



# *Weddings at The Broadway Hotel*

*Broadway, Letchworth Garden City, Hertfordshire, SG6 3NZ*

The Broadway Hotel is located in the town centre of Letchworth Garden City. The hotel is licensed for Civil Weddings for couples that would like to make their vows in our elegant Ballroom.

The Ballroom is a wonderful space which can accommodate up to 140 guests for a sit down meal and up to 250 guests for buffet and dancing. The high ceilings, beautiful chandeliers and large dance floor make the room a stunning venue.

The hall hire of just £295 includes use of a private bar/lounge area, separate entrance foyer and cloakrooms. We offer a wide range of plated a la carte menu choices or we can also provide guests with a private chef and carvery deck if you prefer a traditional roast with all the trimmings.

We offer the services of a dedicated wedding co-ordinator to help organise the planning of your special day. The Hotel also provides a complimentary Honeymoon suite for the happy couple, as well as reduced rate overnight accommodation for all wedding guests. Delicious Full English Breakfast is included!

**Please contact our management team on 01462-480111 or visit us at [www.broadwayhotel.co.uk](http://www.broadwayhotel.co.uk) for more information.**

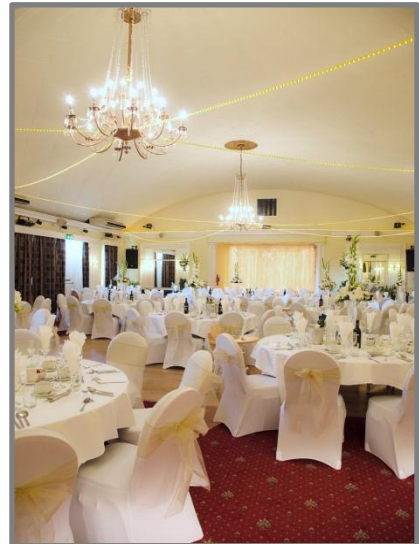
Photos on this page by Jonny Back Photography



## **OUR WEDDING PACKAGE**

### **We can offer the following for your special day**

- Dedicated Wedding Co-ordinator to organise the planning of your special day
- Delicious menus to suit all tastes
- A variety of drinks packages
- Complimentary overnight accommodation in our honeymoon suite for the Happy Couple
- Discounted accommodation rates inclusive of breakfast for all your guests
- White table linen, napkins, glassware and cutlery
- Round or square cake stand
- Cake knife
- Built-in sound system for background music and civil ceremonies



### **Entertainment**

We have a recommended disco company that we can book for your special day or we can recommend other entertainment. Our Resident DJ charges £250.00 until 1am.

### **Champagne package**

Why not pamper yourself with a bottle of chilled champagne, delicious chocolates and a bowl of seasonal fruit to make the day extra special for an additional £45.00



## **CIVIL MARRIAGE CEREMONIES**

The Broadway Hotel is licensed to hold Civil Wedding ceremonies in our Grand Ballroom. We charge a £ 175.00\* set up fee for the ceremony in addition to the £295 Hall Hire Fee (\*this doesn't include the Registrar's Fee – please see Terms and Conditions below)

### THE GRAND BALLROOM can accommodate:

- up to 140 guests for civil ceremonies
- up to 140 for sit down meals
- up to 250 for buffet and dancing



1. Contact Letchworth Registrars office or Stevenage Registrars office 01438-316579 They will check availability of staff to perform the ceremony and can take a provisional booking.
2. The applicant then needs to contact their local Registrars' office for the legal formalities i.e. notice to marry and the licence.
3. Please note it is best to provisionally book the venue and date before contacting the Registrar. Also be flexible with the timing of your ceremony, especially during the summer season.
4. A Hotel Representative must be present in the room during the Civil Ceremony.
5. Photographs may be taken at the discretion of the Registrar.
6. Use of video during the ceremony is permitted provided that arrangements have been made with the Superintendent Registrar.
7. Any readings, music, words etc must be agreed by the Superintendent Registrar prior to the ceremony, these may not be of a religious nature.
8. All fees relating to the civil ceremony are directly payable to the Registrar.
9. At the Broadway we can hold more than one ceremony; however we must ensure it is at least 2 hours between ceremonies.
10. A responsible person from The Broadway will be in attendance throughout the ceremony.



## TESTIMONIALS

*"We would like to say thank you for making our Wedding Day so magical and perfect – it wouldn't have been half the day without you guys! If we could have just one wish it would be to do it all again!"*

*Julie & Jon, 3<sup>rd</sup> March*

*"We had our wedding reception here on the 28th August, and we couldn't have picked a better place. Not only was it great value for money, the ballroom looked beautiful and the staff were very helpful and not to mention very patient with me! We were able to come in and set up with no fuss, I was able to hang my dress in the honeymoon suite the night before, the service during dinner was great and the food was delicious! When we came down the next morning to collect a few bits, everything they thought we may want to keep was there waiting for us too. Thanks to the fantastic staff, the reception went very smoothly. I would highly recommend them."*

*Victoria & Stuart, 28<sup>th</sup> August*

*"Thank you so much for all your help and co-ordination of our Wedding Day. Your staff were outstanding and gave both us and our guests first class service and an absolutely fantastic reception. Please could you also pass on our sincere thanks to your Resident DJs; they were excellent and played just the right tunes!"*

*Karen & David, 8<sup>th</sup> September*

*"Thank you so much for providing such a great venue for our wedding and the great service to our guests. We know they all had a fabulous time and enjoyed the food and atmosphere. Thanks for making our wedding planning as stress free as possible!"*

*Racheal & Graham, 11<sup>th</sup> September*

*"Thank you for all your help in making our special day run so smoothly. We all had a fantastic day and everybody thoroughly enjoyed themselves."*

*Amy & Scott, 2<sup>nd</sup> October*



## RATES

Grand Ballroom including private Bar area      £295.00

### Accommodation rates inclusive of full English breakfast

	Standard Rates	Wedding Rates
Single room	£ 59.95	£49.95
Double/ Twin room	£ 69.95	£59.95
Family room (sleeps 3)	£ 84.95	£74.95
Honeymoon suite	£ 89.95*	Complimentary

\*Includes 4-poster bed, toiletries and fresh flowers. The suite is complimentary for the couples that have booked their Wedding Reception at our Hotel



## **BOOKING TERMS AND CONDITIONS**

Once you have provisionally booked your wedding date at the Broadway we will hold your reservation for 7 days.

In order to confirm your booking, we will require the payment of £295.00 for the hire of the Ballroom with adjoining bar area.

*An additional charge of £175.00 will be taken for the Civil Ceremony set up fee if you are getting married on the premises.*

**The above fees are non- refundable in the event of cancellation.**

Once you have confirmed your booking, our wedding manager will be your main contact and will work closely with you in the planning of your day. Approximately 5 months before your wedding we will contact you to arrange a meeting to discuss details of you wedding. From the details obtained at the meeting we would then like to offer a payment structure as follows.

### **Deposit payment**

1. Initial payment of full room hire to secure the booking (non-refundable in all cases)
2. 3 months before the Wedding – 50% of the expected cost
3. 3 weeks before the Wedding – 100% of the payment, determined by final numbers

### **Cancellation**

Any cancellations must be in writing. In the event of cancellation the following charges will be applied.

- a. Less than 3 months notice – 50% of quoted costs
- b. Less than 3 weeks notice – 100% of quoted costs

### **Payment**

All cheques must be made payable to The Broadway Hotel. We accept all major credit and debit cards- Not Amex.

### **Please note**

The Broadway Hotel cannot be held liable for any inconvenience, loss or damage to property whilst on the premises other than that caused by negligence of the Hotel staff.

There will be a charge for any damage to The Broadway incurred during the Wedding reception.

The Broadway reserves the right to increase prices for all products listed as indicated by our suppliers and market forces and to pass them onto our customers. We will of course write and inform all customers of any increases in our pricing at the first available opportunity.

With the exception of wedding cakes or items agreed with the Wedding manager neither the wedding party nor their guests shall bring any food or beverage on to the property.

We do not accept any responsibility for any items left unattended. A safe is available for valuables please ask at reception.

Terms and conditions are subject to change without notice.

### **CONTRACT.**

**I/we have read and understood the booking terms and conditions relating to The Broadway Hotel as a venue for our wedding . We are willing to abide by these terms and conditions.**

**Signed.....Printed..... Date.....**

**Date of the Wedding ...../...../.....**



## DIRECTIONS



### **Rail Connections**

Mainline - London Kings Cross – Letchworth 35mins

### **Road Connections**

Junction 9 on A1M - follow signs to city centre

### **Nearest Airport**

London Luton -By road on A 505- 20 mins

