

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 bar 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 inclusive of full English breakfast in the morning. We have 35 bedrooms for any of your guests wishing to stay over.

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

- 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
- All prices include VAT

Hire of our Grand Ballroom

The hall hire starting just from £450 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 from £250 set up fee for the ceremony in addition to the hall hire fee.

(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.

Wedding Breakfast Three Course Carvery Menu

(minimum 50 guests)

Starter

Balsamic roasted tomato & basil soup, rustic bread, salted butter (VG & GF Av)

Hot Stilton mushrooms, creamy white wine sauce, fresh bread, salted butter (V)

Cantaloupe melon with a mixed berry compote (V & GF)

Harissa & honey chicken skewers, dressed leaves, citrus aioli (GF Av)

Main Course

* Select 2 roast joints & 1 vegetarian option.

Chef carving from your own carvery deck in the Ballroom.

Roast turkey, succulent roast beef, gammon or slow roasted pork (GF Av)

*** Vegan nut roast with chestnuts, mushrooms, cranberries & pumpkin seeds*** (VE & GF)

*All of the above served with seasonal vegetables, roast potatoes, homemade Yorkshire puddings, gravy & all the trimmings

Dessert

Raspberry & vanilla crème brûlée

Warm chocolate fudge brownie, rich chocolate sauce, clotted cream ice cream

Tarte au citron, fresh raspberry puree, crème fraiche

Honeycomb crunch cheesecake, toffee sauce

Chocolate truffle cake, raspberry coulis (VG & GF)

Tea or Coffee & Mints

Children's - 2 Course Menu

(up to the age of 10)

Main Course

Breaded chicken breast goujons, fries, peas

Cumberland pork sausages, mash, peas, gravy jug

Baked mac & cheese, garlic bread

Dessert

Selection of ice creams

Warm chocolate brownie, vanilla ice cream, chocolate sauce

Please select one starter, two roast joints & one dessert for the whole group, letting 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 and 2 desserts to accompany your carvery main course.

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

Wedding Breakfast

Three Course Chef's Banqueting Menu

Starters

Oven roasted red pepper & tomato soup, warm focaccia, salted butter (VG & GF Av)
Hot Stilton mushrooms, creamy white wine sauce, fresh bread, salted butter (V)
Champagne & Camembert soup, garlic & herb croutons
Harissa & honey chicken skewers, dressed leaves, citrus aioli (GF Av)
Smoked salmon, prawns, horseradish cream, dressed leaves, lime vinaigrette (GF Av)
Duck bon bons, Asian slaw, shaved cucumber, toasted sesame seeds, hoisin
Caprese salad; cherry tomatoes, mozzarella, basil, pesto, olive oil croutons (V)
Roasted beetroot hummus, crispy chickpeas, pomegranate, mint, "yoghurt", sourdough (VG)

Main Courses

Parma ham wrapped corn-fed chicken supreme, dauphinoise potatoes, red wine & caramelised onion jus (GF Av)
Braised short rib of beef, mashed potatoes, gremolata, red wine jus
Oven baked salmon fillet, white wine & dill sauce, sautéed potatoes (GF Av)
Confit duck leg, garlic & herb mashed potatoes, blackberry & red wine jus

**All of the above served with seasonal vegetables*

Vegetarian & Vegan Option

Mediterranean goat's cheese Wellington, butternut squash puree, crispy kale (V)
Aubergine & lentil Moussaka, red peppers, tomatoes, vegan cheese, tenderstem broccoli (VG & GF Av)

Desserts

Strawberry & clotted cream cheesecake, Belgian white chocolate, strawberry puree, vanilla pod ice cream
Tarte au citron, raspberry sorbet, fresh raspberry puree
Espresso Martini chocolate mousse
Dessert trio of homemade warm chocolate brownie, salted caramel ice cream, macaron
Selection of fine cheeses, fig chutney, biscuits, celery, grapes (GF Av)
Chocolate truffle cake, raspberry coulis, raspberry sorbet (VG & GF)

Tea or Coffee & Mints

Children's - 2 Course Menu

(up to the age of 10)

Main Course

Breaded chicken breast goujons, fries, peas
Cumberland pork sausages, mash, peas, gravy jug
Baked mac & cheese, garlic bread

Dessert

Selection of ice creams
Warm chocolate brownie, vanilla ice cream, chocolate sauce

Please select one starter, one main course & one dessert for the whole group, letting 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 mains plus a vegetarian/vegan option & 2 desserts.*

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

Gourmet Carved Meat & Salad 2-course Wedding Breakfast Buffet

(minimum 50 guests)

Main Course

- Carved ham platter
 - Carved beef
- or roast turkey platter

Vegan Alternative: Roasted butternut squash stuffed with treacle mushrooms, chestnuts & fresh herbs

- Smoked salmon platter
- or cheese selection with olives & chutney

- Hot buttered new potatoes

- Greek salad

- Pesto pasta salad

- Potato salad with spring onions & chives

- House coleslaw

- Fresh bread basket

- Dressings & sauces

Dessert

(served to table)

Tarte au citron, fresh raspberry puree, crème fraiche

Raspberry & vanilla & crème brûlée

Warm chocolate fudge brownie, rich chocolate sauce, clotted cream ice cream

Honeycomb crunch cheesecake, toffee sauce

Chocolate truffle cake, raspberry coulis (VG & GF)

Tea or coffee & mints

Children's - 2 Course Menu

(up to the age of 10)

Main Course

Breaded chicken breast goujons, fries, peas

Cumberland pork sausages, mash, peas, gravy jug

Baked mac & cheese, garlic bread

Dessert

Selection of ice creams

Warm chocolate brownie,
vanilla ice cream, chocolate sauce

Please select two desserts for the whole group and also let us know about any special dietary requirements.

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

Evening Buffet Selection

Canapés

- Mini Yorkshire pudding with roast beef & horseradish
 - Cheeseburger crostini, house burger sauce
 - Warm breaded goat's cheese bon bon (V)
 - Duck spring roll, plum sauce
- Goat's cheese cream, balsamic tomato & pesto crostini (V)
 - Cherry tomato, mozzarella, basil & pesto skewer (V)
 - Filo prawn, sweet chilli dip
 - Smoked salmon & crème cheese blini
 - Mushroom, tarragon & roasted garlic crostini (VG)
 - Black olive tapenade crostini (VG)

Hot & Cold Buffet

Sandwiches/wraps with a variety of fillings on fresh white & granary bread:(choose 3)

- Egg mayonnaise & cress (V)
- Slow cooked ham, wholegrain mustard mayo
- Mature cheddar, red onion chutney (V)
- Chicken Caesar soft tortilla wraps
- Hummus & falafel soft tortilla wraps with baby gem & sweet chilli (VG)
 - Crispy chicken breast goujons
 - Vegetable samosas (VG)
 - Crudites, hummus dip (VG)
 - Sausage rolls
 - Hot potato wedges (VG)
 - Selection of sauces

BBQ Gourmet Buffet

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

Pulled Pork Bun Buffet

- Pulled Pork Buns
- Crispy jackfruit burgers, vegan cheese, BBQ sauce (vegan alternative available on request)
 - House coleslaw
 - Chunky chips (VG)
- Apple sauce | Three mustard mayo | BBQ sauces

Wedding Pricing

Wedding Breakfast Drinks Packages

Silver

- Bucks Fizz or Prosecco on arrival
- A glass of house wine (red or white)
- Prosecco to toast (upgrade to Champagne +£9.50 per person)

Gold

- **Arrival drink: Choose up to 2 from:**
 - Bucks Fizz
 - Prosecco
 - Pimm's & Lemonade
 - Bottled beer
- **A glass of wine (red or white), choose from:**

White: Stump Jump Sauvignon Blanc
Stump Jump Chardonnay
Sartori di Verona Pinot Grigio

Red: Stump Jump Shiraz
Project Malbec
Stump Jump Cabernet Sauvignon

- **Prosecco to toast**
(upgrade to Champagne +£9.50 per person)

WEDDING PRICING	2026	2027
Wedding Breakfast Three Course Carvery Menu	£39 Adult pp £19 Child Up to 12	£41 Adult pp £20 Child Up to 12
Wedding Breakfast Three Course Chef's Banqueting Menu	£47 Adult pp £22 Child Up to 12	£49 Adult pp £23 Child Up to 12
Gourmet Carved Meat & Salad 2-course Wedding Breakfast Buffet	£30 pp	£32 pp
Two Course Children's Menu - up to Age 10	£14.95 pp	£15.95 pp
Canapes <i>Per additional canape</i>	£9.50 for 3 pp £3 pp	£10 for 3 pp £3.50 pp
Hot & Cold Buffet (recommended catering for 80% of guests)	£17 pp	£18 pp
BBQ Gourmet Buffet (recommended catering for 80% of guests)	£19 pp	£20 pp
Pulled Pork Bun Buffet	£12.95 pp	£13.50 pp
Wedding Breakfast Silver Drinks Package	£19.95 pp	£20.95 pp
Wedding Breakfast Gold Drinks Package	£21.95 pp	£23 pp
Hall Hire Saturday	£595	£625
Hall Hire Sunday - Friday	£450	£495
Civil Ceremony Fee	£250	£275
Resident DJ (or you are welcome to provide your own entertainment)	£350	£395

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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

Benny Smith All Stars Band

07710 793 106 www.bennyguitarsmith.com FB: @bennysmithallstars

Joyrider 5 Piece Live Band:

07758 121 273 www.joyrider.band

Paul Filep Wedding Photography

07445 397323 www.paulfilep.co.uk

All Wrapped Up - chair covers, flowers & venue decor

allwrappedup-shop.co.uk

Sitting Pretty - chair covers, sashes & wedding decor

Joy halliday1965@btinternet.com 07833 984 091

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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 along with the civil ceremony fee (see Wedding Pricing table).

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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