

Your Civil Ceremony

The Perfect Setting

As an alternative to a formal church or register office service, why not tie the knot and host your celebrations all under one roof?

Mitchell Hall offers a choice of two rooms licensed to hold civil ceremonies, both able to accommodate up to 80 guests.

A red carpet will await your arrival. It will guide you into the venue of your choice - either the elegant and splendid Lord Kings Norton Room of the charming, more intimate Senior Lounge.

Our Room Hire Charges

Our civil wedding room, which offers the perfect ambience for your special day, can seat up to 80 guests at a charge of £355.00.

Once you have Booked your Room

Following your provisional booking of the venue, you are required to contact the Superintendent Registrar in Bedford: T: 01234 290450.

All arrangements for the civil ceremony should be confirmed with the Registrar's Office. All fees relating to the civil ceremony are payable to the Registrar's Office and are not included in the price of room hire.

Civil wedding ceremonies need to take place between 8am and 6pm.

Important Information

Food and drink may not be consumed in the designated room for two hours prior to or during the ceremony. Photography is not allowed during the marriage solemnisation itself, and use of a video recorder during the ceremony requires prior agreement with the Superintendent Registrar. It is a requirement that all readings, music and words must be agreed with the Superintendent Registrar prior to the ceremony.

Your Menu Choices: Wedding Breakfast

Choosing Your Menu

Each of the five menu choices – Woburn, Astwood, Olney, Cold Carving Buffet and Hot Buffet – are individually priced. It is these prices which will determine your overall price per head.

To create your wedding breakfast menu, please choose one start from the selection of hot or cold starters below.

For your choice of main course, choose the Cold Carving Buffet or Hot Buffet or select one dish from the Woburn, Astwood or Olney menus (details overleaf), each of which has a vegetarian option.

For your choice of dessert, please select one from the tempting choices overleaf.

Tea/coffee are included in the price per head.

Starters

Cold Selection

*Poached salmon wrapped in smoked halibut
with dill lemon dressing*

—

*Chicken & brie terrine with mixed leaves and
Cumberland sauce*

—

Melon rose with vanilla & raspberry syrup (v)

—

Duck & orange salad with citrus dressing

—

Antipasto italienne with olives & oak leaf

—

*Filo basket with tiger prawns lime & ginger
creme fraiche and coriander*

Hot Selection

*Grilled field mushroom topped with
charred peppers and stilton cheese with
chive dressing (v)*

—

*Paupiette of salmon filled with prawn mousse
and a light duxelles sauce*

—

Warm guinea fowl, bacon & pine nuts salad

—

*Beef tomato filled with feta cheese &
sweet peppers (v)*

—

Rustic country broth

—

Tomato & basil soup (v)

—

Sweet potato & chive soup (v)

—

Soup of your choice

All soups served with half crusty baguette

Your Menu Choices

Wedding Breakfast – Main Courses

The Woburn Menu

*Roast joint of your choice
(choose from beef, lamb, pork or chicken half)
Served with its traditional accompaniment*

—
*Pork escalope topped with parma ham
olives & mozzarella served with light cream
& pepper sauce*

—
*Seared sea bass with roasted fennel &
capsicum coulis*

—
*Braised rib eye steak
(braised with root vegetables, ruby port
& cracked black Pepper)
served on a bed of mustard mashed potatoes*

—
*Chicken breast stuffed with Williams pears
served with perry sauce*

—
*Puff pastry parcel filled with wild mushrooms,
vegetables & served with pink peppercorn
sauce (v)*

—
£28.50 per head

All dishes served with
Potatoes and a seasonal vegetable medley

The Astwood Menu

*A selection of meats carved for your guests
with traditional accompaniments*

—
*Roast sirloin of beef with grain mustard crust
& bordelaise sauce*

—
*Rosemary glazed shank of lamb with
shallot & redcurrant jus*

—
*Salmon and sliced lobster tail wrapped in filo
pastry with truffle scented cardinal sauce*

—
*Supreme of chicken with camembert & walnuts
served with cream brandy sauce*

—
Baked mushroom, parsnip & cranberry tart (v)

—
£33.00 per head

All dishes served with
Potatoes and a seasonal vegetable medley

Your Menu Choices:

Wedding Breakfast – Main Courses & Desserts

Main Courses

The Olney Menu

*Poached halibut served with wilted spinach
& lemon & dill butter sauce*

Fillet of beef wellington with rich claret sauce

*Noisette of lamb seasoned with warm spices
served with crushed sweet potato
& juniper sauce*

*Paupiette of veal stuffed with chicken &
watercress forcemeat served with
calvados sauce*

*Tournedos of venison wrapped in bacon with
oyster mushroom sauce*

*Carrot & potato rosti topped with medley of
asparagus, artichoke hearts & sweet peppers
served with warm thyme & garlic dressing (v)*

£35.50 per head

All dishes served with
Potatoes and a seasonal vegetable medley

Dessert Selection

Chocolate truffle with mocha sauce

*Steamed syrup sponge with
vanilla custard sauce*

*Apple tart taarin
Served with cider scented thick cream*

*Mango & blackcurrant tear drop
(Mango & blackcurrant mousse)*

*Summer pudding
Served with light mint syrup and pouring cream*

*TIRAMISU
(Italian coffee & brandy with
mascarpone cheese)*

Optional Extra

Cheese board

**A choice of British or European cheeses
Served with a selection of savoury biscuits**

£4.75 per head

Evening Buffets

*Evening buffets are offered as part of your
Wedding breakfast with prices*

*Starting from **£10.50** per head*

**Your Wedding Co-ordinator
Will be pleased to discuss choices with you**

Chocolate Fountain

Tempting chocolate fountain

*From **£160.00***

Your Menu Choices: Wedding Breakfast – Buffets

Cold Carving Buffet

A selection of traditional
prime roasted meats carved to your liking

Honey glazed gammon

—

Roasted turkey

—

Sirloin of beef

—

Poached petit supreme of salmon

—

Accompanied by a selection of salads

—

Potato & spring onion

—

Oriental noodle

—

Mixed leaf with tomato & cucumber

—

Pasta & roasted vegetable

—

Coleslaw with lemon mayonnaise

—

Plus a variety of warm rolls and breads

And for dessert

A selection of Gateau & cheesecakes

—

Cheese board

—

Basket of fresh fruit

—

£29.50 per head

A minimum of 20 people is required for this buffet

Hot Buffet

Please select two dishes from the following

Beef bourguignon

—

Lamb tangine

—

Chicken korma

—

Moussaka (Lamb or vegetarian)

—

Turkey in cream ginger sauce

—

Served with a choice of

Minted new potatoes or pilaf rice

—

A variety of different salads

—

Selection of warm country rolls

—

And for dessert...

A selection of Gateau & cheesecakes

—

Cheese board

—

Basket of fresh fruit

£29.50 per head

A minimum of 20 people is required for this buffet

Chocolate Fountain

Tempting chocolate fountain

From £160.00

(v) Suitable for a vegetarian diet
All prices shown are inclusive of VAT at the prevailing rate

Evening Receptions at Mitchell Hall

Celebrate at Mitchell Hall

Mitchell Hall excels in its provision for evening Wedding receptions.

Room Hire Charge

A room hire charge of £359.00 applies to all party night bookings.

Party Finger Buffet

This buffet is priced from £24.00 per head. A selection of delicious finger buffet options are available to suit your taste and budget. The options available can be discussed with the conference and banqueting team.

Cold Carving Buffet

A selection of traditional prime roasted meats carved to your liking

Honey glazed gammon

Roasted turkey

Sirloin of beef

Poached petit supreme of salmon

Accompanied by a selection of salads

Potato & spring onion

Oriental noodle

Mixed leaf with tomato & cucumber

Pasta & roasted vegetable

Coleslaw with lemon mayonnaise

Plus a variety of warm rolls and breads

And for dessert

A selection of Gateau & cheesecakes

Cheese board

Basket of fresh fruit

£29.50 per head

A minimum of 20 people is required for this buffet

(v) Suitable for a vegetarian diet
All prices shown are inclusive of VAT at the prevailing rate

Hot Buffet

Please select two dishes from the following

Beef bourguignon

Lamb tagine

Chicken korma

Moussaka (Lamb or vegetarian)

Turkey in cream ginger sauce

Served with a choice of

Minted new potatoes or pilaf rice

A variety of different salads

Selection of warm country rolls

And for dessert...

A selection of Gateau & cheesecakes

Cheese board

Basket of fresh fruit

£29.50 per head

A minimum of 20 people is required for this buffet

Chocolate Fountain

Tempting chocolate fountain

From £160.00

What Your Wedding May Cost

An at-a-glance guide to what your wedding may cost follows

Non-refundable deposit £400

Room Hire Charges

Civil wedding room hire	£355.00
Wedding breakfasts/receptions in the Senior Lounge	£44.65 <i>per hour (max of £150.00)</i>
Wedding breakfasts/receptions in the Banqueting Suite	£359.00
Evening receptions only in the Banqueting Suite	£359.00

When booking both the Senior Lounge and the Banqueting Suite, only the Banqueting Suite charge will apply.

When booking the Banqueting Suite for both wedding breakfast and reception, only one room hire charge will apply.

Wedding Breakfast

The Woburn Menu	£28.50 <i>per head</i>
The Astwood Menu	£33.00 <i>per head</i>
The Olney Menu	£35.50 <i>per head</i>
Cold Carving Buffet (not available in Senior Lounge)	£29.50 <i>per head</i>
Hot Buffet (not available in Senior Lounge)	£29.50 <i>per head</i>

Evening Wedding Buffets, as part of the Wedding Breakfast Package, start from £10.50 *per head*.

Your specific requirements will be discussed with you by your Wedding Co-ordinator.

Evening Wedding Receptions Only

Party finger buffet from	£24.00 <i>per head</i>
Cold carving buffet (not available in the Senior Lounge)	£29.50 <i>per head</i>
Hot Buffet (not available in Senior Lounge)	£29.50 <i>per head</i>

Accommodation

When booking your wedding, you are advised to block book your accommodation requirements in advance with your Wedding Co-ordinator.

Weekend – Friday to Saturday

Single room with bed and breakfast	£54.64
Double room with bed and breakfast	£72.00
Bridal Suite with bed and breakfast	£97.00

All prices shown are inclusive of VAT at the prevailing rate

Booking Terms and Conditions

Prices

- 1 You should note that prices are quoted inclusive of VAT at the prevailing rate.
- 2 All prices quoted are per person, except where otherwise indicated.
- 3 Prices are reviewed annually on 1 August. The prices charged will be those current on the date of the event.
- 4 Bespoke menus will be individually priced.

Bookings

- 1 Provisional bookings will only be held for four weeks. Any provisional bookings not confirmed within four weeks will automatically be cancelled.
- 2 A booking is confirmed once a completed, signed booking form and deposit have been received and you have met with your Wedding Co-ordinator to agree your requirements.
- 3 Should the number of guests subsequently reduce, the charge will be a maximum of 10% less than the number notified on the booking form.

Cancellations

- 1 Any cancellations must be in writing. This applies to all confirmed events.
- 2 In the event of a cancellation the following scale of charges will apply:
 - Less than 1 week in advance of the first day – 100% of payment due
 - Less than 4 weeks in advance of the first day – 75% of payment due
 - Less than 8 weeks in advance of the first day – 50% of payment due
 - Between 8 and 26 weeks in advance of the first day booking deposit will be forfeited

Final numbers must be confirmed not less than 28 full working days prior to the event. It is regretted that numbers confirmed at this time must be paid for even if subsequently cancelled. Special dietary requirements should also be advised at this time.

It may not be possible to cater for higher numbers at short notice, although every effort will be made.

Contact

To discuss your requirements please contact The Wedding Co-ordinator on 01234 754301 / 744300.

Miscellaneous

- 1 Any damage caused by guests during an event will be the responsibility of the event organisers, and they will be liable for payment of any repairs.
- 2 Occupancy of Rooms is subject to the Terms and Conditions relating to Occupancy of Rooms on reverse of this sheet. Liability for any breach of the said terms and conditions will be borne jointly and severally by the occupant and the event organiser.
- 3 Menu items are offered subject to availability. Alternatives of the same quality will always be offered if a menu item is not available.
- 4 The final balance is due and payable no later than 14 working days prior to your wedding reception. Any subsequent increase in numbers must be paid in full before the wedding reception.
- 5 All catering services including alcoholic drinks may only be supplied by Cranfield University, unless otherwise agreed by Cranfield University.
- 6 Persons under the age of 18 years are the sole responsibility of the event organiser. Cranfield University, its employees, servants and agents accept no liability for their actions or behaviour nor for any damage caused by such actions of behaviour. The event organiser hereby agrees to indemnify Cranfield University, its employees, servants and agents against all liabilities, claims, costs and damages resulting from the actions of all persons including those under the age of 18 years.
- 7 Please advise us if you or any of your visitors have any special access requirements; this includes the evacuation of the building in an emergency.

Insurance

Cranfield University has public liability insurance. Cranfield University does not provide insurance cover for delegates or their property and does not accept any liability or responsibility for any loss or damage or consequential loss howsoever caused.

Organisers are advised to make their own arrangements for third party insurance, or any other insurance they deem necessary.

Please Note: The Cranfield University name and logo is a registered trademark, covered by copyright law and may not be used without the express, written permission of Cranfield University.

Booking Terms and Conditions

Relating to Occupancy of Rooms

- 1** Rooms may only be occupied for the period stated in the booking form.
- 2** Charges for accommodation and catering must be paid to the university when requested.
- 3** Rooms must be vacated and keys returned to reception by 10.00a.m. on the day of departure. Failure to vacate a room or return keys by the requested time may result in an additional charge.
- 4** On departure please remove all personal possessions.
- 5** Rooms may not be shared with any unauthorised person.
- 6** For reasons of safety, residents are requested:
 - i. Not to bring any toxic or dangerous materials on to the premises
 - ii. Not to keep any animals or pets in the accommodation
 - iii. Not to tamper with any fire safety equipment or alarms
 - iv. To keep fire doors closed at all times
 - v. To observe electrical safety at all times
 - vi. Not to damage university property or premises in any way
- 7** Please keep noise to a reasonable level at all times, being considerate of other occupants and neighbours.
- 8** No items of furniture or other items belonging to the university may be removed from residential areas or moved to different rooms without written authority. If such items are removed then the university will take legal action for recovery and or compensation.
- 9** Misuse of equipment or damage caused to university property will be charged to the occupant and/or the event organiser.
- 10** Occupants of rooms must comply at all times with university policies and regulations and notices, which may be posted from time to time. Violation of any policy regulation or notice may result in occupants being required to vacate the premises.
- 11** The university does not provide insurance cover for residents or their property and it accepts no liability for any loss or damage or consequential loss howsoever caused.

Booking Form

Wedding Details

Wedding date _____

Bride's name _____

Groom's name _____

Contact name _____

Address _____

Postcode _____

Email _____

Telephone (home) _____

Telephone (work) _____

Name and address to whom final account is to be submitted, if different to above:

Contact name _____

Company _____

Address _____

Postcode _____

Email _____

Telephone (home) _____

Telephone (work) _____

Your Ceremony

Do you intend to hold your wedding ceremony at Mitchell Hall Yes No

Number of guests expected _____

Time of service _____

Your Wedding Breakfast

Which room have you chosen?

Banqueting Suite

Senior Lounge

Catering Details

Arrival time of guests _____

Time meal served _____

Total number of guests dining _____

Total number of vegetarians _____

Number of children under 5 _____

Number of children between 5-10 _____

Special dietary requirements _____

From which menu have you chosen your main course?

The Woburn Menu

The Astwood Menu

The Olney Menu

Cold Carving Buffet

Hot Buffet

Booking Form

Menu Choice

Starter

Vegetarian option (if relevant)

Main

Vegetarian option (if relevant)

Dessert

Cheese & Biscuits (optional)

Evening Buffet

(as part of your wedding breakfast package)

No of guests attending evening reception

Evening Receptions Only

Arrival time of guests

Time meal served

Total number of guests dining

Total number of vegetarians

Special dietary requirements

Which buffet have you chosen?

Party Finger Buffet

Cold Carving Buffet

Hot Buffet

Accommodation

I would like to reserve accommodation

I do not require accommodation

I qualify for the complimentary bridal suite

Confirmation

I / We confirm that we have read and accepted the University's booking conditions (see overleaf).

I / We confirm all deposits and charges will be paid in accordance with the University's published rates.

Signature of organiser(s)

Signature of organiser(s)

Date

Authorised to sign on behalf of

Office Use Only

Deposit Received

Date