



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

Linden House is independently owned and we have been one of the most popular wedding venues in the Wolverhampton area over the past thirty years. We are ideally situated on the main A41 Tettenhall Road, central for all areas of Wolverhampton, with extensive car parking facilities.

We can offer a choice of THREE function rooms for your special occasion all situated on the ground floor, giving easy access for all users.

The Modern Wedding

In this modern era, today's "Bride and Groom" are faced with an extensive choice of venues for their wedding day.

Whilst some couples may choose to marry abroad, or in the wonderful setting of a stately home or ancient castle, others may prefer a marquee on the back lawn.



Many however, are guided by the more traditional route of the Hotel, Restaurant or Function Suite. By the nature of your enquiry we assume you have decided on a Function Suite.

"then look no further than Linden House"

Weddings at Linden House

At Linden House we do not use wedding planners or event organisers - save your money. Our expertise lies in an experienced management team who will answer all your questions and guide you through the various options available. They will ensure that all your needs are catered for within your budget.



The front entrance and foyer, which lead to the three function rooms, feature an oak staircase offering a perfect opportunity to capture those memorable photographs.

In addition the grounds of West Park are situated less than half a mile away and provide a wonderful backdrop for any occasion, particularly weddings.

Wedding Options

At Linden House we believe the customer should make the choices which are best suited for their special day and within their specific budget.

Daytime Reception

We are able to provide a range of options for the **Daytime Reception** as indicated and customers can mix and match each element. Simply select from the following **Options** the package which best suits your requirements. Add the costs together to establish an overall cost per person.

Alternatively you may wish to discuss a personally tailored package.

Option One

Meal Package

Select your chosen menu from the Menu Selector in **Private Functions**
(alternatively see **Caribbean Celebrations & Asian Functions**)

Table Linen/Cutlery/Crockery/Glassware

Colour co-ordinated Serviettes

Mirrors & Tea Lights

Priced from £18.95 per person

(additional food course available from £4.95 per person)

Cheese & Biscuits or Sorbet also available - see Private Functions

Option Two

Option One + Special Requirements

Red carpet on arrival (weather permitting)

Toastmaster Services

Choice of cake stand & knife

Table Decorations

Bespoke Seating Plan

Candelabras

Priced at £18.95 + £4.95 = £23.90 per person

Option Three

Option One + Special Requirements + Drinks Package

Alcoholic/Non Alcoholic Reception Drink

Glass of Wine / Fruit Juice & top up with meal

Sparkling Wine for Toast

Priced at £18.95 + £4.95 + £9.95 = £33.85 per person

Juice on Tables @ £3.50 per jug (various flavours)

Additional Charges

*Chair covers & sashes - from £1.30 per chair **

*Balloons **

DJ services from £175 per night (5 hours)

** available from external supplier - Linden House will provide details*

Photo Booth/Sweet Cart/Chocolate Fountain provided by organiser - £50 cover charge

Some suggested Wedding Menus

1

Melon Cocktail

Roast Chicken with Smokey Bacon & Thyme
Seasoning

Selection of Vegetables in Season

Profiteroles in Hot Liqueur Sauce

Coffee or Tea with Mints

3

Warm Lentil & Goats Cheese Salad

Roast Topside of Beef with Yorkshire Pudding
Selection of Vegetables in Season

Banoffee Trifle

Coffee or Tea with Mints

2

Prawn Cocktail

Roast Loin of Pork with Crackling & Garnish
Selection of Vegetables in Season

Creme Brulee

Coffee or Tea with Mints

4

Country Pate with Red Onion Chutney

Poached River Salmon with Dill Sauce
Selection of Vegetables in Season

Fresh Fruit Salad with Cream

Coffee or Tea with Mints

5

Spicy Roast Parsnip Soup

Somerset Chicken

Selection of Vegetables in Season

Ginger Jam Bread & Butter Pudding with Custard

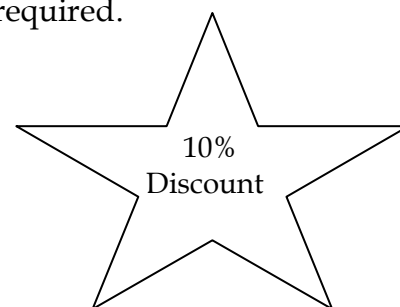
Coffee or Tea with Mints

Evening Reception

Linden House is able to offer a wide choice of dishes suitable for the evening reception ranging from Hot Pork Baps to a Gala Finger Buffet.

Click on the **Private Functions** Package and scroll down to the **Buffet** section for a variety of hot and cold dishes.

A dessert or cheese & biscuits can be included in the menu if required.



Combined Daytime and Evening Packages

Where couples choose to host both a daytime and evening reception, Linden House is able to offer a **10% discount** on the evening food.



includes

Daytime Reception for 40
(includes all options)

+

Evening Reception for 80
(includes finger buffet or pork baps + DJ)

&

NO Room Hire Charge

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 non refundable deposit is required in the sum of £100.00 to secure the booking.
3. Brief discussions between the two parties will highlight the basic details of the function including the chosen menu package and price.
4. Linden House will confirm the booking in writing, by letter or e mail, accompanied by a function schedule for guidance.
5. Two weeks prior to the function the organiser must ensure that all relevant information has been provided. One week prior to the function final numbers must be provided along with any proposed table plan.
6. Linden House will confirm the information provided by the organiser in a letter or e mail. A final schedule will now be issued and if required a pro forma invoice can be produced.
7. The organiser is required to pay the balance of the function, as shown on the final schedule, ONE week prior to the function.
8. If payment is by personal cheque then payment will be required TWO weeks prior to the function date. Payment can also be made by BACS, in cash and by debit or credit card either in person or over the telephone.
9. Linden House will then confirm all details and payments made.

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. There can be no further changes after this date.

10. Room Hire Charges

- If the scheduled duration of an event exceeds 5.5 hours a room hire charge will apply. This will be calculated according to the table below. This charge will apply for part hours as well as full hours.
- If the duration of the function is 5.5 hours or less then room hire charges will NOT apply.
- The duration of the function does NOT include set up time or packing up time. Please see Duration of Event and Vacating Premises.



Suite	1 - 5.5 hours	5.5 hours +
Tettenhall Suite	FREE	£75 per hour
Linden Suite	FREE	£50 per hour
Newbridge Suite	FREE	£25 per hour

On the day

11. On the day of the event the function room will be made available to the organiser at the earliest opportunity to arrange table decorations, flowers, gifts etc. Please note the room will be laid out in accordance with the schedule.
12. We cannot accept instructions from any person, on the function date, other than the organiser.
13. Our bars will be open on arrival with suitable areas designated for any pre arranged reception drinks or wine orders.
14. It is customary for Linden House to display an appropriate Table Plan in the foyer for guests to acquaint themselves with seating arrangements.

15. Approximately five minutes before the scheduled meal time the organiser will be advised that food service is due to start. Linden House Management will then invite guests to enter the function room.
16. Linden House staff will advise guests of the procedure for ordering wine. The bar will remain open throughout the meal for guests preferring a more informal drinks service.
17. The bars usually close at midnight with dancing finishing at 12.30am. During this time Linden House staff will continue to service the tables and room.
18. At 12.30am organisers and their guests are expected to vacate the premises.
19. All bookings are subject to Linden House "Terms and Conditions"

Two gold wedding rings are shown, one slightly behind and to the left of the other, both resting on a white surface. The rings are simple, smooth bands. The text 'Wedding Etiquette' is overlaid in a red, serif font across the top of the rings.

Wedding Etiquette

The perfect reception

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

In either situation Linden House staff are 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 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. This will include 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. (*in accordance with the schedule)
- If a traditional line up is required the bride, groom and guests involved will be advised of their positions.

The traditional line up is normally as follows:

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 & Groom only.
- 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	Bridegroom's Father	Bride's Mother	Bridegroom	Bride	Bride's Father	Bridegroom's Mother	Chief Bridesmaid
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- Once the guests are seated the bride and groom will be escorted into 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 or a few words 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 and cut up ready to be served with the coffee and 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 is as follows:

1. Toast to the 'Bride and Groom' and is normally proposed by the bride's father or close relative/friend of the family.
2. Reply to Toast One is by the Groom 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 cards or messages.

After the formal aspects of the reception have been completed the wedding party are welcome to enjoy the facilities of Linden House.



To ensure your perfect day

Remember - we will be with you every step of the way on your big day



For further information please contact:

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

Telephone: 01902 753743

E mail: linden-house@btconnect.com