary requirements and can adjust whole menus or single meals accordingly.

All of the main function rooms at Kirkley Hall are on the ground floor and are wheelchair accessible. There is disabled parking available and ramps provide access in to the main building and out on to the terrace.

For more information on our accessibility please see the access statement on page 15.

WHAT IS ALWAYS INCLUDED?

- Professional advice and guidance to design a wedding package to fit your exact taste and budget
- A member of the Operations Team to act as Master of Ceremonies
- Red carpet entrance
- Cutlery, Crockery, Glassware, Linen, Napkins and Tablecloths
- Use of our cake knife (n.b. we don't have a cake stand)
- Background music for Civil Ceremonies if required
- Ornate Gold Frame and Easel to display your table plan

OPTIONAL EXTRAS?

To help with the planning of your wedding breakfast we can arrange the following optional extras:

- Chair covers with sash
- Tea lights in glass holders
- Table plan
- Personalised menu cards
- Garden Games
- In House DJ (clients are also allowed to bring their own DJ)

We are always happy to advise couples on other musical entertainment providers, florists, cake decorators, photographers, cars - the list is endless. We will always advise couples and will never stipulate the use of a specific service provider.

ACCOMMODATION?

Kirkley Hall is not residential, however there are many varied types of accommodation in the local area whom with we can arrange preferential rates. We would be happy to advise on accommodation and provide relevant contact details.

Please do not hesitate to contact our Wedding Coordinator with any questions you may have or to arrange a viewing. We are happy to help and look forward to offering our experience and assistance in making your wedding day a dream come true

WHAT IS NEXT?

Kirkley Hall has proved to be a popular venue for civil ceremonies/receptions. To secure your chosen date we advise that you contact the Operations Manager, or the Assistant Operations Manager, to arrange an appointment to discuss your forthcoming wedding/reception. Following your visit we will make a provisional booking and we will then require a deposit of £500 and a contract signed by the Bride, Groom or parents of either, within 7 days of the provisional booking. This deposit is **non-refundable** and the booking is only confirmed on receipt of the deposit.

Room Hire and Capacities for Civil Ceremonies

	Maximum capacity	Room Hire charge
Banqueting Room	150	£250.00
Blue Room	80	£200.00
Oak Room	70	£200.00
Conference Room	40	£200.00

Room Hire and Capacities for Wedding Breakfast and Evening Reception

	Wedding Breakfast		Evening Reception		Room Hire
	Min	Max	Min	Max	
Banqueting Room	60	85	60	85	£375.00
Blue Room	60	60	40	60	£375.00
Oak Room				40	£225.00
Conference Room				40	£225.00

The Banqueting Room and Blue Room are separated by sliding doors and are commonly used as one room to accommodate up to 145 seated guests. The Oak and Conference Rooms can be hired at the above prices for Drinks Receptions, Evening Lounges or to increase the maximum capacity for an Evening Reception. There is also a Bride's dressing room is available to hire at a cost of £50, for the Bride to get ready or freshen up in.

For wedding ceremonies or receptions taking place on a Friday, Saturday or Bank Holiday Sundays the minimum number of guests we can cater for is 60.

Evening reception room capacities may be increased depending upon your menu choice (i.e. a seated meal or standing buffet).

Final numbers must be confirmed to your coordinator at least 14 days prior to the function. Invoices will be produced based on these final numbers and full payment should be made 14 days prior to the function. See terms and conditions for details on payment and guest numbers.

CIVIL CEREMONIES AT KIRKLEY HALL

Guidance for couples who wish to marry at Kirkley Hall

We would be delighted to welcome couples who would like to be married here at Kirkley Hall. The licence we have currently extends to all of our function rooms, however the law does not allow ceremonies in marquees or outdoors.

Having confirmed the date and time of your marriage at Kirkley Hall, you must contact the Ceremonies Co-ordination Team immediately to secure a provisional booking:

**Ceremonies Co-ordination Team
27 Fenkle Street
Alnwick
NE66 1HW**

Telephone: 01665 602870

Email: alnwickreg@northumberland.gov.uk

The Superintendent Registrar will then confirm whether they can attend and conduct the ceremony. You will then receive, within 7 days of your request, confirmation from the Registrar along with details of legal requirements and the fee to be paid.

The fees for solemnisation of a marriage are as follows and should be paid direct to the Registrar (they do not include any Kirkley Hall charges)

**Booking fee £25
Notice of marriage £30 each**

Monday to Friday £285.00*

Saturdays £345.00*

Sundays £400.00*

Bank Holidays £450.00*

* The above fees are effective from 1st April 2009 to 31st March 2011

You can find out more about the legal requirements for civil ceremonies by downloading the Perfect Day brochure from Northumberland County Council's website at <http://www.northumberland.gov.uk/default.aspx?page=342> or by contacting the Ceremonies Co-ordination Team at Alnwick.

A notice of intention to marry can be given a maximum of twelve months in advance of the date of the marriage. This must be done before the Superintendent Registrar of the Office in the District in which you reside. You cannot get married without giving notice in the district(s) where you live.

A ceremony that takes place at the approved premises must have no religious connotations. The Superintendent Registrar who performs the ceremony will outline the manner in which it is to be conducted. You must discuss in advance any way in which you wish to personalise the ceremony.

Please ensure you have satisfied all the legal requirements and that the Superintendent Registrar who is conducting the ceremony has all relevant authorisations in their possession, well in advance of the marriage.

A full set of restrictions and requirements are available on request from the Registrar.

Prices inclusive of VAT.

All prices quoted are effective until 1st December 2009 and may be subject to review.

WEDDING BREAKFAST MENU

This is our Traditional Wedding Breakfast Menu. Each item is priced separately to allow you to build your own menu to your own budget. If there is anything specific you would like to serve at your wedding which is not listed please consult your coordinator who will make every effort to make it available to you at a reasonable price.

STARTERS

Northumbrian Broth

Diced fresh farm vegetables and pulses, scented with thyme (V)
£3.95

Cream of Spinach and Butternut Squash

perfumed with coriander and orange, topped with parmesan croutons and fresh chives (V)
£3.95

Cream of Leek and Potato Soup

Julienne of Leeks sautéed with diced potato, cooked in a light vegetable base then finished with double cream and freshly chopped parsley (V)
£3.95

Cream of Carrot

Scented with fresh coriander, topped with bitter orange croutons & fresh coriander leaves (V)
£3.95

Cream of Tomato and Basil

finished with pesto croutons (V)
£3.95

COLD STARTERS

Fan of Chilled Seasonal Melon

accompanied with a soft berry coulis and a sprig of fresh mint (V)
£3.95

Silky Duck Parfait

served with a mango and kumquat salsa presented with toasted crostini
£4.65

Chicken and Walnut Salad

Pieces of chicken bound in a fresh lime, herb and mayonnaise dressing, placed delicately on a bed of fresh crisp leaf salad
£5.15

Roasted Red Peppers filled with Fennel

A delightful combination of flavours served with crusty ciabatta (V)
£5.00

Supreme of Smoked Scottish Salmon

gently steamed, napped with a chilled spinach and tarragon sauce and garnished with a crisp green herb salad, brown bread and butter
£5.35

(V) Denotes Vegetarian Option

Prices inclusive of VAT.

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AS AN ADDITIONAL COURSE

Lemon Sorbet

£2.65

Blackcurrant and Cassis Sorbet

£2.65

Mango and Gran Marnier Sorbet

£2.65

Raspberry Sorbet

£2.65

Champagne Sorbet

£3.65

MAIN COURSE

Prime Roast Topside of Beef

with Chef's traditional Yorkshire Pudding and a rich roast red wine gravy

£16.20

Braised Leg of Lamb

A succulent leg of young lamb, slow cooked in a rich tomato and herb sauce spiked with fresh orange

£17.20

Loin of Pork Steak

Placed on a sweet apple and potato mash, napped with a creamy dijonaise and tarragon sauce

£16.20

Roast Northumbrian Turkey Breast

sliced and accompanied with a cranberry and sage jus and simple traditional trimmings

£16.20

Filled Supreme of Chicken

stuffed with a leek and bacon farce and lined with a dill cream sauce

£16.20

Pan Fried Chicken Fillet

served with a white wine and mushroom cream sauce

£16.20

Beef Wellington

Prime fillet steak with mushrooms and a smooth pâté encased in a light puff pastry finished off with a rich port wine sauce

£19.20

Lamb Cutlets

with redcurrant and rosemary Sauce

£19.20

Pork Steak

with apple and almond sauce

£18.20

Prices inclusive of VAT.

All prices quoted are effective until 1st December 2009 and may be subject to review.

MAIN COURSE CONTINUED

Fillet of Salmon

with lemon grass and prawn hollandaise, oven baked with ginger and lemon, presented on a bed of roasted red and yellow bell peppers

£19.20

Smoked Haddock and Broccoli Wellington

Fillet of haddock and broccoli purée, wrapped in a light puff pastry, finished off with a spinach and chive sauce

£19.20

Hot Poached Sea Bass

accompanied by a champagne, parsley and wholegrain mustard cream

£19.20

Mushroom Bourguignon

Mushrooms combined in a cayenne pepper and cream sauce (V)

£15.20

Vegetable Stroganoff

A combination of pan fried vegetables in a cream and paprika sauce (V)

£14.20

Carrot and Cashew Nut Roast

A well-balanced combination of grated carrot, cashew nuts, shallots and a selection of fresh herbs, combined together with egg and wholemeal bread, accompanied with a vegetable and herb jus (V)

£14.20

All main courses served with a medley of seasonal vegetables and potatoes

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DESSERTS

Choux Buns

filled with dairy cream and smothered with a rich chocolate sauce

£4.80

Frutti Di Bosco

Short crust pastry base with a Chantilly cream filling, generously crowned with blackberries, redcurrants, raspberries and blueberries

£4.80

Blood Orange Torte

Chocolate biscuit base topped with a rich orange mousse and a blood orange sauce, finished with a plain chocolate cigarillo

£4.80

Chocolate Pot

Rich indulgent chocolate custard with double cream and dark continental chocolate

£4.80

Apple Tart

Viennese pastry filled with apple and covered with fresh apple slices and finished with an apricot glaze, served warm with Chantilly cream

£4.80

Sticky Toffee Sponge Pudding

served with toffee sauce

£4.80

Mixed Berry Pudding

topped with fruits of the forest and served with cream

£4.80

British Cheese Board Selection

A fine selection of British cheeses served with a variety of wafer biscuits, celery and grapes

£4.80

Coffee and Mints

£1.95

Coffee with Petit Fours

£2.50

NB Wedding Cake can only be substituted in the place of a dessert for a surcharge of £3.70 per person

CHILDREN'S MENU

Children under 10 can be catered for in two different ways.

They can have a half portion of the Adult's Menu for half price

OR

For £8.50 per head, you can choose one Main Course from the Menu below which will be followed a dessert of Vanilla Ice Cream.

Breaded Chicken Nuggets

Beef Burgers in a Soft Floured Bap

Breaded Cod Goujons

Pork Sausages

Cheese and Tomato Pizza

All main courses are served with Chips and a choice of Fresh Vegetables, Baked beans or Peas

We have a number of High Chairs available at Kirkley Hall - just talk to your co-ordinator if you require any.

FORK BUFFET MENU

Menu items to be chosen as follows

2 items from Main Courses
 2 items from Side Dishes
 3 items from Salads
 2 items from Desserts

£19.95 per person

Supplements

Main Course £9.95 per person
 Side Dishes £3.50 per person
 Salads £4.20 per person
 Desserts £4.50 per person

Coffee & Mints
 £1.95 per person

Main Courses	Side Dishes
Chicken Supreme with Mushroom and White Wine Sauce Chicken Chasseur Turkey à La King Beef in Tomato and Herb Sauce Minced Beef Lasagne Sweet and Sour Beef or Pork Chilli Con Carne Penne Carbonara Mushroom Stroganoff (V) Vegetable Risotto (V) Pan Fried Vegetable Stroganoff (V) Vegetable Quiche (V) Stir Fried Vegetables (V) Stuffed Peppers (V) Mixed Bean and Vegetable Lasagne (V)	New Potatoes Jacket Potatoes Oven Roast Potatoes Savoury Rice Local Seasonal Vegetables
	Salads
	Mixed Salad Coleslaw Pasta Salad Rice Salad Tomato and Red Onion Salad
	Desserts
	Profiteroles and Chocolate Sauce Apple Pie with Cream or Custard A Selection of Cheesecakes including, Fruits of the Forest, Raspberry or Kiwi Fruit Sticky Toffee Pudding with Cream or Custard Treacle Sponge Chocolate Fudge Cake Cheese Board

(V) Denotes Vegetarian Option

CANAPÉS MENU

Canapés can accompany reception drinks perfectly and are ideal if you plan to have a number of photos taken before sitting down to your Wedding Breakfast

£4.95 per person

Please select 4 choices from the range below

SAVOURY

Duck Pate and Caramelised Orange topped with Chervil
Cajun Spiced Chicken Tortilla Wrap with Mixed Peppers
Cherry Tomatoes and Mozzarella Stack with Olive Tapenade
Parma Ham and Asparagus
Crostoni of Sun Dried Tomatoes
Garlic Crostoni with Red Onion Salsa
Smoked salmon Bilinis

SWEET

Petit Four Selection
Luxury Truffle Selection
Plain Belgian Chocolates
Italian Chocolate Cups
Mini Strawberry and Cream Scones

FINGER BUFFET MENU

The Finger Buffet can only be served in the evening but allows you to perfectly cater for both Full Day and Evening Guests. Price depends on the number of options you wish to provide.

Prices

Five Options	£ 8.95
Seven Options	£ 11.95
Ten Options	£ 15.95

Menu Options

(V) Denotes Vegetarian Option

Selection of Sandwiches in a variety of breads including ciabatta, flat bread, tortilla wraps, wholemeal sliced and white sliced filled with a choice of egg mayonnaise and cress, tuna mayonnaise, cheese savoury, ham salad, beef salad, coronation chicken and more

Filled Vol au Vents

Smoked Salmon Bilinis

Deep Fried Chicken Portions

Assorted Crudités and Dips (V)

Cocktail Chicken Satay

Assorted Crisps and Nuts

Chipolata Sausages

Buffet Savoury Eggs

Oriental Canapés

Japanese Style Breaded Prawns/Mixed Oriental Dim sum

Cocktail Sausage Rolls

Cod Goujons

Jacket Potato Wedges (V)

Sesame Prawn Toast

Assorted Quiche

Assorted Petit Fours

Vegetable Spring Rolls (V)

Smoked Salmon Canapés

Vegetable Satays (V)

Potato and Feta Cheese Parcels (V)

Assorted Vegetable Quiches (V)

Assorted Petit Fours

Vegetable Samosa (V)

Cheese and Pepper Rolls (V)

Extra Services - prices available upon request

Whole dressed salmon

Hog Roast

Chocolate Fountains

Prices inclusive of VAT.

All prices quoted are effective until 1st December 2009 and may be subject to review.

BBQ MENUS

During the summer months an evening buffet may be substituted by a BBQ. If the weather should prove unsuitable, the dishes can be prepared and served indoors

BBQ Menu A £13.50 per person

Local Herb Sausages
Traditional Burgers
Sweet and Sour Plain Chicken Drumsticks
Avocado and Mixed Bean Taco Shell
Jacket Potatoes with tzatziki yoghurt, creamy mushroom and mustard salsa
Pork Ribs with smoked hickory sauce
Selection of chef's salads

BBQ Menu B £14.95 per person

BBQ Menu A with the addition of:
Cajun Style Chicken breast or lemon and pepper turkey escalope
Garlic Bread

BBQ Menu C £17.95 per person

BBQ Menu A with the addition of:
Vegetable kebabs
Local salmon
Minute steak

**Prices include hire of Barbeque, crockery, cutlery and napkins
Minimum numbers 60**

DRINKS PACKAGES

Below are some popular drinks packages with their prices per person. If you would like to make any substitutions or design your own package don't hesitate to contact your coordinator. We can incorporate Pimm's for summer weddings or Tea's and Coffee's for winter events. N.B. substitutions may be subject to price adjustments.

D1

1 glass of Sherry or Whisky on arrival
1 glass of Sparkling Wine Toast

£6.75

D2

1 glass of Bucks Fizz on arrival
1 glass of Sparkling Wine Toast

£6.75

D3

1 glass of Sherry or Whisky on arrival
1 glass of Red/White Wine with Meal
1 glass of Sparkling Wine Toast

£8.95

D4

1 glass of Bucks Fizz on arrival
1 glass of Red/White Wine with Meal
1 glass of Sparkling Wine Toast

£8.95

D5

1 glass of Sherry or Whisky on arrival
2 glasses of Red/White Wine with Meal
1 glass of Champagne Toast

£14.50

D6

1 glass of Bucks Fizz on arrival
2 glasses of Red/White Wine with Meal
1 glass of Champagne Toast

£16.50

D7

1 glass of Sherry or Whisky on arrival
3 glasses of Red/White Wine with Meal
1 glass of Champagne Toast

£18.50

D8

1 glass of Bucks Fizz on arrival
3 glasses of Red/White Wine with Meal
1 glass of Champagne Toast

£18.50

Corkage charge:

£8.50 per bottle of wine

£15.95 per bottle of Champagne

NB: Measurements for Wine and Spirits:

Wine & Champagne 125 ml

Whisky & Spirits 25 ml

Sherry 50 ml

Prices inclusive of VAT.

All prices quoted are effective until 1st December 2009 and may be subject to review.

Access Statement

Kirkley Hall, which is part of Northumberland College, is committed to equal opportunities and access for all

The disability equality scheme is published in accordance with the disability equality duty section of the Disability Discrimination Act (2005)

The aim of the scheme is to give detailed information to all stakeholders about our plans to ensure that Kirkley Hall implements a proactive approach to disability equality.

We will

- Promote equality of opportunity for all people
- Eliminate unlawful discrimination
- Eliminate disability related harassment
- Promote positive attitudes towards disabled people
- Ensure that all staff working for Kirkley Hall have access to suitable and adequate training
- Encourage participation by disabled people in events at Kirkley Hall
- Identify potential barriers to access and seek to eliminate or minimise them as practicably possible

The scheme has an accompanying action plan which includes the specific steps we intend to take to reach the objectives above. Kirkley Hall will monitor the effectiveness of the access policy.

Access vision

Our aim is to provide a stimulating and user friendly environment that is relevant to the requirements of the visitor and provides freedom of choice. We recognise that all visitors have special needs and Kirkley Hall aims to improve levels of understanding and employment for people of all ages, abilities and backgrounds regardless of whether they have disabilities.

Equipment Provision

Kirkley Hall can provide a mobile induction loop to assist visitors who have hearing impairments (which is available at reception). A wheelchair is available at reception for those with mobility issues. Highchairs are available for families.

All publications and brochures are available in large print, varied fonts and on suitable paper for those with reading difficulties or visual impairments.

Assistance dogs are welcomed at Kirkley Hall.

Arrival & Car Parking Facilities

Eight disabled car parking spaces for blue badge holders are available in the main car park. Disabled users can also be dropped off at the door of the Main Hall and park in the courtyard. Those without blue badges can register their car at reception.

Access to the main hall is well lit and ramps into the building are in place at reception and via the main front door.

All main rooms are on the ground floor and there is ramp access to the terrace and lawns.

Toilet Facilities

Accessible toilet facilities are available on the ground floor in the main hall.

Copies of all policies are available on request

KIRKLEY HALL WEDDING TERMS AND CONDITIONS

Standard Terms and Conditions

Kirkley Hall asks Clients to be aware that business with the Company is conducted on the basis of our Standard Terms and Conditions.

1. Confirmations

Bookings will be treated as provisional until the signed contract (the Confirmation) is returned by the Client, which should be within 7 days of the original booking and Kirkley Hall is in receipt of a deposit of £500. This deposit is non-refundable and the booking is only confirmed on receipt of the deposit..

The Client must tell Kirkley the anticipated number of guests attending not less than 28 days prior to the function.

Final numbers must be given to Kirkley at least 14 days prior to the function. The amount payable by the Client will be calculated on this final number or the number who attend on the day, whichever is greater.

2. Cancellations

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

Cancellation Period	Percentage
From 6-3 months prior to the event	25%
Between 3-1 months prior to the event	30%
1 month -15 days prior to the event	50%
14 - 7 days prior to the event	80%
Less than 7 days prior to the event	100%

The Client should confirm all cancellations in writing.

In the occurrence of a cancellation any costs incurred for a particular event, that otherwise would not have been incurred; will be charged to the client unless Kirkley are able to mitigate their loss.

3. Reduction in Numbers

Kirkley Hall reserves the right to set a minimum number to be charged for the event.

Any reduction in numbers in the last 28 days, prior to the event, will be charged at 50% of the agreed individual rate, unless the minimum number to be charged is applicable.

4. Deposits and Payment

Kirkley Hall requires a deposit of £500 to secure a booking date and if not paid this will invalidate any verbal agreement and Kirkley Hall may treat the booking as cancelled.

Full payment will be required prior to the event, and the amount as invoiced must be received 14 days prior to the event.

For Wedding receptions the deposit paid is non-refundable.

Cheques should be made payable to: High Gain Business Consultancy

5. Credit

Credit is available only if agreed with Kirkley Hall on booking the function. Where credit is agreed, the Client should pay upon receipt of the invoice.

6. Interest

Interest on overdue invoices shall accrue from the date when payment becomes due from day to day until the date of payment at a rate of 4% above the Co-operative Bank PLC base rate from time to time in force and shall accrue at such a rate after, as well as before any judgment.

Prices inclusive of VAT.

All prices quoted are effective until 1st December 2009 and may be subject to review.

7. Damage

The Client is responsible for any damage caused by the Client or his/her guests, agents, employees or delegates etc. The Management, staff and Kirkley Hall Operations cannot accept any responsibility for any valuables and property which are lost, stolen or during the event.

8. Corkage

The Client or guests should not bring any wines, spirits, beers, non-alcoholic or other beverages, or food into Kirkley Hall for consumption on the premises, without the written consent of Kirkley Hall. **These arrangements will always incur a charge.**

9. Failure to comply

Kirkley Hall will not be liable for failure to comply with any terms and conditions of this agreement to the extent such compliance is prevented, hindered or delayed by any cause beyond its control including but not limited to fire, storm, explosion, flood, act of God, action of any Government or Governmental Agency, shortage of materials or goods, strike or lock-out.

Date of Wedding:

Bride's Full Name:/.....

Bride's Address

.....**Postcode:** _ _ _ _ _

Telephone **Mobile:**

Groom's Full Name:

Groom's Address (if different from above).....

.....**Postcode:** _ _ _ _ _

Telephone **Mobile:**

Client (Print Name):

Signed: **Dated:**

Invoice Address (if different from above):

.....

Postcode: **Telephone:**

How did you here a bout Kirkley Hall?

For and on behalf of Kirkley Hall: Signed: **Dated:**

Please sign and return to:

**For the attention of Operations Manager
Kirkley Hall
Ponteland
Northumberland
NE20 OAQ**

Tel: 01670 841 235

Prices inclusive of VAT.

All prices quoted are effective until 1st December 2009 and may be subject to review.