

Weddings at The Broadway Hotel



The Broadway Hotel

Letchworth, 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

We offer the following for your Special Day

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
- 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 £450 (£575 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 £225* set up fee for the ceremony in addition to the standard hall hire of £450 (£575 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: 0300 123 4045 or
e-mail: 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.
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.

Broadway Wedding

Carvery Meal & Drinks Package

£49.95 per person with a minimum of 40 guests.
Not available on Saturdays

- 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

* AVAILABLE SUNDAY TO THURSDAY AT
£32 PER PERSON EXCLUDING ALL DRINKS
(with a minimum of 40 guests)

Children under 12 are chargeable at £17.95 per child
to include an arrival drink & 3-course meal.

Buffets for evening guests available from £17 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.

Starter

Balsamic roasted tomato & basil soup, warm focaccia, salted butter (v)
Sautéed mushrooms in a white wine & Stilton sauce, fresh bread & butter (v)
Cantaloupe melon with a mixed berry compote (v)
Lemon & garlic infused roast chicken salad with rocket, bocconcini,
semi seco cherry tomatoes, red onions, aged balsamic,
basil cress & olive oil croutons

Main Course

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

Roast turkey, Succulent topside of beef,
Gammon or slow roasted pork

Vegetarian Options:

* Mushroom, Brie, cranberry & spinach Wellington (v)

*All of the above served with seasonal vegetables, roast potatoes,
homemade Yorkshire puddings, gravy & all the trimmings
Crispy cauliflower florets, teriyaki udon noodles, stir fried vegetables
with garlic & sweet chilli, toasted sesame seeds, (vegan)

Dessert

Tart au citron, raspberry puree, crème fraiche
Vanilla crème brûlée, berry compote, shortbread biscuit
Warm chocolate fudge brownie, rich chocolate sauce, honeycomb ice cream
Honeycomb crunch cheesecake, toffee sauce

Tea or coffee & mints

*Excludes buffet for your evening guests

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

Broadway

Premium Carvery Package

Saturday £69.95 per person All other days £62.95 per person

- Arrival drink of Bucks Fizz or Prosecco
 - Three course Carvery Menu with tea or coffee & mints
- OR
- Gourmet Carved Meat & Salad Buffet with desserts, tea, coffee & mints
- A glass of house wine with the meal
 - Prosecco to toast
- Evening Hot & Cold 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

Balsamic roasted tomato & basil soup, warm focaccia, salted butter (v)
Sautéed mushrooms in a white wine & Stilton sauce, fresh bread & butter (v)
Cantaloupe melon with a mixed berry compote (v)
Lemon & garlic infused roast chicken salad with rocket, bocconcini, semi seco cherry tomatoes, red onions, aged balsamic, basil cress & olive oil croutons

Main Course

* Select 2 roast joints & 1 vegetarian option.
Chef carving from your own carvery deck in the Ballroom.
Roast turkey, Succulent topside of beef, Gammon or slow roasted pork

Vegetarian Options:

- * Mushroom, Brie, cranberry & spinach Wellington (v)
- * All of the above served with seasonal vegetables, roast potatoes, homemade Yorkshire puddings, gravy & all the trimmings
- Crispy cauliflower florets, teriyaki udon noodles, stir fried vegetables with garlic & sweet chilli, toasted sesame seeds, (vegan)

Dessert

Tart au citron, raspberry puree, crème fraiche
Vanilla crème brûlée, berry compote, shortbread biscuit
Warm chocolate fudge brownie, rich chocolate sauce, honeycomb ice cream
Honeycomb crunch cheesecake, toffee sauce
Tea or coffee & mints

Gourmet Carved Meat & Salad Buffet Option

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

Desserts

Served to table

Tarte au citron, raspberry puree, crème fraîche
Vanilla crème brûlée, berry compote, shortbread biscuit
Warm chocolate fudge brownie, rich chocolate sauce, honeycomb ice cream
Honeycomb crunch cheesecake, toffee sauce

Tea or coffee & mints

Children under 12 are chargeable at £17.95 per child to include an arrival drink & 3-course meal.

Buffets for additional guests available from £17 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

Chefs Banqueting Package

Saturday £85 per person
All other days £79.95 per person

- Arrival drink of Prosecco, Bucks Fizz, Bottled Beers, 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
 - Evening buffet for 80% of your day guests
Choose from our Hot & Cold or BBQ Evening Buffet
 - 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 £22.50 per child to include an arrival drink & 3-course meal.

Buffets for additional evening guests available from £17 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.

Starters

- Oven roasted red pepper & tomato soup, warm focaccia, salted butter (v)
- Cream of wild mushrooms soup, rustic bread, salted butter (v)
- Lemon & garlic infused roast chicken salad with rocket, bocconcini, semi seco cherry tomatoes, red onions, aged balsamic, basil cress & olive oil croutons
- Thai style fishcakes, dressed leaves, chilli jam
- Smoked salmon, prawns, horseradish cream, dressed leaves, lime vinaigrette
- Duck bon bons, Asian slaw, shaved cucumber, toasted sesame seeds, hoisin
- Caprese salad; cherry tomatoes, mozzarella, basil, pesto, olive oil croutons (v)

Main Courses

- Parma ham wrapped corn-fed chicken supreme, dauphinoise potatoes, red wine & caramelised silver skin onion jus
- Braised short rib of beef, mashed potatoes, gremolata, red wine jus
- Pan seared breast of duck with a cranberry, apple & red wine reduction, dauphinoise potatoes
- Oven baked salmon fillet, white wine & dill sauce, sautéed potatoes
- Breast of chicken wrapped in pancetta stuffed with feta, spinach & sun-dried tomatoes, blue cheese sauce, sautéed potatoes
- Mediterranean goat's cheese Wellington, butternut squash puree, sauteed baby spinach (v)
- All of the above served with seasonal vegetables

Desserts

- Strawberry & clotted cream cheesecake, white Belgian chocolate, strawberry puree, vanilla pod ice cream
- Tarte au citron, raspberry sorbet
- Classic Tiramisu
- Trio of desserts; warm chocolate brownie, honeycomb ice cream, macaron
- Cheese board
- Tea or 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 - £8.95 per person
£3 per additional Savoury Canapé

- Goat's cheese & red onion tartlet
- 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

BBQ Evening Buffet

£19 per person

- Homemade mini gourmet burgers, blue cheese, red onion marmalade (vegetarian/ vegan burgers available upon request)
 - BBQ Roast chicken wings & drumsticks
 - Vegetable samosas (ve)
 - Chunky chips & hot potato wedges
 - Greek Salad
 - House slaw
 - Mediterranean cous cous
 - Selection of sauces

Hot & Cold Buffet

£17 per person

- Sandwiches with a variety of fillings on fresh white & granary bread (choose 3)
 - Egg mayonnaise & cress (v)
- Slow cooked ham with wholegrain mustard mayo
 - Mature cheddar, mayo & tomato (v)
 - Chicken Caesar soft tortilla wraps
- Hummus & falafel soft tortilla wraps (ve)
- BBQ roast chicken drumsticks & wings
 - Vegetable samosas (ve)
 - Hot potato wedges & dips (v)
 - Sausage rolls
 - Mini quiche selection

Gourmet Carved Meat & Salad Buffet

£26 per person

- Carved ham platter
- Carved beef OR roast turkey platter
- Smoked salmon platter or cheese board with olives & chutney
 - Hot buttered new potatoes
 - Greek salad
 - Mediterranean cous cous
 - Pesto pasta salad
 - Potato salad with spring onions & chives
 - House slaw
 - Fresh bread basket
 - Dressings & sauces

Wedding Package Extras

ADDITIONAL TO COST OF WEDDING PACKAGES

Hall Hire - Saturday £575.00
Hall Hire - other days £450.00

OPTIONAL TO COST OF WEDDING PACKAGES

Civil Ceremony Fee £225.00
Resident DJ £350

Canapés £8.95 per person (3 items),
£3 for an additional canapé per person

Additional glass of wine per person £6 (Carvery package)

Toast upgrade to Veuve Cliquot Yellow Label; £9.50 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 £575.00
Hall Hire - other days £450.00

Complimentary Honeymoon Suite for the happy couple

Hot & cold buffet at £17 per person

BBQ Evening Buffet at £19 per person

Gourmet Carved Meat & Salad Buffet £26 per person

Mini Patisserie Selection £6.95 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 806133 www.partypixbooths.co.uk

Paul Filep Wedding Photography
07445 397323 www.paulfilep.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 (£575 or £450) along with the civil ceremony fee of £225 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. We are always available on e-mail or phone and are happy to help should you have any queries. 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/ non-transferable)
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 card payments only (no 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 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

Printed

Date

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