

## ***Weddings at the Tufton Arms Hotel***

### ***The Perfect Setting***

*The Tufton Arms offers the perfect setting for your wedding day. Quality service, excellent hospitality, comfortable décor and superb cuisine combine to make the Tufton Arms a distinguished venue.*

### ***Character & Charm***

*A former 16th century coaching inn; set in the medieval town of Appleby in Westmorland, in the heart of the beautiful Eden Valley, the Hotel offers a charming, relaxing location to complete this special occasion.*

### ***Warm Hospitality***

*Family owned and run, function guests are assured of friendly, helpful service. From the moment of the initial enquiry through to departure, the Functions Manager, the Milsom Family and the Hotel staff will offer helpful assistance and caring attention to detail to ensure you and your guests have a memorable occasion.*

### ***Gastronomic Delights***

*Guests will be able to sample the renowned awarded cuisine and can be assured of enjoyable, delicious meals. The banqueting menus are carefully selected, prepared and served to perfection and offer a range of menus providing variety and flexibility. The menus are complemented by an extensive wine list.*

### ***The Reception Suites***

*Our well-appointed function suites can accommodate the smaller more intimate wedding breakfast for ten, to the more larger reception for one hundred guests. The Suites are elegantly and comfortably decorated providing a delightful setting reminiscent of the Tufton's Victorian history.*

### ***Civil Marriages***

*The new marriage act now enables you to marry away from a Church or Registry Office, and we are delighted that the Tufton Arms has been licensed as a suitable venue to hold civil marriage ceremonies. Therefore we are able to offer you the opportunity to take your marriage vows in a charming setting, and then to celebrate your wedding all at the same location.*

### ***Comfortable Accommodation***

*Finally the Hotel has twenty three comfortable, individually designed en suite bedrooms, offering excellent overnight accommodation for those guests who are travelling some distance.*

# Civil Ceremonies

*The new marriage act now enables you to marry away from a Church or Registry Office, and we are delighted that the Tufton Arms has been licensed as a suitable venue to hold civil marriage ceremonies.*

## **The Tufton Arms Ceremony**

*Our Charming location and elegant décor provide the perfect setting in which to take your marriage vows. For the ceremony the Tufton Arms will provide a beautiful floral table decoration for the ceremony table and the Reception room will be laid out with rows of seating for your guests. Following your marriage you can then move to another of the Hotel's Suites for your Wedding Breakfast and Celebrations.*

## **The Ceremony Suites**

*We have licensed all four of our elegant Reception Suites to offer you the flexibility of having a room to comfortably accommodate the size of ceremony you require.*

*Hence we are able to cater for ceremonies consisting of just the couple who wish to marry - to maximum one hundred guests!*

<i>Reception Suite</i>	<i>Ceremony</i>
<i>Hothfield Suite</i>	<i>100</i>
<i>Conservatory Restaurant</i>	<i>75</i>
<i>Mews Suite</i>	<i>50</i>
<i>Brazil Suite</i>	<i>12</i>

*Numbers shown are maximum capacity*

*Please note the Brazil Suite is a lounge of one of our bedrooms, and offers a perfect way of combining a marriage ceremony consisting of a small group of guests and a luxurious celebration break at the Hotel.*

*Please enquire for further details.*

## **The Tufton Arms Ceremony**

*If you wish to hold your civil marriage with us, we will make a minimum charge for the hire of the ceremony suite of £175.00. Please refer to the Penrith District Superintendent Registrar for details of their charges for performing the ceremony.*

## **To make the arrangements for the Ceremony**

*Having decided you wish to have a civil ceremony at the Tufton Arms please contact the Hotel to check the date you require is available, and confirm with the Penrith District Superintendent Registrar that they are able to perform the ceremony on your chosen date and time. In addition you will need to give formal notice of your marriage to the registrar of the district where you live.*

# Wedding Receptions

*The Tufton Arms Hotel provides the perfect setting for a wedding reception, set against a backdrop of Victorian décor, character and charm. Combined with warm hospitality, excellent cuisine and caring, attentive assistance from our team of staff, you can be assured of a successful and enjoyable day.*

## **Planning the Reception**

*We would be delighted to assist you in planning this special occasion, and our Functions Manager will be only too happy to advise on the choice of reception suite, menu selections, arrival drinks, wines for the meal and toast, floral decorations, table plans, and order of proceedings. We appreciate that this is your day and will endeavour to accommodate any specific preferences and requirements you may have.*

## **The Tufton Arms Wedding**

*Our Wedding charges are basically the price of the menu you choose, plus; if you decide to offer your guests drinks or wine, the cost of these items. The Hotel offers you the option of choosing a set menu with an all inclusive drinks package, or the opportunity to tailor make your menu from our Banqueting Menu Builder and to select your wine and drink requirements from our comprehensive Wine List.*

**Included in the price of our menus are the following**

### **Complimentary Wedding Services ~**

*~ Bud vases for every table & a top table floral decoration*

*~ The use of our Silver cake stand*

*~ Also; if you require, we offer the services of a master of ceremonies to ensure the smooth running of the formal aspects of the reception proceedings*

*~ Menu Cards for every table*

*~ The production of Seating Plans & Table Layouts*

*~ Half price accommodation for the*

*Bride & Groom in one of our Suites \**

*~ Special accommodation rates for wedding guests\**

\* Subject to availability & only available for clients booking a wedding breakfast, followed by an evening reception at the Hotel

## **The Banqueting Menus**

*Our banqueting menus are enclosed in the following pages. They have been prepared to offer excellent banqueting cuisine and above all variety and flexibility to suit all budgets and the type of wedding you wish to have ~ from the formal to the more relaxed affair. Please note the menus are purely suggestions to offer a guideline of our prices, we would happily quote on any specific menus you may require.*

# The Reception Suites

*In discussion with yourself, we will match the size and type of wedding you require, with one of our five delightful reception suites.*

## The Hothfield Suite

*The Hothfield Suite, elegantly decorated, reminiscent of it's Victorian ballroom heyday, can accommodate thirty to one hundred guests for a sit down meal. The Suite benefits from full air conditioning and natural daylight, providing a light, spacious and airy room. Ideal for an evening dance; for which we can cater for one hundred & twenty guests, the room has it's own private bar & a dance floor.*

## The Conservatory Restaurant

*Only available for hire for lunchtime and early afternoon receptions, the beautiful Conservatory Restaurant, is the perfect setting for the smaller reception from ten to a maximum seventy five guests.*

## The Boardroom, Mews & Brazil Suites

*The Mews Suite, situated in the Hotel's attractive cobbled mews courtyard, and the charming Brazil Suite and Boardroom, are ideal for more intimate wedding parties.*

## Evening Receptions

*Following your wedding breakfast, you may wish to plan an evening party with musical entertainment and buffet refreshments to celebrate your wedding in our Hothfield Suite. Please refer to our Finger Buffet Menus on the following pages. Please note if no buffet refreshments are required in the evening, we will unfortunately have to charge a room hire fee. The maximum numbers we can accommodate for an evening party are one hundred and twenty guests.*

<b>Reception Suite</b>	<b>Banquet</b>	<b>Buffet</b>	<b>Evening Party</b>
Hothfield Suite	100	80	120
Conservatory Restaurant	75	60	N/A
Mews Suite	35	20	N/A
Brazil Suite	12	N/A	N/A
The Boardroom	24	16	N/A
	<i>~ capacity will vary according to individual seating requirements</i>		

# Banqueting Menu Builder

Prices valid from 4th January 2011

All prices per person, inclusive of Vat & correct at time of going to press

Our Menu Builder allows you the flexibility to select the menu of your preference.

If you wish to offer your guests wine and drinks please refer to  
Our Wine List to make your selection.

## ~ Starters ~

Please select Soup & **one** other Starter, for your guests to choose from on the day: ~

### **Chef's Homemade Soup of the Day**

Please select your preferred flavour from ~ Leek & Potato, Vegetable, Minestrone, Mushroom, Celery,  
Tomato & Basil, Asparagus, French Onion

### **Chilled Fanned Melon & Air Dried Ham**

Price £5.10

### **Prawn Cocktail**

a mix of salad & prawns, glazed with Marie Rose sauce

Price £5.95

### **Egg & Prawn Mayonnaise**

coated with a duo of Marie Rose sauce & Mayonnaise

Price £5.15

### **Chilled Melon Cocktail**

melon & fruit segments in a light syrup

Price £3.95

### **Melon Boat**

garnished with strawberry & orange

Price £3.85

### **Chicken Liver Pâté**

flavoured with cream & brandy, served with Melba toast

Price £4.60

### **Smoked Salmon Mousse**

served with Melba toast

Price £4.60

### **Smoked Mackerel Pâté**

served with Melba toast

Price £4.60

### **Platter of Smoked Salmon**

Price £6.15

~

## ~ Main Courses ~

Please select **one** main course dish from the following: ~

### **Roast Turkey**

*served with traditional accompaniments of bacon wrapped chipolata, sage & onion stuffing, cranberry & bread sauces, & roast potatoes*

*Price £12.20*

### **Roast Loin of Pork**

*served with apple sauce, sage & onion stuffing, & roast potatoes*

*Price £11.45*

### **Roast Leg of Cumbrian Lamb**

*served with mint sauce & roast potatoes*

*Price on Application*

### **Roast Rib Eye of Beef**

*served with Yorkshire Puddings, roast potatoes & horseradish sauce*

*Price £13.50 (Sirloin POA)*

### **Beef Wellington**

*fillet of Beef with a mushroom & onion duxelle wrapped in puff pastry & set on a red wine sauce*

*Price £20.25*

### **Salmon En Crôte**

*fillet of salmon wrapped in puff pastry, set on a dill & white wine sauce*

*Price £12.75*

### **Spinach and Camembert Pancake**

*Topped with a tomato and herb sauce*

*Price £10.95*

### **Tenderloin of Pork**

*wrapped in puff pastry with a mushroom & onion duxelle*

*Price £13.50*

### **Dartios of Chicken**

*breast of chicken stuffed with chicken mousse & mushrooms wrapped in puff pastry, served with a madeira wine sauce*

*Price £12.50*

***all main course dishes are served with a selection of seasonal fresh vegetables & potatoes***

Please note, with prior notice of numbers required, we can arrange a suitable alternative main course for vegetarian and other types of dietary requirements.

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~ *Desserts* ~

Please select **two** desserts for your guests to choose from on the day: ~

**Lemon Cheesecake**

*set on a fresh fruit coulis*

**Sherry Trifle**

*topped with fresh cream*

**Lemon Mousse**

**Home made Apple Crumble**

*Served with cream or custard*

**Sticky Toffee Pudding**

*Served with butterscotch sauce*

**Fresh Fruit Salad**

*fruit segments in a sweet syrup, served with pouring cream*

**Raspberry Mousse**

**Fresh Strawberries or Raspberries & Cream**

*(only available in season)*

**Milk Chocolate & Malteser Cheesecake**

*Set on a rich chocolate sauce*

**Chocolate Rum Mousse**

*dark chocolate mousse topped with cream & white chocolate flakes*

**Chocolate Steamed Pudding**

*served with chocolate sauce*

**Brandy Snap Basket**

*filled with fresh cream & fruit, set on a fresh fruit coulis*

**Platter of Farmhouse Cheese & Biscuits**

*(available as a separate course if required at an Extra £3.85)*

~

**Coffee**

*Price for Desserts including a Cup of Coffee £5.60*

# Banqueting Wines & Drinks List

Please note all prices inclusive of Vat & correct at time of going to press

## Arrival Drinks / Apéritifs

prices per glass

<b>Sherry</b>	<b>£2.00</b>
<i>a choice of cream, pale or medium</i>	
<b>Bucks Fizz</b>	<b>£2.30</b>
<i>sparkling wine with orange juice</i>	
<b>Glass of Wine</b>	<b>£2.50</b>
<i>a selection of our house Dry &amp; Medium White or Red</i>	
<b>Sparkling Wine</b>	<b>£3.30</b>
<i>our house sparkling wine</i>	
<b>Champagne</b> ~ please refer to our list of Toasting Wines	
<b>Pimms</b>	<b>£2.20</b>
<b>Whisky</b>	<b>£2.00</b>
<b>Non Alcoholic Fruit Punch</b>	<b>£1.25</b>
<i>a blend of fruit juices &amp; lemonade</i>	

## Wines

prices per bottle (allow approximately five to six glasses per bottle)

### White

Bin No's

<b>14.75</b>	<b>1</b>	<b>2009 Domaine de Papolle</b>	<b>£</b>
		<i>A deliciously fruity wine with an appealing grapey bouquet. Dry &amp; fresh</i>	
	<b>8</b>	<b>Niersteiner, Gutes Domtal, Rheinhessen</b>	<b>£ 14.75</b>
		<i>Medium dry &amp; delicately fruity</i>	
	<b>3</b>	<b>2009 Chardonnay, Villerica</b>	<b>£16.75</b>
		<i>Soft creamy fruit with real elegance. Very good varietal chardonnay</i>	
<b>£16.75</b>	<b>120</b>	<b>Opal Ridge Semillon / Chardonnay,</b>	
		<i>Ripe &amp; luscious. Soft but generous</i>	
	<b>49</b>	<b>2009 Reserve, Macon - Villages, Cave de Prisse</b>	<b>£18.85</b>
		<i>Lovely fragrance, creamy &amp; floral. Delicate, clean subtle flavours</i>	
	<b>5</b>	<b>Sauvignon Blanc, Villerica, Maule Valley, Chile</b>	<b>£16.85</b>
		<i>Traditionally vinified in vats &amp; small oak barrels prior to bottling of its lees</i>	
		<b>Red</b>	
		Bin No's	
	<b>12</b>	<b>Merlot, Villerica, Maule Valley, Chile</b>	<b>£ 14.75</b>
		<i>Concentrated, ripe, chewy, berry flavours; good structure with soft, round, open fruit.</i>	
	<b>31</b>	<b>2002 Chateaux Rousseau de Sipian, Bordeaux</b>	<b>£ 19.75</b>
		<i>Very attractive well made mid weight claret.</i>	
	<b>67</b>	<b>2003 Côtes du Rhône, Villages, Phillip Plantevin</b>	<b>£ 19.95</b>
		<i>Vibrant colour with lovely soft fruit &amp; concentrated finish</i>	
	<b>104</b>	<b>2008 Navajas, Rioja, Cosecha</b>	<b>£17.95</b>
		<i>A good value vanilla and fruit driven rioja</i>	
	<b>126</b>	<b>Opal Ridge Shiraz/Cabernet, New South Wales</b>	<b>£ 15.75</b>
		<i>warm and spicy</i>	
	<b>60</b>	<b>2006 Beaujolais Villages</b>	<b>£ 17.45</b>
		<i>Strawberry aromas with light tannins &amp; juicy fruit</i>	
	<b>163</b>	<b>2008 Malbec, Santa Ana, Reserva, Mendoza</b>	<b>£20.95</b>

*This list is just a selection of our wine list.*

## Toasting Wines

### Sparkling Wines

prices per bottle ( allow five to six glasses per bottle)

Bin No.

17	<b>Charles Pellettier, Grande Reserve, Brut</b> <i>Made properly by the champagne method, an ideal aperitif, fresh and elegant</i>	£19.25
18	<b>Asti Spumante, Calissano</b> <i>Light grapey, medium sweet &amp; very refreshing.</i>	£19.45
19	<b>Charles Pellettier, Rose, Brut</b> <i>Delicate and fragrant, showing lovely fruit character and freshness</i>	£19.75

### Champagne

prices per bottle ( allow five to six glasses per bottle)

Bin No.

22 *	<b>Claude Cazals, Brut, Carte Blanche</b> <i>Classic yeasty biscuity flavours we are proud of our house champagne.</i>	£33.75
23	<b>Claude Cazals, Rose , Cuvee Rosee, Brut</b> <i>Fresh pure fruit flavours a classy rose.</i>	£41.95

## Liqueurs

### Port

prices per bottle

Bin No

190	<b>Taylors 2004 Late Bottled Vintage Character</b> <i>A beautifully rich, mature &amp; deliciously fruity vintage style port.</i>	£24.95
192	<b>1989 Quinta de Cavadinha Warres</b> <i>Light, delicate &amp; very elegant.</i>	£47.95

We also stock a wide range of Malt Whiskies & Liqueurs

Please note these lists are just an abbreviated selection of the wines & drinks available to give you an idea of our prices. Our full wine list is available online to download.

## ***Chef's Banqueting Buffet***

*prices valid from 4<sup>th</sup> January 2011*

*all prices per person, inclusive of Vat & correct at time of going to press*

*If you prefer a buffet selection please refer to the menu below.*

*If you wish to offer your guests wine and drinks please refer to our  
Wine List to make your selection.*

### ***~ Starters ~***

#### ***Chef's Homemade Soup of the Day***

*please select your preferred flavour from ~ Leek & Potato, Mushroom, Vegetable, Minestrone,  
French Onion, Tomato & Basil, Asparagus, Celery*

#### ***Air Dried Ham***

*served with Chilled Fanned Melon*

#### ***Chilled Melon Cocktail***

*melon & fruit segments in a light syrup*

#### ***Prawn Cocktail***

*a mix of prawns & salad, glazed with Marie Rose sauce*

#### ***Pâtés served with Melba Toast***

*please select **one** from ~ Chicken Liver, Smoked Salmon,  
Smoked Trout,*

#### ***Platter of Smoked Salmon***

**£1.00 Extra**

*please select a soup & **one** other starter for your guests to choose from on the day*

~

### ***~ Main Course ~***

*Cold Meat Selection ~*

***Cold Rib of Beef, Honey Roast Ham,  
Roast Turkey, Chicken Elizabeth, Cold Pork, Continental Meats***

*please select a choice of **three***

*Pies ~*

#### ***Pork or Gala***

*please select a choice of **one***

#### ***Dressed Cold Poached Salmon***

*Quiches ~*

***Salmon & Broccoli, Ham & Tomato, Onion Flan***

*please select a choice of **two***

*Salads ~*

***Salad Bowl, Tomato, Cucumber, Coleslaw, Potato***

*please note the above salads are included in the price*

***Waldorf, Beetroot & Celery, Mixed Peppers Marinated in Vinegar,  
Pasta Salad, Green Bean Salad, Egg Mayonnaise***

*please select **two** from the above*

**~ Main Courses ~**

*continued*

*Hot Dishes (Optional) ~*

*please select two from the following ~*

**Lancashire Hot Pot, Chicken Curry, Mild Lamb Curry,  
Pork Stroganoff, Lasagne, Fish Pie, Spaghetti Bolognese,  
Steak & Ale Pie, Cottage Pie, Chile Con Carne,  
Pheasant Casseroled in Cider** *(only in season)*

**Hot Jacket or New Potatoes, Hot Savoury Rice or Cold Rice Salad**

*please select one from the above*

**~ Desserts ~**

*please select three from the following ~*

**Lemon Cheesecake**

*set on a fresh fruit coulis*

**Brandy Snap Baskets**

*filled with fresh cream & fruit*

**Sherry Trifle**

*topped with cream*

**Chocolate Rum Mousse**

*dark chocolate mousse topped with cream & white chocolate flakes*

**Fresh Fruit Salad**

*fruit segments in a sweet syrup, served with pouring cream*

**Apple Crumble & Cream**

**Sticky Toffee Pudding**

**Chocolate Cheesecake**

**Raspberry Mousse**

**Platter of Farmhouse Cheese & Biscuits**

*(available as a separate course if required at an Extra £2.50)*

~

**Coffee**

**Price Including Hot Option £23.50,      Price Excluding Hot Option £20.45**

*( Minimum Number : 25, Maximum Number :120 )*

# Wedding Packages

prices valid from 1<sup>st</sup> October 2008 until 31<sup>st</sup> December 2009  
all prices per person inclusive of Vat, & correct at time of going to press

The following menus offer an all inclusive food & drink package, providing you with the security of knowing the price per head for each guest prior to the event, to help you budget.

As well as the menu, the price includes the following drinks for each guest :~

**A glass of arrival drink ~**

*Wine or a non alcoholic fruit punch*

**A Glass of House Wine with the meal ~**

*a choice of Dry / Medium White, or Red*

**A Glass of Sparkling Wine for the Toasts**

## Package A

**Chef's Homemade Soup of the Day**

*please select your preferred flavour from ~ Leek & Potato, Vegetable, Mushroom, Celery,  
Tomato & Basil, Asparagus, French Onion, Minestrone*

~

**Roast Turkey**

*served with traditional accompaniments of bacon wrapped chipolata, sage & onion stuffing,  
cranberry & bread sauces, roast potatoes & seasonal vegetables*

~

**Lemon Cheesecake**

*set on a fresh fruit coulis*

~

**Coffee**

**Package Price £28.85**

Please note, with prior notice of numbers required, we can arrange a suitable alternative main course for vegetarian and other types of dietary requirements.

### ***Package B***

#### ***Chef's Homemade Soup of the Day***

*please select your preferred flavour from ~ Leek & Potato, Vegetable, Mushroom, Celery,  
Tomato & Basil, Asparagus, French Onion, Minestrone*

~

#### ***Roast Rib Eye of Beef***

*served with Yorkshire Puddings, roast potatoes,  
seasonal vegetables & horseradish sauce*

~

#### ***Brandy Snap Basket***

*filled with fresh cream & fruit*

~

#### ***Coffee***

**Package Price £ 29.90**

Please note, with prior notice of numbers required, we can arrange a suitable alternative main course for vegetarian and other types of dietary requirements.

**Please note we will happily prepare an all inclusive package to include the menu and drinks of your choice.**

# *Finger Buffets*

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*prices valid from 1<sup>st</sup> October 2008 until 31<sup>st</sup> December 2009  
prices per person inclusive of Vat, & correct at time of going to press*

## ***Finger Buffet No 1***

*Savoury Selections ~*

### ***Selection of Sandwiches***

*Beef, Ham, Turkey, Savoury Cheese, Egg & Cress, Tuna Mayonnaise*

### ***Chicken Drumsticks***

### ***Sausages on Sticks***

### ***Sausage Rolls***

### ***Vol au Vents***

*with fish & prawn and chicken & mushroom fillings*

### ***Savoury Quiches***

*Ham & cheese, Cheese & Tomato, Mushroom & Onion*

### ***Pork & Gala Pie***

### ***Cheese & Pineapple on Sticks***

### ***Pickled Onions***

*Sweet Selection ~*

### ***Blackforest Gateaux***

***Brandy Snap Baskets filled with fresh cream & fruit***

### ***Chocolate Eclairs***

**Price £11.20** (Minimum Numbers: 60)

*not available for eighteen or twenty - first birthday parties & Wedding Breakfasts*

## ***Finger Buffet No2***

### ***Selection of Sandwiches***

*Ham, Beef, Turkey, Savoury Cheese, Egg & Cress, Tuna Mayonnaise*

### ***Open Bridge Rolls***

*Tuna Mayonnaise, Egg & Cress, Savoury Cheese, Prawn & Mayonnaise*

### ***Sausage Rolls***

### ***Vol au Vents***

*with Fish & Prawn and Chicken & Mushroom fillings*

### ***Chicken Drumsticks***

### ***Pizza Slices or Quiches***

*Ham & Cheese, Cheese & Tomato, Ham & Mushroom*

### ***Pork or Gala Pie***

### ***Sausage on Sticks***

### ***Cheese & Pineapple on Sticks***

**Price £9.75** (Minimum Numbers: 60)

*not available for eighteen or twenty - first birthday parties & Wedding Breakfasts*

*Please note Coffee can be provided with any of the finger buffets at an additional £0.95 per person*

### ***Finger Buffet No3***

*Cold Selection ~*

#### ***Selection of Sandwiches***

*Smoked Salmon, Cucumber, Ham, Beef, Egg & Cress*

#### ***Asparagus Rolls***

#### ***Pâtés on Canapé Toasts***

*Smoked Salmon, Ham, Smoked Mackerel, Smoked Trout,  
Cream Cheese with Chives & Prawns*

#### ***Stuffed Eggs***

*Hot Dishes ~*

#### ***Vol au Vents***

*filled with Fish & Prawn, Chicken & Mushroom*

#### ***Onion Tartlets***

#### ***Stilton Fritters***

#### ***Prunes wrapped in Bacon***

#### ***Marinated Chicken Winglets***

#### ***Breaded Goujons of Plaice***

*served with tartare sauce*

*Sweet Selection ~*

#### ***Fresh Fruit Kebabs***

#### ***Chocolate Profiteroles***

***Mini Meringue Nests filled with fresh cream & fruit***

#### ***Fresh Cream Gateaux***

#### ***Strawberry Tartlets***

**Price £19.45** (Minimum Numbers : 30)

*not available for eighteen or twenty - first birthday parties*

*Please note Coffee can be provided with any of the finger buffets at an additional £1.00 per person*

# *To Assist you in Planning your Wedding Reception*

## *Seating Arrangements*

*We will be delighted to assist you in planning the layout of the tables in our Reception Suites for your wedding breakfast. It is usually best to group your guests together in ideal table numbers of six, eight, ten, twelve and then prioritise them in order of preference ~ i.e.: main family table will probably be first and a table of friends will be last. We can then prepare a room layout showing where we propose to place the tables, for your adjustment and approval.*

*On the day of your wedding the seating plan and table layout of the function Suite will be displayed in our Reception Area & our Functions Manager will be on hand to show guests to their tables.*

### *Top Table*

*With regard to the top table the traditional seating arrangement is as follows:*

*Chief Bridesmaid ~ Bridegroom's Father ~ Bride's Mother ~  
Bridegroom ~ The Bride ~ Bride's Father ~ Bridegrooms Mother ~ Best Man*

## *Order of Reception Proceedings*

*On arrival from the Church, Registry Office or after the civil ceremony it is customary to have an informal reception and to offer your guests an arrival drink. It is then traditional that the Bride & Groom with their respective parents form a receiving line to formally welcome their guests to the wedding breakfast.*

*If you require the services of our Master of Ceremonies he can help the smooth running of the formal aspects of the proceedings by making the appropriate announcements. He can advise the guests when you are ready to receive them and then; once they are all seated, ask everyone to be upstanding for the Bride & Groom, as you take your places at the top table. If you wish, grace can then be said by the Master of Ceremonies, or the Vicar, or a member of the Wedding Party. The Master of Ceremonies can also announce the cutting of the cake which normally takes place after the Dessert Course. You will then be served with your wedding cake, coffee and toasting wine ready for the speeches.*

### *The Toasts ~*

*The traditional order of the toasts are as follows:*

*The Bride's Father proposes the health of the Bride & Groom*

*The Bridegroom responds on behalf of himself and his wife  
and toasts the health of the Bridesmaids*

*The Best Man then replies on behalf of the Bridesmaids*

*and at the end of his speech he may wish to offer another toast to the Bride & Groom*

*Our Master of Ceremonies can assist with the toasts by announcing each speaker in turn.*

## ***Guest Accommodation***

*As part of our wedding package\* we are delighted to offer the Bride & Groom half price accommodation in one of our Suites. Other wedding guests who wish to stay over, can take advantage of our 10% discount\* off our bed & breakfast tariff. We also have four single and two double rooms, situated above the function suite, available at ½ price\* for the evening of the wedding.*

*\*Please note the above accommodation offers are only available to clients booking a wedding breakfast, followed by an evening function and are subject to availability.*

*Please note the Hotel has in total twenty three bedrooms comprising five singles, six twin /doubles, two twins and ten doubles. Two rooms are suitable for family occupancy. We enclose a Hotel Brochure and accommodation tariff for your perusal, further copies can be obtained from the Functions Manager.*

*We have also have leaflets available detailing our accommodation and special wedding rates, which you may wish to include in your invitations ~ please ask for a supply.*

## ***We hope you found the Tufton Arms Hotel of interest ~***

*The information contained in this folder is to give you a guideline of the facilities and cuisine the Hotel can provide. We would obviously welcome the opportunity of an informal meeting to discuss your requirements in more detail and to allow you to view the Hotel.*

*Please contact our Functions Manager, Lesley Park on 017683 51593 to arrange a suitable time and date convenient for yourself.*

# ***Banqueting Terms & Conditions***

*Please find on the back of this sheet a copy of our Banqueting Terms & Conditions for your reference. May we draw to your attention the following key points ~*

## ***Deposits & Payments***

*Upon booking banqueting services, the hotel will request a deposit for 20% of the total cost of your requirements. Account terms will only be given with prior consent by the Hotel.*

## ***Final Numbers, Cancellations, & Non Arrivals***

*With regard to numbers, we require notification of anticipated numbers of guests at the time of booking. Final numbers are required no later than 72 hours (3days) beforehand.*

*Any cancellations and non arrivals on the day will be charged as detailed below:*

*Cancellation between 1 and 3 months in advance - Deposit Held  
Cancellation between 14 and 31 days in advance - 50% of total anticipated charges  
Cancellation between 1 and 14 days in advance - 70% of total anticipated charges  
Cancellation less than 1 day in advance - 100% of total anticipated charges*

## ***Children's Portions***

*Please note any child 12 years or under will be charged at half the price of the meal or package chosen. Children above this age will be charged at full price.*

*We obviously make no charges for babies, or children who do not consume a meal/ drinks.*

*Please note we have 2 highchairs available if required.*



## Tufton Arms Hotel

Market Square, Appleby in Westmorland, Cumbria CA16 6XA  
Tel: Appleby 017683 51593 Fax: 017683 52761

### CONFERENCE & BANQUETING CONTRACT - TERMS & CONDITIONS

#### Booking, Cancellation & Payment

##### Bookings & Reservations

All reservations for conference & banqueting facilities are subject to the following terms and conditions.

##### Prices

Firm prices are established where possible three months in advance. The Hotel reserves the right to amend prices outside this period.

##### Deposit, Payments & Credit Terms

The Hotel reserves the right to request a deposit of prepayment at the time of confirmation of booking. The deposit is considered to be 20% of the total contract costs. Failure to pay such deposits within 14 days may result in the release of the booking. Final payment - due on presentation. Account facilities will only be granted to those companies or individuals which have established credit facilities in advance, and the Hotel reserves the right to withdraw credit facilities at any time without notice. The client agrees to pay total contract costs on the due dates, failing which interest will be charged at 2% monthly, as per our contract terms.

##### Final Numbers

- i. Anticipated numbers attending should be notified to the Hotel at time of booking.
- ii. Final numbers should be notified no later than 72 hours prior to arrival. The customer will be liable for the full charges in respect of non - arrivals or reduced numbers.

##### Cancellation Charges

The Hotel reserves the right to charge the following sums for any loss of income due to cancellation, non arrival or substantial reduction in numbers confirmed for services as follows, unless a booking is obtained for the same dates from a third party on no less favourable terms. In this instance the Hotel will waive all such cancellation charges less the deposit paid at its discretion.

*Cancellation between 1 and 3 months in advance - Deposit Held*  
*Cancellation between 14 and 31 days in advance - 50% of total anticipated charges*  
*Cancellation between 1 and 14 days in advance - 70% of total anticipated charges*  
*Cancellation less than 1 day in advance - 100% of total anticipated charges*

In all instances, notification must be made in writing and will be effective on the date received by the Hotel.

#### Liability

##### Damage

The customer shall be responsible for any damage caused to the Hotel rooms or furnishings, utensils and equipment (including items hired for their use) by any act, default or neglect of the customer, subcontractor or guests of the customer and shall pay the Hotel on demand the amount needed to make good or remedy such damage.

##### Limitation of Liability

Please note (other than with regard to personal injury) - the Hotel's liability for incomplete or non performance or any breach of contract by the Hotel and / or Third Party will be limited to a maximum refund of the total price of the hotel package. In no circumstances will we accept liability for consequential or economic loss of profit.

##### Third Party Personal Insurance

The Hotel will only be responsible for death or personal injuries which is clearly its own fault, and will not be responsible for any other loss or injury. The client is advised to consider arranging insurance for the function covering public liability and loss or damage to its property and that of persons attending the function.

#### General

##### Amendments

The Hotel will take all reasonable steps to fulfil the reservation to the best of its ability and in accordance with the details provided. However, it reserves the right to provide alternative services of at least an equivalent standard at no additional cost to the customer.

##### Facilities

Whilst the Hotel has taken all reasonable steps to ensure the information contained in its brochures, tariffs, leaflets and advertisements is accurate, it reserves the right to alter, substitute or withdraw any service, facility or amenity without notice if necessary.

The Hotel will not be liable for failure to provide services contracted in:

- i. Industrial action by Hotel employees or the employees of a major supplier.
- ii. Fire, lightning, aircraft impact, explosion, riot, war, civil commotion, malicious damage, storm, tempest, flood, burst pipes, earthquake and impact.
- iii. Breakdown of plant or failure of supply to Hotel of gas, electricity, water services etc.
- iv. Legal action against the Hotel, not resulting from its negligence, preventing the supply of services.
- v. Any other circumstances beyond our control.

The Hotel will not be liable for misrepresentation in the brochure of a Third Party.

All bookings made arising out of this contract will be deemed subject to the above conditions which will prevail over any conditions stipulated or referred to by the customer. This contract does not affect any rights which the customer may have under the Hotel Proprietors Act 1956 where that Act applies.