

**Mansion House Hotel & Country Club**  
**Wedding & Function Menu**

**Menu 1 £26.00**

***Fan of Honeydew Melon***

*With a salad of fresh berries & forest fruit coulis*

***Soup of your choice***

*oOo*

***Roast Breast of Chicken***

*Served with a sauce of your choice*

*oOo*

***Chef's selection of Market Vegetables & Potatoes***

*oOo*

***Classic Sticky Toffee Pudding***

*Vanilla ice cream and toffee sauce*

***Mansion House Cheesecake***

*oOo*

***Freshly Brewed Coffee***

**Menu 2 £27.50**

***Mansion House Chicken Liver Pate & Homemade Chutney***

*Served with mini oatcakes*

***Succulent Prawns bound with Marie Rose Sauce***

*Served with crisp salad leaves*

*oOo*

***Grilled Fillet of Salmon***

*Served with a sauce of your choice*

***Breast of Chicken***

*Served with a sauce of your choice*

***Baked Honey Ham***

*Served cold with a selection of seasonal salad leaves*

*oOo*

***Chef's selection of Market Vegetables & Potatoes***

*oOo*

***Dark Chocolate Tart***

*Vanilla crème anglaise*

***Mansion House Cheesecake***

*oOo*

***Freshly Brewed Coffee***

***Vegetarian meals and children's portions may be pre-ordered.***

***In addition to these menu suggestions our Function Manager would be happy to discuss with you any ideas of your own.***

***Regrettably, we cannot guarantee any items on our menus are free of nuts***

**Mansion House Hotel & Country Club**  
**Wedding & Function Menu**

**Menu 3 £29.50**

***Smoked Salmon Terrine***

*With salad leaves & lemon & chive dressing*

***Fan of Melon***

*Pineapple, mango and passion fruit*

*oOo*

***Roast Sirloin of Scottish Beef***

*Served with Yorkshire pudding & roast gravy*

***Baked Fillet of Salmon***

*With a sauce of your choice*

***Roast Supreme of Chicken***

*Served cold with a seasonal selection of salad leaves*

*oOo*

***Chef's selection of Market Vegetables & Potatoes***

*oOo*

***Raspberry Pavlova***

***Cream Filled Chocolate Profiteroles***

*With a butterscotch sauce*

*oOo*

***Freshly Brewed Coffee***

*A soup course can be added to make a 4 course meal.*

**Menu 4 £32.50**

***Smoked Salmon and Crab Salad***

*Chilli and ginger dressing*

*oOo*

***Soup of your choice***

*oOo*

***Roast Leg of Lamb***

*(With a sauce of your choice)*

*oOo*

***Chef's selection of Market Vegetables & Potatoes***

*oOo*

***Iced Banana and Pistachio Parfait***

*Warm caramel sauce*

***Apple Crumble***

*With vanilla sauce*

*oOo*

***Freshly Brewed Coffee***

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**Mansion House Hotel & Country Club**  
**Wedding Details 1**

**Choice of Soups (one choice per wedding)**

**Light Soups**

*Cream of Tomato & Basil, Cauliflower Cheese, Roast Mediterranean Vegetable,  
Broccoli & Blue Cheese, Cock-a-leekie, Cream of Chicken & Rosemary,  
Cream of Vegetable, Mushroom & Tarragon, Carrot & Coriander,  
Minestrone, Carrot & Orange*

**Hearty Soups**

*Pea & Ham, Leek & Potato, Chicken & Sweetcorn, Tomato & Lentil, Scotch Broth,  
Lentil & Bacon, Cullen Skink (75p supplement per person)*

**Choice of Vegetarian Main Courses (one choice per wedding)**

***Mediterranean Vegetable Tart***

*With goats cheese*

***Roast Peppers***

*Filled with a herb scented cous cous & balsamic dressing*

***Wild Mushroom Risotto***

*With pesto & parmesan*

***Leek, Sweet Potato & Butternut Squash Crumble***

*Set on a roast pepper coulis*

***Spinach and Ricotta Ravioli***

*Sundried tomato sauce*

**Choice of Sauce for Chicken Supreme (One choice per wedding)**

*Brandy & Peppercorn, Whisky & Thyme Cream, Wild Mushroom Jus, Barbeque,  
Spinach & Bacon, Button Mushroom Onion & Blue Cheese, White Wine & Mushroom,  
Sun Dried Tomato & Basil, Roasted Red Pepper & Mascarpone, Roasted Red Pepper and Chilli*

**Choice of Sauce for Salmon (One choice per wedding)**

*Pernod, White Wine & Parsley, Shellfish Bisque,  
Watercress Cream, Bloody Mary, Hollandaise  
Lemon & Dill Sauce, Grain Mustard & Chive Sauce  
Roast Tomato & Basil*

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### **Choice of Desserts**

***Mansion House Cheesecakes:*** Butterscotch, Strawberry, Raspberry, Chocolate, White Chocolate & Raspberry, Lemon, Baileys

***Mansion House Parfaits:*** Lemon Meringue, White & Dark Chocolate, Chocolate and Chilli, Strawberry & Mint, Mango & Passion Fruit,

*Strawberry Shortcake*

*Fresh Fruit Salad*

*Crannachan with Brandy Snap Basket*

*Banana & Butterscotch Crumble Tart with sauce Anglaise*

*Glazed Lemon Tart with a Raspberry Coulis*

### **Children's Menu £14.25 per serving (one choice per wedding)**

***Half portion of Adults Menu.***

*Or replace the main course with one of the following choices.*

***Mansion House Chicken Nuggets, Fries & Beans***

*Freshly made with chicken breast meat*

***Cheese & Tomato Pizza, Fries & Beans***

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**Mansion House Hotel & Country Club**  
**Wedding Details 2**

**Arrival/Toast Drinks, Wine & Champagne**

Sherry, Whisky, Vodka or Rum £2.40 per serving  
Mansion House Punch £3.75 per serving  
Large Jug of Fresh Orange Juice £7.75 per jug  
Large Bottle of Mineral Water £4.75 per bottle

House Red & White Wine £14.00 per bottle  
Sparkling Wine £17.50 per bottle  
Champagne £34.00 per bottle

*We have an extensive list of Wine from around the world. Please ask for a copy of our wine list.*

**Canapés**

*A selection of canapés can be provided and start from £3.75 per serving (3 per serving)*

**Evening Menus**

**Option A £5.00**

*Selection of Sandwiches  
Tea & Coffee*

**Option B £5.25**

*Bacon/Sausage Rolls  
Tea & Coffee*

**Option C £6.00**

*Selection of Sandwiches  
Assorted Filled Vol au Vents  
Hot Sausage Rolls  
Tea & Coffee*

**Option D £6.50**

*Mansion House Stovies with Scottish oatcakes  
Tea & Coffee*

***We do not permit any food to be provided by any other party other than the hotel unless by prior arrangement with the management.***

***Should you require a more substantial buffet the please request a quotation***

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**Mansion House Hotel & Country Club**  
**Wedding Details 3**  
**Wedding Ceremony & Terms**

*The Mansion House Hotel & Country Club is proud to be able to offer you the facility of getting married at our premises and we have a variety of excellent areas for either a formal or in-formal service.*

***As we have such an enviable location weddings are very popular. We try not to charge a room hire for your wedding but should your final number of adult meals drop below 80 then a room hire fee of £350.00 - £500.00 will apply depending on your requirements.***

*Should you wish to have your wedding ceremony in the hotel then the following supplement will apply:*

*Services up to 30 guests £125.00  
31 – 75 guests £175.00  
76 – 100 guests £225.00  
100 guests or more £250.00*

**Accommodation for Wedding Party**

*We have 23 individually furnished rooms all en-suite & many with giant sleigh beds and four poster beds. We are delighted to extend to your wedding party the following discounted rates. The discount will apply for up to 10 rooms (subject to availability) and after that it is the discretion of the hotel as to more availability & the price charged.*

*To avoid disappointment, it is recommended that you discuss room availability at the time of booking your wedding reception. Your guests will be requested to give credit card number plus expiry date or pay a 25% deposit with a debit card, cash or cheque. Our cancellation terms for individual accommodation are 48 hours prior to arrival: otherwise the full amount may be due, 8 weeks cancellation notice is required for block bookings of more than 5 rooms.*

*Bride & Groom complimentary room if 80 Adult meals are reserved.  
(If under 80 adult meals a superior room at standard rate will be offered)*

<i>Single room (2 per wedding)</i>	<i>£85.00</i>
<i>Standard Double/Twin room</i>	<i>£120.00</i>
<i>Superior Double/Twin</i>	<i>£155.00</i>
<i>Extra beds and cots</i>	<i>£22.50(12 years and under)</i>

***All the above rates are per room per night and include vat, full Scottish breakfast and complimentary use of the Country Club. Please note that extra beds can only be placed in our Superior rooms. Our normal check in time is 2pm and check out is 11am on day of departure, but every effort will be made to accommodate any early arrivals. Please state at time of booking.***

*To book Beauty Treatments at the Hotel call 01343 550200 or for Hair appointments call 01343 550700.*

# Mansion House Hotel & Country Club

## Wedding Details 4

### Provisional Bookings & Confirmations

*Once you have decided on your preferred date let the hotel hold the available date on a provisional basis. This will enable you to make your arrangements with peace of mind. If we do not hear from you after four weeks (or agreed prior time or unless someone else is interested in the date) a member of staff will be in contact with you to obtain confirmation of your intentions. If we are unable to obtain an answer from you then your provisional booking will automatically be released.*

***At confirmation stage we will require a signed completed booking form plus a non-refundable deposit of £500.00. A pro-forma invoice based on your requirements will be presented to you for payment after the final details have been discussed with our Function Manager four weeks prior to the Wedding. This invoice should be paid in full 10 days prior to the date of the Wedding Reception. Any balance remaining after the Wedding must be paid on departure.***

*We kindly advise you that all prices are valid for bookings until 31st December 2013 and may be subject to change thereafter.*

*Our prices are reviewed annually and provided no major increase in vat occurs, normally this means an increase to cover rising costs. In recent years this has resulted in modest increases.*

### Booking Checklist & Sequence of Events

#### Check List

*Book wedding ceremony & minister or registrar*

*Confirm your provisional booking with the hotel, sign & complete the wedding booking form and pay deposit of £500.00. A copy of the booking form will be sent to you for your files.*

*Book accommodation and obtain brochures from hotel to send to your guests.*

*Take out Wedding Insurance in the event of postponement/cancellation.*

*Make an appointment with Function Manager to discuss requirements.*

*Written confirmation from the hotel will be sent to you once all your choices and timings have been finalised.*

*We will require notification of your menu, drinks and number requirements no less than one month prior to the event. Final numbers and cancellations are per the wedding booking form.*

#### Sequence of Events

*Arrival at hotel from ceremony for photographs & videoing in the hotel grounds (allow 60 minutes for photos)*

*Arrival Drinks (outside weather permitting)*

*Line up introduction*

*Cutting the cake*

*The Wedding Meal*

*Speeches (pre-meal speeches are an option but must be specified prior to the day)*

*Evening Dance (Usual start time for the evening invitations 7.30pm if ceremony has been between 2 – 3.30pm, but ask advice from the function manager)*

*Evening Buffet served at approximately 9.30pm*

*Auld Lang Syne and departure.*

*Mansion House Hotel & Country Club Wedding Booking Form*

*Wedding Date* \_\_\_\_\_ *Year* \_\_\_\_\_

*Name of Bride* \_\_\_\_\_

*Name of Groom* \_\_\_\_\_

*Number of Adults attending meal* \_\_\_\_\_ *(Minimum 80 Adults Charged)*

*Menu Chosen* \_\_\_\_\_ *(price to be confirmed by management)*

*Room Hire £* \_\_\_\_\_

*Number of additional evening Guests* \_\_\_\_\_

*Number of children attending meal* \_\_\_\_\_

*Children's Menu Chosen* \_\_\_\_\_ *(price to be confirmed by management)*

*Accommodation required for Bride & Groom for the Wedding Night*  
\_\_\_\_\_

*Ceremony Location* \_\_\_\_\_

*Ceremony Time* \_\_\_\_\_

*Hotel room booked for ceremony* \_\_\_\_\_

*Supplement Price £* \_\_\_\_\_

*Please note the prices quoted are based on VAT at 20%*

## Mansion House Hotel & Country Club Wedding Booking Form

### Wedding Cancellation/and Payment Terms

*All food and drink consumed at the event on hotel premises must be supplied only by the hotel or its authorised agents, without prejudice to the foregoing generality this also includes the consumption of prizes won at any event. The only exception shall be the wedding cake.*

*All deposits of £500.00 are non-refundable. Final meal numbers will be required 1 week prior to the wedding and any cancellations may be charged for after this time. If adult meal numbers reduce below 80 then a room hire supplement may be payable.*

*A charge of 25% of the total account (including meals, room hire, drinks, wine & accommodation) will apply to any cancellations made 6 months to 1 year prior to the date reserved. This figure will increase to 50% of the total account for cancellations made 6 months prior to the date reserved and the full total will be due for cancellation notice of 3 months or less. Change of date or indefinite postponement of a wedding reception is classed as a cancellation unless we are able to re-sell the original date. We would there for recommend an appropriate wedding insurance to cover all eventualities. You will be invoiced according to your requirements 4 weeks prior to the Wedding date, 90 percent of the invoice should be paid 10 days prior to the date of the Wedding Reception. Any balance remaining after the Wedding must be paid on departure. 3% will be added to the wedding bill if paid by credit card. All cheques should be made payable to the Mansion House Hotel & Country Club.*

*I hereby declare that I have read & agree to abide by the above cancellation & payment conditions.*

*Bride or Groom signature \_\_\_\_\_ Date \_\_\_\_\_*

*Address \_\_\_\_\_*

*Town \_\_\_\_\_ Post Code \_\_\_\_\_*

*Contact Day Time Telephone No. \_\_\_\_\_ Evening \_\_\_\_\_*

### Details of person/s responsible for the cost of the wedding

*Name \_\_\_\_\_*

*Address \_\_\_\_\_*

*Town \_\_\_\_\_ Post Code \_\_\_\_\_*

*Telephone No. \_\_\_\_\_*

*I hereby declare that I have read and agree to abide by the above terms and conditions of cancellation & final payment. Please advise your guests that if anybody is found consuming their own drink on the premises or in the car park, they will be asked to leave by the management.*

*Signature \_\_\_\_\_ Date \_\_\_\_\_*

*Deposit received/method \_\_\_\_\_ Date \_\_\_\_\_ Reservation No. \_\_\_\_\_*

*Reception Signature \_\_\_\_\_*

## Mansion House Hotel & Country Club

### Recommended List for Wedding & Event Organizing

#### Hair/Beauty Salon

Purezone Body & Skincare Clinic	01343 550200
Hair Studio – Julie Beattie	01343 550700
Weir Hair	01343 547547 (disabled access)

#### Bridal Lists

Argos of Elgin	01343 552638
Debenhams Inverness	01463 714244
Marks & Spencer Inverness	01463 224844

#### Cakes

Kevin Varis – Pipe Dreams	01309 696810
Classic Cakes by Joy Potter	01343 820732

#### Favours

Thornton's of Elgin	01343 551254
Favours & Fancies	01309 673773

#### Flowers

Room to Bloom	01343 548677
Blossoms of Lossiemouth	01343 812762
Finishing Touches by Rae	01343 550793
Flowers by Arrangement	01340 860374
The Bay Tree	01343 551488 <a href="http://www.baytree-florists.co.uk">www.baytree-florists.co.uk</a>

#### Registrar

Registrar (Elgin)	01343 554600
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#### Photographer

Mark Williamson	01343 820560
Ken Grant Photography	07719 308 519
Andrew Grandsen	07971546303 <a href="http://www.andrewgrandsenphotography.co.uk">www.andrewgrandsenphotography.co.uk</a>

#### Pipers

Matthew Smith	01343 552631/07928235751
Andrew Stone	01343 830285
Richard Anderson	01343 812758
Fiona Davidson	01343 543741

#### Violinist/Keyboard

Elaine Mutch	0777 157 4827
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#### Video

Fred Smith	01343 542102
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#### Wedding Stationary

Adore	01343 551756
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#### Wedding Cars

Absolute Luxury Limousines	01667 452355
The Platinum Limo Company	0870 224 4405 <a href="http://www.platinumlimo.co.uk">www.platinumlimo.co.uk</a>

#### Wedding/Mother of the Bride Dress Shop

Fred's Threads	01343 812329
Connection of Forres	0309 672446
McCalls of Elgin	01343 540590

#### Calligraphy

Catriona Pirie Morrison	07891777048
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#### Chair Covers/Venue Dressing

Highland Occasions by Design	01807 590327
Sitting Prettier	01463 772918