



WEDDINGS 2018/2019

GUIDE POST HOTEL



Disclaimer Notice
CAR PARK
The management
cannot accept
responsibility for
loss or damage
of property or
vehicles left on
the car park.

The
Grude Post
Hotel
RECEPTION

AUTOMATIC
DOORS



A warm Welcome awaits both New and Existing Customers...

Guide Post Hotel can make your wedding the most memorable day of your life. If you're looking for an affordable wedding venue in Bradford, we will look after your every need leaving you free to relax and enjoy your happy day. Our Restaurant and Function Suites provide the perfect setting for your wedding.

Guide Post Hotel provides a dedicated management team to seamlessly co-ordinate your special day.





Arranging your Civil Ceremony

We are an approved premises for the solemnization of Civil Weddings and Partnerships. We are delighted to offer the following as guidance only, for couples who are looking for a stylish alternative to the traditional church ceremony or register office, or simply because it works so well to have everything under one roof from start to finish. The actual ceremony can take place in the Poppy Suite for up to 80 people, or the Spa Bar (not suitable for Disabled) for up to 100 people.

The Hire of the Poppy Suite or Spa Bar at the Hotel is £260.00 for your Civil Wedding.

The couple wishing to marry must contact the Superintendent Registrar themselves to confirm the date and time for the Ceremony.

Address to Contact:

Bradford and Keighley Register Office
City Hall, Centenary Square,
Bradford BD1 1HY

Telephone Number: 01274 432151

It will be necessary for you to confirm your arrangements with the Register Office by giving formal notices of marriage to the Superintendent Registrar(s) of the District(s) where you live. At this stage you will be advised of the documents required by yourselves and of the fees to be paid and when. The Hotel cannot be held responsible for any of the official arrangements with the Registrar for your Civil Ceremony or Partnership.



Staying Over

We offer a Wedding rate for double, twin, family rooms and suites for direct bookings only. Rooms are available from 1.00pm.

Monday to Sunday
from £70.00 per room
(Double/Twin x 2 people with Breakfast)

Breakfast times are:
Monday to Friday 7:00am to 9:30am
Saturday 7:30am to 9:30am
Sunday 8:00am to 10:00am



Questions and Answers

Q. When is the best time to book my Wedding?

A. As soon as you have a definite date.

Q. How do I confirm my booking?

A. A deposit of 25% is required (non-refundable) to secure your date, and Terms and Conditions must be signed.

Q. What happens after that?

A. You will receive confirmation by email within 5 days. See terms and conditions.

Q. When may I bring my Cake and Favours?

A. The day before your Wedding you may bring along the following items: cake, name cards, table plan, table decorations and favours.

Please ask your florist to deliver the flowers the morning of your wedding.

Q. How will I set up my tables in the day and evening?

A. We will discuss your table plans when booking, but we will also help you in more detail once we've received your final numbers.

Q. Who will be the Master of Ceremonies on the day?

A. A member of the Hotel Management will be the Master of Ceremonies on the day.





Celebration Package

Day Guests 50 Adults
Evening Guests 100 Adults

Civil Ceremony Room Hire
Including Chair Covers and Colour Sash
Master of Ceremonies (Member of Hotel Staff)
Cake Stand and Knife
White Table Linen and Chair Covers and Sash for the Wedding Breakfast
Bucks Fizz Reception Drink
4 Course Wedding Breakfast
Glass of House Wine with Meal (Red, White or Rose)
Glass of Sparkling Wine for Toast

Evening Buffet

Bacon, Egg or Sausage Sandwiches
Or Cheese Burgers, Chilli Hot Dogs
All served with Hand Cut Chips

Bar service until 12.30am and DJ From 7.00pm until 1.00am
Overnight stay in a Bridal Suite with Full English Breakfast
Discounted accommodation rates are available for your guests

Sunday - Thursday £2,995 Friday £3,495 Saturday £3,995

Additional Day Guest (Adult) £56.20 Additional Day Guest (Child) £22.70
Additional Evening Guest £12.50





Wedding Breakfast

Please choose 2 options from Starters, Main Courses and Desserts

Starters

- Choice of Homemade Soup with Bread Roll and Butter
(Leek and Potato, Roasted Red Pepper and Tomato, Carrot and Coriander, Broccoli and Stilton, Cream of Vegetable, Cream of White Onion or Cream of Mushroom)
- Traditional Prawn Cocktail with Marie Rose Sauce and Wholemeal Bread
- Duo of Sweet Seasonal Melon with Passion Fruit and Mango Coulis ✓
- Homemade Chicken Pâté served with Red Onion Marmalade and Melba Toast
- Goat's Cheese and Onion Tartlet served with a Side Salad ✓

Main Courses

- Traditional Roast Turkey with Sage and Onion Stuffing and Chipolatas wrapped in Bacon
- Slow Roasted Beef with Homemade Yorkshire Pudding and Pan Gravy
- Sugar Glazed Loin of Pork accompanied with Bubble and Squeak and Roast Gravy
- Chicken Supreme stuffed with French Brie, Sunblushed Tomato with Pesto Sauce
- Atlantic Salmon with Wilted Baby Spinach, Prawn Shallot Sauce

Vegetarian Options

- (Choose one option for Vegetarian guests)
- Grilled Red Pepper filled with Savoury Rice, topped with Ricotta Cheese and Provençal Sauce ✓
- Crisp Filo Basket with Roasted Vegetables sat on a bed of Fiery Tomato Sauce ✓

Desserts

- Luxury Chocolate Gateau with Vanilla Cream and Salted Caramel Sauce
- Fruit Topped Cheesecake with Woodland Berry Compote and Fresh Cream
- Homemade Sticky Toffee Pudding, Rich Butterscotch Sauce
- Exotic Fresh Fruit Salad with Chantilly Cream
- Key Lime Pie with Citrus Coulis and White Chocolate Shavings
- Profiteroles filled with Crème Patissiere with a White and Dark Chocolate Sauce

£38.00 per adult





Add Special Touches...

Aisle Runner with Coloured Petals
£22.00

Ceremony Table Skirts
£5.50 each

Pedestal Church Flowers
£27.50 each

Kissing Balls
£12.50 each

Wedding Arch
£85.00

Lit Up Back Drop
£110.00

Chair Covers with Coloured Sash
£1.60 each

Centrepiece including Mirrored Plates/Crystals
£15.00 each

Post Box Wishing Well
£22.00

Candy Cart
£1.20 per person





Canapés

Always a splendid way to start your day, offer a selection of Canapés for just £3.95 per person (choose 3).
You can choose from the following;

- Smoked Salmon Blini with Infused Dill Sour Cream
- Chicken Parfait on Toasted Brioche
- Mini Tomato and Shallot Bruschetta
- Goats Cheese and Beetroot on Paprika Biscuit
- French Brie and Apple Chutney with Black Pepper Crisp





Drinks

Arrival/Reception Drink £5.00

Glass of Wine with Wedding Breakfast £5.00

Glass of Sparkling for the Toast £5.00

Bottle of Beer £6.00

Soft Drink £2.50

Subject to Change





Children's Menu

Starters

Freshly made Soup of the Day with Bread Roll and Butter
Duo of Sweet Seasonal Melon with Passion Fruit and Mango Coulis

Main Courses

Breaded Chicken Dippers, Chips and Beans
Sausage Mash and Gravy
Fish Fingers Chips and Beans
Cheese and Tomato Pizza with Chips
Spaghetti and Meatballs

Alternatively, half portion of your selected Wedding Breakfast

Desserts

Mixed Ice Cream
Chocolate Gateau with Vanilla Cream and Salted Caramel Sauce

£12.00 per child

Children up to the age of 12 years.





Choose your Evening Reception Buffet

SILVER

Bacon, Egg or Sausage Sandwiches
or
Cheese Burgers, Chilli Hot Dogs
All served with Hand Cut Chips

£12.50 per person

GOLD

Choose any 5 items from the following:

- Warm Selection
 - Chicken Goujons
 - Cheese and Onion Lattice
 - Mozzarella Cheese Sticks
 - Lemon Pepper Fish Goujons
- Honey and Sesame Glazed Cocktail Sausage
- Cajun Spiced Chicken Thighs
- Spicy Potato Wedges
- Garlic Bread Slices

Spicy Selection

- Onion Bhajis
- Spinach and Vegetable Pakoras
- Vegetable Samosas
- Oriental Duck Spring Rolls
- Vegetable Dim Sums
- Seafood Dim Sums

Cold Selection

- Assorted Sandwiches
(Ham, Beef, Tuna Mayonnaise,
Egg Mayonnaise and Cheese)
- Savoury Sausage Rolls
- Pork Pie with Pickle

A Selection of Fresh Bread Rolls with Butter

£14.50 per person

DJ Costs from £200.00

PLATINUM

Choose any 2 of the below:

- Chicken Curry
served with Rice, Hand Cut Chips and
Garlic and Coriander Naan Bread
- Chilli Con Carne with Rice
- Deep Filled Meat and Potato Pie
with Hand Cut Chips and Gravy
- Vegetable Lasagne with Garlic Bread

£16.50 per person





Evening Reception Packages

SILVER PACKAGE

Bacon, Egg or Sausage Sandwiches
or
Cheese Burgers, Chilli Hot Dogs
All served with Hand Cut Chips

£1,697.50

Additional Guests £12.50

GOLD PACKAGE

Choose any 5 items from the following:

- Warm Selection
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- Cold Selection
 - Assorted Sandwiches
(Ham, Beef, Tuna Mayonnaise,
Egg Mayonnaise and Cheese)
 - Savoury Sausage Rolls
 - Pork Pie with Pickle

A Selection of Fresh Bread Rolls with Butter

£1,937.50

Additional Guests £14.50

PLATINUM PACKAGE

Choose any 2 of the below:

- Chicken Curry
served with Rice, Hand Cut Chips and
Garlic and Coriander Naan Bread
- Chilli Con Carne with Rice
- Deep Filled Meat and Potato Pie
with Hand Cut Chips and Gravy
- Vegetable Lasagne with Garlic Bread

£2,177.50

Additional Guests £16.50

Inclusive of Buffet x 120 people, Chair Covers with Coloured Sash, LCD Projector and Screen,
DJ from 7pm until 1am and Overnight Accommodation with Breakfast











Terms and Conditions

Booking a Wedding

To secure your booking we require a non-refundable deposit of 25% of your total balance together with the signed terms and conditions.

After your initial deposit, the following payment structure is:

12 months prior to your Wedding we require an additional 25% of your total.

6 months prior to your Wedding we require an additional 25% of your total.

5 weeks prior to your Wedding full payment is due.

4 weeks prior to your Wedding we will require your final numbers, table plans, menu choices, and civil ceremony music if applicable.

Should your numbers increase after final payment is made, then the outstanding balance will be due immediately.

Cancellation Policy for Weddings (must be received in writing)

More than 12 months prior to your Wedding -
total loss of 25% deposit paid.

6-12 months prior to the event -

50% of the total estimated revenue bill must be paid.

3-6 months prior to the event -

75% of the total estimated revenue bill must be paid.

Less than 3 months prior to the event -

100% of the total estimated revenue bill must be paid.

Cancellation by the Hotel

The Hotel has the right to cancel the booking at any time and without obligation to you in the following circumstances:

- If the hotel or any part of it is closed due to fire, alteration or redecoration, by order of any public authority or otherwise through any reason beyond the hotel's control
- If you become bankrupt, insolvent or enter into liquidation or have an administrator, administrative receiver or Receiver appointed overall or a substantial part of your assets
- If you are more than 30 days in arrears with payments to the Hotel for previously supplied services
- If the event may, in the reasonable opinion of the Manager prejudice the reputation of the Hotel

Customer Property

Whilst every effort is made to safeguard client's property, the Hotel does not accept any liability for any loss or damage however it is caused. We advise our guests to remove gifts, cakes and decorations, cards, envelopes and any other personal property to your bedroom after or during the function. We would advise that the key card for your bedroom is kept with you or a responsible person at all times. No staff will be permitted to give a copy of your key card to any other guests.

Hotel Property

Guests will be held liable for the cost of repairs carried out as a result of any damage caused to any part of the hotel or equipment by their negligence, wilful act or default of any person invited by the client to the hotel.

Disabled Facilities

The hotel has a disabled WC, and also 1 disabled en suite bedroom, both situated on the ground floor. Please note our Spa Bar function room is accessible by staircase only and is therefore not suitable for disabled use.

Hotel Accommodation

Please be advised that the check in time for bedrooms is 1.00pm (rooms may be available earlier than this, please check with Reception). Check out time is 11.00am on the day of departure. Please note that we are unable to provisionally hold rooms. Rooms booked must be secured by giving a full name and address along with a valid credit/debit card number. The full balance is then payable upon check out. The Cancellation policy for rooms is 5.00pm on the day before arrival, failure to do this will result in the first night's stay being charged to your card.

Entertainment

Prior consent must be obtained from the hotel for any form of entertainment or service which the client wishes to employ for a function. We reserve the right to judge acceptable noise levels and behaviour by any entertainment or by any person attending the party. Should the management be dissatisfied with any situation, the organiser must take steps necessary to correct the complaint. In the event of non-compliance by the organiser the Hotel reserves the right to terminate the contract and stop the function without liability for refunds or cancellation charges. Should the guest be providing their own entertainment, it is their responsibility to ensure that they finish no later than 1.00am to avoid disturbing hotel residents. Under no circumstances will the hotel house external DJ's equipment until the next day. It is also essential that the hotel receive a copy of the entertainer's public liability insurance and proof that all their equipment is fully PAT tested.

Function Times

Evening functions are required to finish at 1.00am. Function times may not be changed without the consent of the Hotel. We cannot be held responsible for the quality of food if not served at the scheduled time due to late arrival. The bar shall be open at the time of arrival as detailed in the function agreement.



