

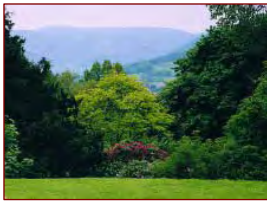


Wedding Information Pack

Castle Venlaw  
HOTEL



## Welcome to Castle Venlaw



*"The venue is one of the prime considerations when planning a wedding or private party. In addition to the idyllic setting and romantic notion of marrying in a Scottish castle, we promise to listen carefully to your requirements and to offer our assistance with menu planning, wines, table plan, timings and all the other details that will make your wedding reception special. We also promise to ensure your function is carefully supervised to ensure we deliver exactly what we agreed with you whether your wedding is for 2 or 35 people."*

**Zoë Edmonds**

Castle Venlaw Hotel is an imposing 18th century castle set on the slopes of Venlaw Hill with spectacular panoramic views across Peebles and the surrounding countryside. The Castle is nestled in 12 acres of lawned and wooded grounds and is within the Royal Burgh of Peebles.

The Castle is rated 4 stars by the Scottish Tourist Board.

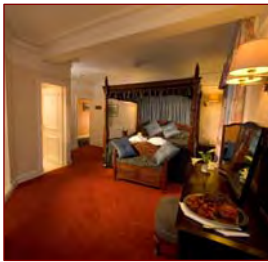
The building, which is now Castle Venlaw Hotel, was built in 1782 and was substantially extended in 1892. The Castle was converted to an hotel in 1949. The Castle is open throughout the year under the supervision of Zoë Edmonds who has extensive experience in the management and operation of Castle Venlaw.

The Castle comprises 12 bedrooms, all of which have en-suite facilities. Most of the bedrooms are large with spectacular views across the town of Peebles and the countryside beyond. The hotel offers two main public areas. The Restaurant with its magnificent fireplace, elaborate plastered ceiling and cornices seats 35 guests in comfort. The Library Bar with its book lined walls and log fire in the winter months provides an ideal meeting place. In addition our Adam room is available for private dining parties and weddings for up to 30 guests.

New legislation has come into effect which makes it illegal to smoke in any public space in Scotland. As such, the hotel is fully non smoking. We do not have any discretion on this matter and this rule also applies to exclusive use bookings.



## Guest Accommodation



*Glenturret Suite*

We pride ourselves in our housekeeping standards; each room is inspected daily to ensure that nothing is missed! The hotel has 4 different types of guest accommodation on offer:

### Our Glenturret Romantic Suite

Newly refurbished, this room is the ultimate for a romantic break. This room has a four poster bed and luxury bathroom. In addition there is a second bathroom featuring a double bath, heated tiles, fibre optic lighting, music and your personal Champagne cooler. This room also has a DVD player.



*Four Poster Room*

### Four Poster Rooms

Our 4 poster rooms are always popular. These large rooms, have a beautiful king size four-poster bed and enjoys beautiful views. In addition to standard facilities it also has a DVD player and a romantic bathroom (with separate bath, walk in shower and fibre optic mood lighting.) We have 3 four poster rooms.

### Deluxe Rooms

Our deluxe rooms are all much larger than our standard rooms and have better views. Included in this category are our triple room and quad room which make the hotel ideal for families or adults travelling together. In total, there are 4 deluxe rooms.

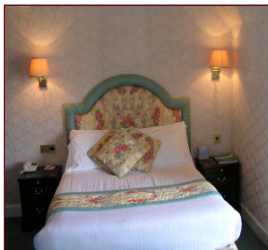


*Four Poster Room*

### Family Suite

Tucked away at the top of the tower is our family suite with children's den. This room is popular for families and comprises Mum and Dad's room with bathroom and a door leading off to the "children's den".

The den is equipped with bunk beds, children's furniture, games, magazines and a TV and video.



*Standard Room*

If ever there was a magic place, this is it. How often do children have a chance to play and sleep in a Scottish castle tower? The furnishings are the right size for them, the colours are bright and cheerful.

### Classic Rooms

Our classic rooms offer many of the luxuries of the other rooms however are smaller in size and usually only have more restricted views as there is normally only 1 set of windows in each room. There are 4 rooms in this category.

### Children and Dogs

Please note that children and dogs are not permitted in the romantic suites or four poster rooms. Extra charges will apply for children and dogs staying overnight in the hotel.



## Planning Your Wedding



At Castle Venlaw we firmly believe that every private booking needs our careful and individual attention. We will work hard with you to ensure your day or evening is a success. Part of our commitment to you is that we do not offer standard "packages".

We welcome guests at any time to view our facilities but would stress that it is difficult to spend time with you if the hotel is busy. To ensure we have time to spend with you it is advisable to give us a call and we can arrange a convenient date and time.



At this first meeting we will discuss with you what you require and show you our facilities. We will explain to you what we can offer. If you wish you may then make a provisional reservation. We will hold this reservation for you for 7 days to allow you to check availability of a minister or registrar. A letter of confirmation together with the appropriate deposit should follow this. We will then confirm the booking back to you. At this stage you should also book your photographer, cake, flowers, entertainment and transport.

We would then like to meet with you again a few weeks before your function and discuss in detail with you your requirements. At this stage we confirm timings, drinks, menus etc. etc.. We will then write to you to confirm the details we have discussed. We ask you then to confirm these details are in order. Final details such as numbers, exact table plan etc. should then be agreed at least 48 hours before the function.

### Late bookings and Overseas Visitors

Sometimes weddings and parties are booked at fairly short notice. If this is the case all the details can be dealt with at one meeting. Many of our weddings are for couples from overseas and it is difficult to visit the hotel prior to the wedding. If this is the case we are happy to discuss details with you over the telephone and by letter, fax or email.

If you wish to be married in Scotland and are not a European citizen you must obtain a visa before you travel. If you do not have a visa the Registrar will be unable to accept your notice of marriage. The visa should be obtained from the British consul in your country of residence. If you are already in the UK you will require a certificate of approval from the Home Office. For full details please go to [www.gro-scotland.gov.uk](http://www.gro-scotland.gov.uk).

### Numbers

We welcome weddings for any number up to 35 guests. If you have reserved all our rooms we can accommodate up to 35 guests in comfort for the wedding and reception. Please note that we cannot arrange evening entertainment unless you have reserved all our bedrooms. Although we have only 12 bedrooms there are two excellent guest houses on our drive that can provide additional accommodation. Please also note that for weddings taking place on a Friday/Saturday or Sunday minimum numbers of 24 apply.



## Your Ceremony



At Castle Venlaw we can host both civil and religious weddings. Whether your marriage is to be civil or religious you still need to contact the registrar as he is responsible for all the paperwork.

If you have a religious wedding he will prepare the marriage schedule for signing and you will collect it from him and return it signed after the wedding.

Many of our prospective bride and grooms come to us asking for the ceremony to take place in the hotel but we will always suggest you consider being married outwith the hotel. The reason for this is that we believe a ceremony in the hotel lacks some sense of occasion. When you and your guests are all dressed up it is special for the bride to go out to her wedding then to return, with her new husband, to the reception. The decision however is left entirely to the bride and groom.



*Peebles Registry Office*

### Peebles Registry Office

Many brides and grooms tell us they do not want a registry office wedding. This is usually because they have an impression that the registry office will be housed in an unpleasant civic building, will have stark "council type" furniture, the registrar will be rushing the wedding through complete with his plastic carnation and that you will have to queue outside the office and wait your turn. That's not what happens in Peebles!



*Leckie Memorial Church*

The registry office in Peebles is set in the most historic part of the town in the old quadrangle off the High Street. It is quiet, peaceful and free from cars. The room in which you will be married is a beautiful oak panelled room and the antique furniture matches the walls. You will not be in a queue or "processed". The office, I think, married only around 200 couples in the whole of last year. The registrar Kenny Howatt is a great chap and he will make your wedding special. If he has more than one wedding on the same day he will not allow them to be so close together that you meet each other at the door!

### Local Churches

You can be married either in the Leckie Memorial Church of Scotland or St Peters Episcopalian Church (the Episcopalian church is very similar to the Church of England). Both churches are fairly small, very friendly and are lovely places to be married. Don't be put off if you are only having a small wedding as both churches are quite intimate. The ministers in both churches are friendly and will help make your day a great success. Arrangements can also be made for weddings at St. Joseph's Roman Catholic church.

Our local ministers will not normally marry people unless in the Church buildings. If you wish to be married in the hotel we use the services of a retired minister. Alternatively it is possible to arrange a civil ceremony in the hotel. The ceremony is normally in the hotel but, if the weather is nice, we move outside if you prefer. With the un-predictable British weather it is not safe to plan an outside wedding without a fall back plan.



## Your Wedding



### Exclusive Use Hire

The Castle is available for exclusive use at most times for an additional fee. The main benefit with this type of booking is that no other guests (apart from the ones at your wedding) will be allowed to use the hotel. The hotel and the services we offer will be fully yours for the duration of your exclusive use booking.

### Venue Hire

To hire the hotel as your wedding venue the following rates apply:

£350.00 for midweek weddings (Mon-Thurs)  
£500.00 for Fridays and Sundays  
£700.00 for Saturdays and bank holidays

### Evening Entertainment

We can offer a range of evening entertainment options to ensure that you and your guests have a day to remember. Please note that in order to have evening entertainment then all of the hotel rooms need to be booked. Please contact us direct for further information.

### Making a Booking

We can hold a date for you for a maximum of 7 days after which time the reservation will either have to be confirmed or released. In order to confirm your reservation we will require an initial deposit of £1000.00. Further deposits will be required 6 months and 1 month prior to arrival.

### Cancellation and Wedding Insurance

In the event of cancellation of a confirmed booking the cancellation charge will equal the sum of deposits paid. If the booking is cancelled within three months of the date a charge equal to the full value of the booked services will be levied. We will, of course, reduce this by the value of any accommodation we are able to re-let.

Please note that insurance is available to cover cancellation charges. We strongly recommend you insure your wedding. This insurance covers such things as illness, accident, redundancy and travel difficulties. It also covers such things as wedding photos, dresses, presents etc. It will not cover you if you simply change your mind!



## Wedding Food & Drink



### Wedding Breakfast

Our Chef produces interesting and imaginative dishes using fresh local ingredients wherever possible.

We have three different Menu and Drinks packages:

#### Silver Menu\*

£36.50 per person for 3 courses

#### Gold Menu\*

£48.50 per person for 4 courses

We always offer a vegetarian option, special diet menus or an alternative dish if you know a guest will not enjoy your choice. There is no charge for this option and we must be notified in advance.

\*Please contact reception for copies of the menus



### Drinks

#### Silver Drinks Package

£16.00 per person to include 2 glasses of sparkling wine\*\* and one glass of wine

#### Gold Drinks Package

£22.50 per person for 3 glasses of sparkling wine\*\* and 2 glasses of wine

\*\*If you wish to upgrade from sparkling wine to Champagne there is a supplement of £4.00 per glass per person

### Evening Buffet

The evening buffet is charged at £8.50 per person and includes items such as bacon rolls, stovies.

Prices Valid Until 31<sup>st</sup> March 2011



## Budget Costs

We often get asked what the wedding will cost. This is impossible to work out accurately until we know your requirements but we have outlined some "typical" costs. You will find costs for accommodation and meals in the preceding pages but here are some guidelines for other services commonly asked for. Please note that these should not be used as a firm guide. A brides bouquet, for example, can cost anything from £50 - £500!

### **Registration Fees**

Required for civil or religious ceremony, this covers the marriage notices plus the marriage certificate

**£48.50**

### **Registrar fee**

To conduct a ceremony at the hotel

**£126.50**

### **Registrar fees**

To conduct a ceremony in the registrar office on Saturday and Sunday

**£104.50**

### **Registrar fees**

To conduct a ceremony in the registrars office weekday

**£45 - £71.50**

**Minister** (to carry out the ceremony in the hotel)

**From £150.00**

**Photographer** (for 20 colour photos in a hand crafted leather album)

**£630.00**

### **Flowers**

Arrangement for the bride, button hole for the groom and a posy for the table for the signing of the register

**£85.00**

### **Cake**

Price for a fairly straightforward single tier fruit cake

**£85.00**

### **Piper**

To play outside the church or registry office and on arrival at the hotel

**£120.00**

### **Entertainment**

Ceilidh

**£450.00**



## Useful Numbers & Contact Details

### Minister

Rev. Jim Wallace (Church of Scotland)  
Tel. 01721 721749

Father Robin Lee (Episcopalian)  
Tel. 01721 720571

Rev. Melville Schofield (hotel ceremonies)  
Tel. 0131 449 4745  
Email: [afterate@hotmail.com](mailto:afterate@hotmail.com)

### Registrar

Peebles Registrars Office (Kenny Howitt)  
Email: [showitt@scotborders.gov.uk](mailto:showitt@scotborders.gov.uk)  
Tel. 01721 723817

### Photographer

Malcolm Webster  
Tel. 01896 823754 Mobile 07831 634681  
Email: [info@malcolmwebster.com](mailto:info@malcolmwebster.com)  
Website: [www.malcolmwebster.com](http://www.malcolmwebster.com)

### Florist

Scent of Ginger  
Tel. 01721 720659

### Hair & Beauty

Gina Nickl, Tel. 01721 729 444

### Beautician

Fiona in Peebles  
Tel. 01721 722142 Mobile 07759 303050

### Wedding Cake

The Cake Partnership  
Tel. 0131 660 6688  
Website: [www.thecakepartnership.co.uk](http://www.thecakepartnership.co.uk)  
Email: [enquiries@thecakepartnership.co.uk](mailto:enquiries@thecakepartnership.co.uk)

### Wedding Insurance

Marks & Spencer  
Tel. 0800 917 0148  
[www.marksandspencer.com/weddinginsurance](http://www.marksandspencer.com/weddinginsurance)

### Events Insurance

Tel. 01425 470 360  
[www.events-insurance.co.uk](http://www.events-insurance.co.uk)

### Piper

We have a number of contacts and will organise this for you

### Entertainment

We have a number of contacts and can organise this for you

### Ceremony Music

The Wedding Music Company Ltd.  
Website: [www.weddingmusic.co.uk](http://www.weddingmusic.co.uk)  
Email: [help@weddingmusic.co.uk](mailto:help@weddingmusic.co.uk)  
Tel. 0131 624 4005

### Transport

Border Taxis  
6 seat people carrier & Taxis  
Tel. 01721 721 212

Coach hire – A1 Charlotte Travel  
Tel. 01875 823151

### Barry's Bridal Classic Cars

Tel. 01896 822 000  
Mob. 07974 104 668  
Email: [barry@btinternet.com](mailto:barry@btinternet.com)

### Wedding Stationery

JoJo – Beautiful stationery for weddings  
Website: [www.handmadebyjojo.co.uk](http://www.handmadebyjojo.co.uk)  
Email: [jojo@handmadebyjojo.co.uk](mailto:jojo@handmadebyjojo.co.uk)

Should you have any questions or should you wish to make an appointment to see the hotel please feel free to contact our wedding specialist:

### Tom gregory

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