

For your special day

Red carpet welcome



Complimentary overnight accommodation
for the Bride & Groom



No room hire charge for your Wedding Breakfast**



Finest linen



Silver for the table



Silver cake stand and knife



Excellent photographic opportunities



Table plan, menus and place cards for the wedding breakfast

Please contact our experienced Wedding coordinator at
the Whitehall Hotel on 01279 850 603 to help plan your day.

**Subject to minimum numbers

Receptions

The Barn Suite

This is our largest function suite situated on the Ground Floor with direct access onto the Terrace for Photographs. This beautiful Elizabethan Barn Suite boasts strutting beams adding to the whole spectacle.

Monday to Thursday Available to book for between 30 & 50 adult guests seated £320.00

Friday & Sunday Available to book for between 50 & 120 adult guests seated £600.00

Saturday Available to book for between 80 & 120 adult guests seated £1,100.00

The Butler Suite

Situated on the ground floor, this room is perfect for the more intimate wedding gathering.

Monday to Thursday Available to book for up to 30 adult guests seated £125.00

Friday & Sunday Available to book for up to 30 adult guests seated £250.00

Saturday Available to book for up to 30 adult guests seated £350.00

The Restaurant

Beamed and beautifully restored, the restaurant is perfect for small to medium sized wedding gatherings.

Monday to Thursday Available to book for between 30 & 50 adult guests seated £250.00

Friday & Sunday Available to book for between 30 & 50 adult guests seated £350.00

Saturday Available to book for between 30 & 50 adult guests seated £450.00

We would be happy to obtain quotes for a Marquee, which we situate within the grounds and can seat up to 200 guests.

Should you wish to only serve a Wedding Breakfast or an Evening Buffet in these rooms please ask your dedicated Coordinator.

Civil Ceremonies

The Whitehall Hotel has the pleasure of offering civil marriages within our unique venue, ensuring your perfect day.

The Butler Suite is licensed for your wedding service.

The room hire for your civil ceremony is as follows:

Butler Suite

Seating for up to 40 guests for a ceremony at a rate of between £250.00 - £300.00

The registrar needs to be booked directly by you. It is possible to do this up to 12 months in advance of your wedding date.

The Superintendent Registrar will permit only a civil, non-religious ceremony. Any music, readings, words or performances must be secular. The content of the ceremony must be agreed in advance with the Superintendent Registrar who will attend your ceremony. The approval for the use of any copyrighted music, readings etc must be obtained by yourselves prior to the ceremony.

It is your responsibility to ensure that all legal preliminaries for your wedding are completed and that the Registration Officers are available to conduct your ceremony. Neither the Whitehall Hotel nor anyone else can do this on your behalf.

To book your civil marriage ceremony, please contact the Registry Office at:

Uttlesford Council Offices
London Road
Saffron Walden
Essex
CB11 4ER

Tel: 01799 510319

Menu

Canapés

Please select your choice of 3 canapés from the list below at £4.95 per person
– Additional canapés may be selected at a cost of £1.55 per item

Smoked salmon en croute
Cream cheese and chive tartlet
Prawn, avocado and marie rose
Chicken liver parfait, served on crisp brushetta
Parma ham and mozzarella, cracked black pepper
Duck spring rolls, hoi sin sauce
Mini quiche selection
Tiger prawn in filo pastry, chilli dip
Salad nicoise tartlet
Vol au vents filled with:
Chicken and chilli or Mushroom and tarragon or Salad nicoise

Set menus

Menu 1

Wafers of sweet melon, presented onto berry compote
scented with ginger and sauternes
Pan fried breast of free range chicken together
with maderia and mushroom cream sauce
Seasonal vegetables and potatoes
Profiteroles filled with cream and topped
with chocolate sauce
Coffee and mints
£26.00 per person

Menu 2

Fine chicken liver parfait
served with crisp french leaves, cumberland sauce
Cream of tomato and basil soup, pesto oil
Roast cheshire turkey
served with chipolata, sage stuffing,
rich roast gravy and cranberry sauce
Seasonal vegetable and potatoes
Traditional lemon tart served with raspberry nectar
Coffee and mints
£30.00 per person

Menu 3

Your choice of 3 Canapés

Terrine of salmon, smoked salmon and smoked trout
with chive and lemon mayonnaise

Roast sirloin of british beef
served with yorkshire pudding and red wine and rosemary jus

Seasonal Vegetables and Potatoes

Crisp brandy snap basket filled
with strawberry Syllabub on an exotic fruit mosaic

Coffee and petit fours

£39.95 per person

Children's menu

Starters

Fan of melon fresh fruit coulis

Crisp potato wedges served with salad and sour cream

Soup of the day

Fresh fruit and carrot sticks

Mains

Grilled burger served with chips and beans

Cheese tomato pizza served with salad

Penne pasta, tomato sauce, grated cheese

Homemade chicken nuggets, chips and beans

Desserts

Selection of ice cream

Chocolate fudge cake

Fresh fruit salad with double cream

Pancakes with maple syrup

£9.95 per Person

Menu selector

Starters

A fine chicken liver parfait served with toasted brioche and Cumberland sauce	£6.95
Wafers of sweet melon, presented onto berry compote scented with ginger and sauternes.....	£5.95
Classic prawn cocktail served on a bed of lettuce, bound in marie rose sauce	£6.50
Terrine of salmon, smoked salmon and smoked trout with chive and lemon mayonnaise	£7.50
A timbale of chicken and Roquefort, shredded celeriac and grape cream sauce	£6.95
Traditional Caesar salad	£6.50
Goats cheese, spinach and rocquette strudel served with tomato dressing.....	£6.95

Soups

Cream of tomato and basil soup, pesto oil	£4.95
Cream of broccoli and stilton soup	£4.95
Leek and potato soup	£4.95
French onion soup, cheddar croute	£4.95
Vegetable soup, herb and garlic snippets'	£4.95

Sorbet

Mango	£4.00
Champagne	£4.50
Blackcurrant	£4.00
Lemon and lime	£4.00

Main courses

All main courses are served with seasonal vegetables and potatoes

Baked salmon fillet glazed with herb crust, tomato butter sauce	£11.95
Pan fried breast of free range chicken together with maderia and mushroom cream sauce.....	£12.50
Roast cheshire turkey served with chipolata, sage stuffing, rich roast gravy and cranberry sauce...£	12.95
Roast sirloin of british beef served with yorkshire pudding and red wine and rosemary jus.....£	16.95
Roast rack of Lamb served with fondant potato, rosemary and garlic jus	£21.95
Roast loin of cheshire pork served with apple fritters and cider and sage cream sauce	£13.95
Roasted aubergine filled with Tunisian style cous cous, apricot and raisin mosaic	£12.95
Roast Mediterranean vegetables served in a filo pastry, red pepper sauce	£12.95

Desserts

Profiteroles filled with Cream and topped with chocolate sauce	£6.50
Crisp brandy snap basket with strawberry syllabub on exotic fruit mosaic.....	£6.50
Dark chocolate truffle beside vanilla and mint anglaise	£6.50
Layered strawberry shortbread gateaux, raspberry sauce	£6.50
Traditional lemon tart.....	£6.50
Fresh fruit meringue, double cream and strawberry coulis	£6.50
Dark chocolate tart, coffee cream.....	£6.50
Homemade orchard fruit crumble, vanilla custard.....	£5.95

Cheese

Platter of cheese and fresh fruit with biscuits, grapes and celery (for parties of 10)	£37.95
Individual cheese plate to include three british cheeses, celery grapes, onion pickle and biscuits for cheese	£6.95

Coffee

With mints.....	£3.25
With petit fours.....	£4.25



Try Something Different

If you are having trouble deciding what menu to offer your guests on this very special day why not try a Carvery.

Our experienced chef will carve your main course in front of your guests to add the wow factor to the day.

If you wish to add a starter to this menu please choose from the enclosed list, this will be charged at the stated price.

Tea & Coffee can also be added with mints or Petit fours at the published brochure price.

Carvery Buffet

Canapés

Choose 3 from the list in the brochure, to be served with your Drinks reception

Main Course

Hot Roast Beef - Carved from the Buffet

Hot Roast Turkey - Carved from the Buffet

Seasonal Vegetables & Potatoes

Chocolate Profiteroles with Cream

Vanilla Cheesecake

£28.00 per person

Evening buffets

Selection of dainty sandwiches to include
Egg and Cress, Cheese and Tomato, Ham salad, and Tuna mayonnaise.
+ five items from the list below £12.95 inc VAT per person
Or seven items £13.95 + each additional item at £1.80

Meat selection

Lime and coriander chicken kebab, chilli mango dip
Baby Yorkshire pudding,
topped with roast beef and horseradish sauce
Minted lamb kofta served with tzatziki
Parma ham and fresh melon served on a skewer
Ham, mozzarella and fresh spinach brushetta
Chicken tikka, herb yoghurt

Fish selection

Sea salt and black pepper fish goujons
Seafood dim sum, black bean sauce
Prawn tartlet, marie rose sauce
Smoked salmon kebab, herb and black pepper marinade
Thai ginger fish cake, sweet chilli sauce

Healthy options

Cherry tomato, pepper and mango kebab
Crudities with guacamole and salsa dips
Gradvalax on rye bread
Chicken kebab, yogurt, coriander, lemon and pepper marinade
Mozzarella and red onion tartlet
Chicken salsa wrap

Vegetarian selection

Baby Yorkshire puddings
filled with nut roast and horseradish sauce
Brie and cherry tomato tartlet
Mini Indian selection, served with raita dip
Vegetable dim sum, chilli sauce
Sweet pepper tapenade brushetta
Mini falafel, cucumber and mint dip

Vegan selection

Houmous and salsa, pitta strips, carrot sticks
Chilled gazpachio shots
Falafel, salsa dip
Spicy tofu kebabs, mango dipping sauce
Vegan pate, rustic bread

Supper selection

(To be served as an addition to the evening buffet)
Bacon on a flour bap
Cumberland sausage baguette
Goat's cheese and tomato bruschetta

£4.00 per person

Drinks packages

We are please to recommend the following drinks packages.
Should you wish to choose from our full bar and wine list then we would be delighted to assist.

Package 1

A glass of house wine
Two glasses of house wine
A glass of sparkling wine

£13.95 per person

Package 2

A glass of bucks fizz
Two glasses of house wine
A glass of sparkling wine

£14.95 per person

Package 3

A glass of Pimms
Two glasses of house wine
A glass of house champagne

£18.95 per person

Package 4

A glass of rose champagne
Two glasses of premier wine
A glass of premier champagne

£23.95 per person

Terms and conditions

Payment terms

1. £500.00 deposit to confirm booking this is a non refundable and non transferable deposit.

A further 40% will be required 6 months prior to the event.

The outstanding balance of the account is payable 2 weeks prior to the event start date.

A credit card is to be supplied to cover any additional costs incurred on the day.

2. Provisional bookings will be held for a period of 10 working days, after which time the date will be automatically released, unless an extension has been agreed.
3. The Client to advise the Hotel, at least two weeks prior to the date of the function, the final number of people attending. These represent the final minimum numbers chargeable.
4. (a) Cancellation by the Client:

In the unfortunate circumstance that you may have to cancel or postpone your confirmed booking at any time the hotel will make every effort to re-sell the function facilities on your behalf. In the event of the hotel being unsuccessful in the reselling of the cancelled or amended booking, cancellation charges will be made as follows:

- Between 8 days and 2 months.....100% of quoted rates
- Between 2 and 4 months.....75% of quoted rates
- Between 4 and 6 months.....50% of quoted rates
- Between 6 and 12 months.....25% of quoted rates
- 12 months or longer.....10% of quoted rates

The charges apply to:

90% of the contracted accommodation, packages & room hire revenue, 100% of any other costs e.g. equipment hire and entertainment and 70% of the contracted Food & Beverage revenue. Value added tax is deducted from the cancellation charges.

Where the cancellation is made 7 days or less 100% of the loss of revenue will apply.

Any cancellation, postponement or partial cancellation should be advised verbally in the first instance and you will be given a cancellation reference number, you must then confirm the cancellation in writing and receive confirmation back in writing from the hotel. The facilities you have reserved cannot be released for sale until this is received and acknowledged.

Definitive cancellation charges due can only be confirmed to you after the intended date of your event, when we shall reduce the charge by any alternative business we may have been able to secure on your behalf.

(b) Cancellation by the Hotel:

The Hotel reserves the right to cancel any booking forthwith or reserves the right to offer alternative facilities without any responsibility on its part in the event of:

- Any occurrence beyond the reasonable control of the hotel which shall prevent it from performing its obligations in connecting with the booking.
 - If the Hotel becomes aware of any alteration in the clients financial situation.
 - If the Client is more than 30 days in arrears with any payment to the Hotel.
 - If the booking might, in the opinion of the hotel, prejudice the reputation of the hotel.
5. Any bedrooms on the room block that have not been taken by guests 8 weeks prior to the event date will automatically be released.
 6. All items are to be collected from the hotel i.e. cake, table plan etc the day after the event, the hotel will not store any items and they will be disposed of.

7. All prices relating to food and beverage are subject to change at any time by the hotel or head office, prices are affected by outside influences.
8. Any gifts / items left in the room are the responsibility of the client; the hotel accepts no responsibility for any such items.
9. All extras must be settled on departure; a credit card will be taken as a guarantee and will be charged if the account is not settled.
10. The clients shall be responsible for the orderly conduct of its guests, and shall ensure that its guests have regard to any regulations imposed by any competent authority, and that nothing should be done which will constitute a breach of the law. The client shall fully indemnify the Hotel against any claims, or loss or damage arising as a result of breach of this clause.
11. Prior written approval must be obtained if you wish to fix items to the walls, floors or ceilings. The Hotel will hold the client responsible for any damage caused by negligence by the client, the clients' guests or the clients' contractors. An inspection of the premises before and after the event may be requested by contacting the duty manager.
12. Only food and beverage purchased from the Hotel may be consumed on the premises. If food or beverages are brought into the Hotel for consumption, a charge will be made equal to the Hotel's selling price for that or an equivalent product, which shall be in the determination of the Hotel.
13. The event must start and finish at the times specified on the contract. Changed to the times must be agreed with the Hotel.

It is strongly recommended that the client take out event insurance. Please contact your preferred broker.