

# *The Osborne Wedding Packages*

## *The Osborne, the perfect venue for your Dream Wedding.*

*May we take this opportunity to congratulate you both on your forthcoming marriage and thank you for taking the time to visit us here at the Osborne Hotel.*

*Your Wedding Day is very special for everyone; your family, your friends, but most importantly yourselves. This is your big day.*

*We have a wealth of experience and will take great pleasure in making your Wedding a unique occasion.*

*Many of our clients may not have decided whether to have a church wedding or a civil ceremony and therefore we have included within this brochure not only details of Wedding Breakfast and evening Receptions but also brief details of the Civil Wedding ceremonies which may be held at the Osborne Hotel.*

*We hope that you will find our brochure of interest and please let us know if you require any further information or if we can help you in any way.*

*.....Your guests are our guests.....*

*The Osborne, a superb 4 star hotel with the sea at your fingertips is the centrepiece of an elegant Regency crescent, which has been envied for 150 years as one of the most desirable venues in Torquay. The breath taking views from the Crescent boasts a panoramic Mediterranean serenity.*

*Most of our 32 en-suite bedrooms take full advantage of the Hotels unique setting, and are equipped with the modern facilities you would expect in a luxurious hotel.*

*Our Drawing Room is the ideal location for civil ceremonies for up to 50 guests but can alternately sit 30 guests for a Wedding breakfast.*

*Weather permitting; our Top Terrace can be used for your arrival drink reception.*

*Langtry's Restaurant, which whispers of a bygone age, is our fine dining Restaurant and can sit comfortably 70 guests for your Wedding breakfast until 5.30pm.*

*The Brasserie offers a more of a relaxed feel and will accommodate up to 50 guests. It is the chosen venue for evening receptions.*

*The Library is a smaller and intimate room used for up to 22 guests.*

*Marquees on our tennis court are also a possibility for the bigger parties up to 120 guests. They can be hired independently from us. Prices range from £4000 to £7000 (based on sizes and options)*

*Should you require any further information or would like to make an appointment to view the facilities and to discuss your requirements, please do not hesitate to contact Lionel Troye on **01803 209655** or Carlos Rios on **01803 209657**.*

# *Civil Wedding Ceremonies*

## *Room Hire Charges*

<i>Langtry's</i>	<i>£350.00</i>
<i>Drawing Room</i>	<i>£250.00</i>
<i>Library</i>	<i>£150.00</i>

*To arrange a Civil Wedding Ceremony you should provisionally reserve the ceremony room and make an appointment with the Superintendent Registrar at the following address: -*

*The Superintendent Registrar  
Torbay Registrar Office  
Oldway Mansion  
Paignton*

*Telephone: 01803-207130*

*For your guidance, there are several points, which should be observed when booking a Civil Marriage Ceremony:*

- You must have two registration officers present for the ceremony. You are able to provisionally book their attendance 12 months prior to your wedding date*
- The Superintendent Registrar will complete an advance booking pro-forma showing details of yourselves, your address and venue for the wedding to take place*
- On making the provisional booking, the Superintendent will inform you of the date when you must give legal notice of the marriage and to whom*
- When you attend the Registrar Office to book your marriage, you will have to pay the attendance fee for the Registrars. You may choose to pay in advance the fee for the marriage certificate*
- Only a Civil, non-religious ceremony can be permitted by the Superintendent Registrar. Any music, readings, words or performance, which forms part of the ceremony, must be secular. The content of the ceremony must be agreed in advance by the Superintendent Registrar who will be attending the ceremony*
- It is your responsibility to ensure that the legal preliminaries to your wedding are completed and that the Registrars Officers are available to conduct your ceremony*
- No confettis are allowed inside the Hotel or its grounds.*

## *Menu Selector*

*We hope you find the following selection of dishes helpful in choosing the most suitable menu for your Wedding.*

*Please select one dish per course for your party i.e.*

*Rosette of Melon Parma Ham, Balsamic Dressing*  
~  
*Rolled Fillet of Beef, Wild Mushroom, Farce Madeira Sauce*  
~  
*Bombe Alaska, Peach Compote*

*All dishes are individually priced to suit your budget and are per person and include VAT.*

*All starter prices include our delicious bread rolls.*

*All main course prices include a medley of vegetables and potatoes.*

*All dessert prices include freshly brewed coffee.*

*However if you prefer to offer your guests a selection of dishes we will be pleased to accommodate this. All we ask is that you limit the selection offered to no more than three dishes per course and that you facilitate us with a pre order no less than fifteen days prior to the event, stating the guests name and menu selection.*

*The Team at the Osborne Hotel will be delighted to pamper you and your guests ensuring that your special day is a memorable occasion. Our offers are competitively priced and we offer excellent value for money without compromising quality.*

*All meals are prepared using the freshest and highest quality produce available. We can equally cater for the most stringent of special allergy or dietary requirements.*

*Any quotations given are based on our latest dated brochures, but occasionally prices may be revised during the year.*

## *Soups*

<i>Leek &amp; Potato, With Truffle Oil</i>	£5.50
<i>Cream of Carrot &amp; Coriander</i>	£5.50
<i>Roast Pepper &amp; Tomato, With Sweet Basil</i>	£5.50
<i>Cream of Cauliflower, Brie Crouton</i>	£5.50
<i>Broccoli Soup, With Stilton Cheese</i>	£5.50
<i>Clear Mushroom Consommé, Brunoise of Root Vegetables</i>	£5.50
<i>Celery Soup, With Apple &amp; Rubbed Sage</i>	£5.50
<i>Cream of Butternut squash, With Cardamom</i>	£5.50
<i>Chilled Cucumber &amp; Mint, with Natural Yoghurt</i>	£5.50
<i>Thai Coconut &amp; Lemon Grass, With Coriander</i>	£5.50

## *Cold Starters*

<i>Rosette of Melon Parma Ham, Balsamic Dressing</i>	£5.75
<i>Chicken Liver Parfait, Brioche, Red Currant &amp; Port Jelly</i>	£5.75
<i>Salmon Gravalax, Honey &amp; Dill Dressing</i>	£6.75
<i>Smoked duck, Beetroot Reduction &amp; Wild Roquette</i>	£6.75
<i>Marinated Seafood Salad, Lime &amp; Coriander</i>	£6.50
<i>Galia Melon, Grenadine Oranges, Water Melon Sorbet</i>	£5.95
<i>Feta Cheese, Olive &amp; Sundried Tomato Salad, Herb Oil Dressing</i>	£5.75
<i>Tian of Crab &amp; Avocado, Capuccino Dressing</i>	£7.25

## *Hot Starters*

<i>Goat Cheese Croquettes, Char Grilled Asparagus, Orange Butter Sauce</i>	£5.95
<i>Broccoli &amp; Devon Blue Cheese Tart, Spring Onion Cream</i>	£5.75
<i>Confit of Duck Spring Roll, Hoi Sin Caramel</i>	£5.95
<i>Spiced Crab Cake, Sweet Chilli Sauce</i>	£5.95
<i>Tempura of Red Mullet, Fresh Tomato Coulis</i>	£6.25

## *Vegetarian*

<i>Shallot Tatin, Melted Goats Cheese &amp; Basil Pesto</i>	<i>£12.75</i>
<i>Mille Feuille of Asparagus, Avocado Hollandaise sauce</i>	<i>£12.75</i>
<i>Gateaux of Mediterranean Vegetables, Tomato &amp; Basil Compote Olive Oil Dressing</i>	<i>£12.50</i>
<i>Ravioli with Spinach &amp; Mozzarella Cheese, Gazpachio Salsa</i>	<i>£12.50</i>
<i>Char Grilled Asparagus, Goats Cheese Fritters, Orange Beurre Blanc</i>	<i>£12.75</i>
<i>Baked Vegetable Strudel, Lentil &amp; Mixed Bean Casserole Deep Fried Herbs</i>	<i>£12.50</i>

## *Main Courses*

<i>Slow Roast Lamb, Honey Roast Vegetables, Rosemary Jus</i>	<i>£15.75</i>
<i>Rump of Lamb, Sautéed Greens, Sherry Vinegar Jus</i>	<i>£17.25</i>
<i>Rolled Fillet of Beef, Wild Mushroom, Farce Madeira Sauce</i>	<i>£18.95</i>
<i>Roast Sirloin of Beef, Yorkshire pudding, Roast Gravy</i>	<i>£16.75</i>
<i>Tenderloin of Pork, Glazed Apple Scrumpy Jack Cream</i>	<i>£15.25</i>
<i>Stuffed Loin of Pork, Apricot Crumble Sage Gravy</i>	<i>£15.25</i>
<i>Supreme of Maize Fed Chicken, Grilled Asparagus, Mushroom Velouté</i>	<i>£15.50</i>
<i>Roast Fillet of Salmon, Cucumber Salsa Lemon &amp; Parsley Mashed Potato</i>	<i>£15.95</i>
<i>Grilled Fillet of Seabass, Risotto with Shrimps, Orange Butter Sauce</i>	<i>£19.00</i>
<i>Baked Fillet of Brixham Cod Mornay Sauce, New Potatoes</i>	<i>£16.75</i>

## *Desserts*

<i>Crème Brulee Tart, Vanilla Ice Cream</i>	£6.00
<i>Vanilla Pannacotta, Prunilé Anglaise</i>	£6.00
<i>Strawberry Sablé, Fruit Coulis</i>	£6.00
<i>Dark Chocolate Truffle</i>	£6.00
<i>Iced Fruit Parfait</i>	£6.00
<i>Tart Tatin</i>	£6.00
<i>Summer Fruit Pudding</i>	£6.00
<i>White Chocolate Brulée Tart</i>	£6.00

## *Fork Buffet Menu*

**(Minimum 30 persons)**

*Aubergine & Roast Pepper Brochette  
Fried Lemon Chicken, Sticky Rice  
Minced Lamb Kebab  
Fish Cakes, Tomato Coulis  
Selection of Sliced Ham, Beef, Turkey  
Deep Fried Vegetable Beignet, Sweet Chilli Sauce  
Roast Baby Potatoes with Basil  
Dark Chocolate Truffle  
Lemon & Lime Bavarois*

**£19.75**

## *Finger Buffet Menu*

**Please select 8 items of your choice**

*Smoked Salmon and Prawn Bouché  
Plaice Goujons – Tartar Sauce  
Mini Bruchetta Provençal Vegetables  
Vegetable Samosa  
Broccoli and Stilton Quiche  
Selection of Vol Au Vent  
Mini Club Sandwiches  
Goujons of Chicken  
Salmon Fish Sticks, Dill Mayonnaise  
Mini Won Ton with Soy Sauce  
Chicken and Mushroom Brochette  
Smoked Salmon & Cucumber Bridge Rolls  
Selection of Canapés  
Deep Fried Stilton Filled Mushrooms  
Aromatic Duck Confit Spring Rolls  
Smoked Oyster and Salmon Brochette  
Peppered Beef Kebab with Arabiata Sauce  
Vol Au Vents with Coronation Chicken  
Thai Crab Cakes with Green Chilli Dip  
Fruit Tartlets  
Vanilla Mille Feuille  
Mini Apple Strudel  
Chocolate Éclairs  
Strawberry and Clotted Cream Tartlet  
Mini Fruit Vacherin  
Strawberry Shortbread*

**£15.25 per person**

## *Carved Buffet Menu A*

**(Minimum 30 persons)**

*Dressed Salmon with Glazed King Prawns  
Medium Rare Sirloin of Beef  
Honey Roast Ham  
Basil Roasted Baby Potatoes  
Braised Rice with Saffron  
Tomato & Onion Salad with French Dressing  
Mixed Green Salad  
Lemon & Lime Bavarois  
Dark Chocolate Truffle*

**£24.25 per person**

## *Carved Buffet Menu B*

**(Minimum 30 persons)**

*Dressed Salmon with Glazed King Prawns  
Medium Rare Sirloin of Beef  
Honey Roast Ham  
Basil Roasted Baby Potatoes  
Braised Rice with Saffron  
Tomato & Onion Salad with French Dressing  
Mixed Green Salad  
Carbonade of Beef  
Roast Provençal Vegetables  
Pork Loin in Apple & Thyme Cream  
Aubergine with Toasted Goat Cheese  
Lemon & Lime Bavarois  
Dark Chocolate Truffle*

**£26.95 per person**

**\* The above 2 carved buffets can be complemented by a cold starter of your choice from the menu selection (individually priced)**

***Chef de Cuisine Peter Roberts would be proud  
To make the Cake for your special day.***

*For example*

*3 Tier Madeira straight or off Set with fondant or royal icing\**  
*£190.00*

*3 Tier Fruit Madeira straight or off set with fondant or royal icing\**  
*£245.00*

*3 Tier Rich Dark Chocolate Gateau*  
*£140.00*

*'Croquembouche' French Wedding Cake with  
Pulled Sugar Flower 3ft High*  
*£120.00*

*\*(Bottom Tier 9 inches, middle tier 7 inches & top tier 5 inches)*

***Should you wish to discuss you personal requirements please contact the hotel for  
an appointment.***

# *Wedding Day Count Down*

**Here is a checklist of all arrangements to be made, so that you can keep a note of your progress and ensure that nothing is forgotten!**

## **WHEN YOU HAVE SET THE DATE**

- ~ *Decide whether you want to be married in church, register office, or licensed premises.*
- ~ *Will the wedding be formal or informal?*
- ~ *Visit the vicar of your chosen church to book the time and date. Do this well in advance, especially if you are marrying during the summer. If you are planning a register office wedding, visit the superintendent registrar.*
- ~ *Set your budget - discuss this with your fiancé and parents.*
- ~ *Choose and book your reception venue.*
- ~ *Book the caterers if applicable.*
- ~ *Book the cars to take you to and from the wedding.*
- ~ *Book the photographer and make arrangements for a video to be made if required. Don't forget to check with your chosen venue whether this is permissible as some places would not allow video cameras.*
- ~ *Approach your bridesmaids, best man and ushers and make sure they keep the date free.*
- ~ *Draw up a guest list in consultation with both families.*

## **THREE TO FIVE MONTHS BEFORE THE WEDDING**

- ~ *Decide on your honeymoon destination and make all the necessary bookings.*
- ~ *Start thinking in detail about your wedding dress and the bridesmaids' dresses.*
- ~ *Discuss your fiancé's outfit.*
- ~ *Order the wedding dress.*
- ~ *Discuss the music and details of the ceremony with your minister. Once these are finalised you can arrange the orders of service.*
- ~ *Order the wedding stationary - invitations, orders of service, cake boxes etc.*
- ~ *Book any entertainment needed for the reception. Ensure that you consult your venue about any entertainment plans. Some places may have restrictions on noise levels, dancing spaces etc.*

## **TWO MONTHS BEFORE THE WEDDING**

- ~ *Make out a wedding present list.*
- ~ *Buy your wedding rings.*
- ~ *Buy any gifts you plan to give to your attendants and/or parents. Usually, the mothers are presented with a bouquet of flowers by the bridegroom during his speech.*
- ~ *Make sure that your wedding clothes will be ready in time.*
- ~ *Have another meeting with the vicar to arrange for the banns to be read.*
- ~ *Order flowers for your bouquet and for decorating the church and reception venue.*
- ~ *Choose the food and wine for the reception.*
- ~ *Buy your going away outfit.*
- ~ *Make sure your passport (and your fiancé's) is up to date.*

## **FOUR TO SIX WEEKS BEFORE THE WEDDING**

- ~ Send out the invitations ( six weeks before )*
- ~ Record any acceptances and refusals as they come in.*
- ~ Take your head-dress along to the hairdresser to discuss a suitable style, have a trial run if necessary and make an appointment for the day.*
- ~ Make sure that your wedding dress fits perfectly and that you are happy with it.*
- ~ Have a session with your attendants to make sure there are no problems with any of their outfits.*
- ~ Book any beauty treatments you plan to have before the wedding.*
- ~ Check that your fiancé has made all necessary arrangements for his clothes, the honeymoon etc.*
- ~ Arrange for your name to be changed on bank accounts etc.*
- ~ Submit wording to your local paper if you want them to carry an announcement of the wedding.*
- ~ Write thank-you notes for wedding presents promptly, as you receive them.*

## **TWO WEEKS BEFORE THE WEDDING**

- ~ Give the final numbers to the caterer.*
- ~ Make out a seating plan for the reception if needed. Write out place cards if needed.*
- ~ Decide if you want to display gifts at the reception, and make arrangements to do this.*
- ~ Order foreign currency or traveller's cheques for your honeymoon.*
- ~ Make a final confirmation of all arrangements: florist, photographer, video, cars, reception, cake, church details such as choir, bell ringers, honeymoon bookings.*
- ~ Make arrangements for your stag night/hen party.*

## **ONE WEEK BEFORE THE WEDDING**

- ~ Try on your wedding dress and all accessories to make sure everything is comfortable and still fits well.*
- ~ Practise your wedding day make-up.*
- ~ Try to have a rehearsal at the church.*

# *Wedding Etiquette*

**These details suggested are only guidelines and can, of course, change with fashion, circumstances and personal preference.**

## **BRIDES MOTHER**

- ~ Book reception at the hotel as early as possible.
- ~ Arrange printing of the invitations.
- ~ Send invitations.
- ~ Order wedding cake.
- ~ Hire photographer.
- ~ Florist for church and reception.
- ~ Hire cars.
- ~ Contact local paper for announcement.
- ~ Hire of video recording services.
- ~ Check if any wedding guests require overnight hotel accommodation.

## **BRIDE**

- ~ Choose Bridesmaids.
- ~ Dresses for Bride and Bridesmaids.
- ~ Make hair and beauty appointments.
- ~ List wedding presents preferred.
- ~ Letters of thanks for presents received.

## **BRIDEGROOM**

- ~ Arrange ceremony.
- ~ Choose Best Man.
- ~ Hire morning dress for everyone.
- ~ Buy rings.
- ~ Flowers for bride, bridesmaids and mothers.
- ~ Arrange honeymoon.
- ~ Hire wedding cars.
- ~ Gifts for bridesmaids.
- ~ Response to "The Bride & Groom".
- ~ Propose toast to the bridesmaids.

## **BEST MAN**

- ~ Look after the wedding rings.
- ~ Organise cars from the church.
- ~ Reply to the Bridesmaids toast.
- ~ Propose the toast to the parents.
- ~ Liaise with the venue duty manager throughout the reception.
- ~ Return all morning suits.

## **BRIDE'S FATHER**

- ~ Propose a toast to "The Bride & Groom".
- ~ Double check transport arrangements.

## **BRIDESMAIDS**

- ~ Choose clothes with Bride.
- ~ Help the bride to dress.
- ~ Chief Bridesmaid to look after bride's flowers during the ceremony.



## **Event and Function Terms and Conditions**

*For an event of any scale and nature, it is important that both parties are aware at an early stage of the Terms and Conditions relating to the booking policy and the rights of both sides. To avoid any confusion or misunderstanding, we urge you to carefully read through this section, prior to signing the attached Event Contract.*

### **DEPOSITS AND CONFIRMATION OF BOOKING**

*A written letter of confirmation will be required stating all relevant basic requirements of the event, along with a deposit of £200.00 or 50% of the provisional event value, whichever is the least to secure any event or function booking. A further 50% of the quoted bookings value will be required no later than 3 months prior to the date of the event or function, with the final full payment of the estimated charge being paid no later than one week prior to the event or function. The balance of any additional charges incurred being payable upon departure or upon presentation of invoice. Deposits are non-refundable but may be transferred to an alternative date.*

### **CANCELLATION IN WRITING**

*In the event of cancellation of the booking by the client, for whatever reason, the hotel will make a cancellation charge for the total anticipated loss of revenue to the hotel on the following basis: -*

- *6 months prior to the event the deposit will not be refunded.*
- *3 months prior to the event 50% of the estimated total value of the booking.*
- *1 month prior to the event 100% of the estimated total value of the booking.*

### **FINAL NUMBERS**

*The hotel reserves the right to apply minimum numbers to the booking, which will be chargeable in full should final numbers fall below this level. Final numbers, table plans and overnight accommodation requirements must be received by the hotel no less than fifteen days prior to the event or function taking place. The hotel reserves the right to release any unpaid accommodations.*

### **PAYMENT**

*All accounts are due and payable upon receipt of invoice. The hotel reserves the right to charge interest at a rate of 4% above Base Rate for the time being of Barclays Bank for the period, from the due date up to and including the date of receipt of payment.*

*Credit facilities will only be available if the client has correctly completed the relevant Credit application forms and all relevant documentation and processing has been completed and authorisation obtained from the hotel accounts department.*

### **LICENCES**

*The hotel is responsible for obtaining any and all Licences required for the services that the hotel is providing and for all costs incurred in so doing. The client shall similarly be responsible for ensuring that any licences, consents or permits required by themselves and or third parties employed by them are obtained and all costs incurred in so doing are the full and sole responsibility of the client and that copies of these documents are provided to the hotel fourteen days prior to the event.*

**Initial:**

**Date:**

### THIRD PARTY CONTRACTORS

*The hotel requires to know of all and any third party contracts for entertainment or services in relation to the event or function. Further more the hotel reserves the right to refuse any external entertainment activities or services that the client may have arranged in connection with the event. Such entertainment or services will include but are not limited to, photographers, musicians, bands and any other persons connected with the function. The hotel also reserves the right to determine the noise level of any and all entertainment at the function or event and the clients agree to abide with the hotels discussion.*

*The client and any or all third party contractors employed by the client shall comply at all times with all current relevant regulations, these include the hotels Health Hygiene and Safety policy and any reasonable requests of the hotel management. It will be the clients responsibility to ensure that these conditions are brought to the attention of all third parties employed in connection with the event. A copy of hotels Health, Hygiene and Safety policy can be made available at the request of the client. No fire works of any type are permitted within the hotel grounds.*

### LIABILITY

*The customer shall be liable for all and any losses and or damages sustained by the hotel in respect of the premises, furnishings, utensils or equipment, whether the same was caused wilfully or by negligence or default and shall be liable for the cost of replacement and or repair, plus compensation for any and all loss of business caused thereby.*

*The hotel shall not be liable to the client in contract, tort (including breach of statutory duty or negligence), misrepresentation or otherwise for any consequential economic losses or loss of profits howsoever arising, whether direct or indirect. Losses include loss of business opportunity, loss of goodwill or any indirect special or consequential loss or damage caused.*

*The hotel does not exclude or restrict its liability of death or personal injury.*

*The hotel shall not be liable for any breach of the terms and conditions or delay or failure in providing services as a results of causes beyond its reasonable control to include but not limited to fire, acts of God, explosion, lack of power and delays by suppliers or material shortages.*

*The client shall indemnify and keep indemnified the hotel from all claims, actions, damages, liabilities and costs arising out of acts or omissions of the client or any guest or third party employed by the client, save to the extent that any such claim arises as a result of the negligence of the hotel, its employees or agents.*

### GENERAL

- 1. The hotel reserves the right to change the customer's assigned function room for another of comparable suitability.*
- 2. If in the opinion of the hotel, either the customer or any of its servants, invitees, guests or representatives act in a manner considered to be prejudicial to the good name of the hotel, the hotel shall be at liberty to terminate the contract or event forthwith, without being liable for refund or any compensation to the client.*
- 3. The customer agrees to be bound by all reasonable instructions of duly authorised representatives of the hotel in respect of condition of the function or event and shall further ensure that those attending shall similarly comply. No food and or beverage may be bought from outside onto the premises or grounds unless permission has been obtained from the General Manager in writing.*
- 4. Any written information made available by the hotel to the customer shall be deemed incorporated herein and in the event of dispute these terms and conditions shall prevail.*
- 5. No modifications to these terms and conditions shall be binding upon the hotel unless the same is in writing and duly signed by an authorised manager of the hotel.*
- 6. The laws of England shall govern this contract and any dispute referred to the English Courts.*

Initial:

Date:



*Event and Function Contract*

**Clients Name:** .....

**Name of Booking:** .....

**Date of Event:** .....

**Minimum Numbers Day:** .....  
**Evening:** .....

***I / we the above named acknowledge that I / we have read the attached Event and Function Terms and Conditions in the respect of the above stated event and /or function and acknowledge that by signing this contract we agree to be bound by them in full.***

**Signed:** ..... .....

**Print Name:** ..... .....

**Date:** .....