

GUIDANCE FOR COUPLES WISHING TO MARRY
OR
REGISTER A CIVIL PARTNERSHIP
IN APPROVED PREMISES

1. *Having confirmed the date and time of your ceremony at the 'approved premises', you should immediately contact the local office at:*

<p>MRS A MIDGLEY</p> <p>Registrar The Registration Office Farndale House, Church Square WHITBY North Yorkshire YO21 3EG Tel: 0845 034 9489 Fax: 01947 602731</p>	<p><u>Hours of Opening</u></p> <p>Monday, Tuesday, Wednesday & Friday 9.30am - 1.00pm</p> <p>Tuesday & Wednesday 2.00pm - 4.00pm</p>
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2. *You need to confirm that he/she can attend and conduct the ceremony on the day and time in question. This should always be done as soon as possible.*
3. *A notice of intention to marry or register a civil partnership can be given a maximum of 12 months in advance of the date. This must be done in the area in which you live. You CANNOT get married or register the civil partnership without giving due notice in the district(s) where you live.*

***WEDDING & CIVIL PARTNERSHIP CEREMONIES
AT
THE MALLYAN SPOUT HOTEL***

We have been licensed and approved for the holding of Civil Marriages under Section 26 (1) (bb) of the Marriage Act 1949, and Civil Partnerships under section 6 (3A) (a) of the Civil Partnership Act 2004.

We are pleased to advise that we can now cater for Wedding Ceremonies of upto 60 guests.

We have 2 rooms available to seat upto 12 and 60 guests.

Hire of Church View Lounge - £175

Hire of Valley View Room - £350

The registrar's fee is an extra cost to be met by you.

Whitby Registry Office – 0845 034 9489

Scarborough Registry Office – 01723 360309

Please make an appointment to see Kay Bell and Nicola Knight to discuss further details and availability.

The Registry Office should be contacted and booked directly by you.

Contact us on 01947 896486 or by email: info@mallyanspout.co.uk

THE MALLYAN SPOUT COUNTRY HOUSE HOTEL

Goathland, North Yorkshire, YO22 5AN

Tel: 01947 896486 Fax: 01947 896327

Email – info@mallyanspout.co.uk www.mallyanspout.co.uk



Your Wedding Reception At The Mallyan Spout Country House Hotel

Firstly, congratulations on your forthcoming Wedding Reception

We have a beautiful and idyllic setting for your Wedding Day – with commanding views of the Esk Valley and North Yorkshire Moors, we have the perfect grounds and dedicated staff to make your day a great success.

The enclosed information is to help give you an idea of all the aspects you need to plan your big day. As your day is unique to the two of you, the arrangements are tailored to suit your individual needs.

Because your day is important to us as well, we are happy to co-ordinate your requirements personally from beginning to end.

Whilst our staff will assist you in any way they can, we will be the only people to accept a confirmation and make any changes to your booking details. By doing this, we know we have done everything possible to make your day perfect.

If you would like to come and meet us, we will be pleased to show you the facilities we have to offer.

Best Wishes,

Nicola Knight & Kay Bell
Proprietors

These prices are valid until the end of 2013



The Mallyan Spout is located in the idyllic village of Goathland in the North Yorkshire Moors and has excellent views of the moors and Esk Valley. The Hotel has extensive gardens at the rear of the Hotel which are delightful for the Wedding pictures and drinks receptions.

Wedding Breakfast

We are able to accommodate upto 60 guests for a seated Wedding Breakfast.

Alternatively, if your numbers exceed this, we have beautiful gardens to hold a marquee. We have recommended a Marquee hire company – and these arrangements should be co-ordinated directly by you. In this instance the Hotel will need to be booked exclusively as outlined below.

We have enclosed some sample menus, buffets, canapés and drinks packages for your perusal. Prices are per head and include use of the dining room for the duration of the meal. An additional full wine list is available on request.

If you wish to extend your celebration into the evening then the Hotel will need to be booked exclusively at a charge of £500 and in addition all of the 20 bedrooms will need to be booked and paid for on the evening of the wedding with a minimum of 6 rooms the night before. We can accommodate 30/35 additional guests for the evening reception.

(If you only require use of the restaurant for the wedding breakfast – then the room would need to be vacated by 5.30p.m)

Booking

Prior to booking, please make an appointment to see Nicky/Kay to discuss your specific requirements.

Please note due to the high volume of visitors to the Hotel during August we do not accommodate evening receptions – but are happy to offer a daytime reception up until 5.30 p.m.

The Hotel does not accept Wedding Receptions over a Bank Holiday weekend.

We would respectfully advise that you read the terms and conditions At the end of the brochure prior to making a booking confirmation with us.



THE WEDDING PACKAGE INCLUDES

- ***A Personal Welcome***
- ***Printed Table Plans***
- ***Printed Menu***
- ***White Table Linen***
- ***Silver Cake Knife***
- ***The Service of the Hotel Master of Ceremonies***
- ***Hire of the Restaurant for the Wedding Breakfast***
- ***Assistance of the Hotel Wedding Co-ordinators***
- ***Use of Hotel Car Park***
- ***License extension for the Evening Reception***



***We are pleased to be associated with and to recommend the following suppliers of
Wedding services:***

The Flowerpot Florists – 01947 602338

Vip's Hair Salon – 01947 820900

Lisa Wheeldon – Photographer – 01947 603710

All Occasion Cars -01947 606580

Disco – Please contact the Hotel for information

Vorster Marquees – 01943 865447 (Theresa Vorster)

Cake – We have an excellent cake maker – please call the Hotel to discuss further

Please quote Mallyan Spout Hotel with any enquiries to the above

DRINKS PACKAGE

PACKAGE 1 - £15.95 p.p

- 1 Glass of Bucks Fizz or Pimms on Arrival (select one)**
- 1 Glass House Red, White or Rose**
- 1 Glass of Prosecco for the Toast**

PACKAGE 2 - £18.95 p.p

- 1 Glass of Pimm's or Prosecco on Arrival (select one)**
- 2 Glasses of House Red, White or Rose Wine**
- 1 Glass of Prosecco for the Toast**

PACKAGE 3 - £23.75 p.p

- 1 Glass of Kir Royale on Arrival**
- 1/2 Bottle House Red or White Wine**
- 1 Glass of Remy Massin Champagne for the Toast**

Any welcome drink may be exchanged for Mulled Wine During the Colder Weather!

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If you supply your own wine – our corkage charges are £10.00 for wine and £14.00 for Sparkling Wine/Champagne
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CANAPES

- Smoked Salmon Selection**
- Warm Brie & Cranberry Tartlet (v)**
- Mini Toad in the Hole**
- Sausage Turnover**
- Chicken Liver Parfait**
- Mini Vegetable Spring Rolls with Sweet Chilli Dip (v)**
- Mini Rarebit Toasts (v)**
- Mozzarella & Cherry Tomato on French Toast (v)**

£4.95 – 3 Canapés p.p
£6.00 - 4 Canapés p.p



THE MENU SELECTION

The price stated next to the main course includes homemade bread rolls, your choice of starter, dessert and freshly ground coffee with chocolates.

STARTERS

Homemade Soup – if you would like a particular kind of soup please just ask. Our most popular are Tomato & Basil, Broccoli & Stilton, Leek & Potato, Minestrone, Mushroom or Butternut Squash

Chicken Liver Parfait with Onion Jam & Crisp Toasts

Fan of Melon with Seasonal Berries & topped with Refreshing Sorbet (v)

Smoked Salmon & Prawn Parcel with Lime Mayonnaise

***Carpaccio of Beef with Caesar Dressed Rocket & Parmesan Shavings
(£1.50 supplement)***

Crispy Coated Chicken Strips on Mixed Leaves with Garlic Mayonnaise

Herb Crusted Goats Cheese with Sweet Tomato Chutney (v)

Homemade Salmon & Prawn Fishcake with Sweet Chilli Mayonnaise

Dressed Mixed Salad topped with Smoked Chicken & Pancetta

Pan Fried Mushrooms in a Creamy Garlic Sauce on a Toasted Ciabatta topped with Dressed Rocket & Balsamic (v)

Smoked Salmon with Dill Crème Fraiche & Lemon

MAIN COURSE

**Roast Sirloin of Yorkshire Beef with Yorkshire Pudding and Red Wine Gravy - £36.00
Roast Chateau Potatoes**

**Chicken Parcel with Apricot Stuffing, wrapped in Bacon with a Chasseur - £33.75
Sauce & Fondant Potato**

**Poached Breast of Chicken with Asparagus Spears and Champagne Sauce - £33.95
With New Potatoes**

**Pan Fried Fillet of Pork on a bed of Black Pudding with a Creamy Grain - £34.00
Mustard Sauce & Fondant Potato**

**Tournedos of Local Beef Fillet with Wild Mushroom Sauce - £40.00
topped with a Stilton Crouton, Horseradish Mash**

**Slow Cooked Lamb Shank filled with Sausage Meat & Sage Stuffing - £35.50
Juniper & Rosemary Gravy, Champ Mash**

Poached Fresh Salmon with Watercress Sauce, New Potatoes - £33.00

**Thick Cut Loin of Whitby Cod with Fresh Parsley Sauce - £32.00
Creamy Mashed Potato**

Fresh Roast Turkey Breast with all the Trimmings, Roast Chateau Potatoes - £30.00

Please also select a vegetarian main course option:

Wild Mushroom Risotto in a Filo Basket

Brie & Beetroot Tart with New Potatoes

Homemade Pasta with Olives, Sun Blush Tomatoes, Basil & Garlic Oil

The main courses are accompanied with panache of fresh market vegetables

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We are able to include a sorbet course @ £2.95 per head

Or

An intermediate fish course @ £6.95 per head

Please ask for suggestions

***These dishes are suggestions and we are happy to tailor make your menu with you,
so if you would like something specific, then please just ask.***

The minimum menu spend per person is £30

We do not allow guests to provide their own food

DESSERTS

Individual Chocolate Tart with Baileys Anglaise

Glazed Lemon Tart with Confit Orange, Crème Anglaise & Fresh Raspberries

Brandy Snap Basket filled with Vanilla Ice Cream & Fresh Seasonal Berries

Warm Sticky Toffee Pudding with Caramel Sauce

Chocolate & Orange Mousse in a Tuille Basket with Confit Orange & Caramelised Orange Segments

Strawberry Eton Mess garnished with Fresh Raspberry & Mint

*Homemade Cheesecake with Seasonal Berries & Fruit Coulis
(choose from Lemon, Baileys, Raspberry, Strawberry, Toffee)*

Lemon & Lime Soufflé finished with a Thin Shortbread Biscuit

Yorkshire Cheese Plate with Crackers, Onion Jam & Grapes

Raspberry & Almond Biscuit Stack with Kirsch Infused Cream

Trio of Locally Made Ice Cream in a Brandy Snap Basket with Fruit Coulis

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*Can't decide – then why not have a trio of our 3 best sellers – all on one plate?
(£1.50 supplement per person)*

*Lemon & Lime Soufflé in a Tuille Basket
Raspberry & Almond Biscuit Stack
Slice of Chocolate Tart with Baileys Anglaise*

Children under 10 will be charged at half price

Please advise any special dietary requirements in advance and we will endeavour to fulfil them.

EVENING BUFFET SELECTION

MENU 1 - £12.50

**Selection of Homemade Sandwiches
Sausage Rolls
Crispy Chicken Strips with BBQ Dip
Home Made Chips with Heinz Tomato Ketchup
Cod Goujons with Tartar Sauce**

MENU 2 - £15.00

**Roast Beef & Horseradish Ciabatta
Warm Brie & Cranberry Ciabatta
Home Made Chips with Heinz Tomato Ketchup
Scampi Tails with Tartar Sauce
Crispy Chicken Strips with BBQ Dip**

MENU 3 - £10.95

**Bacon Rolls
Sausage Bap
Home Made Chips with Ketchup & HP**

**A BBQ MENU OPTION IS AVAILABLE ON REQUEST
Prices from £15.00 p.p**

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Tea/Coffee may be added @ £2.50 per person

Add a Cheese Board to any of the above options @ £5.00 per head

**(A selection of Yorkshire Cheeses with Crackers, Onion Jam, Celery,
Grapes & Apple)**

Mallyan Spout Hotel - Terms and Conditions 2012/2013
Please sign and return with your deposit to confirm your booking.

Provisional Bookings - We can accept wedding bookings for Wedding Breakfasts/Marriage Ceremony from 12.30pm onwards. We accept provisional bookings on the basis that if other guests enquire for the same date, we will contact you and ask if you wish to confirm the Reservation, if not we will give the date to the other client.

Confirmation - A booking will only be confirmed on receipt of a NON-REFUNDABLE deposit of £500.00. together with a signed copy of these terms and conditions. The deposit paid confirms the Wedding Function Date only and not the cost of the wedding. The Wedding Cost will be priced on the year of your wedding, not the year in which your deposit was paid. This deposit does not cover any bedrooms, these MUST be reserved separately and we will require a £50 deposit per room.

Account Settlement/Final Numbers - An invoice will be sent approximately six weeks prior to your wedding based on the numbers stated by the person responsible for the booking. This will cover the cost of food, reception drinks and any room hire. Payment of this is due three weeks before the wedding day, when final numbers must be confirmed. If we have not received cleared funds 14 days prior to the wedding day we reserve the right to cancel your Wedding booking, in this circumstance we would not make any refunds of any monies already paid. Should the final numbers differ from the original booking we will adjust the invoice accordingly. Should your numbers increase after this date then a new invoice will be raised and would be payable on the Wedding Day. Should the number of guests reduce after the payment date, the Hotel reserves the right to NOT make any refunds. Should your guest numbers fall below 30% of the original quote then an extra room hire charge will be made.

Room Hire Charges - If you are not holding your evening reception with us, you must vacate the Function Room by 5.30pm. To hold an evening reception all of the Hotel's 20 bedrooms must be reserved and paid for. The evening Reception consists of full use of the Hotel's three lounges, Cocktail Bar, Function room and Gardens, the Hotel hire charge for this is £500. This makes the Hotel totally private for your wedding guests and gives a home from home feel, in addition buffet costs apply. (Please note our public bar will be available to non-wedding guests) To hold your Marriage Ceremony here charges apply for the Ceremony Room (see upto date price list, this is separate to the Registrar's fee).

Bedrooms - If you wish to book any of the Hotel bedrooms we strongly advise these are reserved at the same time as booking the wedding. We accept block bookings, but still require deposits on each room, this being £50. Should the guests be paying individually for their own rooms we do ask for them to contact the Hotel direct and leave all personal details together with their deposit. The deposits are refundable if more than two weeks' notice is given. (Where an evening reception is booked, any rooms left vacant will be charged to the main wedding account). Hotel bedrooms are available for check-in from 2pm onwards, anyone wishing to be in their rooms before this time should reserve the room the night before.

Postponement and Cancellation - A postponement shall be treated as a cancellation for the purpose of these terms and conditions. Should a wedding be cancelled prior to one month before the wedding day, 50% of the full costs will be charged. Anything later than this all charges will be made.

Damage and Smoking - Any damage caused to the Hotel's property, furnishings, fixtures and fittings will be restored by the Hotel and the cost paid in full by the person responsible for the booking. Smoking is not permitted anywhere in the building. If a guest is found to have smoked in a bedroom, a £50 charge will be made to their room account to cover for extra in-depth cleaning. **Customer Property** - Whilst every effort is made to safeguard our Customer's property, the Hotel does not accept liability for any loss or damage, however caused.

Corkage - Should any guests bring their own wine, champagne, or other alcohol a corkage charge will be made per bottle (see upto date price list). Only drinks bought on the premises other than pre-arranged are to be drunk.

Prices are correct at time of going to print, however we reserve the right to increase prices should we have to. Notification will always be given. Both the Hotel Representative and the person responsible for the booking must sign.

Signed:

Signed:

Date:

Date

Client

Hotel