

# 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.

## 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 four menu choices – Woburn, Astwood, 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 starter 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 or Astwood 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 & monkfish terrine served with endive & dill salad and a lemon dressing*

*Pork apple and calvados pâté with apple chutney & melba toast*

*Asparagus wrapped in parma ham with a grain mustard and basil dressing*

*Smoked trout served with watercress and oak leaf and horseradish crème fraîche*

*Tower of melon with a forest fruit compote (v)*

*Smoked chicken salad with herb mayonnaise dressing*

*Sundried tomatoes with goats cheese, olives and roasted baby onions served with olive oil and basil dressing (v)*

#### Hot Selection

*Grilled field mushroom topped with roasted pimento & gorgonzola served with sour cream and chive*

*Warm duck & orange salad with cherry tomatoes and pesto dressing*

*Smoked haddock and mature cheddar au gratin served with French bread*

*Warm sautéed chicken livers with mixed leaf salad and warm cranberries and orange relish*

*Roasted pepper & tomato soup (v)*

*Pear & watercress soup (v)*

*Chicken & sorrel soup*

*Soup of your choice*

*All soups served with half crusty baguette*

# Your Menu Choices

## Wedding Breakfast – Main Courses

### The Woburn Menu

*Choose from beef, lamb or pork served with its traditional accompaniments*

*Oven baked salmon served on a bed of julienne vegetables with a cream duglere sauce*

*Duck breast with orange stuffing and a raspberry dressing*

*Turkey roulade served with sautéed red onions, mushrooms and a cranberry & sage jus*

*Seared ginger and lemongrass marinated tuna served with Chinese leaf and crab salsa*

*Supreme of chicken stuffed with pink lady apple and a light cider sauce*

*Pork escalope topped with parma ham, olives, mozzarella cheese served with a garlic & basil sauce*

*Gateau of aubergine, sweet peppers and courgette served with a sundried tomato salsa (v)*

*Gnocchi with roasted balsamic vegetables served with rich plum tomato and basil sauce (v)*

*Spinach & ricotta tortellini served on a sweet potato cake with pesto (v)*

**£31.50** 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*

*Roasted sirloin of beef with grain mustard and fresh herb crust served with rich red wine sauce*

*Noisette of lamb served on butternut squash cake with caramelized shallot and Madeira jus*

*Medallions of beef loin served on pâté topped with asparagus and a Burgundy sauce*

*Pork escalope served with kassler & halloumi with pesto dressing*

*Sea bass with prawn & saffron rice served with lobster butter*

*Supreme of guinea fowl wrapped in smoked bacon with a cream & wild mushroom brandy sauce*

*Moroccan seared vegetables with spiced couscous and a garlic and pink peppercorn sauce (v)*

*Mushroom and artichoke strudel with tarragon and cream sauce (v)*

*Filo basket with baby spinach and feta cheese served with a fresh herb sauce (v)*

**£36.00** per head

All dishes served with potatoes and a seasonal vegetable medley

# Your Menu Choices: Wedding Breakfast – Main Courses & Desserts

## Dessert Selection

*Raspberry and white Belgian chocolate bavrois*

*Steamed walnut and pecan sponge with warm  
butterscotch sauce*

*Mango and coconut brulée cheesecake*

*Irish cream chocolate truffle torte*

*Seasonal fruit pavlova*

*Apple and cinnamon pie with creamy custard*

*Coffee cream profiteroles with warm mocha sauce*

*Jamaican bananas*

*Sliced banana marinated in dark rum and brown  
sugar with cream and crushed meringue topping*

## 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

The following 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 country rolls and breads

And for dessert...

*A selection of gateaux and 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 gateaux and 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**

# 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

The following 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 country rolls and breads

And for dessert...

*A selection of gateaux and 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 gateaux and 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	£43.50 <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	£31.50 <i>per head</i>
The Astwood Menu	£36.00 <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 the 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	£53.48
Double room with bed and breakfast	£70.15
Bridal Suite with bed and breakfast	£94.94

# 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

Cold Carving Buffet

Hot Buffet

# Booking Form Continued

## 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

# 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 cancellation 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 your wedding – 100% of payment due
  - Less than 4 weeks in advance of your wedding – 75% of payment due
  - Less than 8 weeks in advance of your wedding – 50% of payment due
  - Between 8 and 26 weeks of your wedding – 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 / 754300.

## 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.