

Welcome letter from the Kingsmills Hotel

I would like to take this opportunity to congratulate you on your forthcoming wedding and extend our very best wishes for the future.

The team at the Kingsmills Hotel offer you expert guidance to assist in organising your Wedding Breakfast and make your day a truly memorable occasion.

The Kingsmills Hotel provides the perfect setting for your big day. Originally an 18th century mansion, the hotel is a classic country retreat set within acres of beautiful, secluded gardens. It is the perfect venue for smaller wedding celebrations.

I will be your dedicated wedding co-ordinator and will be with you every step of the way ensuring each detail is taken care of for your special day. I would recommend you make an appointment to view our facilities and you will be able to discuss your requirements in more detail.

Whether you are planning a traditional reception, a civil ceremony, a civil partnership or celebrating many years together and renewing your vows, I will get to know you on a personal level, noting your individual requirements.

Warmest regards,

Alicia Martin
Events Coordinator

What's Included

At the Kingsmills Hotel our wedding packages are inclusive of the following elements:

- Complimentary Deluxe bedroom for the Bride and Groom on their wedding night and enjoy a full Scottish breakfast the morning after. (For all wedding breakfast meals over 30 adults)
- Complimentary room hire for your wedding breakfast
- A red carpet reception on arrival at the hotel and a glass of champagne for the Bride and Groom after the ceremony
- A complimentary pre- wedding meal tasting of your chosen menu for up to 4 people– please speak to our wedding coordinator
- Wedding Coordinator to help you on your wedding journey
- Printed personalised menus and table plan
- Complimentary use of our cake knife and stand
- Ivory or crisp classic white napkins and table linen (coloured napkins can be organised at an additional cost)
- Services of a Kingsmills Toastmaster to act as host and help you with your details
- Spectacular gardens and hotel public areas for photographs
- 15% discount from our published accommodation rates for guests attending your Wedding (does not run in conjunction with any other accommodation offer)
- Complimentary use of the leisure facilities for the bride and groom and residential guests during their stay
- Free car parking

Function Rooms

We are able to provide a range of function suites, each presenting uniqueness and flexibility, with many of our rooms offering the hotels original 18th century features.

The Burns Room

This unique historical suite is our largest venue, with ample daylight and traditional features. It is a perfect location for all types of wedding celebrations. This room offers stylish dining for up to 80 guests.

The Torgorm Room

This is a very popular room and can cater for smaller weddings - up to 24 guests on one "boardroom style" table. Alternatively the room can be used for up to 40 people on 4 round tables of 10 people.

The MacLeod and Adams Rooms

Both recently refurbished these traditional romantic rooms cater for smaller more intimate celebrations for up to 20 guests in the Adams and 22 guests in the MacLeod. Both in the original wing of the hotel, they offer many traditional features with a real log fire in the Adams Room.

Ceremonies

We would be delighted to hold your marriage ceremony here at the hotel. From religious ceremonies to an alternative legal marriage by a registered celebrant from the Humanist Society to civil ceremonies and civil partnerships, for which we hold the appropriate licence.

The above ceremonies would be charged at £205.00. It is a condition that the wedding meal is also held at the hotel.

We also have a portable dance floor which can be used in the above rooms, if required.

Menus

At the Kingsmills the emphasis on our menu is about the highest of quality, locally sourced ingredients.

Our chef has created a menu selector for your ease of use; simply choose the starter, the main and the dessert of your choice.

Adding the price of these together will calculate your menu price. The menu price includes tea and coffee served at the end of your meal and a vegetarian alternative to all these courses from the selector.

Sample Menus

Menu 1

Cream of wild mushroom soup
Garlic and herb crouton

Wester Ross smoked salmon
Endive salad, citrus and caper dressing



Fillet of Aberdeenshire pork
Apple compote, black pudding, mustard jus

Steamed sea bass
Aromatic vegetable broth

Selection of Seasonal vegetables and potatoes



Lemon cheese cake
Kirsch black cherries

Apple and caramel crumble
Whipped cream



Tea & coffee

£30.00 per person

Menu 2

Lentil soup
Bacon sippets

Ardgay venison terrine
Red onion and prune chutney



Roast leg of Dornoch lamb
Garlic and rosemary jus

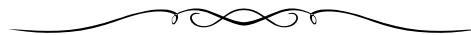
Prawn and scallop gratin
Watercress sauce, Puff pastry

Selection of Seasonal vegetables and potatoes



Chocolate profiteroles
Whipped cream and chocolate sauce

Sticky sponge pudding
Caramel sauce



Coffee and Kingsmills homemade tablet

£33.00 per person

Menu 3

Roast tomato and basil soup
Crusty bread

Atlantic prawn salad
Creamy sweet chilli mayonnaise, salad leaves



Roast Scottish sirloin of beef
Madera jus and Yorkshire pudding

Shetland salmon en-croute
Lime and lemon hollandaise sauce

Selection of seasonal vegetables and potatoes



Strawberry panacotta
Biscotti biscuit

Chocolate tart
Vanilla cream



Coffee and Kingsmills homemade tablet

£36.00 per person

Menu Selectors

Starters

Fresh Scottish crab, fennel & apple salad
tarragon mayonnaise - £8.50

Chicken liver parfait
red onion dressing, toasted brioche - £8.50

Crayfish & tomato salad
cocktail dressing - £8.50

Aragon Serrano ham, melon, salami,
sun dried tomatoes dressing- £8.50

Beetroot, feta cheese, hazelnuts, olives & aged balsamic salad- £8.50

Haggis, neeps and tatties
Tomatin malt whisky cream - £8.50

Seared scallops
black pudding citrus dressing - £11.50

Soups

Traditional Scotch broth with braised lamb -£5

Cullen skink - £5

Cock-a-leekie- £5

Cream of chicken and almond - £5

Fresh pea and bacon soup - £5

Mains

Roast Scottish sirloin of beef
Madera jus and Yorkshire pudding- £23.50

Braised shoulder of lamb
tomato and rosemary jus - £16.50

Breast of chicken
haggis, Tomatin malt cream - £15.50

Salmon supreme
watercress hollandaise, asparagus- £16.50

Oven roasted venison haunch Marsala
pickled walnuts - £16.50

Grilled Ribeye steak
roasted tomato, béarnaise sauce - £23.50

Asparagus and pea shoot risotto
aged balsamic reduction- £14.50

Potato gnocchi, tomato basil sauce
rocket leaves, truffle oil- £14.50

Wild mushroom stroganoff, basmati rice
rocket salad- £14.50

Sweets

Individual banoffee pie
chocolate drizzle - £6.50

Crème Brule
strawberry compote - £6.50

Lemon tart
caramel ice cream - £6.50

Poached pear
chocolate and hazelnut parfait - £6.50

Selection of soft and hard Scottish cheese
chutney and oat cakes – £6.50

Canapés and Evening Buffet Choices

Selection of Canapés

Prepared using a selection of local produce, these small, prepared, decorative foods are made to be eaten in one bite. All of our canapés are seasonal- speak to the chef at your tasting session to check what's in season for your wedding!

5 canapés £6.80
7 canapés £7.80
9 canapés £8.80

75% of your guests must be catered for

Traditional buffet choose from:

Traditional Scottish stovies

Tea& coffee

or

Haggis neeps and tatties

Tea& coffee

£8.50

Finger buffets:

Buffet 1 £8.50

Assorted finger sandwiches and mini rolls

Sausage rolls

Shortbread

Tea& coffee

Buffet 2 £10.50

Assorted finger sandwiches and mini rolls

Sausage rolls

Sweet chilli chicken skewers

Mini cheddar and salsa baked potatoes, shortbread

Tea& coffee

Buffet 3 £14.50

Assorted finger sandwiches and mini rolls

Mini pork ribs

Cajun beef skewers

Smoked salmon ciabatta fingers

Vegetable haggis filo parcels

Smoked haddock croquette, tartar sauce

Assortment of cupcakes

Tea& coffee

Traditional evening buffet select additional items at £2.00 per item:

Bacon butties

Sausage butties

Egg butties

Assortment of cupcakes

Fat cut chips

Drinks

To complement your menu we have the following drinks options available to choose from. Please contact the wedding coordinator if you have any other special requests or wish to make up your own package.

Beverage Options

Arrival Drinks/ Toast Drinks

Option 1 - £3.80 per person

Select one of: -

Glass of White Wine
Glass of Red Wine
Glass of Rose Wine
Glass of Bucks Fizz
Sherry
Whisky
Bottled Beer

Option 2 - £6.50 per person

Select one of: -

Glass of Sparkling wine
Glass of Sparkling Rose
Pimms and Lemonade
Pimms Winter Cup
Traditional Wedding Punch
Glass of Sangria

Glass of Champagne - £9.00 per person

Wine with the Meal

One Glass of Red or White Wine - £3.80 per person
Two Glasses of Red or White Wine - £7.50 per person
Bottle of White Wine - £18.00
Bottle of Red Wine - £18.00
Bottle of House Champagne - £43.00

Grape Varieties: -

White Wine – Chardonnay, Sauvignon Blanc, Chenin Blanc, Pinot Grigio
Red Wine – Cabernet Sauvignon, Shiraz, Merlot, Pinot Noir, Tempranillo

A full range of drinks packages is also available- please speak to your wedding coordinator.

Non alcoholic alternatives are always available.

Jugs of fresh orange and/or apple juice £6.95 per jug

We also have an extensive cellar of wines, spirits and liqueurs to complement all of the Wedding Breakfast menus and these may be selected individually to meet your tastes. We would be delighted to offer you the full wine list at your request

Note – glass of wine - 125mls

Kingsmills Hotel, Wedding Cocktail List

- **A goodnight Kiss** – champagne, campari, sugar cube, angostura
- **A Midsummer night's Dream** – fresh strawberries, strawberry liqueur, cherry brandy, vodka, tonic water
- **Bellini** – peach juice, champagne
- **Blushing Bride** – peach schnapps, grenadine and champagne
- **Champagne Peach Punch** – peach nectar, orange juice, lemon juice, peach, brandy, grenadine, soda water, champagne
- **Cosmopolitan** –Vodka, cointreau, cranberry juice, lime juice
- **Elegant Wedding Punch** – Chambord, triple sec, brandy, pineapple juice, ginger ale, champagne
- **Gin Fizz** – gin, fresh lemon juice, club soda
- **Hot Romance** – Morgan spiced rum, cranberry juice, orange juice
- **Kingsmills Fizz** – Amaretto, blue curacao and champagne
- **Kingsmills Royal** – gin, midori and champagne
- **Kir Royale** – champagne, crème de cassis
- **Long Island Iced Tea** –vodka, gin, white rum, white tequila, triple sec, lemon juice, pepsi
- **Love Potion** – vodka, amaretto, peach schnapps, orange juice, cranberry juice
- **Lovely Wife** – vodka, Chambord, chocolate liqueur
- **Manhattan** – martini rosso, whiskey, angostura bitters
- **Margarita** – tequila, cointreau, lime juice
- **Singapore Sling** – gin, cherry liqueur, cointreau, benedictine, pineapple juice, angostura bitters, grenadine, lime juice, soda
- **Tequila Sunrise** – tequila, orange juice, grenadine
- **Warm Cider Punch** – southern comfort, crushed juniper berries, cinnamon sticks, apples, medium sweet cider
- **Wedding Belle** – gin, dubonnet, cherry brandy, orange juice

Cocktails all £9.50 per person, based on one choice

Booking Arrangements & General Info

Booking with us could not be easier. Once you have decided on your date and checked availability we will be pleased to make a reservation for you.

A booking form is enclosed which should be completed and returned with a non refundable deposit of £500 and a copy of your wedding insurance certificate.

On receipt of this we will then confirm all the details to date.

Fridays and Saturdays are our busiest days for weddings so why not consider another day of the week and receive 10% off your wedding meal. This offer applies for confirmed bookings for 40 guests and over.

We will send a pro forma invoice for payment 4 weeks prior. Full payment will be required 7 days prior to the date of your wedding. A credit card guarantee for any outstanding balance will be required and this will be used to settle the remaining balance on departure.

Final numbers are required 7 days prior to the date of your Wedding and this will be the minimum numbers charged for unless your numbers increase.

Please note all bookings are subject to our terms and conditions, a copy of which is enclosed.

General Information

If you require any further help or advice with any aspects of your Wedding, please feel free to contact us on 01463 257102

It is a condition of booking that your event is insured with adequate wedding insurance. For further information and a quotation, please contact Insurex Exposure on 01892 511500, alternatively Event Insurance Services Ltd on 01425 470 360.

*The details of the Wedding Package outlined above, together with all prices quoted in this pack are valid until
31December 2012*

Booking Form

Bride's Full Name

Grooms Full Name

Full Address and contact number for 'Organiser'

Address: Contact Number Day: Contact Number Evening: Email Address:
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Date of Wedding

Place of Ceremony

Time of ceremony

Insurance Company name and number

Policy Number

Number of Day guests

Number of additional evening guests

I, _____, enclose the deposit of £500 required to confirm this booking which I understand is your normal Terms and Conditions.

..... (Signed)

..... (Date)

We confirm the above booking and receipt of the deposit of £500 which is accepted under our normal Terms and Conditions as detailed overleaf.

..... (Kingsmills Hotel) (Date)

..... Name printed

Terms and Conditions of Trading for Group Accommodation, Conferences, Functions & Events at Kingsmills Hotel

These Conditions apply to all Contracts for the provision of goods and services for group accommodation, conferences, functions and other events to the exclusion of all other terms and conditions, including any which the Client may purport to apply or which may appear in any promotional literature. **Please read these Conditions carefully in order to avoid any misunderstandings regarding the terms on which reservations are accepted.**

In these Conditions, terms used with an upper case initial letter have special defined meanings. Some of these are listed in **Clause 18**. Others are defined when they are first used.

1. Confirmations and Guest Numbers

- 1.1 All bookings are provisional until the relevant Contract (signed by the Client) is countersigned on behalf of the Hotel and dated. The Hotel will provide to the Client a copy of the Contract once countersigned on behalf of the Hotel.
- 1.2 The Contract shall specify the anticipated number of guests for the Event, the agreed minimum number of guests for the Event (the "Contract Minimum") and the maximum number of guests permissible for the function room(s) reserved for the Event.
- 1.3 The Client must inform the Hotel of the number of guests it wishes to be catered for at the Event (the "Final Number") at least 3 Working Days before the Event. This Final number will override the anticipated number specified but will not affect the Contract Minimum.
- 1.4 The Contract Minimum represents the minimum number of guests the Client guarantees will attend at the Event and the Company has calculated its charges on this basis. The amount payable by the Client will therefore be calculated according to the highest of (a) the Contract Minimum (b) the Final Number or (c) the number who actually attend the Event.

2. Payment

2.1 Payment

All accounts incurred will be invoiced. Payment is due for all credit accounts on presentation of invoice. Any queries should not delay immediate payment of the outstanding balance. Queries should be referred to the Hotel within 7 days of the receipt of invoice. No allowance or refund can be made for meals and other elements not taken within the agreed package rate. Payment must be made in Pounds Sterling (UK) payable to the Kingsmills Hotel.

2.2 Deposits

The Client must pay the deposit payment(s) specified in the Contract under Billing Instructions. Should the Client fail to pay any such deposit within 7 days of the due date, the Company may treat the Booking as having been cancelled by the Client and:

2.1.1 the Company may set-off any cancellation fees which become payable against the deposit;

2.1.2 if the deposit held by the Company is greater than the amount of any cancellation fees payable, then the balance shall be refundable to the Client.

2.3 Interest

When credit facilities are granted and when payment is not received within the stated terms, we reserve the right to charge an appropriate rate of interest (3% above base rate) or make a collection charge. All such agreed credit accounts must not exceed their credit limit at any time.

2.4 Extras

The Client shall pay the Hotel for any food and beverages or other goods and/or services not provided for in the Contract or otherwise in correspondence but made available upon request of the Client on the day of the Event.

2.6 Price Variations

In the event of circumstances beyond the Company's control (including, but not limited to, increases in the standard rate of VAT), the Company reserves the right to vary the prices specified in the Contract to an extent which reflects such circumstances.

3. Cancellation by Client

- 3.1 If the Client wishes to cancel a Booking or cancel the reservation of some or all bedrooms reserved either as a block booking **or** in conjunction with an Event, such cancellations must be advised to the Hotel in the first instance verbally, followed by written notice of cancellation. Cancellation shall be effective, final and binding on the Working Day on which the Hotel receives written notice of cancellation (the "Cancellation Date"). Any notice of cancellation received out of the hours of 9.00am and 5.00pm shall be deemed made on the next Working Day. Any postponement of any Event shall be considered as a cancellation under this Clause 3.
- 3.2 If the Client cancels a Booking, the Company will charge a cancellation fee. This cancellation fee shall be a percentage of the charges payable in respect of the Contract Minimum (and, if any separate charge is payable in respect of room hire, of such room hire charge), according to the number of clear days (that is not counting the Cancellation Date and the day of the Event) between the Cancellation Date and the date of the Event (the "Cancellation Notice"), as set out below. If the Event is cancelled less than 3 Working Days before the Event, the Hotel is entitled to charge according to the Final Number, if higher than the Contract Minimum.

<u>Cancellation Notice (Events)</u>	<u>Fee</u>
133-91 days	25%
90 days -28 days	50%
27 days- 14 days	75%
13 days – 3 days	85%
3 days or less	98%

- 3.3 Where any bedrooms are reserved either as a block booking **or** in conjunction with an Event, such bedrooms:
 - 3.3.1 are block booked and reserved exclusively to the Client and accordingly will not be released unless notice of cancellation of such reservation in respect of the relevant bedrooms is given in accordance with Clause 3.1. The cancellation fees set out in Clause 3.4 will if applicable then apply.
 - 3.2 will (unless cancelled as provided above) be charged at the room rate specified in the Contract (or, if no separate room rate is specified in the Contract, at the standard room rate) for all nights booked even if any guests do not stay for all nights so booked (including by reason of early departure).
- 3.4 For block bedroom bookings of 10 or more rooms on any one night, cancellation of some or all bedrooms reserved either as a block booking **or** in conjunction with an Event will incur a cancellation fee. This cancellation fee shall be a percentage of the charges payable in respect of the bedrooms cancelled (or, if no separate room rate is specified in the Contract, of the standard room rate) according to the Cancellation Notice, as set out below:

<u>Cancellation Notice (Bedrooms)Fee</u>	<u>Fee</u>
28 days - 14 days	75%
13 – 3 days	85%
2 days – night of	98%

- 3.5 The cancellation fees payable under this Clause 3 are a genuine pre-estimate of the loss the Company will incur arising out of a cancellation; the actual losses incurred by the Company may be greater or less than these cancellation fees; the cancellation fees are payable whether or not the Hotel is able to find alternative business in respect of the cancelled Event and/or bedrooms.
- 3.6 In addition to the cancellation fees due under Clauses 3.2 or 3.4, the Client must reimburse the Hotel (on an indemnity basis) for any

All information contained herein was correct at time of going to press. May 2005.

expenditure incurred in respect of any cancelled Booking including (but not limited to) any costs, charges or penalties as a result of having to make consequential cancellation of its own arrangements with third parties in relation to the Event.

- 3.7 The Company may invoice the Client for any cancellation fees payable at any time after the cancellation. The Client shall pay such invoice on presentation of invoice.

4. Cancellation by Company

4.1 The Hotel may cancel the Booking:

4.1.1 if the Booking might prejudice the reputation of the Hotel;

4.1.2 under Clause 2.1

4.1.3 if the Hotel becomes aware of any deterioration in the Client's financial situation such that the Company reasonably considers the Client may not be able to fulfil its material obligations under the Contract.

4.2 The Company may charge the cancellation fees provided in Clause 3 in the event of any cancellation under this Clause 4.

5. Changes by Company

The Hotel reserves the right without prior notice to change the Client's assigned function room for one of equal suitability if the Hotel has reasonable commercial or operational reasons for so doing (including, but not limited to, the carrying out of works on the relevant room or such room being otherwise unavailable).

6. Outside Services

The prior consent of the Hotel must be obtained for any entertainment or services contracted for the Event by the Client, all of which must comply with any statutory codes and regulations. It shall be the responsibility of the Client to ensure that, where applicable, Performing Rights Society forms and Phonographic Performance Limited forms are completed by any band or musicians employed by the Client.

7. Etiquette

7.1 The Hotel reserves the right to judge acceptable levels of noise or behaviour of the Client, its guests, representatives or contractors (including, but not limited to, persons engaged by the Client to provide entertainment or other services). The Client must ensure compliance with the Hotel's direction as to noise or behaviour.

7.2 The Hotel reserves the right generally:

7.2.1 to exclude or eject any person from the Event or the Hotel if it reasonably considers such person to be objectionable; and

7.2.2 to terminate the Contract and stop the Event without liability to any refund or compensation, if necessary to prevent or terminate unacceptable noise or behaviour.

7.3 The Client shall indemnify the Company against all and any losses, costs, damages, liabilities, claims, demands and expenses suffered or incurred by the Company arising out of any exclusion, ejection, termination or stopping under Clause 7.2 or the circumstances giving rise thereto.

8. Health & Safety

The Client must fully comply (and ensure the full compliance of its sub-contractors, employees and guests) with the Hotel's Health & Safety policy, a copy of which is available on request from the Hotel.

9. Corkage

No wines, spirits, food or beverage may be brought into the Hotel or grounds by or on behalf of the Client or any guests for consumption on the Hotel premises unless the prior consent of the Hotel has been obtained, for which a charge will be made.

10. Licensing and Statutory Regulations

The Client shall maintain free access to fire exits at all times and shall obtain the prior approval of the Hotel before using any special effects equipment on the Hotel premises. The Client shall submit for approval by the Hotel all table layouts for the Event. The Client shall observe the permitted hours for selling intoxicating liquors in the Hotel premises, as advised by the Hotel.

11. Punctuality

The Event must start and finish at the times specified in the Contract. Changes to these times may not be possible unless previously agreed with the Hotel.

12. Guests' Clothing and Personal Property

The Company does not accept responsibility for the property of the Client or its guests. Cloakrooms are provided for the convenience of clients and guests but any goods deposited in the cloakrooms or left unattended on Hotel premises are deposited at the owner's risk and without any liability on the part of the Company.

13. Equipment Storage

The Hotel will assist the Client, where reasonably possible, with the storage of equipment etc, however, the Company does not accept any liability for loss or damage to any item of equipment, furniture, stock or the like, left in storage.

14. Radio Communication Systems

Where usage of any radio communication system handset is provided to the Client, the Client shall comply with all licensing conditions in relation thereto.

15. Liability of the Company

15.1 Subject to Clause 15.4, the Company shall not be liable, whether in contract, tort (including negligence) or otherwise for any indirect, consequential or economic losses or loss of profits however arising.

15.2 In no event will the Company's liability for any loss or damage in contract or tort (including negligence) or howsoever otherwise arising, exceed the total amount paid by the Client for the Event.

15.3 The Company shall not be liable for any breach of the terms and conditions or delay or failure in providing services as a result of causes beyond its reasonable control including (but not limited to) fire, floods, strikes, delays in transportation, failure of services or inability to obtain any necessary information or consent from any authority.

15.4 The Company does not exclude or restrict its liability in respect of death or personal injury resulting from its negligence.

16. Damage

The Client shall be responsible to the Company for any damage caused to the allocated rooms or the furnishings, utensils and equipment therein or to the Hotel generally by any act, default or neglect of the Client or any sub-contractor, employee or guest of the Client and shall pay to the Company on demand the amount required to make good or remedy any such damage.

17. General

17.1 Agents

Should the Client contract with the Hotel through an agent, the agent acts in that capacity for the Client, and not the Company. The Client accepts full responsibility for the payment of the Hotel's account.

17.2 Governing Law

The Contract shall be governed by and construed in all respects in accordance with the laws of Scotland. The Contract does not affect any rights which the Client may have under the Hotel Proprietors Act 1956 where that Act applies.

17.3 Time is of the Essence

For all payment obligations under these Conditions, time shall be of the essence.

17.4 Assignment

The Contract shall not be assignable by the Client, but may be assigned by the Company

18. Definitions

18.1 "Booking" means a booking under a Contract

18.2 "Client" means the person, firm or company responsible for commissioning and payment of the Event.

18.3 "Contract" means the written agreement between the Hotel and the Client for a specific booking or series of bookings

18.4 "Event" means the event or function specified in the Contract

18.5 "Hotel" means the property(ies) for which this Contract has been agreed and/or as appropriate under the Kingsmills Hotel (Inverness) Ltd, Registered Office: Johnstone House, 52/54 rose Street, Aberdeen, AB10 1HA Registration No. SC325315

18.6 "Working Day" means Monday to Friday excluding bank holidays and other public holidays

19. Clients will ensure no alcoholic drinks are served and/ or consumed in the car park area of the hotel. The organiser reserves the right to stop the event and escort the guests of the premises