

# A VERY SPECIAL WEDDING DAY AT THE ROEBUCK INN

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Congratulations on your forthcoming marriage, may we be the first to wish you health, wealth and happiness in your future together.

Of all the events in life there is probably nothing more memorable and important than your Wedding, and indeed your Wedding Reception.

To provide the perfect setting for the perfect day what could be better than a character 15<sup>th</sup> century building with its own local history and retaining features of its period. The Roebuck Inn, Stevenage provides all the right ingredients to ensure your big day goes well.

With so much to do in the run-up to this special occasion, the number of tasks ahead can seem daunting, but with some thoughtful planning and the help of our experienced Wedding Co-Ordinator, organising the perfect Wedding Reception can be achieved. They will be delighted to help in every way they can to ensure the planning and the day itself goes smoothly.

There are many approaches to a Wedding Reception, from a formal sit down meal, a buffet, or drinks with canapés or even afternoon tea, perhaps followed by an evening of dancing with a disco or live band. The reception may be a formal affair, with a traditional approach, or a more relaxed and informal style with a less formal order.

We wish you all the best and a happy wedding day to remember.



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## COUNTING THE DAYS - a guide to help you along the way

### Twelve Months Before

Decide the date and place for the wedding, settle upon a budget, agree on the type of wedding and the details of the reception, select attendants and gowns, book the photographer, caterer, entertainment and cars, decide the number of guests and make a list, choose your bridesmaids and best man, start looking at wedding dresses, compile invitation lists and order invitations, and plan your honeymoon.

### Six Months Before

Choose your wedding rings, organise invitations and stationary, choose men's formal wear, order your wedding cake, book a florist.

### Three Months Before

Confirm wedding ceremony arrangements, co-ordinate colours of dresses, flowers, cake, linen etc., buy the wedding dress and accessories, decide on bridesmaids dresses, decide on hymns and music, send out wedding invitations, choose attendants gifts, arrange your marriage licence, arrange outfits with mothers, meet with beautician and hairdresser and select favours.

### One Month Before

Go to the reception venue and confirm all details, arrange a final fitting of your gown, organise hen and stag parties, book accommodation for out-of-town guests, arrange appointments with beautician and hairdresser, check arrangements with the florist, photographer, cars, and cake-maker to make sure the bookings are in order, make arrangements for the hire of the clothes for the Bridegroom, best man, fathers and ushers.

### One Week Before

Document wedding gifts as you receive them and write thank you notes, check attire and accessories and verify time and date of rehearsal for all members of your wedding party, run over reception seating plan and prepare place cards, organise for name changes, try on your wedding dress and accessories to ensure no alterations are required, decide on hair and make-up, finalise arrangements with best man and give him any fees required, provide final guest count to the reception venue, settle final consultations with any suppliers, hen/stag party venues.

Finally, rest and relax, the planning is complete, let the celebrations begin!



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## CHOOSING YOUR RECEPTION ROOM

Here at the Roebuck Inn, we have two rooms to choose from, depending upon your requirements.

For a smaller wedding with up to 44 guests, we have the Garden Suite, which boasts a high ceiling with extensive wooden beams and an open log fire in the winter months, giving a lovely Olde Worlde feel to the room. The tables in this room may be arranged in several ways, depending upon your preference.

The room hire charge for the Garden Suite is £75.00.

For a slightly larger wedding, our Restaurant can seat up to 60 guests with long top table. For your evening reception, the Restaurant will be changed around after the wedding breakfast, ready for an evening of dancing, and can hold up to 100 guests with an informal layout.

The room hire charge for the Restaurant is £100.00.

## CHOOSING YOUR MENU

Our Wedding Reception menu selectors are enclosed. We will gladly arrange for any special dietary requirements and children to be catered for. Prices range from £19.95 per person for a Buffet Meal with coffee, to £33.95 per person for a presentation buffet. Sit Down Menu can be chosen from the Sit Down Menu Selection attached.

**CHOOSING YOUR WINE AND DRINKS** Our drinks package selector is enclosed and recommends a choice of drinks for your Wedding breakfast, from £8.25 to £17.25 per person. We have a main bar which has a wide range of drinks to choose from, including a cask ale selection for those real ale drinkers. There is also the option of a private bottle bar if required.

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## YOUR WEDDING RECEPTION AT THE ROEBUCK INN INCLUDES THE FOLLOWING

A dedicated Wedding Coordinator to assist you at every stage

Private use of a function room

Seating plan advice

White linen napkin

18" round or square single tier cake stand and knife

Complimentary bedroom for the bride and groom on their Wedding night

Preferential bedroom rate for all wedding guests when booked in advance

Garden area for photographs

Special children's menu

Advice on floral arrangements

Advice on balloon arrangements

Advice on entertainment - we can supply our own resident DJ for a charge of £250.00

First anniversary meal - on your first anniversary we will invite you back to the Hotel to enjoy a dinner for two in our Restaurant with our compliments



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## SIT DOWN MENU SELECTIONS

Please choose from the dishes listed, selecting one starter, one main course and one sweet for your entire party.

### STARTERS

#### Soup

Cream of tomato and basil soup topped with chunky croutons	£3.95
French onion soup with a melting cheese croute	£3.95
Hearty Minestrone soup garnished with fresh Parmesan cheese	£3.95
Cream of broccoli and Stilton soup finished with crumbled Stilton	£4.25

#### Cold

Fan of honeydew melon accompanied with refreshing lemon sorbet and raspberry coulis	£4.75
Duo of pates - smooth duck and orange pate and course Ardennes pate accompanied with Cumberland sauce and hot toast	£4.95
Beef tomato filled with prawns and Marie-Rose sauce resting on a bed of rocket leaves	£5.95
Half a galia melon filled with kiwi fruit and strawberries draped in a strawberry vinaigrette	£5.95
Antipasti - an Italian selection of Parma ham, Milano salami, Buffalo mozzarella and mixed olives dressed with basil oil and served with ciabatta bread	£6.50
Traditional smoked salmon simply served with a wedge of lemon and a malted wheat petit pan	£6.95

#### Hot

Duo of potato skins filled with crispy bacon and melting cheddar cheese and mushrooms and creamy Stilton, accompanied with sour cream and chives	£4.95
Deep fried Brie wedges in a crispy crumb coating served with a garlic mayonnaise dip	£5.00
Field mushrooms filled with Brussels pate and wrapped in bacon then napped with a creamy white wine and tarragon sauce	£5.25

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## MAIN COURSES

### Meat

Half a roast chicken accompanied with bread sauce and a rich gravy	£10.50
Roast turkey with sage and onion stuffing, bacon roll, cranberry sauce and a rich gravy	£10.95
Roast topside of beef with Yorkshire pudding, horseradish sauce and a rich roast gravy	£11.95
Roast loin of pork served with an herb and apple stuffing ball, crackling, apple sauce and a rich gravy	£11.95
Sautéed chicken breast finished with a red wine, mushroom, onion and lardon sauce	£11.95
Roast leg of lamb with an apricot and sage stuffing ball and a mint jus	£13.50
Pan-fried medallions of pork napped with a creamy Stilton and green peppercorn sauce	£13.95
Chicken breast stuffed with melting Brie and napped with a creamy white wine and asparagus sauce	£14.00
Chargrilled sirloin steak cooked pink and napped with a hazelnut sauce	£14.95
Individual fillet steak en crouete surrounded with a mushroom duxelle and pate, wrapped in puff pastry and cooked pink then served with a red wine jus	£19.50
Individual roasted rack of lamb coated in a herb crust, cooked pink and finished with a redcurrant jus	£19.75

### Fish

Whole rainbow trout stuffed with a herb and tomato breadcrumb and finished with lemon butter	£11.75
Salmon steak filled with spinach and cream cheese and napped with a creamy white wine and tarragon sauce	£13.75

### Vegetarian

Mushroom stroganoff accompanied with a timbale of pilau rice	£9.95
Filo parcel filled with roasted vegetables and surrounded with a pesto dressing	£10.50
Hot baked avocado with a mushroom duxelle, sprinkled with Stilton cheese and coated in a béarnaise sauce	£10.50
Aubergine stack layered with herb pancakes, melting mozzarella, peppers and aubergines resting on a bed of provencale sauce	£10.95

All main courses are served with Chef's selection of vegetables and potatoes unless otherwise stated

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## DESSERTS

Fresh fruit salad with a cordon of Grand Marnier cream	£4.50
Chocolate fudge gateau surrounded with a pool of rich chocolate sauce and cream	£4.95
Lemon meringue pie served with lemon zest whipped cream	£4.95
Warmed apple pie with a cordon of creme anglaise	£4.95
Baked vanilla cheesecake accompanied with a duo of fruit compotes	£4.95
Profiteroles filled with fresh cream and draped in a rich chocolate sauce	£4.95
Crushed meringue bound with strawberries and whipped cream laced with brandy	£5.95
Selection of cheese and biscuits accompanied with celery and grapes	£5.95
Cafeteria of coffee or freshly brewed tea with chocolate mints	£2.00

## CHILDREN MENU

All children aged under 13 may choose from the following selection  
Under 5's will be charged at £5.75 per child  
Under 13's will be charged at £8.75 per child

### Starters

Glass of orange juice  
Tomato soup with chunky croutons  
Chocolate, banana or strawberry milkshake

### Main courses

Beefburger in a bun  
Chicken nuggets  
Sausages  
Golden tiddlers  
Pizza slices  
All served with fries and beans

### Desserts

Mixed ice-cream selection with a fan wafer  
Fab ice lolly  
Chocolate gateau with whipped cream

Alternatively, children may have half a portion of the adults meals, including starter, main course and dessert for half price

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## Two Course Buffet Menu

For each buffet, the dishes will be presented upon a buffet table for your guests to help themselves

### Two course Buffet Menu 1

£19.95 per person for a minimum number of 30 guests

- ✚ Warmed crusty petit pain bread rolls
- ✚ A selection of cold meats including honey roast ham, roast beef, Milano salami and mortadella
- ✚ A selection of salads including potato, coleslaw, rice, waldorf, nicoise and mixed salad
- ✚ Jacket potatoes with butter and sour cream and chives
- ✚ Navarin of lamb in a rich red wine sauce with pilau rice
- ✚ Selection of three desserts followed by coffee and chocolate mints

### Two course Buffet Menu 2

£26.95 per person for a minimum number of 30 guests

- ✚ Warmed crusty white and brown petit pain bread rolls
- ✚ A platter of cold meats including honey roast ham, roast beef, roast turkey, Milano salami and mortadella
- ✚ A selection of salads including potato, coleslaw, rice, waldorf, nicoise and mixed salad
- ✚ Minted new potatoes and pilau rice
- ✚ A seafood platter with smoked salmon, prawns, mussels and smoked mackerel finished with Marie-Rose sauce
- ✚ Duck and orange pate with a fruit chutney
- ✚ Poached chicken breast in a creamy white wine, mushroom and pepper sauce
- ✚ Beef goulash in a creamy sauce with onions, paprika and gherkins
- ✚ Selection of three desserts followed by coffee and chocolate mints



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## Three course presentation buffet

£33.95 per person for a minimum number of 50 guests

- ✚ Half an Ogen melon filled with prawns bound in a Marie-Rose sauce
- ✚ Warmed crusty petit pain white and brown rolls
- ✚ A platter of honey roast ham and mortadella
- ✚ A duo of pates with a fruit chutney
- ✚ Whole rib of roast beef
- ✚ Whole crown of roast turkey
- ✚ Whole dressed poached salmon
- ✚ A seafood platter with smoked salmon, king prawns, mussels and smoked mackerel finished with a lemon mayonnaise sauce
- ✚ A selection of salads including waldorf, potato, coleslaw, pasta, green beans with olives and tuna, rice and mixed salad
- ✚ Minted new potatoes and pilau rice
- ✚ Chicken stroganoff in a creamy sauce with mushrooms, onions and French mustard
- ✚ Selection of four desserts including a cheeseboard followed by coffee and chocolate mints



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## Finger Buffet Menu Selection

The dishes will be presented on a buffet table for your guests to help themselves.

Choose from the selection listed below.

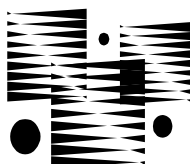
Please note that a minimum of six different items must be chosen and that each item must be ordered in multiples of ten for a minimum number of 30 guests.

Each price quoted is per person.

A selection of crisps and nuts	£1.25
Cocktail sausage rolls	£2.25
Mini vegetable spring rolls	£2.65
Onion bhajis	£2.55
A selection of mini quiches - cheese and onion, salmon and broccoli and quiche Lorraine	£2.75
Chicken fingers coated in crispy breadcrumbs	£2.75
Potato skins filled with melting cheddar cheese	£2.75
A selection of sandwiches on white and brown bread	£3.25
Plaice goujons in a breadcrumb coating	£3.65
Crispy coated garlic mushrooms	£3.50
Chicken satay with a peanut dipping sauce	£3.65
Smoked salmon and cream cheese blinis	£3.95

Desserts may be chosen from the main sit down menu selection

Coffee and chocolate mints	£2.00
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## CHOOSING YOUR DRINKS PACKAGE SELECTION

Choose from the selection below to make up a drinks package to suit your requirements and tastes.

For a traditional package, choose a drink for your arrival, some wine to go with your meal and a drink for a toast with your speeches.

Please remember that all prices are per person.

### ON ARRIVAL

To welcome your guests on arrival at the Hotel

- **GLASS OF SHERRY** (served in a 50ml sherry glass) £2.50  
A traditional drink popular with all ages; a selection of dry, medium and sweet will be offered
- **PIMMS AND LEMONADE** (served in a frosted 284ml glass) £3.00  
For a hot summer's day try a refreshing glass of chilled Pimms and lemonade finished with the classic touch of cucumber, apple, orange, lemon and mint sprigs all over ice
- **FRUIT PUNCH** (served in a frosted 284ml glass) £3.50  
A combination of white wine, archers, orange juice, lemonade and grenadine served over ice with a medley of fresh fruit
- **BUCKS FIZZ** (served in a 125ml champagne glass) £4.00  
A popular drink comprising orange juice topped with sparkling wine
- **KIR ROYALE** (served in a 125ml champagne glass) £4.75  
A very luxurious start to your reception with creme de cassis delicately combined with sparkling wine
- **ORANGE JUICE** (served in a 1 litre jug) £5.00  
For the children in your party and those guests who may not be drinking, have a refreshing jug of orange juice available alongside your chosen drinks package



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## CHOOSING YOUR DRINKS PACKAGE SELECTION WITH YOUR WEDDING BREAKFAST

To compliment your chosen menu

- ONE GLASS OF HOUSE RED OR WHITE WINE (175ml) £3.25
- HOUSE WINE BY THE BOTTLE PER TABLE from £11.95
- WINE CHOSEN FROM OUR WINE LIST BY THE BOTTLE please ask

### FOR THE TOAST

A 125ml glass of bubbly to toast your future happiness together, poured as you prepare to start your speeches

- BOTTLE OF SPARKLING WINE - "Cava" £14.50
- BOTTLE OF HOUSE CHAMPAGNE - £29.95
- CHAMPAGNE BY THE BOTTLE - from £36.95



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## FUNCTION DETAIL NOTES/TERMS AND CONDITIONS OF BOOKING

Please call our Function Co-Ordinator to arrange an appointment to view the Hotel. Any available date can be provisionally held on a two-week basis, this will automatically be released if no deposit has been received to confirm the booking.

To book your party, a non-transferable, non-refundable deposit of £250.00 is required - this will confirm your booking. You will also need to sign the booking terms and conditions form.

Once you have confirmed your booking, our Function Co-Ordinator will be your main contact and will work closely with you in the planning of your party. Approximately one month before your party, we will contact you to arrange a meeting to discuss the final details.

Final numbers must be confirmed no later than seven days prior to the date of your party. On receipt of your final numbers, minor increases can be catered for, however, in the event of reduced numbers, it will be necessary to charge for meals not taken. The hotel reserves the right to change a designated room, after appropriate consultation if the agreed minimum numbers are not to attend the event.

The non-residential bar will close at 12.00am, along with any entertainment and music. Full payment must be made seven days prior to the date of the event. Payment may be made either in cash or by cheque, visa, switch, mastercard, and American express or diners card.

Any cancellations must be sent in writing. In the event of cancellation the following charges will be applied -

Three months notice or less - 50% of the quoted cost

One months notice or less - 100% of quoted cost.

All prices are inclusive of service and VAT at the current rate and may be subject to alteration without prior notice.



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## FUNCTION DETAIL NOTES/TERMS AND CONDITIONS OF BOOKING

### Please note

Whilst every effort is made to provide the services which we have agreed, The Roebuck Inn cannot be held liable for any inconvenience, loss or damage to property whilst on the premises.

There will be a charge for any damages to The Roebuck Inn incurred during the function party.

The Roebuck Inn reserves the right to increase prices for all products and services listed as dictated by our suppliers, and to pass these on to our customers. In this instance, we will write and inform you of any increases at the first available opportunity.

The Roebuck Inn reserves the right to cancel the booking at any time without obligation to the client.

With the exception of celebration cakes, neither the function party nor their guests shall bring any food or beverages on to the property.

All bookings, however made, shall be subject to these terms and conditions and are subject to change and availability.

### Contract

I/We have read and understood the booking terms and conditions relating to The Roebuck Inn as a venue for our Function and are willing to abide by these terms and conditions.

Signed.....

Date of Function..... Deposit enclosed.....

Date.....

