

WEDDINGS

at Mercure Letchworth Hall Hotel



Mercure
HOTELS

SCENE 1

"The greatest thing you'll ever learn is just to love and be loved in return"

Moulin Rouge

WELCOME TO MERCURE LETCHWORTH HALL HOTEL

Mercure Letchworth Hall Hotel has always played an important role in this corner of Hertfordshire.

Built in 1625, Mercure Letchworth Hall Hotel is a fine example of an English Manor House, set in eight acres of landscaped grounds. It retains many of its original features including a Minstrels Gallery, Jacobean fireplace and mellow oak panelling. These features have now been complemented by the addition of two fabulous banqueting suites and 87 beautifully appointed, air-conditioned bedrooms.

Lyttons Restaurant, named after the Lytton family who built and held the manor of Letchworth Hall until 1769, is a quaint restaurant that is a perfect venue for a small intimate wedding.

With Nuffield Health Fitness and Wellbeing Centre on site you can make the best of your stay with complimentary use of their state of the art gymnasium, swimming pool, steam room and sauna.





SHWORTH HALL HOTEL
Mercure

Lytton

SCENE II

"When you realise you want to spend the rest of your life with someone, you want the rest of your life to start as soon as possible"

When Harry Met Sally

YOUR PERFECT DAY



Your wedding day is one of the most important days of your life, one you have dreamt of for many years, therefore we understand how significant and imperative making your day special is. We also believe that you should decide how your day goes. From the moment you choose us, our wedding specialist will be on hand every step of the way to help your dream turn into reality.

With specially created wedding packages for your convenience or the option to create your own bespoke package, we have something for everyone.



SCENE III

"I am just a girl standing in front of a boy asking him to love her"

Notting Hill

OUR WEDDING SUITES



The Great Hall

With the Minstrels Gallery and oak panelling providing a picturesque background, this room is perfect for a memorable wedding ceremony licensed for up to 80 guests.



The Alington Suite

The largest of our suites, the Alington is a self-contained venue with its own entrance, lobby and bar.

Fully air conditioned and furnished to a very high standard this is the ideal room for ceremonies and receptions up to 200. The capacity is increased for evening receptions to 300.



The Marston Suite

An elegant and versatile banqueting room with its own bar and patio area overlooking the lawn, provides a perfect backdrop for your wedding photos.

Wedding receptions for up to 110 guests and can increase to 160 guests for an evening reception.

SCENE IV

"I love you without knowing how, why, or even from where"

Patch Adams

WITCHWORTH HALL CUISINE



The ambience of a venue is possibly the main factor when choosing where to host your wedding. However, we are very aware that the quality of the catering is what your guests will remember.

We have enclosed some suggestions within our food and drink menus for you to consider. We will welcome any modifications as catering for your needs is our priority.



The ingredients we source are the freshest available and where possible they will have been produced locally.







SCENE V

"I think I would miss you even if we'd never met"

The Wedding Date

ROOM LAYOUTS

Alington Suite

	Civil Ceremony	Wedding Breakfast	Wedding Breakfast	Evening Reception
		Long Top Table	Round Top Table	
Alington Suite	280	200	220	300
Alington Suite1	160	120	120	N/A
Alington Suite2	120	50	60	N/A

Great Hall & Lyttons Restaurant

	Civil Ceremony	Wedding Breakfast	Wedding Breakfast	Evening Reception
		Long Top Table	Round Top Table	
Great Hall	80	N/A	N/A	N/A
Conservatory	50	50	50	N/A
Butterfield Suite	40	35	30	N/A

Marston Suite

	Civil Ceremony	Wedding Breakfast	Wedding Breakfast	Evening Reception
		Long Top Table	Round Top Table	
Marston Suite	130	110	110	160
Marston Suite1	70	30	30	N/A
Marston Suite2	45	60	50	N/A



HELPFUL WEDDING INFORMATION

Civil Ceremonies

If you are considering a civil marriage you need to select your ceremony venue before confirming a date with the registrar. Due to the increasing popularity of civil marriages we recommend provisionally holding both the venue and the registrar for the date of your choice before confirming either with a deposit.

Mercure Letchworth Hall Hotel is an approved venue for civil weddings and partnership ceremonies and is covered by the Stevenage and Hitchin Registry Office. To contact them call 01438 316579.

Invitations & Guest Lists

Choose your wedding invitations carefully as they are the first contact you will have with your guests and can reflect the style you have planned for your special day.

You will need one for each family but it is advisable to allow a few extra copies for last minute additions.

The Dress

This is probably the most important clothing purchase of your life so it is crucial you get it right. Your gown should be a reflection of who you are: your personality and your style.

Cakes

Traditionally, wedding cakes were 3 tier fruit cakes: nowadays the wedding cake can be any shape, colour, flavour and size, sometimes with each tier being of a different flavour.

You should order your cake well in advance, at least 6 months before your wedding.

Flowers

When you talk to your florist, be guided by the following elements – style of your dress, the theme of your wedding and the setting of your ceremony/reception.

The groom's buttonhole should be one of the flowers in his bride's bouquet. This is a vestige of the time when a Knight would wear his Lady's colours to display his love.

Photography

One area where we suggest you use a professional and rely on their expertise is with the photography of your wedding. Don't err on the side of politeness or economy when friends or relations offer to take your wedding photographs. You need a professional wedding photographer who can cope with the unforeseen and avoid potential disasters.

Cars

Consider the distance you have to travel when choosing your transport to the ceremony. Is a horse and carriage or an open top vintage car the best choice of transport for a long (possibly wet) journey?

Receiving Your Guests

Traditional/Formal

Bride's Mother, Groom's Mother, Bride and Groom, Maid of Honour, Bridesmaids (The Brides Father, Groom's Father and Ushers are mingling with the guests)

Traditional/Modified

Bride's Mother, Bride's Father, Groom's Mother, Groom's Father, Bride, Groom, Maid of Honour, Bridesmaids (Ushers are mingling with the guests)

Semi Formal

Bride's Mother, Bride's Father, Bride, Groom, Groom's Mother, Groom's Father (all attendants are mingling with the guests)

Top Table Etiquette & Speeches

The traditional seating arrangement for the top table is: (as you look at the table from right to left)

Best Man, Groom's Mother, Bride's Father, Bride, Groom, Bride's Mother, Groom's Father, Chief Bridesmaid.

Speeches are best taken after the meal when your guests are full and merry. The traditional order is Bride's Father (toasts to the Bride and Groom), Groom (toasts to the Bridesmaids), Best Man (invites guests to raise their glasses to the Bride, Groom and absent friends).

SCENE VII

"You jump, I jump remember? I can't turn away without knowing you'll be alright"

Titanic

TERMS AND CONDITIONS

1. In the event of cancellation of any booking or non-arrival by a customer, the customer shall pay a cancellation/non-arrival fee to the hotel.
2. Cancellation of the event or reduction in numbers for wedding receptions only, the following is applicable: 3 months before arrival – 50% of anticipated revenue, 2 months before arrival – 75% of anticipated revenue, 1 month before arrival 100% of anticipated revenue.
3. All cancellations must be made in writing by registered post, otherwise non-arrival charges will be levied as follows: Wedding Receptions – 100% of total business lost.
4. Mercure Letchworth Hall Hotel reserves the right to cancel any booking forthwith, and without liability on its part in the event of any damage or destruction of the facilities by fire or other natural causes, any shortages of labour or food supplies, strikes, walkouts or industrial unrest or any other causes beyond the hotels control and which prevents it from performing its obligations in connection with any booking. In these circumstances, every effort will be made to accommodate the booking in another suitable establishment, without cost to Mercure Letchworth Hall Hotel.
5. The customer shall notify Mercure Letchworth Hall Hotel in writing, no less than 14 working days prior to the Wedding Reception of the final numbers attending. If a customers booking is accepted by Mercure Letchworth Hall Hotel, it is on the basis that a minimum number of guests will attend the function, for which the booking is made. Should these numbers fall below those stipulated at the time of the original booking, then the Mercure Letchworth Hall Hotel reserves the right to either cancel the booking or to charge a higher rate tariff.
6. If the customers' final confirmation of guests attending is reduced by 10% or more from its original number guaranteed, Mercure Letchworth Hall Hotel reserves the right to be able to change the booking to a different suite that best fits the numbers involved. For a reduction of over 30%, we reserve the right to cancel the event.
7. Mercure Letchworth Hall Hotel reserves the right to require payment of deposit/payment prior to holding a function, the amount which is determined as follows – Wedding Receptions: £1,000 non-refundable deposit with confirmation of booking and a further 50% of the estimated account 8 weeks before the date of the wedding.
8. Firm prices for food and beverage are established where possible, 3 months prior to the date of the function and are subject to change without prior notice. All prices for rooms, food and beverage items are stated in pounds Sterling and are inclusive of VAT at the current rate. All price changes due to Government regulations will be charged to the client.
9. Mercure Letchworth Hall Hotel cannot accept responsibility for the property of customers and their guests.
10. Menus outlined in our Wedding Pack are strictly for customers who have the full package at the hotel i.e. wedding breakfast and evening buffet cannot be sold separately.
11. The customer shall be responsible for any damages caused to the hotel and its grounds, furnishings, utensils and equipment therein by the wilful act of default of the customer, their agent or guests of the customer and shall pay Mercure Letchworth Hall Hotel, on demand, the amount required to make good or remedy any such damage.
12. The customer shall not arrange delivery of, or deliver any goods or material to Mercure Letchworth Hall Hotel unless prior arrangement has been made with the hotel, when the goods may be accepted but no liability of the same.
13. The customer shall not store or place on the premises or in the grounds of Mercure Letchworth Hall Hotel, any inflammable, combustible or objectionable substances or liquid.
14. The hotel cannot allow food and drink, other than that purchased on the premises, to be consumed unless by prior arrangement.
15. Check in time is 14.00 hours or later. Guests arriving prior to this may leave their luggage to be stored, subject to availability, Cancellation Policy: There will be no cancellation charge if the booking is cancelled before 12:00noon on the day of arrival. If the booking is cancelled later or in the case of a no show, the first night will be charged.
16. One menu should be chosen for the entire party. Special dietary requirements can be catered for and the hotel should be notified of these at the time of booking.
17. Mercure Letchworth Hall Hotel has car parking facilities for over 200 vehicles, which are available, free of charge to the hotels customers on the day of the event. We cannot, however, guarantee any spaces as these are on a first come first served basis. The hotel will not be held responsible for any loss of business due to any problems arising from the car parking. Please note that Mercure Letchworth Hall Hotel does not accept any responsibility for theft of/from, or damage to vehicles left in the car park.
18. Mercure Letchworth Hall Hotel undertakes full responsibility for all Health, Safety and Hygiene matters, and as such any decision made by the hotels employees will be final and take precedence over all activities.

HOW TO FIND US

The Hotel is pleasantly situated next to Letchworth Golf Course just off the A1(M) at Junction 9 and Luton Airport is within 20 minutes drive. London is 35 minutes away by car and the hotel is situated just a few minutes from the town of Letchworth (England's First Garden City).





Tel: 01462 650503 or 01462 683747

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