



*Weddings at
Letchworth Hall Hotel*



Thank you to
Belle Momenti Photography and Derek George Photography
for the use of their photographs in this brochure

Welcome to Letchworth Hall

A truly magnificent setting for your special day

Built in 1625, Letchworth Hall provides the ideal setting for a very memorable Wedding Day. The Hall is a fine example of an English Manor House and is set in eight acres of landscaped grounds, some overlooking Letchworth Golf Course. The hotel still retains many of its original features including a Minstrels Gallery, Jacobean fireplace and mellow oak paneling.

With many of our rooms licensed for civil ceremonies, we can accommodate a wedding party from 10 guests for a small and intimate ceremony to 280 guests, giving you the flexibility with your guest list. We have 87 bedrooms and two function rooms holding between 50 to 180 people for the Wedding Breakfast and more guests for the evening function.

Our aim is to create a home from home experience and our efficient staff will provide a welcoming and caring service on your special day.





LETCWORTH HALL HOTEL

Mercure

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 it is to make your day special.

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 turn your dream into a reality.

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

Our Wedding Suites

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 Wedding Breakfasts of up to 180 guests with the capacity for up to 250 evening guests



The Marston Suite

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

Wedding receptions for up to 90 guests and can increase to up to 160 for your evening reception.



The Ceremony Rooms

The Great Hall

Licensed for up to 80 guests, the Great Hall is the most popular choice to hold wedding ceremonies in the hotel. It still retains many of the original features from when it was first built in 1625, such as the original Jacobean fireplace and minstrels gallery.

The Summer House

Why not take advantage of our amazing grounds and hold your wedding ceremony at our Summer House. With space for up to 80 guests, our grounds provide the perfect setting for the start of your day with the manor house as a wonderful back drop.

The Butterfield

The Butterfield Suite is the smallest of our licensed rooms for ceremonies. Seating up to 40 guests, the Butterfield is an ideal room for a beautifully intimate ceremony.

The Alington Suite

The Alington Suite is the largest space for civil ceremonies within the hotel. It can seat up to 280 guests which makes it perfect for those who have many friends and family to invite to their special day.









Room Layouts

	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	40	40	N/A
Butterfield	40	35	30	N/A
Summer House	80	N/A	N/A	N/A

	Civil Ceremony	Wedding Breakfast	Wedding Breakfast	Evening Reception
		Long Top Table	Round Top Table	
Alington Suite	280	180	180	250
Alington Suite 1	160	80	100	N/A
Alington Suite 2	80	50	60	N/A

	Civil Ceremony	Wedding Breakfast	Wedding Breakfast	Evening Reception
		Long Top Table	Round Top Table	
Marston Suite	130	90	90	160
Marston Suite 1	70	30	30	N/A
Marston Suite 2	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.

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 01462 316579

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.

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?

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 air 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

Invitations and 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 the last minute additions

Receiving Your Guests

Traditional / Formal

Bride's Mother, Groom's Mother, Bride and Groom, Maid of Honour, Bridesmaids

(The Bride's 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 and Groom, Maid of Honour, Bridesmaids

(Ushers are mingling with the guests)

Semi Formal

Bride's Mother, Bride's Father, Bride and Groom, Groom's Mother, Groom's Father

(All attendants are mingling with the guests)

Top Table & 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

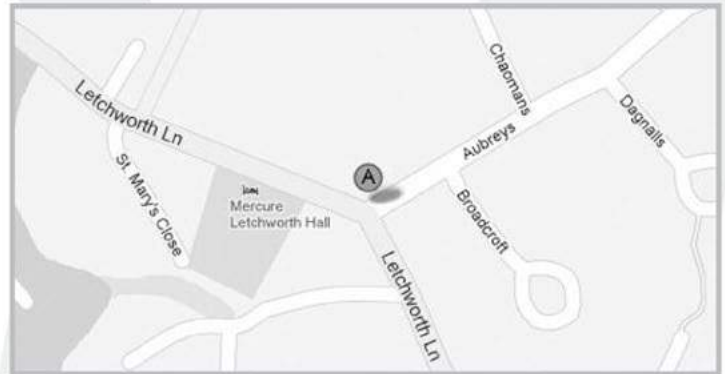
Speeches are best taken after the meal when your guests are full and merry. The traditional order is Bride's Father (toasts to the Bride and Groom), Groom (toasts to the Bridesmaids), Best Man (invites guests to raise their glasses to the Bride, Groom and absent friends)

Terms and Conditions

1. Payment of the event must be completed within the following time frame
 - £1000 deposit on signing of contract
 - 25% of the contracted amount is to be paid 6 months prior
 - 50% of the contracted amount is to be paid 8 week prior
 - Full and final payment to be made 4 weeks before the eventAny monies paid are non refundable and non transferable
2. 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
3. Cancellation of the event or reduction in numbers for wedding reception only, the following is applicable : Less than 6 months before the event - 25% of the anticipated revenue, less than 8 weeks before the event - 50% of anticipated revenue, less than 4 weeks before the event - 100% of anticipated revenue.
4. 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.
5. 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 Letchworth Hall Hotel.
6. The customer shall notify Letchworth Hall Hotel of final numbers attending in writing no later than 8 weeks prior to your wedding or at your scheduled 8 week appointment with the Wedding Co-Ordinator. If a customer's booking is accepted by 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 Letchworth Hall Hotel reserves the right to charge a higher rate tariff.
7. If the customers final confirmation of guests attending is reduced by 10% or more from its original number guaranteed, 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.
9. 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.
10. Letchworth Hall Hotel cannot accept responsibility for the property of customers and their guests
11. Menus outlined in our wedding pack are strictly for customers who have the full package at the hotel ie. wedding breakfast and evening buffet cannot be sold separately unless a tailor made package has been agreed
12. 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 Letchworth Hall Hotel, on demand, the amount required to make good or remedy any such damage.
13. The customer shall not arrange delivery of, or deliver any goods or materials to Letchworth Hall Hotel unless prior arrangement has been made with the hotel when the goods may be accepted but no liability of the same.
14. 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.
15. If you are planning on using external suppliers please gain permission from Letchworth Hall Hotel before confirming the booking with each supplier. All suppliers will be required to provide the hotel with their Public Liability insurance document for cover up to £2million, an up to date PAT certificate for any electrical equipment and health and hygiene documents if relevant. Allowing external suppliers onsite is at the Hotel's discretion.
16. The customer shall not store or place on the premises or in the grounds of Letchworth Hall Hotel, any inflammable, combustible or objectionable substances or liquids
17. The hotel cannot allow food or drink, other than that purchased on the premises to be consumed unless by prior arrangement
18. Check in time is 14.00 hours or later. Guests arrivin 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 12.00 noon 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.
19. Bedroom blocks will be confirmed with the Wedding Co Ordinator at the time of booking. A unique code will be given to allow your guests to call and book bedrooms. If the code is not quoted then unfortunately we will not be able to accept the booking against the block of rooms.
20. One menu should be chosen for the entire party. Special dietary requirements can be catered for. The hotel would need to be notified about these no later than 8 weeks prior to your wedding.
21. 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 serve 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 Letchworth Hall Hotel does not accept any responsibility for theft of/from or damage to vehicles left in the car park.

How to find us

The Hotel is 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 located just a few minutes from the town of Letchworth - England's first Garden City.



Mercure Letchworth Hall Hotel
Letchworth Lane
Letchworth Garden City
Hertfordshire
SG6 3NP

01462 683 747

