



BY CHOICE HOTELS

WELCOME TO COMFORT HOTEL GREAT YARMOUTH

Congratulations and thank you for requesting information about our wedding & function facilities here at the Comfort Hotel.

The details contained in this pack should answer any questions that you may have, should this not be the case then please contact us. We would be happy to arrange a time to meet with you and discuss your personal plans, together with a show around of our wedding facilities.

We understand that you may have something particular in mind for your special day, and we are happy to work with you make sure your day is just how you want it. We are also able to provide finishing touches such as cake stand & knife and recommend local companies such as florists for your special day.

Civil Ceremony

As we are a licensed Wedding Venue we are able to host your Wedding Ceremony here.

Once you have decided on the date for your special day and you have checked we are available, contact the Superintendent Registrar on 01493 662313 as it is his responsibility to provide two registrars to perform the ceremony.

The ceremony date can only be booked one year prior to your chosen date, but must be booked at least 15 days prior to your chosen date.

All Ceremony's held here are not to be related to any religion in any way.

Where to find us

Just a minute's walk from Great Yarmouth's Golden Mile opposite the Winter Gardens

Albert Square
Great Yarmouth
NR30 3JH
Tel: 01493 855070

Email: info@comfortgreatyarmouth.co.uk
Web site: www.comfortgreatyarmouth.co.uk



Ivory Menu

Chefs Soup of your Choice

Served with croutons

or

Classic Prawn Cocktail

~ ~ ~

Roast Crown of Norfolk Turkey

Served with chipolatas, stuffing,
rich pan gravy,
& selection of potatoes and vegetables

~ ~ ~

Homemade Apple Pie

Served with vanilla custard

or

Fresh Fruit Salad

Served with ice-cream

~ ~ ~

Freshly Brewed Coffee or Tea

£17.95 per person

Gold Menu

Chefs Soup of your Choice

Served with croutons

or

Chicken Liver Pate

Served with melba toast & red onion relish

~ ~ ~

Chicken Supreme

Served with a mushroom & thyme sauce
& a selection of potatoes
and seasonal vegetables

~ ~ ~

Homemade Profiteroles

Filled with fresh cream and served with a rich
chocolate sauce

or

Mixed Fruit Crumble

Served with vanilla custard

~ ~ ~

Freshly Brewed Coffee or Tea

With handmade truffles

£21.95 per Person

Silver Menu

Chefs Soup of your Choice

Served with croutons

or

Classic Egg Mayonnaise

~ ~ ~

Roasted Topside of British Beef

Served with Yorkshire pudding,
wild mushroom & red wine gravy,
& selection of potatoes and vegetables

~ ~ ~

Lemon Cheesecake

Served with mixed berries

or

Apple Strudel

Served with vanilla custard

~ ~ ~

Freshly Brewed Coffee or Tea

£18.95 per Person

Platinum Menu

Chefs Soup of your Choice

Served with croutons

or

Smoked Salmon

With orange dressing & avocado pate

~ ~ ~

Slow Braised Lamb Shank

On a bed of crushed potatoes
& crispy leeks
accompanied by seasonal vegetables & potatoes

~ ~ ~

White Chocolate & Strawberry Cheesecake

Served with Chantilly cream

or

Chefs Tarte Tatin

Served with vanilla cream

~ ~ ~

Freshly Brewed Coffee or Tea

With handmade truffles

£24.95 per Person

Children's Menu

Where possible we encourage parents to accommodate their children from the chosen wedding menu. Alternatively – please select 1 from each of the following courses

Starters

Chefs Soup of the Day with a bread roll butter

Fresh Fruit Platter with fruit coulis

Mixed Leaf Salad served with tomato, cucumber & carrot sticks

Main Course

Sausage & Mash Potato pork sausages served with peas & gravy

Chicken Strips served with chips & baked beans

Pepperoni Pizza & Tomato Fusilli Combo

Carved Ham served with salad, potatoes & coleslaw

Sweets

Chocolate Gateaux with whipped cream

Assorted Ice-cream

Children in high chairs £3.95, Up to 10 years of age £12.95 per child.

Wedding Buffet Menu

Standard Menu @ £ 9.95 per person

Selection of Sandwiches / Bridge Rolls
Assorted Quiches
Tortilla Chips, Crisps & Dips
Selection of Salads; Potato, Mixed Leaves, Pasta & Rice
BBQ Chicken Drumsticks
Sausage Rolls
Breaded Chicken Nuggets
Selection of Pizza Slices
Potato Wedges with Sour Cream Dip
A Selection of Vol- au -Vents

We generally advise to cater for approximately 90% of the Guests that will attend. (Example. 110 Guests @90% = 99 buffets to be paid for)

Extra Items

Marinade Pork Belly Ribs	@ £1.25 pp
Selection of Olives & Sundried Tomatoes	@ £1.25 pp
Cold Sliced Meat (Ham/Beef/Turkey)	@ £1.00 pp
Chilli & Rice	@ £1.25 pp
Seafood Platter	@ £1.90 pp
A Selection of Deserts Available	@ £1.95 pp

All prices are subject to change without prior notice, unless previously contracted

Please note - Buffets will be left out for a maximum of 1 ½ hours
To comply with Health and Safety legislation

Drinks Package

Drinks Package A **£ 7.95 per Guest**
1 Glass of Wine with meal
Sparkling Wine for toast

Drinks Package B **£ 8.95 per Guest**
Bucks Fizz or Fruit Juice on Arrival
Glasses of Wine with meal
Sparkling Wine for toast

Children – Unlimited Cordial on arrival and during meal @£1.50 per person.

Room Plans

	Wedding Ceremony	Sit down Meal	Evening Function
Garden Suite	Max 100	Max 70	Max 120
Below Decks Restaurant	Max 70	Max 36	Not all guests seated Max 60

Other Services

Room Hire for Civil Ceremony	£195.00
Garden Suite Room Hire for Civil Ceremony	£250.00

Bar Hours

Bar Service closes at Midnight.

Entertainment

All forms of Entertainment must end at 24.00hrs, with the external doors closed from 23.00hrs, due to noise control procedures

Wedding Information

Included in your special day with us is;

- * A red carpet to welcome you and your guests to the Hotel
- * Use of our round cake stand and knife
- * Special accommodation rates for your guests wishing to stay over
- * Linen available in white, (alternative colours available at an additional cost)
- * 50% off accommodation rate for our Bridal Suite (free when total wedding budget is over £1000)
- * In-house Toastmaster Service

Booking Procedure

Provisional Reservations

These will be held for 2 weeks, at which time you must either confirm or cancel the booking. If we have not heard from you we will automatically release the booking.

Confirmation Deposit

Your reservation must be confirmed in writing, giving brief details of your plans. A deposit of £ 250.00 is required with your confirmation, all deposits & pre-payments are **NON-REFUNDABLE & NON-TRANSFERABLE**.

Final Details

Your plans for the day (menus, wines, drinks, numbers, timings, etc) must be finalised with us 4-5 weeks prior to the event. At which time a pro-forma invoice will be raised for the final balance payment, which must be settled one month before the wedding. The final number of guests etc confirmed at this time is the minimum number that will be charged for. No refund will be given for a reduction in numbers after the final payment is made.

Cancellation

Should it be necessary for you to cancel your reservation all pre-payments are **NON-REFUNDABLE**. A further charge maybe raised for cancellations made within 6 months of the wedding date. The hotel reserves the right to cancel your reservation for the reasons given in section 11 of the terms & conditions (available on request)

Insurance

You are advised to arrange your own insurance cover for the event in order to mitigate your loss in the events of cancellation, illness etc.

Comfort Hotel Great Yarmouth
TERMS & CONDITIONS

1. Proposals

The following terms and conditions of contract apply from the date of this contract confirmation. Written confirmation of a booking implies acceptances of these terms and conditions.

2. Payment

Payment shall be cash, cheques bankers draft or such credit cards that are recognised by the Hotel. The Hotel reserves the right to require payment of a deposit at any time prior to the holding of a function, the amount of which will be determined by the Hotel. Should the customer fail to pay such deposit within seven days of being asked to do so, the Hotel must treat the booking as having been cancelled by the customer. Full payment of all charges, including VAT, must be made to the Hotel at least one month prior to the commencement of the function.

3. Licensing and Statutory Regulations

The Hotel and functions within it are subject to Statutory Regulations including those relating to fire precautions and entertainment. The regulations must be strictly observed and a copy is available from the Administration Office. The provisions of the Licensing Act 1964 as amended must also be observed in England and in Scotland the provisions of the Scottish Licensing Act 1976.

4. Third Party Personal Insurance

The Hotel shall not be held responsible for the death of bodily injury arising from any cause whatsoever to

- a. Person visiting the allocated room on behalf of, at the request of the customer, whether such death of injury occurs within the allocated room or in any other part of the Hotel.
- b. Persons employed by the Hirer during the period of hire whether such death or injury occurs within the allocated rooms or in any parts of the Hotel.

5. Cloaks and Personal Property

The Hotel does not accept responsibility for the property of customers or guests. Cloakrooms are provided for the convenience of the customers and guests but any good deposited in the cloakrooms are deposited at the owner's risk and without any obligation on the part of the company. Insurers can be recommended by the Hotel to cover any function.

6. Equipment

The Hotel will assist clients, where reasonably possible with storage of equipment, etc. The hotel does not accept any liability for loss or damage to any item of equipment, furniture, stock or the like.

7. Professional Bodies and Performing Rights

The Hotel reserves the right to object to the employment by customers and guests of any photographer, toastmaster, band, musician or other persons in conjunction with any function and will without obligation be please to give customers and guests the benefit of their advice or recommendations in this connection. It shall be the responsibility of the customer that, where applicable, Performing Rights Society Forms are completed by any band, musician employed by the customer. All equipment used by performers at the Hotel must have the relevant safety certificates.

8. Corkage

No wines or spirits maybe brought into the allocated rooms by customers or guests for consumption on the premises unless the prior consent of the Hotel has been obtained and for which a charge will be made.

9. Finishing Times

Functions are required to finish at the time agreed when the booking is made. Extensions to this time are at the sole discretion of the Hotel in any event, subject to the Licensing Statutory Regulations referred to in clause 2.

10. Re-Confirmation

The customer shall notify the Hotel not less than 4 – 5 weeks prior to the function, the anticipated number of guests attending. Amendments to the numbers must be notified to the Hotel no less than 48 hours prior to the function and final numbers should be not less than 90% of the number first booked. The amount payable by the customer shall be calculated 21 days prior to event and are based on confirmed numbers, given 4-5 weeks prior. The size of the function space allocated is based on the expected number of attendees, and in the case of more than a 10% reduction, the Hotel reserves the right to change the allocation function space or apply a surcharge.

11. Cancellations

If the client cancels the function, the following surcharge charges will be due.

For cancellations between 52 weeks and 20 weeks prior to the date, the charge will be 20% of the estimated total account.

For cancellations between 20 weeks and 8 weeks prior to the date, the charge will be 70% of the estimated total account.

For cancellations between 8 weeks and the date, the charge will be 100% of the estimated total account.

The Hotel will endeavour to re-let the allocated function space and a reduction of the cancellation charge will be made if the Hotel is successful in re-letting part or all of the allocated space.

12. Non Arrivals

Bedrooms reserved in conjunction with the function are subsequently cancelled or not taken up will be a subject to the cancellation policy set out in paragraph 11.

13. General Liability

The Hotel will not be liable for any failure to provide the services contracted in the following circumstances;

A.1. Industrial action by the Hotel employees

2. Industrial action by the staff of a major supplier

3. Fire, lighting, aircraft impact, explosion, riot or civil commotion, malicious damages, storm, tempest, flood, burst pipes, earthquake and impact.

4. Postal bookings which do not reach them

5. Breakdown of plant or failure to supply to Hotel of gas, electricity, water services, etc. Without prejudice to the foregoing and without inferring and liability against them, the Hotel to take all possible action to alleviate any such inconvenience.

B. The contract shall not be assignable

C. This contract shall be governed by and constructed in all respect in accordance with the law of the country in which the Hotel for which the booking is made is situated.

14. Damage

The customer shall be responsible for any damages caused to the allocated rooms or the furnishings, utensils and equipment therein by any act, default or neglect of the customer, subcontractor or guests of the customer and shall pay the Hotel on demand

The amount required to make good or remedy any such damage.

15. Advertising

Clients wishing to print details of the Hotel or its telephone number in any publication or advertisement must obtain written agreement from the Hotel management prior to doing so.

16. Hotel Proprietor's Act 1956

This agreement does not affect any rights which the customer may have under the Hotel Proprietors Act 1956 where the Act applies.