



PASSAGE HOUSE
— *Hotel* —

The Wedding Package

A stunning location set on the banks of the
River Teign for your perfect...wedding



The following are included in the Passage House Wedding Package:

| | |
|--------------------|--|
| Arrival Drinks: | One glass of: Option 1: Bucks Fizz, Sparkling Wine or Orange Juice Option 2: Pimms and Lemonade or Orange Juice Option 3: Mulled Wine or Orange Juice |
| Wedding Breakfast: | 3 course meal plus coffee and mints |
| Wine with meal: | House red and white wine Allowance of ½ bottle per person |
| Toast: | 1 glass House Champagne per person |
| Cake display: | We provide a cake table, round or square cake stand and knife |
| Accommodation: | Complimentary accommodation and breakfast for the Bride and Groom in one of our Penthouse rooms |
| Price | £45 per person based on wedding taking place on a weekday (Mon to Thurs) £55 per person based on wedding taking place on a weekend (Fri to Sun) |

Special Requests

Our wedding package includes all the requirements to make your day memorable. However our experienced team can offer advice on a diverse range of extras that you are welcome to add to the package as required. Charges apply accordingly.

For example:

Canapés on arrival with your drinks reception

Additional choice of drinks on arrival

Additional or different choice of wine with the meal

Evening Finger Buffet

Booking

Please make an appointment to visit our 'Wedding Co-ordinator' who will be happy to discuss your requirements.

Telephone 01626 355515



Menu Choices

Attached are our wedding breakfast menus. Special dietary requirements can be catered for in addition to your menu choice. We would need prior notification of this. Should you prefer to create your own menu, we will be glad to discuss your requirements. Barbeque and cold buffet menus are available for marquee and Estuary Courtyard receptions.

Locations for the Wedding Breakfast

| | Minimum numbers | Maximum numbers |
|---------------------------|-----------------|-----------------|
| Templar Suite | 60 | 120 |
| Estuary Suite | 20 | 40 |
| Lightermans Restaurant | 30 | 50 |
| Marquee (additional cost) | 100 | 300 |

Evening Functions

| | | |
|---------------------------|-----|-----|
| Templar Suite | 60 | 150 |
| Estuary Courtyard | 20 | 60 |
| Marquee (additional cost) | 100 | 300 |

Ceremonies

Please enquire about prices if you are interested in holding your wedding ceremony in our licensed room.

Marquee Receptions

Marquees are hired through Marldon Marquees and are available to accommodate up to 300 guests. Our marquee site is situated overlooking the estuary. Barbeque and buffet menus are also available for marquee functions. Further details are available on request.

Music

You are welcome to use the services of our resident DJ at an additional cost of £160. Should you make alternative arrangements for your entertainment please liaise with our Wedding Co-ordinator as extra technical equipment may be required. Please note there will be an additional charge for any technical equipment provided by us. Proof of Public Liability Insurance is required.



Flowers

These are not included as part of the wedding package. You are welcome to decorate the room with your own floral arrangements and table arrangements within your colour/wedding theme, subject to approval.

Accommodation for Guests

We offer a special bed and breakfast rate for wedding guests of £40 per person per night, based on two people sharing a room which will apply for the duration of their stay.

Should your guests wish to book a bedroom this can be done by booking directly with us by quoting your wedding. They will receive your special price. Reservations will need to be secured with a deposit.

Terms and Conditions

Please read these terms and conditions carefully as they will form part of your contract with Passage House Hotel. Any variation must be agreed in writing.

Booking

To secure a booking with Passage House Hotel, please send a letter of confirmation together with your deposit to our 'Wedding Co-ordinator'. It constitutes your offer for your booking, which Passage House Hotel may accept in writing to you.

Payments of Accounts

A 25% non-refundable deposit must be sent with your letter of confirmation. A further 50% is payable 12 weeks prior to your reception date. The balance is payable 1 week prior to your reception. Passage House Hotel reserves the right to cancel your booking and forfeit your deposit if the invoices are not paid within the specified time. Any balance outstanding must be paid within 7 days of the date on the invoice.

Cancellations

A booking cancelled prior to commencement of a wedding reception will incur the following charges:-

| | |
|----------------------------------|-----------------|
| From the confirmation of booking | 25% of invoice |
| Within 12 weeks of booking | 50% of invoice |
| Within 8 weeks of booking | 100% of invoice |

Please note that final details are requested 2 weeks before the event and final numbers are requested 48 hours before the event.



Wedding Breakfast Menus

Choice of one of each course

Starters

Oak Smoked Salmon served with Dill & Creme Fraiche

Honeydew Melon with Fresh Orange and Strawberries and a Blackberry Coulis

Cream of Vegetable Soup served with Herb Croutons

Chicken Liver Paté accompanied by a Tomato Chutney and Melba Toast

Grilled Goats Cheese served on Dressed Leaves with Walnuts and Raspberry Vinaigrette

Prawn and Crab Cocktail presented on Mixed Leaves with Sauce Marie Rose

Main Courses

Supreme of Chicken served on Crushed Potato with a Spring Onion and Pesto Sauce

Prime English Lamb served with Herb Roast Potato with a Redcurrant and Thyme Gravy

Pan Fried Pork Loin Steak served on Cheddar Mash Potato with a Grain Mustard, Apricot and Madeira Sauce

West Country Sirloin of Beef Traditionally Roasted served with Roast Potatoes and Batter Puddings

Delice of Local Salmon served with New Potatoes and a Hollandaise and Dill Sauce

Grilled Fillet of Bass served on Champ Potatoes with a Lemon Butter Sauce

Medley of Seasonal Vegetables

Sweets

Profiteroles served with a Warm Chocolate and Tia Maria Sauce

Lemon Torte - Layered Lemon Sponge served with Devonshire Double Cream

Strawberry Gateau - Fresh Cream Gateau layered with Strawberries

Pecan and Toffee Cheesecake with a light Toffee/Fudge Cream

Fresh Fruit Salad served with Devonshire Clotted Cream

Cheese Board - Cheddar and Stilton accompanied by Celery and Biscuits

Freshly Brewed Coffee and Mints



Your Wedding Planner

12 months

- ✿ Purchase the engagement ring.
- ✿ Ask the permission of the bride's parents.
- ✿ Announce the engagement!
- ✿ Choose the location for the ceremony.
- ✿ Arrange the wedding with the clergyman.
- ✿ Discuss the preliminary budget and expense sharing.
- ✿ Decide upon where the reception is to be held and book the venue.
- ✿ Embark upon the catering arrangements (food, beverage, staff).
- ✿ Draw up a preliminary invitations list.

9 to 12 months

- ✿ Choose Bridesmaids, Maid or Matron of Honour, Best Man, Ushers and Pageboys.
- ✿ Decide upon the colour scheme.
- ✿ Select photographer and, if desired, have engagement photographs taken.
- ✿ Select a videographer, if required.
- ✿ Arrange musicians for the ceremony, if required.
- ✿ Compile the guest list with consultation from both families.
- ✿ Discuss the menus and optional evening entertainment. The hotel is able to offer the services of its resident DJ and full lighting and sound system. Extended licences can be arranged at no extra costs.

6 to 12 months

- ✿ Select Wedding gown and accessories.
- ✿ Organise bridesmaids' dresses and accessories.
- ✿ Bridal party's first fitting.
- ✿ Select a Jeweller and choose the wedding rings.
- ✿ Order the wedding cake.



Your Wedding Planner

- ✿ Select a Florist and discuss the colour scheme and requirements for the church, reception and bouquets.
- ✿ Select a travel agent, choose your destination and book the honeymoon.
- ✿ Ensure that the passports are valid.
- ✿ Meet with your reception site Master of Ceremonies (usually the band leader or disc jockey) to discuss the preliminary details of how you would like the reception run.
- ✿ Purchase the wedding rings.
- ✿ Visit the clergyman to finalise the arrangements (Banns, music, flowers, bell-ringing etc).
- ✿ Decide upon the men's formal wear and arrange hire.
- ✿ Order invitations and stationary, to include place cards, menus and service sheets, as necessary.
- ✿ Make wedding gift list.
- ✿ Select transportation services and book wedding cars/carriages.
- ✿ Organise hotel accommodation for out-of-town guests.
- ✿ Reserve complimentary wedding night suite.
- ✿ Request any rental equipment.
- ✿ Post the invitations.

2 to 4 months

- ✿ Purchase gifts for attendants and each other.
- ✿ Finalise living arrangements.
- ✿ Finalise florist order.
- ✿ Inform your bank, the passport office and tax office of your impending marriage.
- ✿ Take care of any outstanding financial and legal matters.

1 to 2 months

- ✿ Record acceptance and refusals.
- ✿ Send out gift list.
- ✿ Confirm all contracted services and reservations.



Your Wedding Planner

- ✿ Final meeting with venue organiser to discuss numbers and seating plan.
- ✿ Finalise details of ceremony and reception, including menu choices and wines.
- ✿ Request newspaper announcements.
- ✿ Final bridal gown and attendants dress fittings.
- ✿ Arrange preliminary hair and makeup consultation and book appointments.

N.B.A full makeover service is available on-site in the hotel beauty salon.

2 weeks

- ✿ Finalise guest count.
- ✿ Time the journey from home to church and from church to the venue to allow travel to run smoothly on the day.
- ✿ Finalise honeymoon arrangements, currency, luggage, etc and begin packing.
- ✿ Arrange change of name and address, and renew all legal documents accordingly.

1 week

- ✿ Full rehearsal of wedding.
- ✿ Collect the wedding rings and check that the sizes are correct.
- ✿ Men pick up formal wear, ensuring a proper fit.
- ✿ Finalise transportation for bridal party and parents.
- ✿ Make final checks on flowers, photographer and cake etc.
- ✿ Indulge in a top to toe beauty treatment in our excellent hotel beauty salon.
- ✿ Enjoy your Hen/Stag night two or three days before your wedding day!
- ✿ Changing rooms can be made available for your guests on the day. Ask any of our management team for advice on this, or any other aspect of organising your wedding day. Most importantly, try to get a good night's sleep the night before!

We will take care of everything, allowing you to relax and enjoy the greatest moment in both of your lives.

At the end of this very special day we invite you to spend the first night of your honeymoon with us, with our compliments.



