

*Paula Davies Catering  
@  
Morlais Castle Golf Club  
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*01685 722822*

*Dear* ,

*Thank you for your recent enquiry for Wedding Reception details, as requested I have enclosed our 2012 Wedding Pack which includes general information, menus and booking terms and conditions for your perusal.*

*When you have read these details and menus, kindly contact the club on 01685 722822 in order to arrange a mutually convenient appointment for you to visit Morlais Castle and view the club and give us the opportunity to answer any questions that you may have.*

*May I take this opportunity to congratulate you on your forthcoming wedding and thank you for considering Morlais Castle Golf Club as the location for your special day.*

*Yours Sincerely,*

*Paula Davies*

## General Information

*The function suite can accommodate up to 130 persons for a 'sit down' formal wedding breakfast and up to 160 persons for an informal buffet.*

*You may choose to hire a marquee as an additional cost, a list of marquee hirers can be provided, this service must be booked and paid for by you.*

*The function suite is available until 12.00 midnight on the day of your booking and last orders will be called at 11.40pm.*

*It should be noted that the minimum number of guests for a wedding on a Saturday during the summer months is 50, this number can be reduced for spring, autumn and winter dates.*

*A professional Toast Master can help orchestrate your day and help things run smoothly, we are happy to recommend Mr Johnson; 02920 69132..*

*There is corkage (service charge) on all drinks brought into the club for personal consumption; wine (75cl) will be charged at £3.70 per bottle, champagne £10.80 per bottle, litre bottles will be charged at an extra 25% of the above quoted prices. **Please note** there is a limit on the amount of bottles you may bring into the club, please ask for details.*

*We can recommend our resident disco, although if you have used a band or disco in the past which you would like to re book for the evening we would be only too pleased for you to do so. All disco's etc. must have insurance cover and be PAT tested. Please advise us in advance on how much floor space they will require, as this can affect table plans and your dance floor requirements.*

*We are also able to provide chair covers, with matching sashes and free table runners, these are priced at £3.90 per chair, please ask if there is any advice we may give on this matter, we are only too happy to help with any queries you may have.*

## Booking - Term and Conditions

*If you have chosen Morlais Castle Golf Club for you reception and the date is available the club manager will send you the booking forms. It is requested that you send the forms back with the room hire fee within two weeks, if they have not been received within this time your enquiry will be removed from file. The room hire fee is non refundable and your booking is only secured when the fee has been paid.*

*Eight Months prior to your wedding day you are required to pay a £300 non refundable catering deposit. One month prior to the date of the wedding we require final numbers and menu choices, final account payment required 14 days before your wedding day.*

***No refunds will be given after this time for changes in numbers etc. Any charges incurred on the day must be settled on departure.***

*Please note we operate the following catering cancellation charges.*

*Cancellation received with 12 months notice ~ No charge*

*Cancellation received with 6 months notice ~ 50% of estimated value*

*Cancellation received with 3 months notice ~ Full estimated cost*

*The club will use its best endeavors' to re- sell the wedding space at a similar value. In such cases no charge will be made, and your catering deposit will be refunded.*

*Please note the hirer shall be required to pay for any loss or damage to any part of the club premises or grounds, fixtures, fittings and equipment, which is caused by the hirer or his/her guests, The club will not be held responsible for any damage to any property brought on to the premises.*

*The Club shall not be responsible for any failure to provide facilities contracted for, in the event of it being prevented from doing so as a result of "Force Majeure" for any other forces beyond its control.*

*We would recommend that you consider insuring against cancellation due to inclement weather or indeed due to any reason beyond your control.*

## The Bar

*Morlais Castle can offer an excellent selection of drinks for your special day.*

*On arrival why not start with Bucks Fizz at £1.80 a glass or perhaps a glass of wine at £2.40 per glass might be more suitable? If you would like to buy your guests the first drink this can be arranged as well, please ask for details.*

*Our wine list is quite extensive and reasonably priced starting at £9.95 per bottle for house wine. If there is a particular wine that you would like that we do not stock please ask and we will endeavour to source it for you.*

*To toast your marriage we have a sparkling wine for every budget, whether it's Asti Spumante at £12.95 per bottle or Moët & Chandon at £34 per bottle, we are sure that your requirements can be met.*

## Canapés

*When welcoming guests with a drink why not add some canapés?  
A mix of 5 canapés can be chosen from the list below and are priced at £5.50 per person.*

*Smoked Salmon Blinis  
Mini Assorted Quiche  
Crosstini  
Mini Filled Brioche Rolls  
Chicago Style Canapés  
Mini Fish Goujons with Tartare Dip  
Cocktail Chicken Sate  
Puff Pastry Crinolines  
Won Tons  
Bowls of Olives  
Bowls of Mixed Nuts*

*Additional choices priced at £1.80 per guest per choice.*

## The Wedding Breakfast

*An example of one of our “popular” Wedding Reception Menus:*

***Homemade Seasonal Vegetable Soup***

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***Roast Topside of Beef with Yorkshire Pudding,  
Seasonal Vegetables, New Potatoes  
And Rich Red Wine Gravy***

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***Fresh Cream Profiteroles with Chocolate Sauce***

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***Freshly Brewed Coffee and Mints***

**£19.95 per head**

*If you would prefer any of the courses can be substituted at the same price, for the alternative suggestions outlined below, as long as the choice is the same for all of your guests.*

*Chilled Melon with Seasonal Berries*

*Duck & Port Pate with Melba Toast*

*Minestrone Soup*

*Asparagus Soup*

*Tomato & Basil Soup*

*Leek & Potato Soup*

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*Roast Turkey Crown & Cranberry Sauce*

*Roast Leg of Pork with Sage & Onion Stuffing*

*Supreme of Chicken*

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*Homemade Trifle*

*Various Cheesecakes*

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*Why not add a cheese course available at £1.75 per head?*

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*Vegetarian and gluten free diets catered for.*

## Buffet Menus

### Menu A

#### *Sandwich Selection*

*White & brown bread, various fillings inc vegetarian options*

*Selection of Freshly Filled Rolls*

*Cocktail Sausage Rolls*

*Assorted Quiche*

*Warm Spicy Chicken Drumsticks*

*Cheese with pineapple / pickled onions*

*Crisps & Salted Nuts*

*£6.25 per head*

### Menu B

#### *Sandwich Selection*

*White & brown bread, various fillings inc vegetarian options*

*Selection of Freshly Filled Rolls*

*Cocktail Sausage Rolls*

*Warm Chicken Drumsticks / Chicken Dippers*

*Various Quiche*

*Warm Pizza Slices*

*Curly Fries or Potato Wedges*

*Homemade Coleslaw*

*Cheese / Pickled Onions*

*£8.75 per head*

### Menu C

#### *Sandwich Selection*

*White & brown bread, various fillings inc vegetarian options*

*Freshly Made Fish Goujons with Tartare Sauce*

*Chicken Sate with Various Dips*

*Vegetable Spring Rolls with Mango Chutney Dip*

*Duck & Port Pate served with Crusty French Stick*

*Salad Bowls*

*Curly Fries*

*Selection of Cheeses served with Celery, Grapes & Savoury Biscuits*

*Freshly Brewed Coffee & Mints*

*£9.95 per head*

Menu D  
Carvery Meat Buffet

*Home Boiled Gammon Ham*  
*Roast Topside of Beef*  
*Roast Leg of Pork & Homemade Stuffing*  
*Roast Turkey Crown & Homemade Stuffing*

*Please choose 2 meats*

*All served cold with appropriate accompaniments*

*Bowls of;*  
*Homemade Coleslaw*  
*Homemade Waldorf Salad*  
*Freshly Made Pasta Salad*  
*Freshly Rice Salad*  
*Green Salad, Tomato Salad, Beetroot*

*\*\*\**

*Hot Buttered New Potatoes*

*\*\*\**

*Bread Rolls & Butter*

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*Choice of Desserts*

*From £14.95 per head*

*Why not add.....*

*Poached Side of Salmon served with King Prawns at £MP*  
*Smooth Chicken Liver Pate with French Stick at £1.50 per head*  
*Locally Sourced Cheese Board with Celery,*  
*Grapes & Savoury Biscuits at £1.75 per head*  
*Freshly Brewed Coffee & Mints £1.20 per head*

*\*\**

*Please note additional items can be omitted or added to your chosen buffet and  
priced accordingly.*

*If circumstances beyond our control stop us from providing an item we will  
replace with the nearest alternative of similar value.*

Standard Terms and Conditions  
and  
Frequently Asked Questions

*All deposits must be paid without exception to ensure the booking and are strictly non refundable.*

*We do allow chocolate fountains however only from reputable and recommended companies due to health & hygiene regulations.*

*We have four highchairs available for your use.*

*All food apart from the Wedding Cake must be supplied by the club and we do not allow any outside catering.*

*Table layouts will be in liaison with the club, due to the size and shape of the room not all room plans will suit.*

*We do allow bio-degradable confetti to be used outside the club, we respectfully ask that no confetti be used within the clubhouse.*

*Only certain areas of the grounds and club are available for use for photographs please enquire.*

*We have no objections to the use of balloons; however in some circumstances for example exploding balloons require high anchoring, we regretfully do not have the facilities for this.*

*We do allow fireworks to be used as long as a reputable company is use and they have the relevant insurance.*

*All place cards, table plans, flowers, balloons and favours etc. need to be arranged by yourselves, we are only too happy to advise you should you need any help in this area of planning.*

*Morlais Castle Golf Club is unable to assume any responsibility for loss or damage of any articles left in the club before or after the event. The hirer is responsible to Morlais Castle Golf Club for any damage caused by the hirer or their guests, Morlais Castle Golf Club are not responsible for any loss or damage to guest's belongings or personal possessions. Guests are responsible for the protection of their own property including cards, gifts, table decorations etc.*

*Any unclaimed wedding cake left at the club for longer than 7 days will be disposed of. Morlais Castle Golf Club is not responsible for loss or damage to any third party goods e.g chair covers, cake stands etc and all these items should be removed from the premises before noon the following day.*