



Congratulations



Congratulations on your forthcoming marriage and thank you for considering Linden House for your wedding reception.

Linden House is independently owned and has been one of the most popular wedding venues in the Wolverhampton area for the past thirty years. We have many years experience of hosting such special occasions.

We are ideally situated on the main A41 Tettenhall Road, central for all parts of Wolverhampton with extensive car parking facilities. We can offer a choice of two function rooms for your special occasion both situated on the ground floor making it an easy access for all users particularly the disabled.

Weddings at Linden House

An occasion such as a wedding reception can often be a daunting task for the bride and groom and their respective families.



At Linden House we adopt a simplified approach to the planning of such a special occasion to avoid the many pitfalls which may occasionally arise.

From your first enquiry to the actual day, our staff will be happy to assist you with the planning of your wedding, answer all your questions, guide you through the various options available to ensure that all your needs are catered for and to suit your individual budget.

More importantly, it is highly likely that these same staff will be on duty **on the day** to ensure the occasion is memorable.



The front entrance and foyer lead to the three functions rooms and features oak staircase, which offers a wonderful opportunity to take photographs for your album.

In addition the grounds of West Park are only a few hundred yards away.

Wedding Packages

To make life easy we offer **TWO** main wedding packages depending on whether your intended wedding reception is a traditional **daytime** reception or **evening** reception.

These are **STANDARD** and **DE -LUXE**.

Daytime Reception

Standard Package



*Red carpet on arrival (weather permitting)
Bucks Fizz on arrival
Three course meal with coffee or tea *
Glass of wine and top up or fruit juice with the meal
Sparkling Wine for Toast
Toastmaster Services
Choice of cake stand & knife
Colour coded serviettes of your choice
Mirrors and t lights*

Priced at £33.95 per person

De - Luxe Package

*Red carpet on arrival (weather permitting)
Alcoholic & non alcoholic Punch on arrival
Four course meal with coffee or tea *
2 glasses of wine and top up or fruit juice with meal
Sparkling Wine for Toast
Toastmaster Services
Choice of cake stand & knife
Mirrors & t lights
Colour coded serviettes of your choice
Chairs covers with coloured sash*

Priced at £39.95 per person

Variations in the De- luxe Package are highlighted in bold

Menu guidelines for the Wedding Packages

- Please refer to the “Menu Selector” in the **Private Functions** web page, for guidance on the meals included in the wedding package
- The main meals included in the wedding package are those within the price range marked £17.50 per person. Other dishes towards the end of the “selection” can be chosen at an additional supplement.
- Alternatively you may wish to adopt one of the following suggested wedding menus

Suggested Wedding Menus

1	2
Melon Cocktail	Prawn Cocktail
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Roast Chicken with Chipolata & Seasoning	Roast Loin of Pork with Apple Sauce
Selection of Vegetables in Season	Selection of Vegetables in Season
----	----
Profiteroles in Hot Baileys Sauce	Lemon & Berry Mousse
----	----
Coffee / Tea with Mint Crisp	Coffee / Tea with Mint Crisp
3	4
Grapefruit & Orange Cocktail	Pate Maison
----	----
Roast Topside of Beef with Yorkshire Pudding	Poached Salmon with Dill Sauce
Selection of Vegetables	Selection of Vegetables in Season
----	----
Sherry Trifle	Fresh Fruit Salad
----	----
Coffee / Tea with Mint Crisp	Coffee / Tea with Mint Crisp
5	
Leek & Potato Soup	

Baked Ham with Madeira Sauce	
Selection of Vegetables in Season	

Lemon Gateau with Fresh Cream	

Coffee / Tea with Mint Crisp	

The above menus are recommendations ONLY and customers are encouraged to “mix and match” wherever possible between the five menus.

Finger Buffets

The BASIC Finger buffet menu for the evening can be adapted by adding or mixing the various optional dishes accordingly. A dessert can also be added if necessary

Basic Finger Buffet

Selection of assorted sandwiches with white or wholemeal bread

(choice of ham / tuna & egg mayonnaise / cheese)

Vegetarian Samosas

Sausage Rolls

Spicy Potato Wedges

Tortilla Chips with dips

£6.50 per person

Additional items (available at stated prices)

Cheese & Tomato Pizza

75p per person

Pork Pie

95p per person

Salmon Goujons

95p per person

Savoury Egg

95p per person

Chicken Drumstick

£1.25 per person

Hot Spicy Chicken Wings with Dip

£1.25 per person

Quiche

£1.25 per person

Gala Finger Buffet

A finger buffet including the BASIC buffet and ALL the additional items listed above is available at the reduced price of

£11.50 per person

A DESSERT can be added to the above buffet, choice of either

Profiteroles with hot liqueur sauce

or

Strawberries with Cream (seasonal)

or

Selection of Gateaux or Cheesecake

£2.95 per person

How to Book

Five Easy Steps

1. Check the date - enquire if your chosen date is available in the diary - Tel 01902 753743 .
2. Select the most suitable room - we have THREE function rooms available accommodating from 30 persons up to 220 persons. We are able to advise on the most suitable room for your particular function and its availability.
3. Cost - We have a comprehensive tariff structure and our sales team will be able to advise on the best package to suit your requirements or check online.
4. Viewing the facilities - If this is the first time you have used our facilities, we strongly recommend you take the time to view our function rooms and discuss your requirements with our sales team.
5. Make a booking - If you are happy to proceed with a booking you will be required to complete a booking form with a small deposit, both can be done online or over the telephone.

If you are about to make a FIRM booking and you are unsure of the procedure that follows, we strongly recommended you read the following "booking procedure" which will hopefully answer all of your important questions.

Booking Procedure

Before the function

- 1. Organiser enquires about function rooms and availability and is invited to view the premises. A second visit may be necessary where other members of the family may wish to view the facilities*
- 2. Organiser agrees a suitable date with Linden House and completes a booking form. A deposit is required in the sum of £75.00 to secure the booking.*
- 3. Brief discussions between the two parties will highlight the basic details of the function including maybe the menu package chosen and price.*
- 4. Linden House will confirm the booking in writing, by letter or e mail and accompanied by a function schedule for guidance. The guest numbers quoted are just estimates at this stage.*
- 5. Approximately 14 weeks prior to the function date, the two parties will hold further discussions in order to agree the final details of the function. These details will be confirmed on the schedule by letter or e mail.*
- 6. Two weeks prior to the function, the organiser will confirm the actual numbers attending along with final details of the function.*
- 7. Linden House will confirm those details agreed with the organiser, by letter or e mail and accompanied by a pro forma invoice based on the final number of persons attending.*
- 8. The organiser is required to pay the balance of the function indicated on the pro forma invoice ONE week prior to the function. If payment is by personal cheque the payment must be made at latest ONE week prior to the function date. A receipt will be given to the organiser in respect of payment.*
- 9. Linden House will make final confirmation of details including payments made and expected numbers attending by letter or e mail*

IMPORTANT NOTE

It is extremely important that the organiser examines the details of the final schedule very carefully, as this will form the basis of the agreement. Any variation in detail after this date or on the day of the function, may incur further cost

On the day

- 10. On the day of the event, the function room will be made available to the organiser at the earliest opportunity, generally no later than 12.00pm. If the event is due to commence earlier ie lunchtime, the room will be available from 9.00am. The room will be laid out in accordance with the schedule*
- 11. The organiser is very welcome to enter the function room in advance to arrange table decorations, plans, flowers, gifts etc. Any last minute adjustments will be made by Linden House staff in accordance with the final schedule.*



However, please note !!

In order to avoid to avoid any confusion, Linden House management and staff must receive instructions direct from the organiser or representative.

We cannot accept instructions from any other person on the night

- 12. Our bars will be open on arrival for your guests and suitable areas designated for advanced wine orders. Alternatively you may have decided to provide a reception drink, which will be available on reception by our staff.*
- 13. In addition to the television in the foyer, it is customary for Linden House to display an appropriate Table Plan in the Foyer for the guests to acquaint themselves with the seating arrangements.*
- 14. Approximately five minutes before the scheduled meal time and after all the guests have arrived, the organiser will be advised that we are ready to start food service and the guests will be invited in to the room, this will be announced by our management.*
- 15. Once the preliminary formalities have been carried out such as the welcome, introduction and grace, the starter will be served or may already be in place on the table in advance.*
- 16. Once the starter has been cleared the main course will be served, followed by the dessert and finally coffee or tea. Food service at Linden House is regarded as efficient without being intrusive and the pace of service can be adjusted to suit the organisers own preference if necessary, depending on the style of function.*

17. *If guests have been unable to pre order wine, Linden House staff will visit each table during the meal to enquire of further orders. The bar will remain open throughout the meal for guests preferring a more informal drinks service.*
18. *After the formalities of the meal, it is usual for the organiser to announce a short comfort break, after which, any formal speeches or toasts can commence. This break also allows Linden House staff to clear away any surplus crockery or glassware and re arrange any tables.*
19. *Dancing or entertainment will then follow until the evening finishes as confirmed on the schedule, the bars usually closing at 12midnight and dancing finishing at 12.30am. During this time, Linden House staff will continue to maintain the tables and room in a tidy condition as required.*
20. *Organisers and their guests are then expected to vacate the room as the entertainers are dismantling their equipment.*



Wedding Etiquette

The perfect reception

Many couples like to adhere to “traditional procedures “ at the reception whilst at the same time some couples prefer a less formal arrangement.

In either situation, Linden House has experienced staff who would be pleased to arrange your day exactly as you wish.

Traditional procedure

- *On arrival*, wedding guests will be received by Linden House and offered a reception drink or guided to the bar.
- The bride and groom will be greeted on arrival by the management of Linden House and guided through to the their guests
- At this stage and throughout the meal, *the photographer* plays an important role in advising the bride and groom of suitable opportunities for photographs to be taken including pictures of cake cutting before the meal commences
- At the agreed time * the bride and groom will be advised that the meal is ready to be served
* accordance with the schedule
- If a *traditional line up* is required, the bride and groom and the guests involved will be advised of their positions



The traditional line-up is normally in the following order and comprising of -

Bride & groom
Bride's Mother / Bridegroom's Father
Bridegroom's Mother / Bride's Father
Chief Bridesmaid
Best Man

- However, if you prefer the formalities to be kept to a minimum, the line-up can comprise of the Bride and the Bridegroom.
- An announcement will be made to the guests of the seating arrangements and that the bridal party is ready to greet them

Top table seating plan

- The Top Table Seating Plan is traditionally as follows:

Best Man	Bridegrooms Father	Bride's Mother	Bridegroom	Bride	Bride's Father	Bridegrooms Mother	Chief Bridesmaid
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- Once the guests are seated, the bride and groom will be escorted in to the dining room to the applause of the waiting guests
- *The meal* will then commence. In some circumstances the bride and groom may ask a guest to say grace before the meal commences
- Wine and other soft drinks will be served throughout the meal as required. The management will maintain a discreet presence throughout, advising the bride and groom of procedures and the next steps, particularly with the main speakers.
- After dessert, the bride and groom will be asked to cut the cake, guests will be asked to join the official photographer in taking photographs.
- The cake will then be taken from the room to be cut up ready to be served with the coffee or tea, unless advised otherwise.
- The toast wine will then be served with the coffee or tea.
- An announcement will be made to advise the guests of a small comfort break following which the "*toasts*" will commence.

Toasts and Speeches

Although it is traditional for the toasts and speeches to be held at the *end* of the meal, some couples prefer to hold them before the meal commences. The bride and groom are asked to advise the management in advance of this variation.

The usual order of Toasts and speeches are as follows

1. Toast to “The Bride and Bridegroom” and is normally proposed by the bride’s father or close relative / friend of the family.
2. Reply to Toast One is by the bridegroom and concludes by proposing the toast to the bridesmaids
3. The best man will then respond on behalf of the bridesmaids followed by his own speech. He would also read any special greeting cards, messages or e mails .

After the formal aspects of the reception have been completed the wedding party are welcome to enjoy the facilities of Linden House throughout the afternoon and evening until the reception finishes.

Whatever order of the day you decide upon; you can be confident that we will be with you every step of the way.

To ensure your perfect day

For further information contact

Linden House, Conference & Function Suites
211 Tettenhall Road, Wolverhampton. WV6 0DD

Tel 01902 753743

e mail :- linden-house@btconnect.com

