



A TRUE
Love Story
NEVER ENDS

Dear Bride & Groom,

Many congratulations to you both on your engagement.

Millbrook House Hotel's stunning location and picturesque landscaped gardens and private courtyard area provide the perfect backdrop for your special day.

With years of expertise in helping couples to realise the day that they dream of, Millbrook provides you with unrivalled level of expertise and attention to detail leaving you safe in the knowledge that your every desire will be taken care of.

With warm regards

The Wedding Co-ordinating Team



Wedding Suites

The Garden Suite Up to 140

An opulent setting for your wedding party to celebrate in style, with matured lawns, wooden arches and our cast iron gazebo as a backdrop. Our natural colours and chandelier lighting creates a classic theme for your special day.

The Courtyard Suite Up to 160

A unique setting for you and all your guests to party the night away, with a private courtyard and a majestic waterfall to kick back and relax whilst your entertainment fills your night with music and atmosphere.

Nb. Our Garden Suite and Courtyard Suite combined can hold up to a maximum of 300 guests.

The Stag Room Up to 30

An intimate setting for you and your guests to celebrate your special day.

The Spa Room Up to 25

A cosy and tranquil setting for you and your close family and friends to celebrate your wedding day.

Minimum Numbers

Please note our min numbers policy for the given days below are;

Thursday	Minimum of 60 adult guests required
Friday	Minimum of 80 adult guests required
Saturday	Minimum of 100 adult guests required
Easter Monday	Minimum of 80 adult guests required
Easter Tuesday	Minimum of 80 adult guests required
December 31 st	Minimum of 150 adult guests required

Bar Openings

Sunday – Thursday	12am (Late bar request available at £200)
Friday & Saturday	1am
Residents Bar	Available

Request to close the bar will incur a £500 fee.

Civil & Religious Ceremony

We are fully licensed to hold your ceremony in any of our suites. A fee will be applied for this service;

2017	£375
2018	£400
2019	£425

Contact Details: Newry Mourne & Down District Council
Downpatrick Office
028 4461 0800

It is the bride and grooms responsibility to ensure that all bookings and arrangements have been made with the registrar or celebrant prior to confirming your booking with the hotel. Ceremonies in the hotel can be no later than 3 pm.



Emerald Package

*Arrival Reception of Tea/Coffee
& Shortbread*



Choose one of the following for all your guests

*Soup,
Fan of Melon served with Raspberry Coulis,*



Choose one of the following for all your guests

*Stuffed Chicken wrapped in Maple Bacon with Sage Stuffing and Mandarin Jus
Co. Antrim Traditional Roast Turkey with Ham & Stuffing
Co. Down Roast Topside of Beef Chasseur
All served with your selection of a medley of vegetables
and two potatoes choices.*



Choose one of the following for all your guests

*Strawberry Pavlova, Chocolate Fudge Cake with Warm Chocolate Sauce
or Apple Pie & Ice-cream*



Tea & Coffee



Evening Buffet

*Tea/Coffee and Assorted Sandwiches
(Based on your day time numbers)*

2017 Sun - Thur - £49.75 Fri – Sat £52.80 based on minimum numbers
2018 Sun - Thur - £54.00 Fri – Sat £58.00 based on minimum numbers
10% discount available on package pricing for Fri & Sat weddings in Jan/Feb/Mar/Oct & Nov



Diamond Package

*Arrival Reception of Tea, Coffee, Buck's Fizz
& Selection of Canapés*



*Choose one of the following for all your guests
Soup, Fan of Melon served with Raspberry Coulis,
Caesar Salad or Warm Goats Cheese Tartlet*



*Choose one of the following for all your guests
Stuffed Chicken wrapped in Maple Bacon with Sage Stuffing and Mandarin Jus
Co. Antrim Traditional Roast Turkey with Ham & Stuffing
Co. Down Roast Sirloin of Beef Chasseur
All served with your selection of a medley of vegetables
and two potatoes choices.*



*Choose one of the following for all your guests
Chef's choice of Trio of Desserts, Strawberry Romanoff in a brandy basket
Zesty Citrus Tart, Passion Fruit and Mango served with Fresh Cream*



Tea & Coffee



Glass of Red or White Wine for Meal, Jugs of Cordial



*Evening Buffet
Tea/Coffee and 3 items
(Based on your day time numbers)*

2017 Sun - Thur - £62.75 Fri - Sat £64.90 based on minimum numbers
2018 Sun - Thur - £68.00 Fri - Sat £70.00 based on minimum numbers
10% discount available on package pricing for Fri & Sat weddings in Jan/Feb/Mar/Oct & Nov



Platinum Package

*Arrival Reception of Tea/Coffee, Buck's Fizz
& Selection of Canapés*



*Choose one of the following for all your guests
Soup, Fan of Melon served with Raspberry Coulis,
Caesar Salad or Warm Goats Cheese Tartlet*



*Choose one of the following for all your guests
Stuffed Chicken wrapped in Maple Bacon with Sage Stuffing and Mandarin Jus
Co. Antrim Traditional Roast Turkey with Ham & Stuffing
Co. Down Roast Sirloin of Beef Chasseur
All served with your selection of a medley of vegetables
and two potatoes choices.*



*Choose one of the following for all your guests
Chef's choice of Trio of Desserts, Strawberry Romanoff in a brandy basket
Zesty Citrus Tart, Passion Fruit and Mango served with Fresh Cream*



Tea & Coffee



Chair Covers & Bow & Centrepieces



Glass & top up of Red or White Wine for Meal, Jugs of Cordial



*Evening Buffet
Tea/Coffee and 3 items
(Based on your day time numbers)*

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2017 Sun - Thur - £68.75 Fri - Sat £71.00 based on minimum numbers
2018 Sun - Thur - £73.00 Fri - Sat £76.00 based on minimum numbers
10% discount available on package pricing for Fri & Sat weddings in Jan/Feb/Mar/Oct & Nov





Tailor Make your very own Package

To Welcome your Guests;

	<u>2017</u>	<u>2018</u>
Chocolate Dipped Strawberries	£1.95	£2.15
Tray Bakes	£1.95	£2.15
Shortbread	£1.95	£2.15
Assorted Scones served with preserves and fresh cream	£2.10	£2.25

Cold Canapés

~ Select 4 from the list below

	<u>2017</u>	<u>2018</u>
Chicken & Liver Pate served on wheaten bread	£5.00	£5.50
Mini Baked Potatoes filled with Sour Cream & Chives		
Skewered Mini Buffalo Mozzarella, Basil Brochettes'		
Skewered Mini Melon and Strawberry Brochette		

Hot Canapés

~ Select 4 from the list below

	<u>2017</u>	<u>2018</u>
Duck Spring rolls with plum sauce	£6.00	£6.50
Vegetable Spring Rolls with chilli Mayo		
Grilled Chicken Satay with peanut and chilli dip		
Vegetable Samosas		
Onion Bhaji		
Mini Burgers with Tomato Sauce		

	<u>2017</u>	<u>2018</u>
Tea or Coffee	£2.40	£2.55
Mulled Wine	£3.50	£4.00
Cocktails (Sex on the beach, Woo Woo, Blue Lagoon)	£2.80	£3.00
Sparkling Wine, Sparkling Rose, Champagne, Bucks Fizz	POA	POA
Pimms and Lemonade (serves 10)	£20.00	£24.00
Alcohol Free Fruit Punch (serves 10)	£9.00	£10.00
Pink Lemonade, Appletizer, Schloer (serves 10)	£8.50	£9.00
Jug of Cordial	£3.95	£4.00

A full drink list is available upon request



Starters

	<u>2017</u>	<u>2018</u>
Fan of Melon served with Fruit Coulis and Seasonal Berries	£5.90	£6.25
Classic Caesar Salad with crispy bacon and Parmesan Cheese	£6.30	£6.85
Chilled Poached Darné of Salmon with seasonal sauces	£6.45	£7.00
Smoked Salmon served with wheaten bread <i>accompanied with caper & honey mustard dressing</i>	£6.80	£7.25
Smoked Duck served with noodle salad and oriental dressing	£7.25	£7.95
Smoked Chicken and Asparagus <i>with Balsamic Roast Red Onions & a Herb Dressing</i>	£7.95	£8.50
Red Wine Poached Pear with Lemon Sorbet	£6.70	£7.35

Sorbet

	<u>2017</u>	<u>2018</u>
Champagne, Lemon, Elderflower	£3.20	£3.50

Soup

	<u>2017</u>	<u>2018</u>
Traditional Vegetable Soup	£5.95	£6.25
Cream of Potato and Irish Leek Soup	£5.95	£6.25
Cream of Broccoli Soup	£5.95	£6.25
Roast Red Pepper and Tomato Soup	£5.95	£6.25
Spiced Parsnip & Cumin Soup	£5.95	£6.25
Cream of Mushroom Soup	£5.95	£6.25
Traditional French Onion Soup with a Grilled Cheese Crouton	£5.95	£6.25
Sweet Potato & Butternut Squash	£5.95	£6.25

Main Courses

	<u>2017</u>	<u>2018</u>
Traditional Roast Co. Down Turkey and Baked Irish Ham, <i>with herb stuffing served with a Rich Jus & Cranberry Sauce</i>	£18.00	£19.50
Roast Breast of Chicken <i>with traditional Stuffing & ham</i>	£17.00	£18.50
Roast Topside of Prime Irish Beef <i>with Roast Pan Gravy</i>	£20.00	£22.00
Roast Sirloin of Prime Irish Beef <i>with Rich Roast Gravy</i>	£21.00	£23.00
Roast Loin of Pork with Apple Sauce	£18.95	£20.00
Roasted Free Range Chicken Fillet wrapped in Parma Ham <i>with Smoked Cheese, Spinach & Mushroom</i>	£19.00	£20.00
Mediterranean Style Stuffed Chicken Breast wrapped in Smoked Bacon with Roast Red Pepper Sauce	£19.00	£20.00
Slow Braised Daube of Beef served in Red Wine Jus	£20.00	£22.00
8oz Fillet Steak with Pepper Sauce*	£35.00	£37.00

*Top Table cooked to preference. Remainder of guests will be cooked Medium.

Sauce will be served separate charged at 75p per person (Peppered, Chasseur, Diane)



Vegetable and Potatoes

For a selection of 2 Vegetables and Potatoes

<u>2017</u>	<u>2018</u>
£6.00	£6.50

*Please select **TWO** of the following:*

Garden Peas
Buttered Carrots
Carrot and Parsnip Puree
Creamy Cauliflower Mornay
Brussels Sprouts
Steamed Broccoli

*Please select **TWO** of the following:*

Creamed Potatoes
Roast Potatoes
Baby Boiled Potatoes
Traditional Champ Potatoes

If a choice of main course is required an additional charge will be incurred per person.
Total amounts of each main course must be advised 7 days in advance.
To choose a second main course you will be charged £4 per person at the premium main course option selected.

Desserts

<u>2017</u>	<u>2018</u>
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*Please select **ONE** of the following*

Traditional Apple Pie with Fresh Cream or Custard	£6.00	£6.50
Seasonal Fruit Pavlova	£6.00	£6.50
Classic Banoffee Pie	£6.00	£6.50
Profiteroles with hot chocolate sauce	£6.00	£6.50
Zesty Lemon Tart with Crème Fraiche	£6.00	£6.50
Traditional Sherry Trifle	£6.00	£6.50
Cheesecake – a choice of Strawberry, Lemon or Bailey’s	£6.00	£6.50
Trio of Desserts		
<i>Zesty Lemon Tart, Pavlova, Cheesecake, Profiteroles</i>	£6.50	£7.25

To Finish

<u>2017</u>	<u>2018</u>
£2.40	£2.55

Freshly Brewed Tea or Coffee with Chocolate Mints

*We buy locally produced produce wherever possible, and believe in supporting sustainable food sources with these principles in mind.
Our chefs have enjoyed creating a selection of beautifully balanced menu items for your special day.*



Room Hire


Sunday – Wednesday	<u>2017</u>	<u>2018</u>
Stag Room	£100	£120
Spa Room	£100	£120
Garden Suite	£185	£200
Courtyard Suite	£185	£200

Thursday	<u>2017</u>	<u>2018</u>
Stag Room	£120	£140
Spa Room	£120	£140
Garden Suite	£195	£220
Courtyard Suite	£195	£220

Friday and Saturday	<u>2017</u>	<u>2018</u>
Stag Room	£145	£165
Spa Room	£145	£165
Garden Suite	£300	£350
Courtyard Suite	£300	£350

£50 discount will be offered when the Courtyard and Garden Suites are booked together.

Room Hires for the duration of dinner and evening entertainment are charged independent of each other.



Special Menu Requirements

Vegetarian Menu

Butternut Squash Baby Spinach Penne Pasta with Pesto Cream
Roast Vegetable Tartlet
Mixed Mushroom Asparagus and Spinach Risotto (Vegan)
Stuffed Pepper with Rustic Tomato Sauce (Vegan)

Gluten Free Menu

Soup with Gluten Free bread
Melon with fruit Coulis
Prawn Orange Salad with Classic Pink Sauce
Goats Cheese and Sundried Tomato Salad with Balsamic Dressing
**

Co Antrim Roast Turkey & Ham
Co Down. Roast Beef
Steamed Salmon, Dill Butter Sauce
Roast Chicken Breast, Red Wine Sauce
**

Strawberry Pavlova
Fruit Salad (Vegan)
Chefs Choice Sorbet (Vegan)

Children's Menu

Starters – Soup
Main Course Options;
Chicken bites
Sausages
Fish Fingers
All of the above can be accompanied with mash potatoes or skinny fries and beans or
gravy
Bacon Carbonara
Dessert – Ice-cream

All Children	£15.00
Baby Bowl	£4.95
Half dinner option	Half price of the adult package price

Please let your wedding co-ordinator know of any other special requirements and our team of chefs will endeavour to do their best to accommodate you



Venetian Hour at The Millbrook

If you want to add something with a difference, take a look through our Venetian Hour for some unique ideas.

Treat your guests to some of our luxury arrival options;

- ◆ Let your guests experience your wedding arrival with a twist of Afternoon Tea, served, on our classic china

£8.50 per head

- ◆ Have your very own Patisserie table with a selection of home-made, cakes, cupcakes and other traditional accompaniments

Price on request

Luxury Cocktails on Arrival

- ◆ Cosmopolitans
- ◆ Daiquiris
- ◆ French Martini
- ◆ Apple Jacks

£4.50pp

Luxury Canapés on Arrival

- ◆ Selection of handmade mini savoury tartlets
- ◆ Pear and Stilton on rye cracker
- ◆ Parma Ham Brushetta
- ◆ Hot & cold smoked Salmon pate on wheaten bread
- ◆ Scrambled egg, smoked salmon & caviar, served in an egg shell
- ◆ Millbrook Bon Bon's; Crab & Salmon, Goats Cheese sundried tomato & basil, chicken & leek, ham parsnip & honey, Parsnip Leek & Curry

£7.50 per head

You can choose one Cocktail and 3 canapés from the listing above for £11pp

Romeo & Juliet Package

- ◆ Choose one cocktail & 2 bottled beers

£4.00pp

Millbrook's Sweetie Cart

- ◆ £75 per 50 people (sweets included)
- ◆ £50 for hire of the Sweetie cart (no sweets included)

Other culinary delights you may want to consider;

- ◆ Cheeseboards £45 per 10 guests
- ◆ Antipasto Platters £65 per 10 guests
- ◆ Bruschettas £25 per 10 guests
- ◆ Fruit Platters £30 per 10 guests

Treat the Kiddies

- ◆ Cookies & Milk £2 per child

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Evening Buffet Options

Why not try something different for your evening buffet;

- ◆ Millbrook's Burger Bar
- ◆ Millbrook's Hotdog Bar
- ◆ Millbrook's Taco Bar
- ◆ Bacon Butties & Chip Cones
- ◆ Sausage Supper
- ◆ Fish & chips
- ◆ Chip Butties
- ◆ Curry / Gravy Chip
- ◆ Half Chips, Half Rice with Curry Sauce
- ◆ Stew & Belfast Bap
- ◆ Steak Baguettes
- ◆ Pizza's
- ◆ Belfast Baps and Crisps

Extra platters of your buffet food, can also be added to your package on request;

- ◆ Selection of Sandwiches
- ◆ Cocktail Sausages
- ◆ Sausage Rolls
- ◆ Chicken Goujons
- ◆ Chicken Bites
- ◆ Vol au vents

*Packages can be altered to your requests, although a surcharge may be applied,
please ask your wedding co-ordinator for a price*



Dress to Impress your Wedding Venue

Elegance £400

- ◆ Fairylight Draped Backdrop
- ◆ Entrance door Drape
- ◆ Top Table & Cake Table Skirt

Pure Elegance £700

- ◆ Chair Covers & Bows
- ◆ Centre Pieces
- ◆ Fairylight Draped Backdrop
- ◆ Entrance door Draped
- ◆ Top Table & Cake Table Skirt
- ◆ Postbox

Guest Table £80

- ◆ Guest Book & Pen
- ◆ Post Box
- ◆ Tea lights & Mirror
- ◆ Crystals or Rose Petals
- ◆ Mr & Mrs Sign

Well Wishes Table £100

- ◆ Wishing Well with postcards & signage
- ◆ Forrero Rocher Stand
- ◆ Tea lights & Mirror
- ◆ Crystals or Rose Petals
- ◆ Light Up Love Box

Toilet Baskets £25 per basket

- ◆ A variety of toiletries

Evening Treats £100

- ◆ Flip Flops (30) & Blankets (10)

Add a little Extra

Chair Covers
Centre Pieces
Chocolate Fountains
Silver / Gold / Lace overlays
Set of 3 Lanterns
Floral Arrangements
Coloured Napkins

Champagne Fountains
5 foot Love Letters, Mr & Mrs Letters & Initials
Photobooth
LED Dance floor
Up-lighting
Photo Mirrors
Cream Carpet

- ◆ Prices available on request



Accommodation and rates

At the Millbrook House Hotel we offer accommodation of 15 bedrooms, including our Bridal Suite, 3 Master Bedrooms, 9 double rooms and 2 twin rooms. Our rooms have been designed for comfort with a modern twist.

All guests staying at The Millbrook House Hotel are offered a 10% discount off the room rates.

We are unable to guarantee that bedrooms will be available for check-in before 3pm unless the bedroom has been reserved and a holding fee paid in advance.

Breakfast Service Times – Mon – Fri 7 – 10am, Sat – Sun 8 – 10:30am.

Please see below for 2016/2017 rates;

2016	Sunday/Thursday	Friday/Saturday
Single Occupancy	£65 / £58.50	£70 / £63
Double Occupancy	£90 / £81	£95 / £85.50
Master Suite Single Suite	£99 / £89.10	£125 / £112.50
Master Suite Double Occupancy	£135 / £121.50	£170 / £153

2017	Sunday/Thursday	Friday/Saturday
Single Occupancy	£68 / £61.20	£75 / £67.50
Double Occupancy	£95 / £85.50	£110 / £99
Master Suite Single Suite	£99 / £89.10	£125 / £112.50
Master Suite Double Occupancy	£135 / £121.50	£170 / £153

Please note second price is the reduced wedding rate including 10% discount.

1 Child Under 5 – Stays free in room with adults

Additional children under 5 £10

Children 6-12 £15

Additional adult or child 13 yrs & over £30

6 Roll in Beds available for children / teenager

2 Travel Cots available for babies



Also at The Millbrook House Hotel

Looking for something different? Then let us know your thoughts and we can cater for your requests and create Bespoke Packages to suit your requirements

Millbrook Idea's

Before your big day;

- ◆ Hen Party Afternoon Tea – enjoy a selection of Finger Sandwiches, Homemade Mini Scones, Mini Pastries & Cakes, Tea & Coffee or Pink Champagne, Sparkling Wine or Cocktails. Prices start from £ 15.50 pp
- ◆ Cocktail Making Class for Pre Wedding Parties. Prices on request.
- ◆ Cocktails & Canapé Engagement Receptions. Prices on request.
- ◆ Pre Wedding Rehearsal Dinner. Menus available upon request.

On your big day;

- ◆ Wedding Breakfast for the Bride & her Maids or the Groom & his Party on the Morning of the Wedding
- ◆ Guest room Gift Bags
- ◆ Bridal Preparation Room - A room may be made available for the Bridal Party to prepare for the wedding ceremony if it is taking place in the hotel. A reduced charge of £70.00 (2016) £ 80.00 (2018) will be charged for this service. This room will be available from 11.30 am – 2 pm. All items must be removed from this room at this time. If you wish to retain the room after this time until 5pm an additional charge of £55.00 will be charged.

A difference experience;

- ◆ Tapas Starter Platters
- ◆ Wedding Carvery – Looking a more informal relaxed wedding meal which gives your guests greater meal choice then enjoy a Wedding Carvery with served Starter or Soup, Carvery Selection of Meats, Vegetables & Potatoes, Dessert Table offering a Selection of delicious Desserts. Prices start from £ 44 pp (2017)
- ◆ BBQ Weddings & Evening Parties

To discuss your ideas or have a quote prepared please contact millbrookweddings@gmail.com

*Watch this space ...
for our new conservatory where guests will be able to relax in lavish,
bright surroundings with ease of access to our matured gardens
before being called for dinner.*



Wedding Vouchers

Book your Wedding Reception with us and avail of the following offers:

- 10% off selected wedding floral packages at *Watson's Flower Stop* – 02897 561444
- 10% off any 2 wedding car package at *Oliver's Wedding Cars* – 02844 615132
- 10% off selected wedding photography packages at *William Studios*– 02897 561581
- 10% off your Bridal Gown at *Naomi Bridal*-02897 561899
- 10% off your photo booth or a free Guest book worth £50 at *Fast Image Box*- 0759 5184153
- 10% off Bridal Hair Packages with Pro Hair by Catherine -07515116940
- 10% off Bridal Make Up Packages with Maid by Sinead-07811030471
- £50.00 off selected packages with Just Adam-07801383144
- 10% off selected packages at Fairytale Fountains-07719 556502
- 10% off Wedding Cars from David Andrews Cars- 02890 693131
- £ 50 off White Dove Release for Ceremonies at Millbrook Lodge Hotel – 02892 692713
- 15% off Venue Decorating Packages over £ 250 at *Add a Little Sparkle*-02843 723101
- 10% off Grooms Wedding Wear at Kelvin Graham's – 02897 562839
- 10% off selected Wedding Make-up packages at *By Kerri Make-Up*- 07742 063665
- 10% off any Mother of the Bride/Groom outfit costing £200 or more at *Dress* 0289756 2427

Please use this page when redeeming your vouchers in any of the above retailers.
Terms and Conditions Apply

Hotel Signature: _____

MILLBROOK STAMP



TERMS & CONDITIONS

Thank you for choosing Millbrook House Hotel for your special day.

We respectfully ask that you read the terms and conditions below;

PAYMENT DETAILS

A provisional booking can be made and held for up to 14 days. After this date the provisional booking will automatically be released. Deposits are non-refundable and non-transferrable. All payments by credit card will incur a 3% additional charge. The initial deposit is £500.00

In addition the following payment scheme applies;

- An additional £500.00 must be paid 12 weeks prior to your wedding day.
- The final balance will be due 12 days prior to your wedding based on the numbers provided at this stage.

Additional charges and alterations may be made to the existing packages at an extra cost. This will be advised by your wedding co-ordinator.

Final numbers and table plan should be provided by 12 noon 2 days prior to wedding. No final changes are permitted after this point. These are the numbers that will be charged for unless they increase after this stage.

All additional sundries must be paid on departure

GENERAL

The Millbrook House Hotel reserve the right to hold other events on day of your wedding.

Your table plan should be arranged with each table accompanying 10 persons per table.

The hotel is extremely confident in our produce, therefore we do not offer menu tasting.

Weddings guests will be called for dinner no later than 5:00pm.

We do offer a corkage service for those who wish to provide their own wine; this service is charged at £12 per bottle up to 75cl. Sparkling wine will be charged at £15. After this volume the corkage rate will be doubled per bottle.

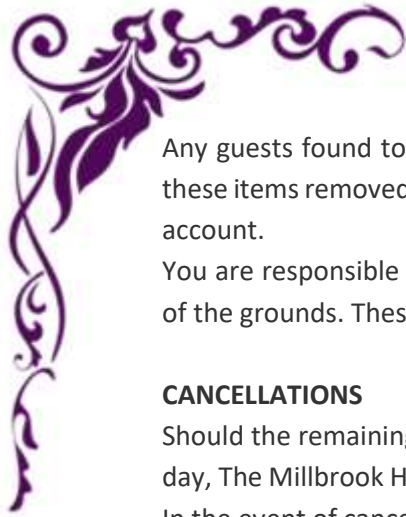
Alcohol miniatures, bubbles or confetti are not permitted as favours or allowed to be brought into the hotel on the day of your wedding. Due to Health and Safety all room décor must be discussed and agreed in advance with the Wedding Co-ordinator.

INSURANCE, SECURITY & DAMAGES

Wedding insurance should be considered to protect you against cancellation, damage at or to the venue and third party injury/damage.

The hotel will not be responsible for any gifts that are left or arrive for the Bride and Groom and all possessions, including flowers, cake, table decorations, table plan, centre pieces etc These items must be collected and removed the morning after the wedding, as the hotel will not be responsible for items not collected after this time.

For security reasons access to the Hotel's residents bar is restricted to residents only.



Any guests found to be in possession of alcohol that has not been purchased in the hotel will have these items removed from their person & may result in corkage charges being incurred on the wedding account.

You are responsible for any damages caused to the hotel and or any fixtures and fittings or any part of the grounds. These damages will be charged to yourselves.

CANCELLATIONS

Should the remaining balance of your wedding bill be left unpaid after 12 days prior to your wedding day, The Millbrook House Hotel reserve the right to cancel the booking and claim cancellation charges. In the event of cancellation the following charges will be made:

Cancellation of a confirmed booking	– Loss of deposit.
Cancellation with less than 9 months notice	– 50% of estimated Total Charge
Cancellation with less than 6 months notice	– 75% of estimated Total Charge
Cancellation with less than 3 months notice	– 100% of estimated charge

All prices include VAT

Prices are subject to annual increase at the hotels discretion. Prices are set annually. Please ensure you have the correct prices for the year of your wedding.

LICENSES

If you wish to get married at the hotel all arrangements and all necessary rooms must be booked with the hotel to accommodate this taking place. The hotel has indoor and outdoor facilities – weather depending. If you wish to be married in the hotel you must make all necessary arrangements before booking stage with the Registrar at Newry, Mourne & Down District Council.

Contact Number: 028 4461 0800.

FINAL ARRANGMENTS

Final arrangements, including final menu, special requirements must be confirmed to the hotel at least 12 days before the date of your wedding. This must be done by appointment with your Wedding Co-ordinator. Table plans must be provided by the bride and groom and will not be prepared by hotel.


ACCOMMODATION

The Bridal Suite is complimentary in Wedding Packages if stated in the particular package you have selected. We are unable to guarantee that bedrooms will be available for your wedding therefore we encourage you to request that your required amount of rooms be held at booking stage. A 10% discount is offered to wedding guests. This 10% discount is only available when reservations are made directly through the hotel reception and is not available on booking made through our Website or any other 3rd party agency and is available only on rack rates and not accommodation offers. A rooming list will be provided by the hotel on booking. A final rooming list is required 8 weeks before the date of your wedding with names and contact details of the guests and ages of children if any. Unallocated rooms will be released at this stage for sale to the general public.

You as the bride and groom are responsible for making the guests aware that they are to ring the hotel and pay their accommodation deposit 6 weeks prior to the wedding.

We are unable to guarantee that bedrooms will be available for check-in before 3pm unless the bedroom has been reserved and a holding fee paid in advance.

ENTERTAINMENT



All entertainers that have been provided by you for your wedding must carry their own public liability insurance. A copy must be available if a duty manager requests to inspect it.

All entertainment must finish by 12pm Sunday to Thursday and 1am Friday and Saturday.

CHILDREN

Children attending evening wedding parties in the hotel must remain within the function suite after 9 pm and are not permitted in public bar areas.

SMOKING

Smoking is not permitted inside the building including the bedrooms. Smoking areas are provided.

NON RESIDENTS

All non residents need to be vacated from the hotel 1 hour after the entertainment finishes. Residents bar will not open until all non residents have left the building.

Taxis should be pre-booked for any non-residents before 9pm on the day of the wedding to ensure a safe journey home at an appropriate time.

Confirmation & Signed Contract will be considered as the client's full agreement to the terms and conditions outlined above on pages;

We have read and agreed to the Terms and Conditions as stated above on pages 17, 18, 19.

Date of Wedding _____ Number of Guests _____

Brides Name Print _____ Grooms Name Print _____

Brides Signature _____ Grooms Signature _____

Brides Contact Number _____ Grooms Contact Number _____

Email Address _____

Address _____

Place of Ceremony _____ Time of Ceremony _____

Number of Bedrooms Required _____

Deposit _____ Date Paid _____

Millbrook Management Signature _____

Your booking will not be considered confirmed until the above is signed and returned.