

# CEREMONIES AND RECEPTIONS



At Matfen Hall we strive to ensure that all the arrangements for your Wedding Day go as smoothly as possible. We understand the importance of this very special day and we want to ensure that you enjoy this memorable and happy occasion.

## MATFEN HALL WEDDING RECEPTIONS INCLUDE:

COMPLIMENTARY BRIDAL SUITE WITH FULL ENGLISH BREAKFAST

RED CARPET WELCOME

SPECIAL ACCOMMODATION RATE FOR YOUR WEDDING GUESTS

OUR MASTER OF CEREMONIES TO GUIDE YOU THROUGHOUT YOUR DAY

PERSONALISED TABLEPLAN / PLACE CARDS AND MENUS TO YOUR BESPOKE COLOUR SCHEME BY GREAT DAY DESIGN

1 TABLE PLAN, 1 PLACE CARD FOR EACH GUEST, 3 MENUS PER TABLE AND TABLE NUMBER OR TABLE NAME CARDS

Our Splendid East Wing offers exclusivity\* for both you and your Wedding guests. The Great Hall provides the perfect setting for photographs as does the Dutch Garden and surrounding parkland. We can cater for a party of 10 to 120 for a Wedding Breakfast and up to 250 for an Evening Reception within our East Wing. The enclosed menus and drinks packages are suggestions to act as a starting point and from there we can discuss a tailor-made package to suit you both.

We are licensed for Civil Marriages at Matfen Hall and the Great Hall can seat a maximum of 120 guests. If you would like to hold your ceremony at Matfen Hall you are required to ring the Northumberland Registrar to reserve your date. The Registrar fees are payable direct to Northumberland Registrar, telephone: 01665 602870. Any music or readings during the ceremony are to contain no religious content. No food or drink may be served or consumed in the ceremony room for one hour prior to the ceremony.

The minimum number of guests for a Saturday is 80, for Friday and Sunday the minimum is 70. A day and evening reception must be held and catered for from our wedding menus and buffets. Our room hire charge for the East Wing is £2500 on peak dates for the year 2010 - 2011 and £2000 off peak. With the expertise of our Wedding Co-ordinator who will guide and advise you through the arrangements, we can guarantee planning your wedding at Matfen Hall will be an enjoyable experience.

---

Matfen Hall Hotel, Matfen, Newcastle upon Tyne, NE20 ORH.

Weddings: 01661 855 709

Hotel: 01661 886 500

E-mail [weddings@matfenhall.com](mailto:weddings@matfenhall.com) Discover more at [www.matfenhall.com](http://www.matfenhall.com) Prices as from November 2009.

*Matfen Hall*  
HOTEL · GOLF · SPA



# CANAPÉS AND STARTERS



## MATFEN HALL CANAPÉ MENU

Roasted Red Pepper and Goats Cheese Crêpe (V)  
Parmesan Cheese Straws (V)  
King Prawns on Lemongrass Skewers (H)  
Monkfish Wrapped in Parma Ham on Rosemary Skewers (H)  
Confit Duck and Red Onion Marmalade Crostinies  
Stilton Beignettes (V, H)  
Smoked Salmon and Cream Cheese Crêpe  
Melon and Parma Ham  
Roasted New Potatoes with Chive Crème Fraîche (V, H)  
Crab and Chilli Jam Tartlets  
Stilton and Walnut Savoury Scones  
Chicken Liver Parfait and Red Onion Marmalade  
Goats Cheese and Black Olive Crostinies (V)  
Strawberries dipped in White and Dark Chocolate (seasonal)  
Assortment of Seafood and Vegetarian Dim Sum (H)

V=suitable for vegetarians H=served warm  
Please choose any 3 items for £7.50 per person, 5 for £11.50 per person,  
or any 7 items for £15.50 per person.

## MATFEN HALL STARTERS MENU

Roasted Red Pepper Soup with Rosemary Cream .....£7.65 (V,H)  
Leek and Potato Soup with Grain Mustard Cream .....£7.65 (V,H)  
Cream of Wild Mushroom and Thyme Soup with White Truffle Oil .....£7.65 (V,H)  
Pressed Ham Hock Terrine with Pease Pudding.....£7.65  
Plum Tomato and Roasted pepper Galette with Basil Pesto .....£7.65 (V,H)  
Pressed Sweet Potato, Leek and Artichoke Terrine and Tomato Chutney ..£7.65 (V)  
Home Cured Scottish Salmon Gravalax with Lemongrass Essence.....£8.25  
Twice Baked Cheddar Cheese and Spinach Souffle .....£8.25 (V,H)  
Timbale of Crab with Chive Crème Fraîche, Cucumber and Dill Salsa.....£8.95  
Crayfish Risotto with Parmesan Tuille .....£8.95 (V)  
Smooth Chicken Liver Parfait with Red Onion Marmalade .....£8.25  
Tiger Prawn and Baby Gem Salad with Marie Rose Sauce .....£9.25  
Confit Duck and Foir Gras Terrine with Plum and Thyme Salsa .....£9.25

## INTERMEDIATE

Watermelon and Vodka Sorbet .....£3.25 (V)  
Ruby Grapefruit Sorbet .....£3.25 (V)  
Home Smoked Scottish Salmon .....£4.50 (H)  
Steamed Fillet of Sole with Saffron Velouté .....£4.50 (H)

Matfen Hall Hotel, Matfen, Newcastle upon Tyne, NE20 ORH.

Weddings: 01661 855 709

Hotel: 01661 886 500

E-mail [weddings@matfenhall.com](mailto:weddings@matfenhall.com) Discover more at [www.matfenhall.com](http://www.matfenhall.com) Prices as from November 2009.

*Matfen Hall*

HOTEL · GOLF · SPA



# MAIN COURSES & DESSERTS



## MAIN COURSES

Roast Sirloin of Beef with Yorkshire pudding.....	£21.50
Chicken, Mozzarella and Red Pepper Roulade with Sunblushed Tomato Pesto.....	£19.95
Grilled Supreme of Scottish Salmon with Citrus Butter.....	£19.95
Spiced Duck Breast with Orange and Vanilla Butter Sauce.....	£22.95
Basil scented Rump of Lamb with Roasted Mediterranean Vegetable Timbale.....	£21.95
Char Grilled Fillet Steak with Sauted wild Mushrooms & Foie Gras Jus.....	£24.95
Steamed Seabass En Papillote.....	£21.95
Lamb Wellington with Rosemary and Red Wine Jus.....	£22.95
Wild Mushroom and Gruyere Risotto with Roquette salad.....	£19.95 (V)
Roast Pork Tenderloin with Sage Mash, Honey and Mustard Sauce.....	£21.50
Grilled Red Snapper, Thyme Roasted Baby Gem & Sweet Pepper Salsa.....	£19.95
Caramelised Shallot & Artichoke Tart Tatain with glazed Goats Cheese.....	£19.95 (V)
Baked Breast of Corn Fed Chicken with Wild mushroom Jus.....	£19.95

As a Matfen Hall policy, our Head Chef only uses English Beef and Lamb.

## DESSERTS

Intermediate Cheese & Biscuits with Homemade Chutney.....	£4.25
Banoffee Pie.....	£7.95
Warm Liquid Centred Chocolate Cake with Coconut Ice Cream.....	£8.95
Glazed Blood Orange Tart with Lemon Syrup.....	£7.95
Strawberry and White Chocolate Crumble with Clotted Cream.....	£8.25
Dark Chocolate and Orange Torte with Cinnamon syrup.....	£8.25
White Chocolate and Blueberry Cheesecake.....	£8.25
Warm Plum and Almond Tart with Honey Ice Cream.....	£7.95
Iced Hazelnut Nougat.....	£7.95
Steamed Sticky Toffee Pudding with Butterscotch Sauce.....	£8.25
Blackcurrant Cheesecake with Cassis Syrup.....	£7.95
Red Wine Poached Pear with Cardamon Cream.....	£7.95
Selection of Cheese and Biscuits with Homemade Chutney.....	£8.25
Coffee and Chocolates.....	£3.50

Children's menu at £12.50 per child, OR a half portion of meal priced accordingly.

Homemade Soup  
Chicken Pieces in Crispy Batter & French Fries  
Sausage and Mash with Onion Gravy  
Plaice Goujons with French Fries  
Ice Cream

Matfen Hall Hotel, Matfen, Newcastle upon Tyne, NE20 ORH.

Weddings: 01661 855 709

Hotel: 01661 886 500

E-mail [weddings@matfenhall.com](mailto:weddings@matfenhall.com) Discover more at [www.matfenhall.com](http://www.matfenhall.com) Prices as from November 2009.

*Matfen Hall*

HOTEL · GOLF · SPA



# DRINKS LIST



## MATFEN HALL DRINKS LIST PRICED PER GLASS UNLESS OTHERWISE STATED

Bucks Fizz.....	£4.80
House Sparkling Wine.....	£4.80
Kir Royal (Sparkling Wine).....	£4.95
House Champagne .....	£8.25
House Rose Champagne.....	£9.50
Bellini.....	£9.50
Classic Champagne Cocktail .....	£9.50
Pimms No.1 Summer Time .....	£4.10
Pimms No.3 Winter Time .....	£4.10
Matfen Mulled Wine .....	£4.10
Non-Alcoholic Fruit Punch.....	£3.50
Alcoholic Fruit Punch.....	£4.10
Sweet or Dry Sherry.....	£3.40
Blended Whisky.....	£3.40
Malt Whisky.....	£4.30
Jug of Orange Juice.....	£5.95

### WINE

2 x House Red or White .....	£7.80
2 x Sauvignon Blanc / Chenin Blanc or Syrah .....	£8.10
2 x Chardonnay or Merlot .....	£8.90
2 x Pinot Grigio or Tempranillo .....	£8.90
2 x Sancerre or Rioja Reserva .....	£13.90
Bottle of Hildon Sparkling or Still Mineral Water .....	£3.90

### TOAST

House Sparkling Wine .....	£4.80
House Champagne.....	£8.25
House Rose Champagne .....	£9.50
Louis Roederer Brut Premier NV .....	£11.40
Lanson Rose Label NV .....	£11.40

Matfen Hall Hotel, Matfen, Newcastle upon Tyne, NE20 ORH.

Weddings: 01661 855 709

Hotel: 01661 886 500

E-mail [weddings@matfenhall.com](mailto:weddings@matfenhall.com) Discover more at [www.matfenhall.com](http://www.matfenhall.com) Prices as from November 2009.

*Matfen Hall*

HOTEL · GOLF · SPA



# EVENING BUFFET MENU



Warm Bacon Stottie and Chips (H).....	£7.50
Hot Beef Stotties with Crispy Onion and Chips (carved at the buffet table)(H) .....	£10.50
Marinated Chicken Drumsticks (H).....	£2.25
Selection of Open Sandwiches .....	£2.25
Farmhouse Cheese Board and Fruit Basket (V).....	£4.50
Tomato and Mozzarella Pizza (H).....	£2.25
Platter of Poached and Smoked Salmon with Dill Crème Fraîche .....	£4.50
Pate, Crusty Bread and Homemade Chutney .....	£4.50
Pesto Marinated Chicken and Pepper Kebab, Lamb Kofta Kebab (H) .....	£3.95
Garlic Bread Slices (V, H).....	£2.25
Crispy Vegetable Spring Rolls .....	£2.25
Matfen Fish and Chips (in cones with Lemon Wedges) .....	£3.95
Chicken Balti, Pilau Rice, Garlic and Coriander Naan Bread (H).....	£10.50
Onion Bhajis, Mini Poppadums and Pickles.....	£3.95
Spiced Potato Wedges with Sweet Chilli Dip (V, H) .....	£2.50
Home Made Crisps, Matfen Spiced Nuts (V) .....	£2.25
Tortilla Wraps with Various Fillings (V).....	£4.50
Hog Roast (Served with Bap, Chips, Stuffing, Jus & Apple Sauce) Minimum of 60 Guests (H) .....	£19.50
BBQ Menu available priced at.....	£14.95 / £19.95
Menu available on request and subject to seasonal changes	
Selection of desserts .....	£4.95

(V=Vegetarian, H=served Hot)

Matfen Hall Hotel, Matfen, Newcastle upon Tyne, NE20 ORH.

Weddings: 01661 855 709

Hotel: 01661 886 500

E-mail [weddings@matfenhall.com](mailto:weddings@matfenhall.com) Discover more at [www.matfenhall.com](http://www.matfenhall.com) Prices as from November 2009.

*Matfen Hall*

HOTEL · GOLF · SPA



# TERMS OF BUSINESS



These terms and conditions aim to protect all parties through a better understanding of contractual and legal obligations of both the client and venue when confirming a booking.

Definitions: The 'Hotel' and 'We' means the property for which a contract is agreed, The property is owned by Matfen Hall LLP The 'Client' and 'You' means the organising body/company and organiser responsible for commissioning of and payment for the event.

## Bookings / Reservations

- a) All initial and subsequent telephone reservations must be confirmed in writing by you, The confirmation must include all requirements. All bookings are considered provisional until both the client and the Hotel sign the contract. All bookings are subject to the terms and conditions of the contract. Once the contract is signed, and minimum numbers agreed, this will then constitute a legally binding contract.
- b) Matfen Hall needs to be advised in writing of the estimated number of guests and menus required at 6 months and 2 months before the function. Three weeks before the event, final numbers must be given. This is the minimum number you will be charged for.
- c) If numbers attending fall more than 20% below those originally booked, the right is reserved to charge a cancellation fee and to move your function to another room.
- d) A minimum of 80% of total guests for an evening buffet must be catered for.
- e) On confirmation of your booking a deposit of £1000 is due (non-refundable and non-transferable).
- f) Complimentary accommodation for the bride and groom is subject to booking of both the wedding breakfast and evening reception and is subject to availability.
- g) Any variation in booking, guest numbers and/or arrangements must be confirmed to the Hotel in writing.
- h) Bedrooms which have been reserved and not allocated will be automatically released 8 weeks prior to the wedding date without notification
- i) Package extras are inclusive only when both a 3 course Wedding Breakfast & fully catered Evening Reception are booked.

## Payment

- a) Full pre-payment is required for all wedding bookings.
- b) 50% of the outstanding balance is due on or before - 4 months prior
- c) Final payment is due on or before - 3 weeks prior. The granting of credit is at the sole discretion of Matfen Hall.
- d) If credit is allowed, payment must be made within 30 days of the invoice date. A 2.5 % per month interest charge will be added to amounts unpaid after this date unless special terms have been agreed with Matfen Hall.
- e) If there is any query with the invoice, the undisputed balance must still be paid on time.
- f) The organiser shall be responsible for the payment of all the fees and royalties, which may be due in respect of the event to the Performing Rights Society, Phonographic Performances Ltd, the Copyright Licensing Agency Ltd, the Educational Recording Agency Ltd, or any other relevant person, firm or organisation.
- g) All prices are inclusive of VAT where applicable and are subject to the rate in operation at the time of the function.

## Cancellation

a) Upon acceptance and confirmation of your booking by Matfen Hall, a legally binding contract exists. If you are forced to cancel your booking for any reason we reserve the right to make a cancellation charge. The following cancellation charges apply:

6 months prior - minimum charge of 10% of the estimated event value in addition to the deposit paid.  
2 months prior - 50% of the estimated event value in addition to any deposit paid. Within 1 month - 75% of the estimated event value in addition to any deposit paid.

N.B. These charges will be based on the minimum numbers agreed at the time of booking. Of course, Matfen Hall will endeavour to re-sell the facilities to another party and if successful, may waive a proportion of the cancellation charge at their discretion.

b) Matfen Hall reserves the right to cancel an event under the following circumstances:

- i. If booking might, in the opinion of the Hotel, prejudice the reputation of the Hotel.
- ii. If the client is more than 30 days in arrears with any payment to Matfen Hall Hotel.
- iii. If the Hotel becomes aware of any alteration in the clients financial situation.
- iv. Matfen Hall, or any part of it, is closed due to circumstances beyond our control. In this event a refund of any advance deposit will be paid but Matfen Hall would have no other liability.

## General regulations

Guests using the facilities of Matfen Hall must comply with all regulations concerning licensing, fire, health and safety. Hazardous or dangerous items may not be brought into Matfen Hall without prior permission, Matfen Hall reserves the right to approve any externally arranged entertainment, services or activities that you have arranged. It is the responsibility of the third party to provide all risk assessments and insurance for all activities conducted on site, all must be provided on request.

Any band or musician must comply with the terms stated within the 'public entertainment code of conduct.' Should guests act in an improper or disorderly way, or refuse to comply with reasonable requests from our staff, Matfen Hall reserves the right to terminate your stay or event. Should this occur, no monies will be refunded to you. The Manager's decision is final. Guests may not consume food and drink on the premises not supplied by Matfen Hall. Matfen Hall will be liable to you and your guests for injury or loss and damage only where and to the extent we have been negligent. Otherwise there shall be no liability whatsoever. We regret that we cannot be responsible for the security of your property, though we will do our utmost to look after it. You will be held liable for any loss or damage to Matfen Hall's property and fittings (including any items hired by us for your use), or for injury to anyone including Matfen Hall's staff arising as a consequence of this booking. Matfen Hall reserves the right to charge for any additional services requested during the event if you do not adhere to agreed timings. Matfen Hall strongly recommends taking out adequate insurance to cover the cost of cancellation and other liabilities. All conditions are subject to the law of England and Wales.

Matfen Hall Hotel, Matfen, Newcastle upon Tyne, NE20 ORH.

Weddings: 01661 855 709

Hotel: 01661 886 500

E-mail [weddings@matfenhall.com](mailto:weddings@matfenhall.com) Discover more at [www.matfenhall.com](http://www.matfenhall.com) Prices as from November 2009.

*Matfen Hall*

HOTEL · GOLF · SPA

