



Wedding Pack



Best Western

GLENSPEAN LODGE

HOTEL & RESTAURANT



2016

www.glenspeanlodge.com

***G**lenspean Lodge is a uniquely placed venue, providing you with a varied choice of services for your wedding day. We have prepared a selection of wedding options and services to help you make the right choices for your special day. Alternatively, use this information just as a guide and please discuss with us your particular requirements and we will do our best to prepare an individual proposal just for you. All pricing quoted is in UK pounds and includes VAT.*

Wedding Service

You can if you wish hold the actual service at Glenspean Lodge. The service would be conducted by a Minister or a Civil Registrar and would take place in the main restaurant the Nevis View Room, with panoramic views of the Nevis Range as your stunning background. We will arrange seating 'pew style' and we can lay a red carpet down the centre of the 'aisle'. After the ceremony, we would provide a desk for the signing of the register.

Room Hire for Wedding Marriage Service | £500

Red Carpet Included in Room Hire

The Minister / Registrar

This is a very personal choice and if you are considering having your ceremony conducted by a local Minister or Registrar, we suggest you call them first to ensure they are available on the day of your choice. May and September are the two most popular months for weddings and the Ministers and Registrars do get booked up well in advance. Those who have conducted marriages at Glenspean Lodge in the past and all come highly recommended are:

Fort William Registrar Office | tel. 01397 704583

Rev. MacQuarrie | tel. 01397 702297





Piper

In keeping with the local Highland tradition, we can arrange a piper to pipe you into the room for the wedding service. The Piper in the Scottish Clan System was a very important person, in times of joy or sadness the music of the pipes was an essential. The Highland wedding is a joyous and exciting occasion always has a piper in Full Highland dress to make the occasion all the more special and memorable by adding colour and sound to the perfect day.

Piper | Dependant on total requirements. Price on application. Guide Price £100 to pipe you 'in' for the ceremony, then pipe you in for the meal. But you can discuss what you want with the pipers and arrange how you would like it.

Flowers

If you require the room and or the tables to be decorated with appropriate flowers, we can arrange this for you. Alternatively we can give you the names of local florists so that you can make arrangements directly. Flowers can be arranged for the Bride (wedding bouquet), bridesmaids, Groom and groomsmen. We can also liase with the florist if you would like the room suitably decorated. Flowers are normally delivered the day before the event.

eMail: reservations@glenspeanlodge.com | www.glenspeanlodge.com



Flowers cont.

Room Hire for Wedding Reception / Banquet / Dance | £500

After Midnight if the room is still in use, there would be a charge of £50 per hour, with a minimum charge of £50.

Use of the room after midnight would have to be agreed in advance.

Table Decorations for Banquet

We supply arrangements for the table, if you have any particular arrangement in mind or require a more elaborate dressing of the room, then you should discuss it with us so we can provide you with an exact price.

Room Decorations for Wedding Ceremony

We provide 2 large flower displays in the restaurant. If you are having the wedding ceremony at Glenspean Lodge an arrangement of flowers can also be set on the table for the signing of the register, at your cost.

Bridal Bouquets, Bridesmaid bouquets, Groom and groomsmen buttonholes

We can recommend local supplies for you to contact directly.

After the ceremony

Whether you are having the ceremony elsewhere or at Glenspean, we can arrange for celebratory drinks to be served to your guests in the Mackintosh Lounge Bar before the wedding dinner or buffet is served. During this time, the bridal party can have photographs taken. If holding the actual wedding ceremony in our restaurant, we would use this time to rearrange the seating in accordance with your requirements, for instance horseshoe style, small table banquet style or a mix. If you are planning a band, Ceilidh or disco for after the Wedding Dinner, the Nevis View Room converts into a dance area.



The Wedding Reception (Dinner)

The Wedding Reception is normally table service. If you prefer, we can also cater for buffet style. Generally, we can cater for up to 65 in the restaurant. Much smaller numbers are also catered for. Table seating is normally in groups of 4 or 6, or of course traditional horseshoe seating can be arranged and a top table for the bridal party.

We provide square tables, however if you prefer round tables, please let us know the size and the number and we advise you of the hire cost for the evening.

The Wedding Menu

We pride ourselves in only using fresh fruits and vegetables, preferably locally produced foods all prepared by our excellent Chef. We can also cater for vegetarians and other special meals if required. Menus are updated seasonally with an emphasis on local dishes with an international appeal.

We can supply a wide range of beverages, please enquire for our most up to date selection. For weddings, again we find that the best solution would be for you tell us your requirement and budget, following which we can provide you with some appropriate suggestions for table wines, the toast, welcoming drinks and so on.

The Cake

We can provide you with details of wedding cake suppliers. The cake may be delivered to Glenspean Lodge on the day before the ceremony.

For the actual cutting of the cake ceremony, we can supply a knife. The stand is usually sourced from the company supplying your cake. Most Brides do though prefer to provide their own special 'engraved cake knife'

Entertainment

Evening entertainment can also be catered for. Be that a band, disco or the traditional Highland Celilidh band, which can incorporate a wide variety of music to suit all tastes and ages. If you tell us more about your requirements we can help you in selecting entertainment for the event.

Refreshments

We offer a fine selection of wines, spirits, fresh juices and soft drinks. If there are any particular wines or refreshments not on the list, we would be happy to investigate the possibility of supplying them. Please note that our wine list does change from time to time. If you prefer to supply your own wines and champagne, then we will charge you a corkage fee of £8 per bottle.

Place Name Cards & Menus

For Wedding Dinners in the restaurant we provide, at no extra charge, place name cards and a wedding menu. Alternatively, if you wish to provide these at your cost, we would be more than happy to arrange them at the table in accordance with your wishes. A table plan can also be set up if required.

Photographs

The Glenspean Lodge is an ideal venue for wedding photographs. The back drops views and beautifully laid out Nevis View restaurant are we believe, one of the most perfect places for your photographic memento of this important occasion.

We do have a list of local photographers who previous guests have used and have reported that they have been very happy.



Highland Dress

If you want to go really Highland, then men often choose Highland dress with the Groom, Best man and Pageboys in the same tartan. We can suggest suitable outfitters if required.

Car parking

We are fortunate to have a main car park and a second overflow car park, so we can accommodate large parties. We would arrange reserved parking for the bridal party and guests.

Accommodation

Lastly, but not least, Glenspean Lodge is well known for its hotel accommodation and we are rated 4 stars by the AA and have The gold C from Best Western that makes us a connoisseurs choice hotel. There are 17 en suite rooms in total, 2 with four-poster beds, one deluxe Braveheart Suite and a number of rooms with mountain views. We have one family room that can sleep up to 2 adults and 2 children (under 16) and a couple of the larger rooms that can also accommodate a child on a rollaway bed.

Our room rates for 2013 are from £60 per person per night inclusive and full breakfast. (inc vat)

Any room booked or blocked off at the same time as the wedding, will incur the same payment and cancellation charges as per other wedding services except any room cancelled within 14 days of the wedding will be charged at the quoted rate, less £25 per room.

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Children

- Children, under 12 years of age, sharing with 2 adults in a room is priced at £15.00 per child which includes breakfast.
- For the wedding dinner or buffet, children will be charged at 50% of the adult cost.
- We also provide high chairs and cots at no extra charge.

Transportation

If you require transportation to or from the wedding ceremony (if not at Glenspean Lodge) then we can provide you with a list of chauffeur driven car hire companies. If you have a large party, you may require the hire of a coach or mini-buses and these can be arranged too.

We appreciate that this is a very special occasion for you. We emphasise that we place special importance on weddings at Glenspean Lodge and whatever your final choice, no matter how large or small, we endeavour to always provide you with excellent service and hospitality!

Wishing you all the best,

Yours sincerely

Suzanne Currie



Booking Conditions

1. We can hold a provision booking for 10 days from the date of booking, that is for the wedding function plus rooms if required.
2. To confirm a provisional booking a non-refundable deposit of £500 is required for the wedding function.
3. We also require a credit card to guarantee the bookings for any rooms reserved. We will not charge your card unless rooms are subsequently cancelled, in which case a charge of £50 per room per night will be charged to the card. If cancelled, changed or no show within 14 days prior to arrival, then we reserve the right to charge one night's accommodation less £25, per room. Room charges are to be paid on check-out, if no other method of payment is available at check-out, then we will charge the card used to guarantee the rooms.
4. Payment of this will acknowledge acceptance of our booking conditions and an official receipt will be given.
5. For any reservation remaining unconfirmed after 10 days from date of booking, the hotel reserves the right to automatically release the booking.
6. Finals details of your wedding arrangements are required no later than 21 days prior to the event., this has to include:
 - a. Wedding Banquets, Buffet etc exact numbers
 - b. Menus
 - c. Drinks package
 - d. Room allocation
 - e. Special requirements
7. We will then issue you a pro-forma invoice for the wedding arrangements, less deposits received, together with confirmation of details.
8. Payment of this pro-forma invoice should be received at the hotel no later than 14 days prior to the event and the final account settled on check-out. In case of a refund, you will receive a cheque from us within 7 working days after the event.
9. Should the funds not be cleared prior to the wedding day, the hotel retains the right to withdraw the facilities and services offered.
10. Payment can be by Banker's cheque or MasterCard/Visa. We require a credit card in any case, as guarantee for any additional services provided on the actual wedding day that exceed those charged on the proforma invoice. In which case, we reserve the right to debit your card with the any additional charges.
11. Whereas we believe all the information we have supplied you with is correct, we cannot be held responsible for any errors or omissions.
12. Should you subsequently have to cancel, we retain the right to keep payments, whether by cash, cheque or credit card guarantee. In the case where the number of wedding guests to a dinner or light buffet meal are less than paid for, we will endeavour to refund the difference to your final account assuming that there is a reduction in our costs.
13. Other contractors and suppliers, such as florists, bands, transportation and the like, which we may help you obtain would be instructed to send the bill directly to yourselves and you are bound by their individual booking and cancellation conditions.
14. If for any reason whatsoever, any member of your bridal party and/guest causes any damage to hotel property, then you will be responsible for such damage and repair or replacement.
15. We recommended you take out special insurance to cover the wedding event, details can be provided on request.

Wedding Booking Form

Please complete as much as possible

Name of Organiser:
Telephone contacts / eMail:
Name of Person who will settle all charges (if different than above) Telephone contacts / eMail:
Date and place of the Wedding Ceremony:
Name of Bride:
Name of Groom:
Do you want to hold the ceremony at Glenspean Lodge <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who will be conducting the ceremony? If no, where will the ceremony be held?
What kind of Wedding Dinner would you like to book and when (date & time)? <input type="checkbox"/> Light Buffet <input type="checkbox"/> Table Service <input type="checkbox"/> Buffet Style
How many people will be at the wedding dinner?
Will there be any additional guests in the evening? If so, how many? (At this stage, you can provide approximate numbers.)
Have you chosen your preferred menu as yet? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please send us details of your choices and we will confirm the price.
Do you need assistance in booking a photographer / video <input type="checkbox"/> Yes <input type="checkbox"/> No If no, who will you be using?
Do you need assistance in booking car transportation <input type="checkbox"/> Yes <input type="checkbox"/> No If no, who will you be using?
Do you need assistance in booking a florist <input type="checkbox"/> Yes <input type="checkbox"/> No If no, who will you be using?
Do you have any special requests for the flowers we would provide at no charge (see wedding package information for details)
Do you need assistance in booking outfitters / kilt hire <input type="checkbox"/> Yes <input type="checkbox"/> No If no, who will you be using?
Do you want us to provide the name place cards & menus <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, there will be no charge if also booking a wedding dinner. These are not provided if a light buffet menu is booked
Do you need assistance in arranging a wedding cake <input type="checkbox"/> Yes <input type="checkbox"/> No If no, who will you be using?
Do you want to use our wedding knife for the occasion, or will you supply your own: <input type="checkbox"/> Use yours <input type="checkbox"/> Supply our own

Post or fax you completed booking form to:

GLENSPEAN LODGE HOTEL & RESTAURANT
Roy Bridge, Fort William, Inverness-shire
Scotland PH31 4AW
Tel: +44(0)1397 712223 | Fax: +44(0)1397 712660
eMail: reservations@glenspeanlodge.com

<p>Do you need assistance in arranging entertainment for after the reception <input type="checkbox"/> Yes <input type="checkbox"/> No If no, whom will you be using and what are you planning?</p>
<p>Do you require music before, during or after the ceremony <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what are your requirements (we do have audio facilities if you have a preferred CD you wish to play)</p>
<p>What is your proposed order of service?</p> <p>Example would be: Bridal music & piper, wedding ceremony (30 mins), guests ushered to Mackintosh Lounge for champagne/ refreshments whilst bridal party photo session is conducted (1 hour), bridal party and guests return to Nevis View Restaurant for Wedding Dinner (2 hours), Speeches (30 mins +), cake cutting ceremony (20 mins), break during which room would be prepared for the evenings entertainment (40 minutes), evening entertainment (2 hours+)</p>
<p>Do you require rooms? If yes how many, from what date and for how many nights?</p>
<p>Any other information you can give us on the types of rooms you will need</p>
<p>Does anyone attending have any special dietary requirement? If so, please give us more details.</p>
<p>Does anyone attending have a medical condition we should be notified about? If so, please give us more details.</p>
<p>I am the person named above who is responsible for charges for this wedding venue. I have read and accepted the booking conditions</p> <p>signature:</p>
<p>Name in full:</p>
<p>Address:</p>
<p>Postcode:</p>
<p>Telephone:</p>
<p>eMail:</p>
<p>I enclose a cheque for £500 being deposit for this booking, Or ...</p>
<p>I authorise you to charge my credit card with £500 as deposit for this booking.</p>
<p>Credit Card Number: Expiry Date:</p>
<p>My credit card as guarantee for the rooms reserved is (if different from above)</p>
<p>Credit Card Number: Expiry Date:</p>

On receipt of this booking form and payment, you will be sent a confirmation.

LUXURY, COMFORT & HOSPITALITY



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Roy Bridge, Fort William, Inverness-shire, Scotland PH31 4AW

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