



## *Weddings at the Cairn Hotel*

Congratulations on your forthcoming wedding and our very best wishes for the future. Thank you for requesting information about wedding receptions.

The Cairn Hotel, situated in the select area of Jesmond, combines the very best traditions of a family-run hotel with the kind of sophisticated facilities associated with larger establishments and offers excellent value for money.

Our aim is to make your wedding day a day to remember so please do not hesitate to come along and view our facilities and discuss your particular requirements.

All of us at the Cairn Hotel will ensure that your occasion is a memorable one.

Best Personal Regards,  
**Angela Sainsbury**

Conference & Banqueting Coordinator

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## *On Your Wedding Day*

To facilitate your planning, we include the following in your choice of menu and drinks package:

- ✧ A personal welcome for your wedding party
- ✧ Special discounted room rates for family and friends. Please enquire at reception for availability and cost when making your arrangements. All our rooms are en-suite and have satellite TV, tea and coffee making facilities and direct dial telephone.
- ✧ Free Bridal Suite for all day Wedding Bookings
- ✧ Use of Cake Stand and knife and a choice of napkins for your wedding
- ✧ Floral arrangements can be obtained at an additional cost.
- ✧ Half Price Menus for Children 11 years and under.
- ✧ Assistance of Catering Supervisory to assist in all procedures including Toastmaster.
- ✧ Service and VAT @ 17.5%



## *Some Useful Advice*

On arrival you and your guests will be greeted at the entrance by our host/hostess and then directed to the reception area where arrival drinks will be served whilst your photographer has time to take the necessary photographs.

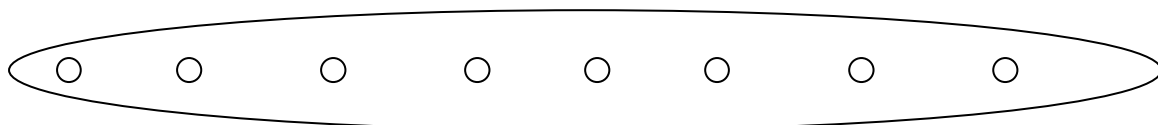
The Toastmaster will advise your guests to be seated and assist them.

When everything is ready the Toastmaster will ask everyone to rise for your entry and announce you. Once everyone is seated the meal will proceed.



## *Suggested Plan for Seating at the Top Table*

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



The seating plan above is a suggestion, however the choice is yours.



## ***Booking Procedures***

The choice of menu should be confirmed one month prior to the function. Final numbers are required 14 days prior to the wedding. The final number is catered for and charged for, unless numbers actually increase.

Provisional bookings are held for two weeks, after which if a deposit is not received the booking is cancelled.

A £200.00 non-refundable deposit is required together with a letter of confirmation. Final balance is required 2 weeks prior to the function.

All menu prices are inclusive of VAT at 17.5%.

Children under 11 years of age are charged 50% of adult rate. Children under 2 years of age are free.

For afternoon receptions we can cater for up to 100 and for evening buffets up to 220. On Saturdays a minimum of 150 is required for evening receptions. This can be waived if bookings are made within 15 weeks of function date.

For receptions on Fridays and also for any late bookings made within 12 weeks of function a 15% discount is given on all evening buffet menus (subject to minimum of 150 persons).

Should you require any vegetarian dishes or should any of your guests have any dietary problems we will be pleased to provide an alternative choice for them.



## ***How to Find us***

Travelling to the Cairn Hotel couldn't be easier. The hotel is located approximately 5 minutes from the city centre at the select area of Jesmond. West Jesmond Metro is only 2 minutes walk away and busses running into the city stop just outside the hotel.

Ample car parking is available at the back of the hotel and on street.



## *Wedding Drinks Packages*

### *Package 1*

Arrival Drink – Glass of Sherry

A Glass of Sparkling Wine for Toasts or Speeches

£3.75 per person

### *Package 2*

Arrival Drink – Glass of Sherry

A Glass of Red or White House Wine with your Meal.

A Glass of Sparkling Wine for Toasts or Speeches

£5.50 per person

### *Package 3*

Arrival Drink – Glass of Sherry or Whisky

A Glass of Red or White House Wine with your Meal.

A Glass of Sparkling Wine for Toasts or Speeches

£5.90 per person

The arrival drink can be substituted for Bucks Fizz at no extra charge.  
Please bear in mind that guests are not allowed to bring their own drinks.