



Madeley Court Hotel



Dear Bride & Groom,

We are delighted that you are considering the Madeley Court Hotel in Telford, to host your wedding celebrations. We are certainly one of the most popular wedding venues in the area, not only with the splendid grounds and 16th century building, but a wedding package which is flexible to suit your requirements.



As Wedding Coordinator's, we can assure you that your special day here at Madeley Court will be a very memorable and successful occasion for you and all your guests. We will personally discuss all your arrangements for the day over a course of appointments, which we will make in advance.



Our Management Team here at Madeley Court are on hand to offer you an initial show round of the hotel, however if you wish to make an appointment with us we will be happy to show and discuss with you all the facilities which we can offer for your Wedding and answer any questions you may have.



If you would like to make an appointment for a time convenient to yourselves, or if you have any further questions please do not hesitate to give us a call at the hotel on 01952 680 068.

We look forward to welcoming you to Madeley Court Hotel in the near future.

Yours Sincerely



Kellie Godley
Conference & Events

Peter Baka
Food & Beverage Manager / Master of Ceremonies



Madeley Court Hotel
Castlefields Way
Madeley, Telford, TF7 5DW
Tel: 01952 680 068 Fax: 01952 684 275
E-mail: enquiries@hotels-telford.com

Madeley Court Hotel

Civil Ceremony & Partnerships

We are proud to offer the facility to hold your Wedding Ceremony in a number of designated and licensed suites from Monday through to Sunday, subject to availability. We would be very pleased to supply any further information upon request.

Red Carpet Package

We have created the following package to provide everything you need for your special day, with prices from £49.00 per person to include the following:-

- A Red Carpet Welcome
- Canapés on arrival
- Reception Drink
- Three course meal including Coffee & chocolate Mints
- Two glasses of Red or White Wine with the meal
- A glass of sparkling Wine for the Toast
- The services of our Toast Master
- Mineral Water on all tables
- Personalised Menu cards
- White Linen table cloths and napkins
- Use of the Hotel's cake stand and knife
- Wedding Guest Book
- A luxury Historic bedroom in the 'Main House' for the Bride and Groom
- A bottle of Champagne on Ice and fresh fruit in the Bridal suite
- Use of the Hotel grounds for your Wedding photographs

All prices are per person and are inclusive of VAT at 15.0%

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Wedding Countdown

As soon as possible

- As soon as possible announce your happy engagement to family & friends
- Decide on the date, time and place of wedding and check that the venue is available
- Contact the minister or registrar and book your ceremony
- Discuss and get realistic wedding budget
- Book reception venue
- Choose best man and wedding party eg ushers, bridesmaids and pageboys
- Book car, video, photographer etc to avoid disappointment
- Book a dressmaker if you want your dress to be made, start looking at different styles
- Book music / entertainment for reception
- Take out wedding insurance

6 – 12 Months Before

- Choose wedding dress, shoes and accessories
- Organise cake, size, shape and fillings
- Compile your wedding gift list
- Arrange clothes for bridegroom, bridesmaids, pageboys etc
- Arrange decorations for your reception, church or civil service venue
- Apply for passport / check they are still valid. If you are changing names allow at least 6 weeks for a new passport
- Have a meeting with the reception venue to make sure that things are running smoothly and to ask any outstanding questions you may have

4 Months Before

- Confirm Church arrangements and attend reading of banns.
- Arrange vaccinations for honeymoon (if required)
- Arrange appointment with hairdresser / beautician
- Send out invitations
- Choose wedding rings and order sizes and engraving

6 Weeks Before

- Chase late replies to invitations
- Confirm menu and numbers with the reception venue
- Write out place cards and arrange seating plan
- Confirm details with photographer and car hire companies
- Confirm travel and hotel bookings
- Order travelers cheques and currency
- Choose presents for wedding party and any others helpers
- Practice make up and hairstyles
- Arrange stag and hen nights

10 – 14 Days Before

- Have final fitting of wedding dress
- Have rehearsal of the service with registrar, finalising the arrangements with Best man, bridesmaids and ushers
- Wear in your wedding shoes!
- Final check on flowers, buttonholes and cake delivery arrangements
- Have final meeting with the reception venue.

1 Day To Go

- Finish honeymoon packing (if you are going straight after the wedding)
- Take going away clothes to hotel
- Take decorations, cake and gifts etc to hotel
- Have an early night

The Big Day

- Don't forget to have breakfast
- Take care when getting ready so not to dirty clothes with makeup etc
- Best man – check you have your speech and rings
- Relax, smile and enjoy yourself

Madeley Court Hotel

This range of Menus have been designed purely as a guideline and as a basis for further discussions, indeed, every couple have different requirements and it is our preference to meet and discuss these individually.

All special diets, Vegetarians, Vegans can be catered for accordingly
With Prior notification

Soup Course

Choose from our range of Freshly Prepared Soups

Tomato and Basil

Cream of Vegetable

Chicken and Mushroom soup with a hint of coursegrain mustard

Leek and Potato

Carrot and Thyme

Honey roast parsnip

Courgette and Garlic

Watercress and Spinach

Asparagus

Minestrone

Appropriate to the season of the year

Fish Course

Choose from Fillet of Salmon, Salmon Roulade or Smoked Trout Fillet

Served with your choice of accompaniments

Freshly Prepared Sorbet

We have a selection of Blackcurrant, Lemon and Passion Fruit sorbets available to help cleanse the palate before moving on to your main course

Cheese Platter

A Platter of Fine English and Continental Cheeses are available

Served with Grapes, Celery and Biscuits

(1 platter per table of 10 guests)

Little Lord Fauntleroy

Children's Package include the following:

Soft drink on arrival

Burgers or Chicken Nuggets

Served with Chips and Baked Beans

Or

Half portions of adult main course

Selection of Ice Cream

Please note that children under the age of two are free of charge, children aged between two and ten are charged at £10.00 each and children aged between ten and fifteen are charged at £14.50 each.

ARIEL

Menu A

Your Chosen Freshly Prepared Soup

oOo

Plump Breast of Chicken wrapped in Bacon

Served with a Fondant Potato and Blue Cheese Sauce

Chef's Selection of Garden Vegetables and Potatoes

oOo

Your Chosen Dessert

oOo

Freshly Ground Coffee

Accompanied by Chocolate Mints

Menu B

Fan of Melon

Finished with fruits of the forest Coulis

oOo

Medallions of Pork Loin

Served with a apple and herb farce in a red wine sauce

Chef's Selection of Garden Vegetables and Potatoes

oOo

Your Chosen Dessert

oOo

Freshly Ground Coffee

Accompanied by Chocolate mints

£49.00 per person with the Red Carpet Package

GALLERY

Menu A

Chicken Terrine

Served on a torn leaves in a herb oil

oOo

Fillet of Salmon

With a Dill Cream Sauce

Chef's Selection of Garden Vegetables and Potatoes

oOo

Your Chosen Dessert

oOo

Freshly Ground Coffee

Accompanied by Chocolate Mints

Menu B

Course chicken live pate

With red onion comfit and melba toast

oOo

Plump breast of chicken filled with a spinach mousse in a red pepper sauce

Chef's Selection of Garden Vegetables and Potatoes

oOo

Your Chosen Dessert

oOo

Freshly Ground Coffee

Accompanied by Chocolate Mints

£51.00 per person with the Red Carpet Package

LAKESIDE

Menu A

Traditional slices of smoked salmon
Served with onion, caper, lemon and parsley
oOo

Roast leg of welsh lamb with Dauphinoise potato and rosemary and garlic

Chef's selection of Garden Vegetables and Potatoes
oOo

Your Chosen Dessert
oOo

Freshly Ground Coffee
Accompanied by Chocolate Mints

Menu B

Three cheese tartlet
Served with red onion marmalade on dressed leaves
oOo

Seabass filled with a soft herb mousse on a citrus cream

Chef's selection of Garden Vegetables and Potatoes
oOo

Your Chosen Dessert
oOo

Freshly Ground Coffee
Accompanied by Chocolate Mints

£55.00 per person with the Red Carpet Package

CHAPEL

Menu A

Warm Goats cheese

Served on croute with an olive, pepper salad

oOo

Traditional Roast Scottish sirloin

Served with Yorkshire pudding, a rich pan gravy and horseradish sauce

Chef's Selection of Garden Vegetables and Potatoes

oOo

Your Chosen Dessert

oOo

Freshly Ground Coffee

Accompanied by Chocolate Mints

Menu B

Your Chosen Soup

oOo

Pan fried Barbary duck

Coated in a caramelized orange and cherry sauce

Chef's Selection of Garden Vegetables and Potatoes

oOo

Your Chosen Dessert

oOo

Freshly Ground Coffee

Accompanied by Chocolate Mints

£59.00 per person with the Red Carpet Package

*D*ecorated and *C*arved *B*uffets

Rose of sweet melon on fruits of the forest

Or

Your Chosen Freshly Prepared Soup

oo

Honey Glazed Ham

Poached Whole Salmon with Cucumber

Cold Roast sirloin of Beef with Horseradish

Butter Basted Turkey with Cranberry

Hot Minted Potatoes

Tomato, Red onion

Rice salad

Chef's homemade coleslaw

Tossed Salad of Garden Leaves

Potato and Spring Onion Salad

Waldorf salad

oo

Your Freshly Chosen Sweet

oo

Freshly Ground Coffee and Mints

£27.00 per person

*C*arvery *R*oasts *M*enu

Traditional Roast Turkey
Served with Sage and Onion Stuffing and Cranberry Sauce

Honey Roast Gammon
Thyme Roasted New Pots
Honey roasted root vegetables
Pan gravy
Braised cabbage

£19.95 per person

Please note that a supplement of £1.50 per serving for options of
Roast Beef or Pork

A vegetarian Nut roast can be offered at no additional supplement

*E*vening *F*rench *B*uffet

Selection of Bread

Somerset Brie, Stilton and Mature Cheddar

Homemade chicken liver Pate

Gala Pie

Mirror of Sliced Roast Meats Beef, Turkey and Ham

Tossed mixed salad

Pickles & Sauces

£16.95 Per Person

Other themed buffet menus from around the world can be catered for upon request.
Please feel free to ask.

Madeley Court Hotel

Evening Buffet Selection

Please select the savouries of your choice from the following to include a minimum of six items :

1. Open Bridge Rolls (topped with various fillings and garnishes)	£2.50
2. Assorted Closed Sandwiches on Brown and White bread (per round)	£2.20
3. Spiced chicken and pepper kebab	£1.95
4. Sesame and Honey glazed Chipolatas	£1.50
5. Golden baked Sausage Rolls	£1.50
6. Vol-au-Vent cases with various cold fillings	£1.75
7. Crispy Vegetable Spring Rolls	£1.95
8. Toasted Garlic baguettes	£1.25
9. Assorted pizza	£1.50
10. Chicken Drumsticks cooked with Cajun seasoning	£2.20
11. Deep Fried breaded Chicken or Plaice Goujons	£1.95
12. Thai Marinated Chicken Thigh	£2.40
13. Individual Tartlet with a selection of fillings	£2.50
14. Deep fried Breaded Vegetables served with dips (per portion)	£1.75
15. Crisp Vegetables Crudities accompanied with a selection of dips	£1.50
16. Peanuts, crisps, tortilla chips	£1.15
17. Assorted Pickles	£1.45

Additional items can be catered for upon request.
Please feel free to ask.

Barbeque Menu

Hamburgers and Chinese Spare Ribs
Served with Roasted Onions & fresh baps

Buttered Corn on the Cob

Tomato & Red Onion Salad
Salad of Mixed Leaves in a Vinaigrette Dressing
Chef's Freshly Prepared Coleslaw
Barbecue & Salsa Relish

£12.50

Jumbo sausage and roll
£2.75 per person per serving

Cajun chicken thighs
£2.40

Jacket Potatoes
Served with Sour Cream & Chive
£1.50 per person per serving

Additional items are available upon request.

Dessert Options

Brandy snap basket filled with chantilly cream and compote of berries

Triple Chocolate Mousse

Spotted Dick

Roly Poly

Chocolate Fudge Cake

Apple Tart au Tatin

Shortbread Tower with Fresh strawberries and Chantilly cream

Lemon Bavois

Vanilla Cheesecake

Fresh Fruit Salad

Pavlova with summer fruits and coulis

Lemon Tart with crème fraiche

All items can be priced upon request

Vegetarian Options

Roasted vegetable lasagne
Glazed with a rich cheese sauce

Vegetable Kebabs
Served with a Mango & Lime Sauce

Mediterranean Vegetable Wellington

Stuffed Sweet Pepper
Served with Moroccan cous cous and salsa verdi

Tian of Grilled Vegetables
With polenta and tapenard

Wild Mushroom and Spinach Risotto

Stuffed Field Mushrooms
with roasted vegetables

Vegetarian Tartlets

The following can be chosen for a starter and main course if required

Goats Cheese and Red Onion

Oven Roasted Tomato and Basil

Broccoli and Stilton

Sweet Potato

Brie and Cranberry

Three Cheese

Hog Roast Menu

Hog Roast

Served with baps, stuffing & apple sauce

Tomato and Red Onion

Salad of Mixed Leaves in a Vinaigrette Dressing

Chef's Freshly Prepared Coleslaw

Turmeric Rice Salad

Sweet corn Relish

£16.00 per person

Price includes Hog Roast, Baps etc and Salads

Jacket Potatoes

Additional £1.50 per person

Chef's freshly prepared potato salad

Additional £1.95 per person

*P*rice *L*ist 2009

*W*edding *B*reakfasts

*Q*riel *M*enus
£49.00 per person

*G*allery *M*enus
£51.00 per person

*L*akeside *M*enus
£55.00 per person

*C*hapel *M*enus
£59.00 per person

*A*dditional *C*ourses

*S*oup *C*ourse
£4.95 per person

*F*ish *C*ourse
£6.95 per person

*F*reshly *P*repared *S*orbet
£4.95 per person

*C*heese *P*latter
£49.50 per platter of 10 guests

The above Wedding Breakfasts
are all inclusive of the
Red Carpet Package

*L*ittle *L*ord *F*auntleroy

(Children's package)

Under 2 years – No Charge

2-10 years - £10.00 per child

10-15 years - £14.50 per child

*C*ivil *M*arriages & *P*artnerships

Room Hire Charge £350.00

*E*vening *R*oom *H*ire *C*harges

Madeley Court Mill £600.00

Abraham Darby Suite £300.00

*A*ccommodation (Night Prior)

Dinner , Bed & Breakfast

Single room £60.00 per person

Double or Twin £50.00 per person

Historic Room £125.00 per room

*A*ccommodation (Wedding Night)

Bed & Breakfast

Single room £60.00 per person

Double or Twin £50.00 per person

Historic Room £125.00 per room

All prices quoted are current and inclusive of VAT. Whilst we endeavor to hold prices as much as possible, if market prices change, then we will inevitably pass this on to our clients. The management reserves the right to adjust prices where necessary

Terms and Conditions

1. Numbers booked

- a) Provisional numbers will be asked for at the time of booking and the hotel reserves the right to stipulate a minimum number to be charged for the event. This is set out in the attached document. Final numbers must be confirmed 5 working days prior to the event (not including the day of the event) and, subject to a minimum number; this will be the number that the final account will be based upon.
- b) The hotel reserves the right to change a designated room after the appropriate consultation with the client, if the agreed minimum numbers are not to attend the event. This does not affect any minimum charge.

2. Payment

- a) The outstanding balance of the account is payable 7 days prior to arrival. Credit will be given for the deposit paid.
- b) Completed credit application forms are required at least 21 days prior to the event for all customers requesting credit arrangements. The hotel is under no obligation to grant credit. If the credit is granted then settlement must be made in full on receipt of the appropriate invoice. Credit agreements are not offered to private individuals.
- c) If payment is to be made by either a credit or charge card this must be made known to the hotel at the time of the booking. Only recognised cards will be accepted. The card must be produced by the signatory prior to the event.
- d) Events costing less than £250 must be paid by credit / charge card prior to the event.
- e) Weddings and private functions must be fully prepaid at least 7 days prior to the event.
- f) Cheques will only be accepted as a form of payment if there is sufficient time to clear the bank before the event, normally at least 7 days prior.

3. Cancellation by the Customer

- a) Should you cancel your confirmed booking a charge must be made equivalent to any loss suffered by the hotel. Costs incurred for any equipment hired by the hotel on your behalf will be added to any cancellation fee.
- b) The following percentages of the total amount pre-booked will be charged:
 - If cancellation occurs 8 – 16 weeks before an event, a cancellation charge of 25% is made of total pre-booked charges
 - If cancellation occurs 4 - 8 weeks before an event, a cancellation charge of 50% is made of total pre-booked charges
 - If cancellation occurs 2 - 4 weeks before an event, a cancellation charge of 75% is made of total pre-booked charges
 - If cancellation occurs 2 weeks or less before an event, a cancellation charge of 100% is made of total pre-booked charges
- c) NO CHARGE will be made if the venue can be resold for the same date(s) at a similar fee.

When calculating the above periods, the actual day(s) of the event will not be taken into account.
- d) All cancellations and amendments must be requested in writing (even if discussed by phone) - either by e-mail, fax or letter. Any cancellations or amendments requests must be confirmed as received and accepted by the hotel - in writing - before your requests can be accepted.

4. Cancellation by the Hotel

The hotel may cancel the booking at any time and without any obligation to you in any of the following circumstances:

- If the hotel or any part of it is closed due to fire, alteration or re-decoration, by order of any public authority, or through any reason beyond the hotel's control.
- If you become bankrupt or insolvent or enter into liquidation or have an administrator, administrative receiver or receiver appointed overall or a substantial part of your assets.
- If you are more than 30 days in arrears with payment to the hotel or the Company for previously supplied services.
- If the event may, in the Hotel Manager's reasonable opinion, prejudice the reputation of the hotel.

5. Liabilities

- a) Please safeguard your property. The hotel will not accept any liability loss or damage to property of death or illness of or injury to persons unless caused by the hotel's negligence.
- b) Unless the hotel is liable as referred to in (a), you will indemnify the hotel from and against any and all liability for loss or damage to property arising there from as a result of the event.
- c) You are advised to consider your insurance cover in respect of (b) above.

6. General

- a) Goods and services may not be bought or sold on the premises without the hotel Manager's prior written consent in which case additional terms and conditions will apply which you must sign. No tickets whatsoever may be sold at the event.
- b) The hotel name, logo and telephone number and the name "Quality" "Clarion" "Stop Inn" or "Purple" may not be used in any advertising or other publicity without the prior written consent of the Hotel Manager.
- c) No signs, displays, posters or other material may be fixed to the walls of hotel rooms without the prior authorisation of the hotel Manager.
- d) If the contract includes your employing the services of an outside contractor you will indemnify the hotel against any loss or damage to property to death or illness or injury to any persons and against all claims, costs, demands, proceedings and damages arising there from. Any outside contractor employed by you must report to the duty Manager at the hotel and sign the hotel's standard Contractors Indemnity Form. The hotel reserves the right to refuse access to any contractor in appropriate circumstances.

Terms Accepted by:(print name)

Signature:

Date: