



The Close Hotel

Hotel, Restaurant, Bar, and Function Suites

Dear Bride and Groom,

Firstly we would like to take this opportunity to congratulate you on your forthcoming wedding, and extend to you our best wishes for the future.

Your wedding day should be the happiest day of your life, and a memorable one for you, your family and friends.

At The Close Hotel we aim to make your reception as carefree and as enjoyable as the rest of your special day.

Be assured that our friendly team of staff here at The Close Hotel will be on hand to help and advise you before, during, and after your wedding celebration.

Thank you for your enquiry to hold your wedding reception here at The Close Hotel. Enclosed you will find a general guide regarding wedding packages available, however we recommend that you arrange an appointment, at a time to suit you, with our catering manager, so you may view our function suites, able to cater from 25 to 80, and discuss your requirements for the day.

Please do not hesitate to call us on 01666 502272, and we look forward to meeting you.

Yours sincerely

John Finnigan
General Manager



Welcome to The Close Hotel

The wedding venue

Thank you for taking the time to look over our enclosed information pack.

Why hold your wedding at The Close Hotel?

This privately owned venue, with its professional team of staff on hand to help and advise you with your event before, during and after, will ensure that personal excellent service comes as standard.

The Close Hotel is situated in the ancient market town of Tetbury in the Cotswolds, just 25 minutes from the M4 and M5, with many points of interest just a short journey by car, such as the Westornbirt Arboretum, Cotswold Water Park and Highgrove.

The Close Hotel can cater for: -

Functions

Banqueting

Production Launches

Corporate Functions

Weddings

Business Lunches

Delegate Packages

Seminars

Exhibitions

Promotional days

Luncheons

Conferences




SAMPLE MENUS

MENU SELECTOR

STARTERS


1. Chef's Homemade Soup of the Day. £ 4.50
(A few of our favourites: spicy bean and coriander, roast pepper and tomato, Mushroom and Garlic, Butternut Squash and Bacon, watercress, french onion)
2. Marinated Mediterranean vegetables. £ 5.95
With thyme, garlic and balsamic dressing
3. Chicken Liver and mushroom Pate £ 5.95
Served with brandied apple Chutney and Melba Toast
4. Trian of Smoked salmon and Atlantic prawns £ 6.95
with dill crème fraîche
5. Smoked Mackerel Mousse £ 5.45
A lightly smoked mousse with a hint of lemon and horse radish.
6. Warm Artichoke And Sunblushed Tomato salad. £ 5.95
With balsamic dressing and a baby leaf salad
7. Salmon Gravalax £6.95
Cured atlantic salmon with dill and chive crème fraîche.
8. Goats Cheese Salad £5.45
Lightly grilled with honey and toasted walnuts.
9. Smoked Salmon Carpaccio £6.90
smoked salmon with shaved parmesan, cracked pepper and lemon dressing
10. Millefeuill of Forest Mushrooms, £ 6.95
Sauteed wild mushrooms with shallots, sweet sherry and finished with cream in a pastry case
11. Smoked Duck and Citrus Salad £6.50
Pink roasted breast of duck with citrus dressing on a rocket and red chard salad
12. Roast Whole Sweet Pepper £5.45
With herb mascarpone, brioche and toasted pine nuts



MENU SELECTOR

Main Courses

1. Roast Gatcombe Park lamb. £ 17.95
Local Gloucestershire lamb roasted with garlic and rosemary and served with roast potatoes and a rich red wine jus
2. Baked Chicken Supreme Saltimbocca. £ 16.95
Corn fed free-range chicken with Prosciutto Ham, fresh sage and served in white wine risotto
3. Baked Atlantic Salmon £ 17.95
Served on crushed new potatoes with plump prawns in a saffron buerre blanc
4. Baked Goats Cheese and Asparagus Tart £ 16.45
In a butter puff pastry case with red onion compote and local asparagus with herb oil and balsamic reduction.
5. Fillet of British beef £ 24.95
Wrapped in smoked pancetta and served on garlic and thyme roasted roots with A rich red wine jus.
6. Wild Mushroom and Rocket Risotto. £ 15.95
With steamed chestnuts and finished with white wine, cream and parmesan
7. Pave of Cod £17.45
Wrapped in pancetta and served on a borlotti cassolet with a sweet pepper coulis.
8. Roast Loin of Pork £16.95
Served traditionally with crackling, apple sauce, rich roasting gravy and roast potatoes.
9. Braised Lamb Shank £17.95
Slowly braised with wine, garlic, herbs and vegetables, served over rosemary mashed Potato.
10. Baked Chicken and Smoked Bacon, £ 16.95
On creamed leeks with crispy bacon and baby roast potatoes



MENU SELECTOR

Desserts

1. Lemon and Lime Cheesecake. £ 6.45
A refreshing home made cheesecake with a quenelle of fresh cream and citrus syrup
2. Apple and Cinnamon Strudel. £ 5.45
Bramly apples baked in crisp pastry and served with crème anglaise
3. Pear and Almond Tart £ 5.45
Poached pears and almond frangipan baked in a crisp pastry with fresh cream
4. Grenadine Poached Oranges £ 4.95
Gently poached with pomegranate syrup and a little honey and served with stem ginger ice cream.
5. Sticky Toffee Pudding £ 4.95
A traditional Favorite served with crème Anglaise
6. Crème Caramel. £ 4.95
A light egg custard desseeert with caramel sauce and whipped cream
7. Elderflower Pannacotta £5.45
With Mango and lime Salsa
8. Summedr Fruit Pudding £5.45
With soft red fruits, berry coulis and clotted cream.
9. Eton Mess £4.95
Merangue, strawberries and fruit coulis bound with cream
10. Valrhona Chocolate Mousse, £ 5.45
Rich dark chocolate mousse with fruit couli
11. Strawberry Shortbread, £ 4.95
Layers of crisp homemade shortbread with strawberries and whipped cream
12. Chocolate Brownie, £ 5.45
A warm Belgian chocolate homemade brownie with dark chocolate ice cream



Cold Buffet Menu 1

£16.95 Per Person

Freshly Baked Bread

Selection of Cold Cuts including:

Roast Larkhill Beef

Honey Roast Ham

Turkey Crown

Served with chutneys horseradish and mustards

Selection of Salads to include:

Cous Cous and Roast Vegetable

Dressed Mixed Leaves

Tomato and Cucumber

Coleslaw

Hot New Potatoes

Lemon Tart or Apple Tart

Served with fresh cream

Freshly Brewed Tea or Coffee

Hot and Cold Buffet Menu 2



£18.95

Freshly Baked Bread

Selection of Cold Cuts including:

Roast Larkhill Beef

Honey Roast Ham

Turkey Crown

Served with chutneys, horseradish and mustards

Hot Dishes:

Breaded Chicken OR Fish Goujons

AND Either

Chicken Cacciatore with Fresh Pasta

OR

Beef Stroganoff and Rice

OR

Thyme and Garlic Roast Mediterranean Vegetables
With fresh pesto and taglioline

Selection of Salads to include:

Cous Cous and Roast Vegetable

Dressed Mixed Leaves

Tomato and Cucumber

Coleslaw

Hot New Potatoes

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Freshly Brewed Tea or Coffee

For a Minimum of 15 people



# DRINKS PACKAGES

## PACKAGE A

Reception Drink - A choice of one glass of Sherry or Fruit Juice

Meal - Two glasses of Red or White House Wine (175 ml)

Toast - One glass of Sparkling Wine (125 ml)

£14.50 per person

## PACKAGE B

Reception Drink - A choice of one glass of Bucks Fizz (125 ml) or Pimms or Fruit Juice

Meal - Two glasses of Red or White House Wine (175 ml)

Toast - One glass of Sparkling Wine (125 ml)

£19.00 per person

## PACKAGE C

Reception Drink - A choice of one glass of Bucks Fizz (125 ml) or Pimms or Fruit Juice

Meal - Two glasses of Wine specially selected by our Restaurant Manager to compliment your meal

Toast - One glass of Champagne (125 ml)

£22.00 per person

## PACKAGE D

Reception Drink - One glass of Champagne (125 ml)

Meal - Two glasses of Wine specially selected by our Restaurant Manager to compliment

Toast - One glass of Champagne (125 ml)

£25.00 per person

Corkage - we charge £10.00 per wine bottle and £15.00 per champagne bottle



# RESPONSIBILITIES

The following check lists should be of use in planning your wedding. Tick when you are satisfied the various people are aware of their responsibilities and that the necessary arrangements are being made. There is room for any special points you may think require attention.

## BRIDE'S MOTHER

Arrange printing of Invitations  
Send Invitations  
Order Wedding Cake  
Order Wines  
Mothers  
Hire Photographer  
Arrange Florist for Church  
and Reception  
Order Cake Boxes  
toast  
Arrange Display of Presents  
Hire Cars  
Contact Local Newspaper for Announcement  
Arrange Entertainment for the Evening  
Hire Video Company

## BRIDE

Choose Bridesmaids  
Select Dresses for Bridesmaids  
Dress  
And Yourself  
Book Hair Appointment  
List Wedding Presents Preferred

## BRIDE'S FATHER

Double Check Transport Arrangements  
Brides Bouquet

## BRIDE GROOM


Arrange Ceremony  
Choose Best Man  
Hire Morning Dress  
Order Flowers for Bride, Bridesmaids and  
Obtain Registrar's Certificate if needed  
Arrange Travel for Honeymoon  
Arrange for Cars, to and from the Church  
Prepare response to 'The Bride and Bridegroom  
Propose a Toast to 'The Bridesmaids'  
Choose Gifts for the Bridesmaid

## BEST MAN

Look after the Rings  
Organise Cars from the Church  
Reply to 'The Bridesmaids' Toast  
Propose Toast to 'The Parents'  
Return the Bridegroom's and Your Morning

## BRIDESMAIDS

Choose Clothes with the Bride  
Help the Bride to Dress  
Chief Bridesmaid takes charge of the



# TOASTS AND SPEECHES

There is a traditional order for speeches and these usually start with:

## THE BESTMAN

Announces - The Bride and Groom will now cut the cake.

## THE BRIDE'S FATHER

He welcomes all his guests

He may then propose a toast to the 'Bride and Groom' or a close relative or the Best Man may make this.

## THE BRIDEGROOM

Then replies making sure that:

He thanks everyone (including his in-laws for making the wedding possible and allowing him to take care of their lovely daughter)

The Guests (for their super presents)

The Best Man (for not losing the rings)

The Bridesmaids (for looking so pretty)

He can then give them their presents.

Propose a toast to 'The Bridesmaids'

## THE BESTMAN

Replies to the toast on behalf of the Bridesmaids

Reads out any cards or messages

Proposes toast to 'The Parents'



# Vital Statistics

Postal Address: Long Street, Tetbury, Gloucestershire, GL8 8AQ  
 Location: Town Centre with private car park off Close Gardens.  
 Nearest Train Station: Kemble, approx 5 miles  
 Nearest Airport: Bristol 25miles, Heathrow/Gatwick 100 miles  
 Kemble (Private Airfield) 5 miles  
 Nearest Motorway: M6 & M5 approx 10 miles  
 Telephone: 01666 502272.  
 Fax: 01666 504401.  
 E-Mail: info@theclose-hotel.com  
 Web site: www.theclose-hotel.com  
 Number of bedrooms: 15 x Doubles & Twins (including 3 feature rooms)  
 Bedroom facilities: TV, radio, direct dial international phones, tea & coffee, baths and/or shower.  
 Gardens: Walled, very secluded with pond and fountain

- Breakfast Mon-Fri 07.30-09.30  
Sat, Sun and Bank Holidays 08.00-10.00
- Lunch Mon-Sat 12.00-14.30  
Sun 12.00-14.30
- Dinner Mon-Thu 18.30-21.00  
Fri-Sat 18.30-21.30  
Sun and Bank Holidays 18.30-20.30

## Function rooms... and maximum capacities:

The Overbury Suite, Cloisters, Garden Rooms and The Pavilion

- Banquet 100 (Garden rooms and Pavilion together)
- Theatre style conference 75
- Class room style conference 35
- Board room 30
- Open "U" 2

Available equipment (included in normal rates): OHP, Screen, Flip Chart & Pad, TV, Paper & Pencils etc.

Services/Equipment available (Extra charge): Photocopying, faxing, basic

secretarial work, e-mailing, dry cleaning  
international/national telephone lines.

# TERMS & CONDITIONS

1. All bookings must be confirmed in writing to The Close Hotel within 14 days of the booking being made. The Close Hotel has the right to cancel/release any booking not confirmed with a deposit.
2. The customer will be required to pay a non ~ returnable deposit of £500 or 10% of the Pro~Forma account, whichever is the greater, upon confirmation of the booking. In the event of non payment of the deposit within the time specified, the hotel may cancel/release the booking.
3. Full "Pro-Forma" payment is required four weeks prior to booking commencement unless otherwise agreed.
4. Any confirmed booking cancelled within six weeks of the date of the function, will be liable to the full pro-forma charge but not greater than the total anticipated loss of revenue to the hotel.
5. Guests with confirmed bedroom reservations who are not resident on all the nights booked will be charged as non-arrivals and liable for the full applicable bedroom rate.
6. All final accounts must be settled prior to departure.
7. Final numbers of guests must be notified in writing to the Hotel no later than 7 days prior to the function.
8. The Hotel will charge for the confirmed number of guests, whichever shall be the greater, at the agreed rates.
9. The Hotel will use its best endeavours to provide for any increase in guest numbers, however where such increases have not been notified in accordance with point 7 above, the Hotel can not be held responsible for any failure whatsoever to provide for such increases in numbers.
10. The Hotel reserves the right without prior notice to change the customers assigned function room for one of equal or greater suitability.
11. There is a £300.00 room hire charge for all ceremonies and all parties of 30 or less
12. The hotel cannot accept liability or responsibility for any failure to provide the services contracted, due to circumstances beyond its control, including industrial action, postal communications, electronic communications, plant failures, supply of gas, electricity and water and fire or security alarm evacuation, weather or acts of God.
13. The booking shall terminate at the designated time and in the event of it continuing after the specified time the Hotel has the right to make an additional charge.
14. Guests staying at the Hotel will be able to check into their bedrooms from 3pm on the day of arrival. The Hotel will endeavour to accommodate early arrivals wherever possible.
15. Guests must vacate their bedrooms by 11 am on the day of departure. Luggage storage will be made available if required.
16. The Hotel cannot accept responsibility for the property of its customers whilst on the premises. Small sealed packages may be kept in the Hotel safe by prior arrangement.
17. The customer is legally bound by all reasonable instructions of authorised representatives of the Hotel/company in relation to the conduct of the function and shall ensure that any of their



attendees/guests shall similarly follow instructions.

- 18. Any damage caused to the Hotel or it's property by the customer or attendees/guests shall be made good at the expense of the customer. The Hotel has the right to put work in hand and render an account to the customer who shall be responsible for its total settlement in total.
- 19. No wines, spirits, liquor or food may be brought into the Hotel or its grounds by customers or guests for consumption on the premises unless the prior consent of the Hotel has been obtained and for which a charge will be made.
- 20. Police will be notified in the event of any wilful damage caused or theft of Hotel/company/guest property.
- 21. Prior consent must be obtained from the Hotel before any entertainment, services or displays are brought on to the premises, the Hotel has the right to stop any entertainment deemed unsuitable.
- 22. Confetti is not allowed anywhere inside the Hotel, but use of confetti in the grounds or gardens is allowed
- 23. For exclusive use of The Close on the main day of your event, including the taking of all the bedrooms the charges added to your account will be as follows:

|                    |          |
|--------------------|----------|
| Up to 50 guests    | £1500.00 |
| From 51 ~ and over | £1000.00 |

Please complete, sign and return with deposit

Print Name.....Sign.....

Date/s of Function.....Contact Phone/Email.....

Contact Address.....

Deposit Paid.....Today's Date.....

The Close Hotel, Long Street, Tetbury, Gloucestershire, GL8 8AQ  
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