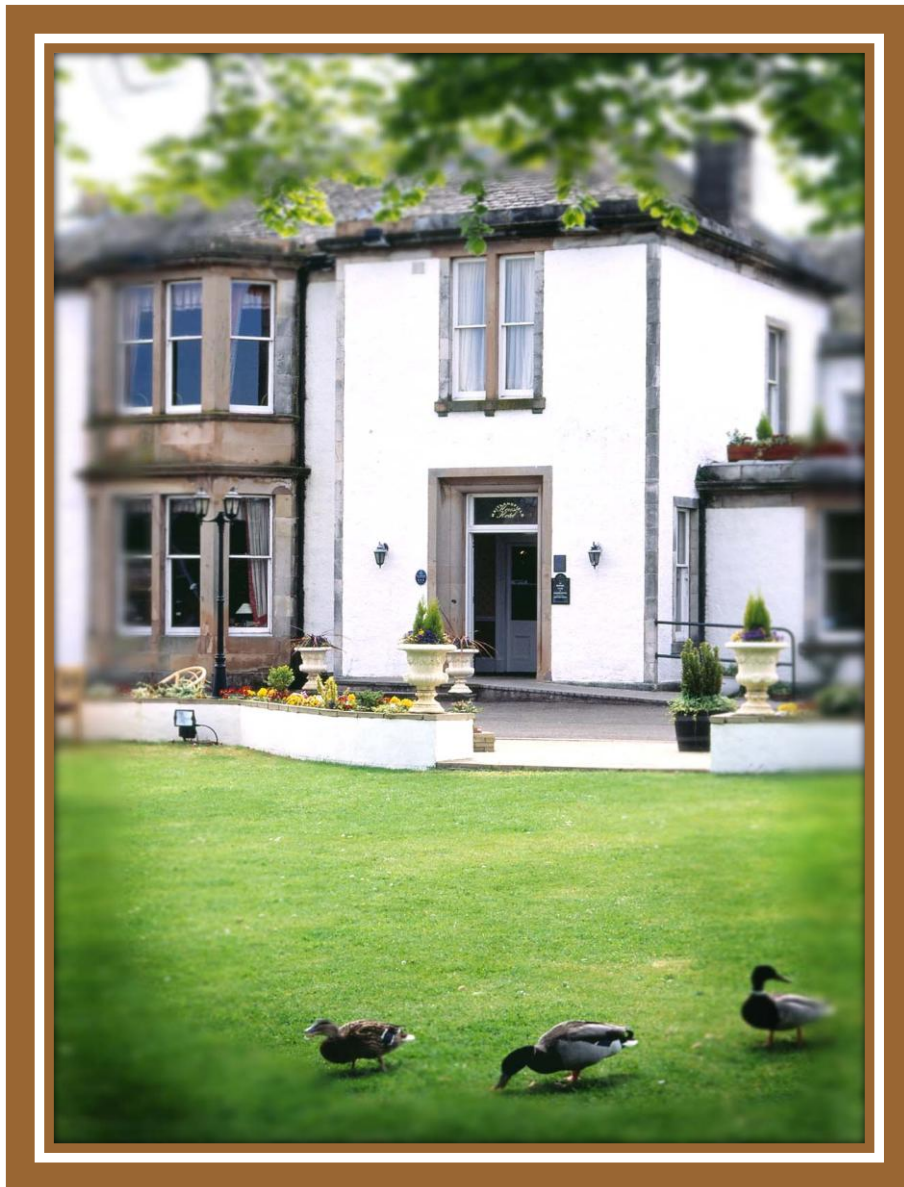




MAITLANDFIELD
HOUSE HOTEL



For Times to Remember

Wedding Information Folder

Wedding Service Information

1. **The red carpet welcome** from our master of ceremonies as you alight from your wedding car.
2. Hotels' **silver cake stand and knife** for the correct presentation of your wedding cake.
3. **Table plan** for a professional presentation of your seating arrangements will be printed along with place cards and menus. Consideration to vegetarians or other special dietary needs of your guests will be catered for irrespective of your menu choice. Children under 12 may have half portions of the main meal at half the main package price or they can choose from our children's menu. Toddlers under 3 years old will dine with the compliments of the management.
4. **Master of ceremonies**, the duty manager will be pleased to coordinate and supervise your reception, arrange your top table speech order and be on hand throughout your special day to ensure everything runs smoothly.
5. The **hotel gardens** can be used for those memorable album photographs.
6. Complimentary **double room** is supplied, subject to availability, on the evening of the wedding reception for the "newlyweds" if the meal is for more than 40 guests.
7. We are licensed to hold **marriage ceremonies** and **civil receptions** within the hotel or garden, a charge will be made for this service depending on numbers attending and location. You are required to book an interview room which must be available before and after the marriage service, this is compulsory for all civil receptions.
8. The hotel reserves the right to set a minimum number attending without incurring room hire charges. Approximate numbers must be confirmed with the hotel at the time of booking. We may waive the room hire charge if the overall booking satisfies minimum costs required.
9. **Evening reception** is treated as a separate reservation. We are delighted to cater for your evening reception and can advise on menu and drinks packages. When choosing your evening buffet, please take into consideration that you are required to cater for all guests attending the evening.
10. **Exclusive use of the hotel.** When considering this option the booking must be for the hire of the whole house (25 bedrooms) accommodating forty seven people, the public rooms and the brasserie.
11. **Discounts** on weddings and accommodation. We will be happy to offer a 10% discount (**maximum 9 rooms**) on rates for accommodation for guest who are attending the wedding reception. This is subject to availability at the time of confirmation of wedding. We also offer a 10% discount off wedding meals between Monday and Thursday.
12. **Booking & deposit:** a provisional booking can be held for 7 days without obligation. This booking will automatically be released thereafter. To confirm a booking we require a non-refundable deposit of £500.00 with written confirmation of appropriate times and minimum numbers. A further non-refundable deposit will be due of £500.00 every six months until a maximum of 75% of the total estimated account is reached. Once any deposit is paid it confirms that you comply with the terms and conditions of the booking. All menu prices will be confirmed along with final arrangements normally 8 weeks before the event, and the final balance will be payable 14 days prior to the wedding reception date by cash, cheque or credit/debit card when all numbers and requirements are finalised. Payments by credit card will be subject to 2.5% handling charge.

Events insurance. With our experience we strongly advise that cancellation insurance is purchased. Details of event insurance can be provided by contacting the hotel or by contacting an insurance broker.

Five Star Menus

This very competitive five star menus have been designed to give you varied choices when planning your meal. All you have to consider is your drinks package and table decorations. Simply add your preferred five star menu price, your preferred drinks package price to establish the total cost of your event

Five Star Menu No 1

£18.50

Fantail of cantaloupe melon

with heather honey and fruit syrup

★

Stuffed roast loin of pork

on braised potato with a medley of root vegetables and roast jus

★

Apple lattice tart

with vanilla custard cream sauce

★

Freshly filtered Colombian coffee

with chocolate mints

Five Star Menu No 2

£19.75

Tomato and mozzarella salad

with aged sweet balsamic

★

Oven roasted chicken supreme

on braised potato with Ivory sauce and a medley of vegetables

★

Glazed citrus tart

with hedgerow berries

★

Freshly filtered Colombian coffee

with chocolate mints

Five Star Menu No 3

£21.50

Salad nicoise

whole green beans, mixed tomato with Arran dressing

★

Traditional braised shin of Scottish beef

on creamed potato and medley of root vegetables

★

Duo of white and dark chocolate

with meringue topping and mocha coffee sauce

★

Freshly filtered Colombian coffee

with chocolate mints

Five Star Menu No 4

£23.50

tomato and goats cheese tart

on seasonal leaves and balsamic

★

Braised leg of Scottish lamb

on cream potatoes with rich port wine sauce and a medley of vegetables

★

Forest fruits summer pudding

with a wild berry coulis

★

Freshly filtered Colombian coffee

with chocolate mints

Five Star Menu No 5

£28.50

Salad of hot smoked salmon on seasonal leaves with a light caper dressing

★

Roast rib of Scottish beef on local haggis, braised potatoes, belhaven best jus and a medley of vegetables

★

Glazed citrus tart on hedgerow berries coulis

★

Freshly filtered Colombian coffee with chocolate mints

Notes: You may choose a vegetarian option from our selector as a second choice at no extra charge

Drinks Selector

You are free to choose from one of our carefully elected drinks packages, however, if you prefer you can make your choices from our extensive list:

Selector no 1 £10.50

- One glass of sparkling bucks fizz on arrival
- One glass of classic red or white wine with meal
- One glass of sparkling wine for the toast

Selector no 2 £13.50

- One glass of chilled fruit punch on arrival
- Two glasses of classic red or white wine with meal
- One glass of sparkling wine for toast

Selector no 3 £15.00

- One glass of pink sparkling on arrival
- Two glasses of classic red or white wine with meal
- One glass of sparkling wine for toast

Selector no 4 £22.50

- One glass of pink champagne on arrival
- Two glasses of classic red or white wine with meal
- One glass of champagne for toast

Children's drinks £4.95

- Glass orange juice, lemonade or coke / diet (reception)
- Glass orange juice, lemonade or coke / diet (meal)
- Glass of lemonade served in a champagne flute (toast)

Extras ideas for welcome drink

Glass of champagne	£8.50
Glass of sparkling wine	£5.25
Bucks, Cranberry or Raspberry Fizz	£4.50
Refreshing non alcoholic fruit punch	£3.75
Alcohol fruit punch	£3.95
Cup of mulled wine, traditional and warming	£3.95
Pimms No 1 served chilled with lemonade	£3.95

Welcome canapés £ 1.55 each or any four £5.95 per person

Hot

- Skewered salmon and lemon mayonnaise
- Vegetable tempura
- Crostini with grilled cheese, bacon and onion
- Chicken satay with spicy peanut dip
- Skewered potato with roasted tomato sauce

Cold

- Cream cheese and roast pepper
- Salmon and crème fraiche roulade
- Game pate with redcurrant
- Goats cheese with orange marmalade
- Tuna nicoise - chorizo and mixed bean

- The above drinks packages are based on spirits 25mls, wine 175mls.
- Champagne or sparkling 125mls
- Wines and Champagnes are House Brands

Buffet Menu Selector

Evening Cocktail Buffet

Mixed sandwiches, cocktail sausage rolls, savoury cheese roulade, cocktail spring rolls, cheese & tomato pizza bites, breaded salmon and tuna bites, Indian pakora with dips, Chinese ribs, Scotch eggs, chicken fillets, chicken drumsticks, onion bhajis with dip, potato savoury bites, vegetable crudities with dip platter.

- **Select 5** £7.95
- **Select 8** £10.95
- **Select all** £17.95
- Buffet service **tea & coffee** £1.95

Table Nibbles

Salted peanuts, dry roasted peanuts, Bombay mix, kettle crisps, pretzels' £2.00 each bowl

Additional to the Buffet

Traditional Scotch or Macaroni pie with brown sauce	£4.50
Sausage stovies served with oatcakes	£6.75
Scottish buffet – haggis, neeps and tatties with a creamy Glenkinchie sauce	£7.95
Bacon roll or hotdog roll with tomato relish and mustard	£6.95
Barbeque mixed grill with salads served outside in the garden	£15.50

Cold fork buffet

Baked gammon
Roast turkey
Roast Scottish beef
Smoked salmon and trout fillets

Coleslaw salad
Savoury rice salad
New potato and chive salad
Lettuce leaves tomato and onion salad

■■■

Wedge of apple and sultana flan with chantilly cream

■■■

Freshly brewed Colombian coffee and chocolate mints

£14.95

Hot fork buffet

Italian beef lasagne in parmesan cheese

Spicy chicken piri piri

Chilli beef and red kidney beans
Poached chicken pieces in white cream sauce

Beef and mushroom stroganoff in Arran mustard

Steam basmati rice

Baked potato

■■■

Chocolate profiteroles with cappuccino sauce

■■■

Freshly brewed Colombian coffee and chocolate mints

£16.95

Select three choices for main courses

Cold carved buffet

Smooth chicken parfait, port wine syrup oatcakes

■■■

Whole dressed poached salmon
Carved honey baked ham with cloves

Carved roast rib eye of Scottish beef

Coronation chicken salad

Mixed leaves and tomato salad

Potato and chive salad

Celery and walnuts salad

Savoury rice salad

Spicy cous cous salad

■■■

Continental Scottish cheese platter

Local fresh strawberries with fresh cream

■■■

Freshly brewed Colombian coffee and chocolate mints

£35.50

- Please note that the fork and carved menus are catered for numbers over 50
- When catering for evening guests you are required to cater for full amount attending or a room hire charge will apply

Menu Selector Planner

Starters

Tomato and mozzarella salad black olives and pesto dressing	£4.95
Fan of cantaloupe melon with mixed seasonal fruits and vanilla and poppy seed dressing	£4.95
Smooth chicken and pink peppercorn parfait with Scottish oatcakes	£5.50
Chicken and game terrine with caramelised red onion compote	£5.75
Local haggis resting on a pillar of carrot, potato and turnip with malt whisky sauce	£6.50
Farmed smoked salmon from Dunbar smokery with a light dill and crème fresh sauce	£6.95

Soups Course or Intermediate

Classic Italian minestrone vegetable soup with crunchy parmesan croutons	£3.75
Sun ripened tomato and mixed beans chowder	£3.75
Butternut squash and carrot infused with heather honey	£3.95
Light chicken consommé garnished with strips of root vegetables and a julienne of pancake	£4.25

Mains or Intermediate

Champagne sorbet	£3.00	
Apple and Vanilla sorbet	£2.75	
Fillet of farmed Dunbar trout dressed with a watercress sauce	£7.50	£15.00
Roasted fillet of farmed seabass with smoked bacon and tarragon cream sauce	£8.50	£16.95
Classic risotto of wild and field mushrooms, with red pepper coulis	£6.50	£12.50
Mediterranean vegetable parcel with smoked cheese cream sauce	£6.50	£12.50

Mains

Pan roasted belly of organic pork on apple cream potato root vegetables and calvados jus	£13.50
Corn-fed chicken supreme on a stew of sweet potato and mixed bean casserole	£14.95
Rosemary scented braised shank of lamb on a sweet potato rosti with seasonal vegetables	£15.95
Supreme of corn-fed chicken on a creamed potato and haggis with Glenkinchie whisky sauce	£16.50
Confit leg of duck on braised potatoes with a rich juniper berry reduction	£17.95
Roast haunch of Scottish venison, wild mushrooms, juniper berries and a port jus	£18.50
Roast rib eye of Scottish beef with a horseradish flavoured Yorkshire pudding and natural jus	£19.75
Carved fillet of beef wellington with a rich Madeira wine sauce and a medley of vegetables	£22.50

Desserts

Red berry fruit pudding with crème fresh	£4.50
Apple crumble with a Drambuie and vanilla pod sauce	£4.75
Baked chocolate tart with candied orange	£4.95
Duo of white and dark chocolate tower with a cappuccino cream	£4.95
Profiteroles filled with cream laced with warm chocolate sauce	£5.25
Apple and cider charlotte with vanilla bean and cinnamon cream	£5.25

Cheeses (as an extra course)

Individual Selection of Scottish and European cheese with fruit and oatcakes	£4.95
Platter of mixed Cheeses for the table with oatcakes	£10.00

To finish

Freshly filtered Colombian coffee with chocolate mints or homemade tablet	£2.50
Freshly filtered Colombian coffee with dipped fruits in dark and milk chocolate	£3.50

Children Menu

Soups

Char grilled tomato with laced cream
Leek and potato with chopped chives
Seasonal vegetable soup with crisp bread snippets

Starters

Crunchy vegetable and fruit fingers with a creamy dip
Pearls of melon with fruits of the forest
Hummus with salad leaves and warm pita fingers

Main Courses

Macaroni pasta with fries, salad served plain with butter
Grilled pork sausages with creamy mash and gravy
Cod fillet bites in crispy batter with fries, garden peas and salad
Breaded chicken fillets with spicy tomato sauce and fries
100% beef handmade burger in a salad roll with fries and coleslaw

Desserts

Fresh fruit salad and whipped cream
Banana boat with chocolate or fruit sauce
Sticky toffee pudding with vanilla ice cream

3 Course £9.95 per child up to 9 years old

Alternatively we can offer children a half portion of the adult menu at half of the adult price.



*Haddington
Bear Menu*

Intimate Wedding Menu

Starters

Chicken Liver Pate

tomato chutney and oatcakes

Duo of Honeydew and Ogen Melon,

seasonal fruits and fresh fruit coulis

Salad of Smoked Belhaven Smoked Salmon

fresh lemon and caper dressing



Intermediate

Soup Course

prepared using locally sourced ingredients
complemented with homemade bread

Apple and Vanilla Sorbet

palate cleanser



Main Courses

Braised shin of Prime Scottish Beef

on black pudding compote with shallot and ale sauce

Pan Roasted Breast of Chicken

on local haggis with a black pepper and cream sauce

Hot Smoked Scottish Salmon

on seasonal salad leaves with house dressing and new potatoes

Vegetarian Option

of mediterranean vegetable crumble
with a garlic cream sauce and new potatoes

A medley of steamed vegetables is served with main courses



Dessert

Caramelised Lemon Tart

with dusted fruits and berry coulis

Rich Dark and White Chocolate Mousse,

and butterscotch sauce

Cheese

Scottish and Continental Cheese Board,

highland oatcakes and chutney



To follow

Freshly Brewed Coffee or Breakfast Blend Tea

with chocolate mints



Price per person

3 course meal **£ 27.50** or 4 course meal **£ 30.00**

The intimate menu is designed to accommodate to up to 30 guests

Wedding Licence, Health & Safety Information

Maitlandfield House Hotel is licensed to hold marriage ceremonies and civil receptions within the hotel or garden, a charge will be made for this service depending on numbers attending and location. You are required to book an interview room which must be available before and after the marriage service, this is compulsory for all civil receptions.

It is the clients responsibility to contact the registrar – (01620 827980). The contents of the ceremony must be agreed in advance with the Superintendent Registrar

Only a civil, non-religious ceremony can be permitted. All arrangements necessary to enable the ceremony to take place remains the responsibility of the client. Provisional ceremony bookings can be made with the registrar up to two years in advance of the wedding reception dates. Ceremonies must be booked at the time of booking Maitlandfield House to avoid disappointment. It is not the responsibility of Maitlandfield House to remind clients to book their ceremony with the registrar's office. Registrar Fees are payable to the Town Hall.

Wedding Ceremonies can only be held within the Maitlandfield House licensed areas, a room hire charge will apply.

The liquor licensing act Scotland has granted Maitlandfield House a license to sell alcohol within the accordance of the Act.

Sunday to Thursday 11.Am to 23.00hrs and Friday & Saturday to 12 midnight. An extension on these hours if required can be applied for, and 6 weeks noticed is necessary.

Consumption of alcohol is not permitted outwith the function rooms and bars after 10.00pm

When the marriage ceremony or civil reception are being held at Maitlandfield House, drinks can not be served or purchased by the bridal party and guests within the area that the service is to be held. This applies for a minimum of one hour prior to the ceremony

Children or Young person policy: all under 18 are only allowed to be within the function room until 12 midnight. At all times refrain from being with in 1.5mts from the bar. Children are made welcome at Maitlandfield House, though they must be supervised at all times.

Safety

A) Maitlandfield Hotel cannot accept **liability for any claims**, actions or demands arising from damage, or loss to goods and / or property left on site that are the sole responsibility of the owner. Any goods and/ or property are left entirely at the owner's risk.

B) The hirer is totally responsible for meeting the **Health and Safety** obligations associated with the activities of his/her event.

This includes any unsafe act, ensuring that privately owned equipment is in safe working order and covered by the relevant insurance and **Portable Appliance Testing Documents** when used on the premises. The hirer is also responsible for ensuring the premises are left in a safe condition on leaving. Please note any damage to the hotel, facilities or fittings will be charged to the hirer

c) No artificial **smoke generators** or machines are to be used by discos or entertainers due to the sensitivity of the fire Alarm System. Any charges levied by the Fire Service for false alarms due to smoke machines etc will be passed onto the company concerned.

Fireworks and sky lanterns are not to be ignited by anybody other than professional pyrotechnic operators with acceptable amount of public Liability insurance, together with prior written permission from the Manager of the hotel. There is a curfew of 10.00pm which is the latest time a display may start

D) Helium balloons are welcomed at the hotel when they have been inflated prior to its arrival at the hotel and only inflated in situ by a professional that has carried out a health and safety assessment of the job required. (Helium Balloons can not be used as table decoration when candles are used as part of the same table decoration)

E) Maitlandfield House must be informed of any person that has a disability and will be attending the function so that special provisions can be made to help with their comfort & enjoyment

Hotel Services Images



Maitlandfield House Hotel 24 Sidegate, Haddington, Edinburgh East EH41 4BZ
Tel: 01620 826513 Fax: 01620 826713
info@maitlandfieldhouse.co.uk www.maitlandfieldhouse.co.uk