

Your Special Day'

What should you be looking for: -

Attractiveness of the venue and its setting, accessibility, high standard of the fixtures and fitting, cleanliness, fantastic cuisine at affordable prices, friendly efficient and flexible service, great value for money, really relaxed style, superb quality, uniqueness of the location, history, having a place just for yourselves, not being one of several, being treated as an individual, personalized service, somewhere your guests will approve of and is well recommended. If you answered positively to these points, then the Elgin is the perfect place for you.

Making something special for you and your guests: -

The Elgin Hotel is located in picturesque, tranquil and historic Charlestown, it being one of the oldest model villages in Scotland, predating New Lanark by 16 years. It was designed and built by the 5th Earl of Elgin in 1785 and since that time has changed little. The Hotel was built in the early part of the last century and retains many of its original features including replicas of the world-famous Elgin Marbles.

Function planning and budgeting

The Hotel has gathered a vast amount of experience over the years in budgeting, tailoring the overall requirements and achieving them cost effectively.



The Elgin Marbles Suite

This self contained, secluded, bright and air-conditioned Function Suite lends itself perfectly for weddings catering for between 50 to 100 people during the day and 150 in the evening.

It also has private facilities including bar, toilets and mobility impaired / baby changing room.

The beautiful grounds are ideal for photographs and there is substantial car parking.

Bridal Suite

A complimentary private suite is available for the Bride and Groom in which its interior design reflects the relaxed nature of the Hotel which overlooks the Firth of Forth to make a truly romantic setting.



Menus

Enclosed are copies of our menu so you can make your own personal selection .

We also offer all inclusive wedding packages to take the stress any worry away from you and we organise most of the wedding on your behalf. All our weddings are individual and unique thus reflecting each couple's personal tastes. The majority of our produce is fresh and sourced locally, cooked and served at the time of order and is complimented with a good selection of affordable wines and beverages for you and your guests

Photographs

The Hotel is located in the picturesque village of Charlestown., set in 2 acres of grounds, with spectacular views of the Firth of Forth and the Pentland Hills beyond. In addition you can also use the beach and harbour for the intimate personal touch

Master of Ceremonies

Our managers will be delighted to guide you through the formalities on the day, etiquette of modern day weddings means you do not have to be conformist.

Wedding Room and Chapel

This spectacular room adjoins the Function Suite, offering both intimacy and convenience for your wedding ceremony. Overlooking the Firth of Forth and the well set out gardens, it can accommodate up to 70 guests. The bridal party approach the Wedding Room and Chapel through an arch, walking upon a Royal Red carpet.



Accommodation

We offer special rates for guests attending the Wedding, however, please note limited number of rooms available. Our rooms are either twin, family or double, all en-suite and rates include a full cooked breakfast

Other Services

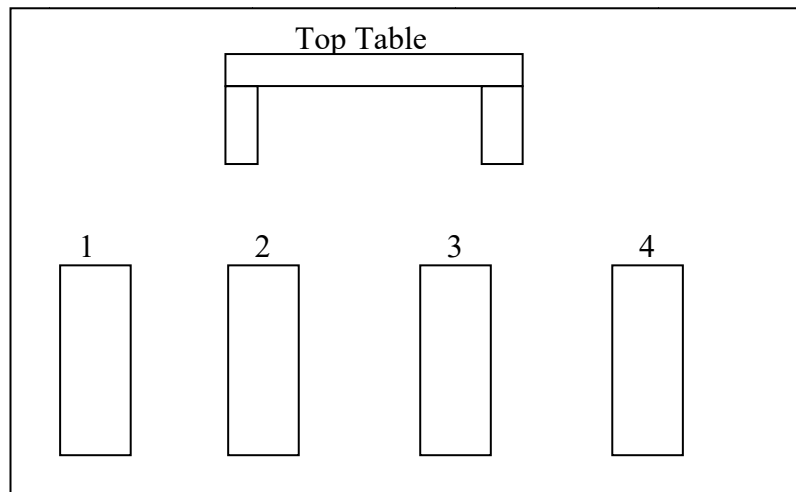
We can assist you in arranging the following: - Ministers, organists, harpists, traditional pipers, balloon sculptures, hair dressers, manicurists, flowers, stationery, favours, fireworks displays, (weather permitting), discos, live bands, wedding cakes, car & coach hire vintage and modern, formal dress hire, dressers, horse and carriages as well as video and photography. Should you have any other requirements, just ask.



Room Layouts

The top table is formed in a horseshoe, fully dressed, adorned if you wish with silk flowers, a silver candelabra at its head, as well as a cut glass master of ceremonies bell. In front of the Bridle party is the cake table, central and lit. The presentation is white china and silver cutlery, white linen napkins, gold-framed seats with rich cushions

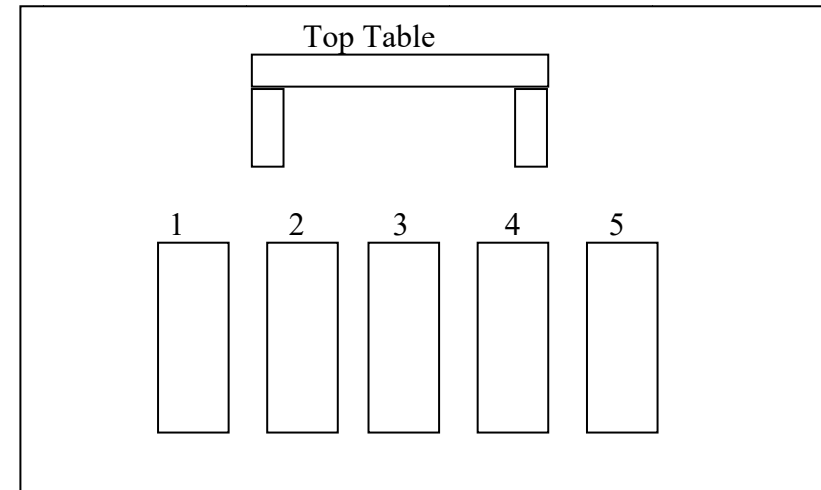
For 40 - 60 Guests



For 40 guests it is the top table and 3 legs,
For 50-60 guests it is the top table and 4 leg



For 60 – 120 guest



For 60 -75 guest approx 10 people over top table remaining guests over 4 legs.

For over 75 and over the maximum on top table is 10 people and the remaining amount of guest split between remaining 5 tables



Homemade soup of your choice plus one of the following below

Melon Cocktail

Fan of melon with raspberries and strawberries topped with a raspberry sorbet

Farmhouse Pate

Served with red onion chutney and oatcakes

Prawn Cocktail

Luxury prawns set of a bed of lettuce topped with a tangy Marie Rose sauce and garnish

Oatmeal Haggis

Oatmeal crusted haggis in a Drambuie & pepper sauce

Black Pudding and Bacon Salad

Crisp salad topped with black pudding and bacon drizzled with a buttery apple sauce



Traditional Steak Pie

Our own rich steak pie made with Scotch beef and light pastry topping

Breast of Chicken

Please choose one of the following sauces:

Chardonnay and mushroom sauce

Creamy Ham, leek and wholegrain mustard sauce

Whisky and peppercorn

Fillet of Salmon

Please choose one of the following sauces:

Drambuie and dill sauce

Creamy white wine and leek sauce

Honey and lemon sauce

Lamb Rosemary

Please choose one of the following sauces:

Minted gravy

Red wine and rosemary sauce

Roast Beef

Please choose one of the following sauces:

Light gravy with Yorkshire pudding

Red wine and mushroom

Whisky and peppercorn sauce

Roast Pork

Choose one of the following sauces

Light gravy

Creamy Cider apple and tarragon sauce



Chocolate Fudge Cake

Generous layers of chocolate sponge soaked in a rich chocolate syrup coated with chocolate fudge with ice cream

Peach Meringue Sundae

Peaches, crushed meringue and strawberry sauce topped with vanilla ice cream and whipped cream

Homemade Sticky Toffee Pudding

Served with toffee sauce and ice cream

White chocolate and raspberry cheesecake

Served with whipped cream

Apple Crumble

Homemade individual apple crumble served with ice cream

Raspberry and Drambuie Cranachan

Toasted oats, raspberries, honey and Drambuie bound in whipped cream



Followed by Tea & Coffee with Mints

Menu A

£30.50 per person for 1 choice on menu

£ 34.50 per person for 2 choices on menu (1 must be soup)

£39.50 per person for 3 choices on menu (1 must be Soup)

5% discount on 2 and 3 choice menu if your pre order your guests meals 4 weeks prior to wedding date

Vegetarian options and other dietary requirements can be catered for separately

Evening Buffet Menus

Menu 1

£7.15 per person

**For the first minimum of 3 items.
Each additional item is charged at
£0.80 per person**

Selection of Sandwiches
Sausage Rolls
Chicken Satay
Cheese pastry rolls
Cocktail sausages with honey glaze
Potato Wedges & Dips
Curried sweet potato bites
Vegetable spring rolls
Duck spring rolls
Chicken drumsticks
Onion rings
Chips
Pizza
Selection of Vegetable Dim Sums's
Breaded mushrooms and garlic dip
Crispy Coated Prawns

Menu No 2

£7.15 per person for 1 choice

Each additional item is £2.00 extra

Chicken Curry & Rice
Beef Stovies
Haggis, Neeps & Tatties with whisky sauce
Chilli Con Carne with rice or nachos & sour cream

Tea and coffee available at £1.65 extra per person

Children's Menu £12.00pp

Soup with crusty bread
Fresh melon cocktail

* * *

Battered chicken Nuggets
Pork Sausages
Cheesy Macaroni
All served with chips and peas

* * *

Vanilla ice cream & strawberry sauce
Apple pie & ice cream

Terms and Conditions.

Please note on your final bill you will be charged the price of the current menu for the year your wedding is booked for and not the price of the menu when you first booked your wedding. Estimated costs may differ from your final bill if estimate was done in a year not current with your wedding

All terms and conditions are based on a minimum of 50 guests including children, should numbers fall below the minimum there could be additional charges.

All prices quoted are including VAT and although correct at time of printing may change in line with inflation and any changes in government requirements,

Menus may also change based on availability.

A £300 deposit is required to secure your booking

Your first deposit will be repaid after the function.

In the unlikely event of any serious damage being inflicted to the fixtures and fittings by your guests then the deposit would be used towards compensation for such damage.

Payments Plan/ Cancellation Policy to be made as follows:-.

52 weeks before the function date 25% of estimated costs

32 weeks before the function date 50% of estimated costs

26 weeks before the function date 75% of estimated costs

4 weeks before the function date 100% of estimated costs

Your £300 deposit non refundable in the event of a cancellation

The hotel has the right to cancel a wedding reservation should you fail to make the agreed payments on time and any money previously paid on the account is non refundable

You will have a 21 day grace period before we will cancel a reservation

Table plan should be arranged and submitted at least 21 days prior to the wedding date, this will be the minimum number and any additional costs should be settled on the day.

Children 10-13 years of age will be charged at 50% the menu price and can order from you main menu you selected

There is a complimentary room for the Bride and Groom on the day of the wedding with number over 50 for the meal dependant on availability

Chapel Hire is £300 for couples who wish to have the marriage ceremony at the Hotel

The Hotel team will be more than happy to discuss any arrangements for your Special Day, However please make a prior appointment.

We would like to take this opportunity to thank you for your enquiry and should you require any further assistance then please do not hesitate to contact us.

We accept by the terms and conditions upon paying the Deposit to secure function reservation

Date _____

Signature 1 _____

Signature 2 _____

For and on behalf of the Elgin Hotel _____

Position _____