

# WEDDINGS AT THE BROADWAY HOTEL

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THE BROADWAY HOTEL

LETCHEWORTH, HERTS, SG6 3NZ

WWW.BROADWAYHOTEL.CO.UK + 01462 480111

EMAIL: INFO@BROADWAYHOTEL.CO.UK



**The Broadway Hotel is in the heart of Letchworth,  
the world's first garden city.**

We are located right in the town centre, a stone's throw away from the greenery of Broadway Gardens with its charming fountain, perfect for your outside wedding photographs.

The Hotel is licensed for Civil Weddings for couples who 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. Hire of our grand ballroom includes use of a private bar and lounge area, outdoor terrace, separate entrance foyer and late night license.

We offer the services of a dedicated wedding co-ordinator to help organise the planning of your special day. We will do our best to tailor everything to suit your specific requirements and help you choose from a delicious range of menus and drinks packages to delight your guests.

The happy couple will be invited to spend a complimentary night in our Bridal Suite and all wedding guests will benefit from reduced rate overnight accommodation inclusive of full English breakfast.

*From the moment you choose us, we will be on hand every step of the way to help create your perfect day.*

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# YOUR WEDDING AT THE BROADWAY HOTEL

## We offer the following for your Special Day

- Dedicated Wedding Co-ordinator to help you plan your Wedding Day
- Delicious menus to suit all tastes, we are happy to tailor to your requirements
- Menu tasting available for Bride & Groom
- Variety of drinks packages
- White table linen, napkins, glassware and cutlery
- Round or square cake stand and cake knife
- Sound system for background music and Civil Ceremonies
- Fully air-conditioned Ballroom
- Outdoor terrace and smoking areas
- Private entrance and cloakrooms
- Fully licensed bar until 12.30am with music until 1am - Fridays and Saturdays only
- Fully licensed bar until 11.30pm with music until midnight - Sunday to Thursday
- Resident DJ available or you'd be welcome to provide your own band or entertainment
- Complimentary Bridal Suite for the newly married couple
- Discounted hotel room rates inclusive of full English breakfast for all overnight guests
- No service charge applied to your final bill and all prices include vat

## Hire of our Grand Ballroom

The hall hire of just £395 (£495 on Saturdays) includes use of a private bar and lounge area, separate entrance foyer, outside terrace and cloakrooms.

## Our Ballroom can accommodate:

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

# CIVIL MARRIAGE CEREMONIES

The Broadway is licensed to hold Civil Wedding & Civil Partnership ceremonies in our Grand Ballroom

**We charge £175\* set up fee for the ceremony in addition to the standard hall hire of £395 (£495 on Saturdays)**  
(this doesn't include the Registrar's fee - see Terms and Conditions below)

## How to book your Ceremony:

1. Provisionally book the Broadway Hotel as your chosen venue before contacting the registrars. We will hold the date for 7 days.
2. Contact the local Registrars office to check their availability; Stevenage Registrars, Danesgate, Stevenage SG1 1WW. Telephone: 01438 316579 or e-mail: [stevenage.registrars@hertfordshire.gov.uk](mailto:stevenage.registrars@hertfordshire.gov.uk)
3. Speak to the Registrars about the legal formalities; i.e. notice to marry and the licence.
4. Confirm the booking of the Registrars with us and secure the booking with a deposit of the hall hire plus the £175 set up fee (A total of £570 or £670 on Saturdays).
5. Registrars fees are payable directly to them.

## Other Terms and Conditions:

- A Hotel representative must be present in the room during the ceremony
- Any readings, music, etc must be agreed by the Registrars prior to the ceremony and must not be of a religious nature.
- Photographs may be taken at the discretion of the Registrar.

## On the day of the Ceremony:

- Two Registration Officers will arrive at the venue half an hour before the appointed time. The groom should be ready to see them at this time.
- The bride should be available to see the Registration Officers 15 minutes before the ceremony.
- The groom, the best man and all other guests will already be seated in the Ballroom when the Registration Officers are speaking to the Bride.
- Your chosen wedding songs will be played when the bride enters the Ballroom, during the signing of the register and upon the newly married couple exiting the room.
- The Ceremony takes approximately 30 minutes.
- There will be time for photographs after the signing of the register.
- More time for photographs will be available after the ceremony allowing us time to set up for the Wedding Breakfast.
- Arrival drinks, Wedding Breakfast followed by Evening Reception.

# BROADWAY WEDDING CARVERY MEAL & DRINKS PACKAGE

**£38.50 per adult Minimum 50 covers.  
Not available on Saturday.**

- Arrival drink of Bucks Fizz or Prosecco
- Three course Carvery Menu with tea or coffee and mints
  - A glass of house wine with the meal
    - Prosecco to toast
  - Use of the cake stand & knife
  - White table linen
  - Cutlery, crockery & glassware
  - Table plan stand
- Bridal suite inclusive of fresh flowers, chocolates & full English breakfast
- Wedding co-ordinator to help you plan your Wedding Day!
  - Discounted bedroom rates for all your guests

\*Excludes buffet for your evening guests

## Starter

Tomato & basil OR Leek & potato soup (v)  
Sautéed mushrooms in a white wine & Stilton sauce, fresh bread & butter (v)  
Cantaloupe melon with a mixed berry compote (v)  
Chicken liver pate, red onion marmalade, rustic bread

## Main Course

Select 2 roast joints & 1 vegetarian option.  
Chef carving from your own carvery deck in the Ballroom.  
Roast butter basted turkey  
Succulent topside of beef  
Sweet honey & mustard glazed gammon  
All served with a selection of seasonal vegetables, garlic & rosemary roast potatoes, parsley buttered new potatoes & all the trimmings

## Vegetarian Options:

Mushroom, Brie, cranberry & hazelnut Wellington  
Tagliatelle, baby spinach, sun dried tomatoes, goat's cheese, chilli oil, parmesan shavings  
Moroccan nut roast, harissa roasted potatoes, tender stem broccoli, yoghurt dressing

## Dessert

Glazed lemon tart, raspberry puree, crème fraiche  
Vanilla crème brulee, berry compote, shortbread biscuit  
Warm chocolate brownie with rich chocolate sauce, vanilla pod ice cream  
Honeycomb crunch cheesecake, toffee sauce

## Tea or Coffee & Mints

Children under 12 are chargeable at £15 per child to include an arrival drink & 3-course meal.

Buffets for evening guests available from £15 per person (optional).

You are welcome to invite up to 250 guests for your evening wedding reception.

We recommend that you cater for 80% of the expected number of evening guests, although this is optional.

Please select one starter & one dessert for the whole group.  
Let us know about any special dietary requirements.

# BROADWAY PREMIUM CARVERY PACKAGE

## Saturday £60 per person All other days £50 per person

- Arrival drink of Bucks Fizz or Prosecco
  - Three course Carvery Menu with tea or coffee and mints
  - OR
- Gourmet Carved Meat & Salad Buffet with Mini Cake selection
- A glass of house wine with the meal
  - Prosecco to toast
- Hot & cold evening buffet for 80% of your day guests
  - Use of the cake stand & knife
  - White table linen
  - Table plan stand
- Bridal suite inclusive of fresh flowers, chocolates & full English breakfast
- Wedding co-ordinator to help you plan your Wedding Day!
- Discounted bedroom rates for all your guests

## 3 COURSE CARVERY MENU OPTION

### Starter

- Tomato & basil **or** Leek & potato soup (v)
- Sautéed mushrooms in a white wine & Stilton sauce, fresh bread & butter (v)
- Cantaloupe melon with a mixed berry compote (v)
- Chicken liver pate, red onion marmalade, rustic bread

### Main Course

Select 2 roast joints & 1 vegetarian option.  
Chef carving from your own carvery deck in the Ballroom.

- Roast butter basted turkey
  - Succulent topside of beef
  - Sweet honey & mustard glazed gammon
- All served with a selection of seasonal vegetables, garlic & rosemary roast potatoes, parsley buttered new potatoes & all the trimmings

### Vegetarian Options:

- Mushroom, Brie, cranberry & hazelnut wellington
- Tagliatelle, baby spinach, sun dried tomatoes, goat's cheese, chilli oil, parmesan shavings
- Moroccan nut roast, harissa roasted potatoes, tender stem broccoli, yoghurt dressing

### Dessert

- Glazed lemon tart, raspberry puree, crème fraiche
- Vanilla crème brulee, berry compote, shortbread biscuit
- Warm chocolate brownie with rich chocolate sauce, vanilla pod ice cream

Honeycomb crunch cheesecake, toffee sauce

### Tea or Coffee & Mints

## GOURMET CARVED MEAT & SALAD BUFFET OPTION

- Carved ham platter
- Carved roast beef platter
- Smoked salmon platter **or** Cheese & olives platter
- Hot buttered new potatoes
  - Greek salad
- Mediterranean cous cous
  - Pesto pasta salad
- Potato salad with spring onions & chives
  - Coleslaw
- Fresh bread basket
- Dressings & sauces

### Mini Dessert Selection

- Brownie bites with strawberries
- Mini strawberry & cream scones
  - Mini Black Forests
  - Mini Victoria Sponges

### Tea or Coffee & Mints

Children under 12 are chargeable at £15 per child to include an arrival drink & 3-course meal.

Buffets for additional guests available from £15 per person (optional).  
You are welcome to invite up to 250 guests for your evening wedding reception.  
We recommend that you cater for 80% of the expected number of evening guests, although this is optional.

Please select one starter & one dessert for the whole group.  
Let us know about any special dietary requirements.

\*Alternatively, provided we receive a table plan with guests' choices, we are happy for you to choose 2 starters & 2 desserts along with your carved main course & preferred vegetarian option.

# BROADWAY CHEF'S BANQUETING PACKAGE

## **Saturday £75 per person** **All other days £65 per person**

- Arrival drink of Prosecco, Bucks Fizz or Pimms & Lemonade
  - Three course Chef's Banqueting Menu with tea or coffee and mints
- Half a bottle of premium wine per person from our delicious varietal ranges
  - Prosecco to toast
  - Hot & cold or BBQ Evening buffet for 80% of your day guests
    - Use of the cake stand & knife
    - White table linen
    - Cutlery, crockery & glassware
    - Table plan stand
  - Bridal Suite inclusive of fresh flowers, chocolates and full English breakfast
    - Wedding Co-ordinator to help you plan your Wedding Day!
  - Discounted bedroom rates for all your guests

Children under 12 are chargeable at £20 per child to include an arrival drink & 3-course meal.

Buffets for additional evening guests available from £15 per person. We recommend catering for 80% of the expected number of evening guests.

You are welcome to invite up to 250 guests for your evening wedding reception.

## **Starter**

Oven roasted red pepper & tomato soup (v)  
Ham hock and chicken terrine, piccalilli, croutes  
Thai style fishcake, dressed leaves, chilli jam  
Smoked salmon, prawns, horseradish cream, dressed leaves, lime vinaigrette  
Caprese salad; cherry tomatoes, mozzarella, basil, pesto, croutons (v)  
Smoked chicken, smashed avocado & potato salad, parsley pesto dressing

## **Main Course**

Breast of chicken wrapped in pancetta stuffed with Camembert, wild mushroom sauce, sautéed potatoes  
Braised short rib of beef, mashed potatoes, gremolata, red wine jus  
Grilled breast of duck, cranberry & apple sauce, sautéed potatoes  
Pan seared salmon fillet, white wine & dill sauce, sautéed potatoes  
Oven Baked Halibut baked in lemon, garlic & rosemary, sautéed potatoes, creamy truffle oil sauce  
8oz Fillet steak\* served medium, red wine jus, oven roasted vine tomatoes, dauphinoise potatoes (\*£4 supplement)

### **All of the above served with seasonal vegetables**

Hazelnut Crusted Goat's Cheese, sautéed potatoes, red onion marmalade, warm salad of curly kale, courgettes, mixed peppers (v)  
Leek, wild mushroom, curly kale & blue cheese tart, sautéed potatoes, dressed leaves (v)

## **Dessert**

Strawberry & clotted cream cheesecake, white Belgian chocolate, strawberry puree  
Traditional lemon tart, raspberry sorbet  
Banoffee tart, vanilla pod ice cream, toffee sauce  
Trio of desserts; warm chocolate brownie, salted caramel ice cream, miniature macaroon  
Sticky toffee pudding, butterscotch sauce, vanilla ice cream  
Cheese platter

## **Coffee & Mints**

Please select one starter, one main course & one dessert for the whole group.  
Let us know any vegetarian options & special dietary requirements.

\*Alternatively, provided we receive a table plan with guests' choices, we are happy for you to choose 2 starters, 2 mains plus a vegetarian option & 2 desserts.

Pre-orders are required 3 weeks prior to your special day.

# EVENING BUFFET SELECTION

## CANAPÉS

**3 Savoury Canapés - £6.95 per person  
£2 per additional Savoury Canapé**

- Chicken liver pate, toast, red onion marmalade
- Cherry plum tomato, mozzarella, basil & pesto skewer (v)
  - Filo prawn, sweet chilli dip
- Smoked salmon & crème cheese blini
  - Lime & coriander chicken skewer
  - Sweet chilli chicken skewer
- Warm breaded goat's cheese bon bon
  - Selection of mini quiches
  - Duck spring roll, plum sauce
- Mini Yorkshire pudding with beef & horseradish

**Sweet canapés - £6.95 per person for the whole listed selection**

- Brownie bites with strawberries
- Mini strawberry & cream scones
  - Mini Black Forests
  - Mini Victoria Sponges

## BBQ EVENING BUFFET

**£17 per person**

- Home made mini gourmet burgers, blue cheese, red onion marmalade
  - Pork sausages & fried onions with brioche buns  
(Vegetarian sausages available on request)
    - Lime & coriander chicken skewers
- Chunky chips and hot potato wedges
  - Dressed salad
  - Deli coleslaw
  - Selection of sauces

## HOT & COLD BUFFET

**£15 per person**

- Sandwiches with a variety of fillings on fresh white & granary bread:
  - Egg mayonnaise & cress (v)
  - Slow cooked ham with piccalilli
  - Mature cheddar & tomato (v)
- A selection of chicken Caesar and spicy chicken soft tortilla wraps
- BBQ roast chicken drumsticks & wings
  - Vegetable samosas (v)
- Hot potato wedges & dips (v)
  - Sausage rolls
  - Mini quiche selection
  - Bowls of crisps

## GOURMET CARVED MEAT & SALAD BUFFET

**£22 per person  
or £28.95 with Sweet Canapés Selection**

- Carved ham platter
- Carved roast beef platter
- Smoked salmon platter **or** Cheese & olives platter
  - Hot buttered new potatoes
    - Greek salad
  - Mediterranean Cous Cous
    - Pesto pasta salad
- Potato salad with spring onions & chives
  - Coleslaw
  - Fresh bread basket
  - Dressings & sauces

# WEDDING PACKAGE EXTRAS

## ADDITIONAL TO COST OF WEDDING PACKAGES

Hall Hire - Saturday £495.00

Hall Hire - other days £395.00

## OPTIONAL TO COST OF WEDDING PACKAGES

Civil Ceremony Fee £175.00

Resident DJ £300

Canapés £6.95 per person (3 items), £2 for an additional canapé per person

Additional glass of wine per person £5 (Carvery package)

Toast upgrade to Veuve Cliquot Yellow Label or Veuve Rose: £5 per person

BBQ Evening Buffet (as an addition to the Premium Carvery Package); £2 per person

Linen napkins – price on application

## TAILOR-MADE WEDDING RECEPTION

Can't find a package that you are looking for?

Speak to our Wedding Co-ordinator to design a bespoke wedding package tailored especially for you!

## EVENING WEDDING RECEPTION

Hall Hire - Saturday £495.00

Hall Hire - other days £395.00

Complimentary Honeymoon Suite for the happy couple

Hot & cold buffet at £15 per person

BBQ Evening Buffet at £17 per person

Gourmet Carved Meat & Salad Buffet £22 per person

You are welcome to invite up to 250 guests for your evening wedding reception.

We recommend that you cater for 80% of the expected number of evening guests however, this is optional.

## BROADWAY RECOMMENDED SUPPLIERS

Mark DJ: Our resident DJ

07875-499226 mark-dj@hotmail.co.uk

Roxy Searle: Acoustic Singer

perfect for civil ceremonies & wedding breakfasts 07791 430 834

The Soul Man: Day-2-Night Musical Promotions

0843 523 0243, www.day2night.co.uk

Live Wires: Best rock & pop band

0845 226 3166, livewires@alivenetwork.com

Benny Smith All Stars Band

07710 793 106 www.bennyguitarsmith.com

FB: @bennysmithallstars

My Party Hut; venue decorations

chair covers & more... 07941 860 045, www.mypartyhut.com

Flowers by LaurenH

flowersbylaurenh@hotmail.com

07590 272898

Party Pix Photo Booth

07557 806220 www.partypixbooths.co.uk

Derek George

Wedding photography,

01462435093 Derek@DerekGeorgePhotography.com

The Cakey Lady

07850 960400

thecakeylady@hotmail.co.uk

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# BOOKING TERMS & CONDITIONS

**The Broadway Hotel can provisionally hold your chosen date for 7 days. In order to confirm your booking, we require the payment of the hall hire (£495 or £395) along with the civil ceremony fee of £175 where applicable.**

**The booking deposit is non-transferable/ non-refundable in the event of cancellation.**

Once you have confirmed your booking, our wedding co-ordinator will be your main contact and will work closely with you in the planning of your special day. Approximately 5 months before your wedding date we will contact you to arrange a meeting to plan your wedding day in finer detail. We are always available on e-mail or phone and are happy to help should you have any queries.

Alternatively, you are welcome to arrange appointments with your wedding planner should you prefer to speak face to face.

**Our payment structure is as follows:**

1. Payment of full room hire within 7 days of booking the wedding (non-refundable in the event of cancellation)
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**

We accept all major credit and debit cards.

## **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 management team, 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**

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**Printed**

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**Date**

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