

WEDDINGS AT THE BROADWAY HOTEL



THE BROADWAY HOTEL
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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.

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 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

(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.
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
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 £570 deposit (£395 hall hire plus £175 Civil Ceremony set up fee).
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 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.

CARVERY PACKAGE

£50 per adult

Arrival drink of Bucks Fizz or Prosecco

Three course Carvery Menu* with tea or coffee and mints

** Summer Carved Menu available as an alternative*

A large 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

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 £15 per child to include an arrival drink, 3-course meal and a soft drink with the meal.

Total package based on 60 adult day guests - £3,000.

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

20% discount available on this wedding package on Thursdays, Fridays, Sundays and Bank Holiday Mondays.

Total discounted package based on 60 adult day guests at £40 per adult - only £2,400!

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.

CHEF'S BANQUETING PACKAGE

£65 per adult

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 wine from our delicious de Gras and Stump Jump ranges

Prosecco to toast

Hot & cold 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 and a soft drink with the meal.

Total package based on 60 adult day guests - £3,900.

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

20% discount available on this wedding package on Thursdays, Fridays, Sundays and Bank Holiday Mondays.

Total discounted package based on 60 adult day guests at £52 per adult - only £3,120!

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.

CARVERY MEAL & DRINKS PACKAGE

£37.95 per adult

Minimum 80 covers on Saturdays

£30 per adult

Minimum 50 covers on Thursdays, Fridays, Sundays
and Bank Holiday Mondays

Arrival drink of Bucks Fizz

Three course Carvery menu with tea or coffee and mints

A large 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 and 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

Children under 12 are chargeable at £15 per child to include an arrival drink,
3-course meal and a soft drink with the 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.

CANAPÉS

Available as an addition to your Wedding Package

3 canapés per person - £5.95

£1.50 per additional canapé per person

Chicken liver pâté, 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 (v)

Spinach & ricotta mini quiche (v)

Bacon & blue cheese mini quiche

Duck spring roll, plum sauce

Mini Yorkshire pudding with beef & horseradish

CARVERY PACKAGE MENU

Starter

Leek & potato soup (v)

Tomato & basil soup (v)

Sautéed wild mushrooms on toast, Hollandaise sauce (v)

Cantaloupe melon with a mixed berry compote (v)

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 & hazelnut wellington (v)

Tagliatelle, baby spinach, sun dried tomatoes, feta, parmesan shavings (v)

Dessert

Glazed lemon tart, raspberry puree, crème fraiche

Red berry Pavlova

Warm chocolate brownie with rich chocolate sauce, vanilla pod ice cream

Honeycomb crunch cheesecake, toffee sauce

Tea or Coffee & Mints

Please select one starter and one dessert for the whole group.

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

SUMMER CARVED MENU

(CARVERY PACKAGE ALTERNATIVE)

Carved Meat & Salad Buffet

Carved ham platter
Carved roast beef platter
Smoked salmon platter
Cheese & olive board

Hot buttered new potatoes
Greek salad
Waldorf salad
Mediterranean Cous Cous
Thai style noodle salad
Potato salad with spring onions & chives
Deli coleslaw
Fresh bread basket
Dressings & sauces

Desserts*

Served to table

Glazed lemon tart, raspberry purée, crème fraiche
Fresh fruit pavlova
Warm chocolate brownie with rich chocolate sauce, vanilla pod ice cream
Honeycomb crunch cheesecake, toffee sauce

Tea or Coffee & mints

* Please select one dessert for the whole group. Alternatively, provided we receive a table plan with guests' choices, we are happy for you to choose 2 desserts.

CHEF'S BANQUETING PACKAGE MENU

Starter

Oven roasted red pepper & tomato soup (v)
Ham hock and chicken terrine, piccalilli, croutes
Thai style fishcakes, 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
Grilled veal, pomme purée, rosemary & red wine sauce
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*, red wine jus, oven roasted vine tomatoes, dauphinoise potatoes
(*£4 supplement)

All of the above served with seasonal vegetables

Vegetarian options

Hazelnut Crusted Goat's Cheese, sautéed potatoes, red onion marmalade,
warm salad of curly kale, courgettes, mixed peppers (v)
Homemade spinach gnocchi, Gorgonzola & white wine sauce (v)

Dessert

Blackcurrant mascarpone iced soufflé
Traditional lemon tart, raspberry sorbet
Sicilian lemon brulée cheesecake, raspberry puree
Trio of chocolate; royal chocolate dome with dacquoise biscuit & hazelnut crunch filled with
chocolate mousse, luxurious Swiss chocolate ice cream & miniature macaroon
Sticky toffee pudding, butterscotch sauce, vanilla ice cream
Cheese platter

Tea or Coffee & Mints

Please select one starter, one main course and one dessert for the whole group.
(v) is vegetarian option. Let us know any vegetarian options and 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 and 2 desserts. Pre-orders are required 3 weeks prior to your special day.

EVENING BUFFET MENUS

Hot & Cold Buffet

As part of the Carvery & Chef's Banqueting Packages
or £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

Tomato & basil bruschetta (v)

Mini quiche selection

Bowls of crisps

Gourmet Buffet

£2 supplement to the Carvery & Chef's Banqueting Packages
or £17 per person

Home made mini gourmet burgers,
blue cheese, red onion marmalade
(other toppings available on request)

Pork sausages & fried onions
(Vegetarian sausages available on request)

Brioche baps

Lime & coriander chicken skewers

Foiled jacket potatoes & fillings of
chorizo beans, tuna mayo, grated cheese,
deli coleslaw

Dressed salads

Chef's potato salad, spring onion & chives

Selection of sauces

80% of the number of day guests are catered for as part of the wedding package.

Optional £15 per person for additional evening guests.

WEDDING PACKAGE EXTRAS

Additional to cost of wedding packages

Hall Hire £395.00

Civil Ceremony Fee £175.00

Optional to cost of wedding packages

Canapés £5.95 per person (3 items),
£1.50 for an additional canapé per person

Gourmet Evening Buffet (as an additional upgrade
to the packages): £2 per person

Premium wine upgrade - price on application

Champagne to toast - price on application

Linen napkins - price on application

Resident DJ - £300

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!

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
- **My Events Made Easy;** Lindsay Tappin; chair covers,
decorations & more...
07799 167902 www.myeventsmadeeasy.co.uk
- **The Cake Hole;** Wedding cakes & cupcakes;
01462 420553, www.cake-hole.co.uk
- **All in One Season;** Bespoke floral designs;
call Alice on 01462 683 743,
www.allinoneseason.com/weddings
- **Derek George;** Wedding photography,
01462435093
Derek@DerekGeorgePhotography.com
- **Ascot Cars;** Classic cars 01462 674347
www.ascotclassiccars.co.uk

Evening Only Wedding Reception

£395 hall hire

Complimentary Honeymoon Suite for the Happy Couple

Hot & Cold Buffet at £15 per person

Premium Gourmet Evening Buffet at £17 per person

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

We recommend that you cater for 70% of the expected number of evening guests, however this is optional

HOTEL INFORMATION

The Broadway Hotel offers 35 en-suite bedrooms in a town centre location.

We also offer private parking for all our guests and a wonderful Carvery & Grill Restaurant. In the warmer months we open our delightful terrace for al fresco drinking and dining.

Our room rates inclusive of full English breakfast are as follows:

	Standard rates	Wedding guest rates
Single Room	£64.95	£54.95
Double/ Twin Room	£74.95	£64.95
Family Room (sleeps 3)	£89.95	£79.95
Honeymoon Suite*	£94.95	Complimentary

*Includes fresh flowers, chocolates and toiletries.

Champagne & Prosecco Packages

Pamper yourself with a bottle of chilled Veuve Clicquot Yellow Label Champagne and a bowl of seasonal fruit for an additional £65.00 (£35.00 if substituting the Champagne for Prosecco).

How to find us

We are right in the heart of Letchworth town centre, a few minutes walk away from Broadway Gardens and the mainline train station.



Rail Connections

London Kings Cross and Cambridge are approximately 35 minutes train ride away.

Road Connections

Junction 9 on A1(M) - follow signs to town centre

Nearest Airport

London Luton - by road on A505 - 20 minutes

London Stansted - by road - 45 minutes

BOOKING TERMS & 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 £395 for the hire of the Ballroom (or £570 if booking your Civil Ceremony at the hotel)

The above Ballroom hire fee is 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

Printed

Date