

It's best when.....weddings are held at Keavil House

"A man in love is incomplete until he is married".....Zsa Zsa Gabor

Welcome.....

You've decided to get married.....congratulations..... so now it is time to start thinking about the arrangements for your wedding celebration. However don't panic, we're here to help you. It can certainly be a very stressful time organising and coordinating a wedding for all your family and friends who all have different needs and expectations. However with our extensive experience, professionalism and award winning team; you're in safe hands.

If you have not already had a chance to talk to one of our experienced wedding coordinators, please give us a call to make an appointment for an initial meeting. Come in for a coffee and an informal talk about your ideas for the day. That's the starting point and we'll take it from there.

Weddings at Keavil House are a very special occasion. As one of my guests commented in 2009, "At no time did we feel that we were just another wedding" which proves that we take great personal care and attention to ensure that your wedding celebration is a complete success for the bridal party and all your friends and family.

We have a passion for weddings and have been hosting weddings since the early 1980's when Keavil House was converted to a hotel. The hotel is surrounded by extensive landscaped gardens which provide the perfect setting for wedding photography, reception drinks and even the wedding ceremony itself. Imagine that!

2010 is going to be an exciting year at Keavil House as our Elgin Suite is being completely refurbished and redesigned in February. We have designed a fantastic suite with special lighting, elegant features and a soft colour scheme that will suit all tastes.

To compliment the refurbishment plans for the Elgin Suite we are delighted to have been awarded an International Quality Award from Best Western Hotels. This award is only given to a handful of hotels throughout the world and firmly demonstrates that Keavil House and its people have an approach to quality in everything we do.

Thank you for considering Keavil House as your wedding venue and I look forward to meeting you in person over the coming months.

Kindest regards

Alistair Bruce
General Manager

It's best when.....you know the history of Keavil House

IF STONES COULD SPEAK.....

If the massive stone walls of the oldest part of the House could tell their story, what fascinating glimpses into the tempestuous history of this part of Scotland would be revealed?

Archaeological evidence shows that the lands around the hotel and nearby Crossford have been inhabited since the Bronze Age, or even earlier. Yet the earliest reference to the Keavil estate dates from the 15th Century. Who built the house, when, and why?

The thick walls and the left curving spiral of the earliest part of the house, suggest that it was built to withstand attack. The centuries when Dunfermline was Scotland's capital and Royal residence were times of turbulence. The lairds of Keavil must have been masters of diplomacy, or were too unimportant to attract the attention of warring factions, and thus, eventually, of historians.

A Dunfermline Burgh record of 1496 refers to "David Lynsay of Cawil" who had to raise "thre pundis of peper and a pund of wax on annual rent. . . in the name and behalf of Mastir Vilyam Scotis seill of Flawcrage." Later Fife historians traced the ownership of the property from the Lindsays through the Barclays and Robertsons. At this time the estate was still spelt Cavil or Cavel, a celtic word meaning "retreat". In 1794 Sir Charles Halkett inherited the estate and in 1878 his heirs sold it to a retired Edinburgh lawyer, Laurence Dagliesh, who allowed local people access to the grounds which contained a unique collection of rare trees.

During the First World War the House was leased to the Admiralty for the use of high ranking officers. In 1917, while Prince Louis of Battenburg, then First sea Lord, and his midshipman son (later Earl Mountbatten of Burma) were staying here official news of the anglicisation of their names to Mountbatten was received. Prince Louis wrote in the visitors book at Keavil "July 9th: arrived Prince Hyde. July 19th: departed Lord Jekyll."

From 1919 until the mid 1940s the house belonged to Henry Reid Stewart, owner of the Dunfermline rubber works, who carried on the tradition of allowing the public to visit the gardens, particularly the rock garden. On his death, Stewart's trustees sold Best Western Keavil House Hotel to Dunfermline Burgh Council, and it was used as a children's home until 1977, when it lay empty for three years. This once very private retreat has now been lovingly and painstakingly converted and extended to combine all the comfort and luxury of a modern hotel with the charm of the ancient mansion.

It's best when..... your wedding day memories are created at Keavil House

Best Western Keavil House Hotel enjoys an excellent reputation for the high quality of its wedding celebrations – a reputation earned from many years of providing professional, individual and special wedding days.

The hotel is surrounded by extensive landscaped gardens which provide the perfect location for wedding photography and of course reception drinks on the lawns.

This historic 18th century country house with its elegant interior which blends classical and contemporary styles, sets the scene for a truly memorable wedding day.

You should expect something special and our experienced and attentive wedding co-ordinators will work with you to ensure that you and your guests enjoy a day to truly exceed your expectations. Christine Clark, David Wallace and Craig Colligan have been co-coordinating weddings for many years and you can experience their expertise, friendliness and dedication for your wedding day. Below are some customer comments gratefully received by the hotel for weddings held during 2009.

Dear Craig, "Thank you so much for the planning, and help before and during the wedding, it was the most wonderful day! The hotel looked amazing, the food was fantastic and all the staff were just so friendly"

Linsey and Mark, Edinburgh

Dear Christine, "A special thank you to you and the staff at Keavil for our perfect wedding. You made sure everything went smoothly and the attention to detail was impressive, many of our guests commented on what a wonderful reception it was. But especially you, you really took care of us and made us feel special, at no time did we feel we were just another wedding"

Anna and Calum, Linlithgow

"Thank you so much for providing an amazing wedding venue and helping us create our perfect wedding. We wouldn't have asked for a more special day, everything was amazing. We always hoped for a wedding which was classy and elegant, yet still remain relaxed and family friendly, which I think was exactly what we got. All the staff were fantastic and the food was amazing"

Dougie and Trish, Dunfermline

Dear David "On behalf of Kate and William and all the family we would like to thank you and all the team at Keavil for helping it make our day so special. The whole day ran like clockwork and dinner was delicious. We appreciated the many small touches such as the illustrated table name cards. As you know many of our family had to travel a distance to the wedding and stayed a night or two at Keavil. They couldn't speak highly enough of the service received and everybody had a wonderful weekend."

Iain and Dorothy, Dunfermline

Your wedding ceremony and reception

Your marriage ceremony will be unique to you and can be small and intimate in one of our private dining rooms or it can be large and grand in one of our wedding suites. If the weather is kind you can even hold your ceremony in our beautiful and secluded gardens.

We have suites suitable for all types of wedding celebrations; a special feature is that all our wedding suites have convenient access to the hotel gardens and lawns – perfect for your arrival drinks reception.

Elgin Suite

(Completely refurbished and redesigned in February 2010)

This suite is private and self contained for larger weddings and has direct access to the hotel gardens. It can accommodate up to a maximum of 250 guests. Wedding ceremonies for up to 200 guests can also be accommodated. The minimum number for weddings on a Saturday in the Elgin suite is 90 guests.

Mountbatten Suite

The suite is adjacent to the hotel's main reception area. This room has doors which open onto the hotel gardens. It can accommodate from 60 to 100 guests for your wedding breakfast and up to 140 for your evening reception. Wedding ceremonies for up to 100 guests can also be accommodated in the Mountbatten suite. The Minimum number for weddings on a Saturday in the Mountbatten suite is 70 guests.

Wedgwood Room

This has a spectacular rococo plaster arched ceiling and ornate fireplace, its ideal for intimate wedding ceremonies of up to 24 guests.

Cardoon Conservatory

The hotel's conservatory restaurant is suitable for smaller wedding breakfasts of up to 40 guests and wedding ceremonies of up to 60 guests.

Club Room

This private dining room is the perfect location for an intimate wedding breakfast of up to 24 guests.

Hotel gardens

The hotel gardens and landscaped grounds allow your guests to enjoy reception drinks and canapés outside and provide a beautiful location for wedding ceremonies and your wedding photographs.

Wedding package

To enjoy your wedding celebration at Keavil House, all our wedding packages include the following complimentary services:

- A personal wedding co-ordinator during the planning stages to help you plan your wedding day
- Red carpet on arrival
- Suite hire*
- Silver cake base and knife
- Toastmaster
- Accommodation & breakfast for the Bride and Groom on your wedding night**
- Linen napkins
- Printed menu cards and table plan
- Special dietary requirements will be catered for
- Children under 3 years are free
- Children's menu available for aged 3 to 12 years
- Use of hotel grounds and hotel public rooms for photographs
- Discounted accommodation rates for your guests

*Excluding wedding ceremonies and minimum numbers apply

**Minimum numbers apply

To present your wedding suite at its very best we strongly recommend that you use chair covers on all your chairs. For only £2.75 per chair we will supply and fit white, cream or black chair covers. Chair bow ribbons can be also be supplied for £1.15 per chair.

Wedding menus

Phil Yates, our Executive Head Chef, is delighted to present you with Keavil House's 2010 wedding menus. New, for 2010, we have included 3 fixed price suggested wedding menus....our Classic Menus.... in addition to our usual comprehensive menu selector, which allows you to create your own menu.

To start your reception, Phil has chosen this canapé menu selector to give you a perfect way to welcome your guests with a reception drink

Reception canapés

Chicken satay

Peppered goat's cheese and cucumber

Avocado, tomato and coriander tartlet

Chicken liver pate on toast

Smoked chicken, mango and red onion tartlet

Crispy rice and parmesan bake, basil mayonnaise

Croque monsieur

3 Choices - £4.95

5 Choices - £6.45

7 Choices - £7.95

Fresh strawberries and chocolate sauce

3 per person - £4.50

5 per person - £5.50

Classic wedding menus

If you select one of these menus and request a choice there will be a supplement to your menu of £5.00 per person. Only items from menu one and two can be mixed to offer a choice, other choices may cost a little more; please discuss this with your wedding coordinator.

Classic menu one

£30.00

Chicken liver parfait

redcurrant & quince syrup, toasted brioche
ooOoo

Herb crusted loin of pork

sage & apricot stuffing, Arran mustard jus

seasonal potatoes & vegetables
ooOoo

Marbled chocolate cheesecake

griottine cherry syrup
ooOoo

Coffee & tablet

Classic menu two

£30.00

Cantaloupe and honeydew melon

Champagne sorbet and strawberries
ooOoo

Breast of chicken

wild mushroom, shallot & tarragon jus

seasonal potatoes & vegetables
ooOoo

Caramelised lemon tart

raspberry coulis
ooOoo

Coffee & tablet

Classic menu three

£35.00

Oatmeal crusted haggis

Dundee marmalade and whisky cream
ooOoo

Prime rib eye of Scottish beef

mixed peppercorn & tarragon jus

seasonal potatoes & vegetables
ooOoo

Drambuie cranachan parfait

berry coulis and shortbread
ooOoo

Coffee & tablet

Menu selector

Please select your dish for each course of your wedding meal. You can, if you wish, choose two dishes per course which will give your guests a choice. Please use the higher priced dish, per course, when calculating the total menu price. Further assistance with your menu is available from our wedding co-ordinators.

Starters

Galia melon and exotic fruit with lime and passion fruit	£5.95
Goats cheese, chervil and roast shallot terrine Waldorf salad	£6.95
Oak smoked Shetland salmon cracked black pepper, baby capers and horseradish dressing	£7.95
Antipasti, Milano Salami, Parma ham and Bresaola roast red peppers cherry tomato confit, rocket and parmesan shavings	£7.95
Crispy haggis parcel Drambuie, Arran mustard & tarragon sauce	£5.95
Traditional Caesar salad home smoked chicken, crispy anchovies	£6.95
Smoked top-side of beef watercress, root vegetable, thyme & honey dressing	£7.95
Poached and cured Scottish salmon lemon & dill mayonnaise	£6.95
Pressed terrine of chicken and duck livers with apple & grape chutney	£6.95

Soups

Cream of tomato and basil smoked paprika crème fraîche and pesto croutons	£5.95
Traditional Scotch broth	£5.95
Moroccan spiced yellow split pea and ham salted lemon & coriander cream	£5.95
Cream of pea, pancetta and mint	£5.95
Cream of chicken, sweetcorn and spring onion	£5.95
Seafood minestrone, pasta and rouille garlic croutons	£5.95
Cream of wild mushroom, hazelnut and tarragon	£5.95
Ayrshire smoked ham and lentil broth	£5.95

Intermediate sorbets

Lemon balm	£2.95
Kir Royale	£2.95
Strawberry and cracked pepper	£2.95
Coconut, lime and chilli	£2.95
Champagne	£2.95

Fish	Intermediate	Main
Fillet of Shetland salmon tomato and shellfish bisque	£8.50	£16.95
Roast loin of monkfish rosemary, Parma ham, puy lentil and fennel	£9.95	£19.95
Poached fillet of smoked haddock leek & dill butter sauce	£8.50	£16.95
Herb crusted fillet of cod gazpacho broth	£9.95	£19.95
Polenta crusted fillet of sea-bass roast bell peppers, pesto	£8.50	£16.95
Pave of hot smoked salmon pea and sorrel cream sauce	£8.50	£16.95
Poached Scottish salmon and king prawns potato and spring onion, Russian salad, seasonal leaves, lemon mayonnaise	N/A	£16.99

Intermediate fish dishes are all served with pomme puree

Main course

Supreme of chicken with haggis mousse Glenmorangie & Arran mustard cream	£18.00
Roast rump of lamb ratatouille, redcurrant & rosemary gravy	£18.95
Braised blade of beef “steak pie”	£18.00
Slow roast belly of pork, king prawns, root vegetables, tarragon jus	£18.95
Roast rib eye of Border beef wild mushroom, button onion and pancetta cassoulet	£23.00
Sesame crusted supreme of duck stir fried vegetables with honey, soy and coriander dressing	£19.95
Prime fillet of Aberdeen Angus beef seared foie gras, morel jus, roasted shallots	£34.95

All main course dishes are served with thyme fondant potato, honey glazed carrots and green beans

Vegetarian

Spinach and ricotta tortellini toasted pine kernels, basil parmesan shavings and rocket salad	£16.95
Wild mushroom and herb crepe gateau tomato, basil and balsamic dressing	£16.95
Goat’s cheese and ratatouille tart fried red onions	£16.95
Asparagus, globe artichoke and red pepper spring rolls coriander sauce	£16.95
Plum tomato and mozzarella tart homemade pesto	£16.95
Smoked cheddar polenta wild mushroom and Arran mustard fricassee	£16.95

Pre-dessert

A new edition to the menu this year, a delicious pre-dessert, a taster only served prior to the main dessert dish.

Raspberry compote, tarragon custard	£1.95
Orange crème brûlée	£1.95
Lemon posset	£1.95
Rhubarb & ginger fool	£1.95

Desserts

Warm apple & sultana crumble vanilla pod ice cream	£5.95
Chocolate fudge roulade butterscotch sauce	£5.95
Dark chocolate tart pistachio cream and white chocolate Anglaise	£5.95
Strawberry pavlova Chantilly cream, mint syrup	£5.95
Chocolate & orange pot Cointreau and satsuma salad	£5.95
Raspberry crème brûlée crisp tuille biscuit	£5.95
Sticky toffee pudding stem ginger ice cream and toffee sauce	£5.95
Bailey's cheesecake mocha Anglaise	£5.95

Cheese

Isle of Mull Truckle and Brie apple & grape chutney, oatcakes	£7.50
Tobermory mature cheddar, Strathdon blue and Isle of Mull Brie apricot & red onion chutney, herb biscuits	£8.95

Coffee, served with

Home made Drambuie fudge	£2.75
Chocolate dipped fruit	£2.75
Petits fours	£2.95

Children's menu

We are pleased to offer a children's menu. Please select one item for each course from the following selection.

Your children's menu must be ordered in advance. For children aged 8 to 12 years, we offer half portions, at half-price, of any of the dishes on your main menu.

Starter

Heinz Tomato soup

Melon and strawberry cocktail

Cheese and tomato pizza

Main Course

Chicken, mash, vegetables and gravy

Haddock, chips and peas

Sausage, mash and beans

Dessert

Strawberry sundae

Vanilla ice cream and chocolate sauce

Fresh fruit salad

Price

Children up to 3 years – Free of charge

4 to 7 years - £10.00 per child

8 to 12 years - 50% of adult cost

Evening buffet menus

Menu A – Keavil buffet	£8.95
Selection of cocktail sandwiches	
Sausage rolls	
Vegetarian sausage rolls (cheese & onion)	
Salmon, rocket and parmesan roulade	
Chicken drumsticks	
Tea & coffee	
Menu B – Simple buffet	£6.95
Selection of cocktail sandwiches	
Sausage rolls	
Vegetarian rolls (cheese & onion)	
Tea & coffee	
Menu C – Extra buffet	£7.50
Selection of cocktail sandwiches	
Sausage rolls	
Vegetarian sausage rolls (cheese & onion)	
Selection of mini pies: “peppered steak”, chicken & mushroom and feta & red pepper	
Tea & coffee	
Menu D – Scottish buffet	£5.00
Haggis, neeps 'n' tatties	
Tea & coffee	
Menu E – Fife buffet	£5.00
Bowl of corned beef stovies	
Tea & coffee	
Menu F – Breakfast buffet	£5.50
Bacon rolls	
Scrambled egg rolls	
Tea & coffee	
Menu G – Steak bake buffet	£5.00
Pastry steak bridie	
Tea & coffee	
Menu H – Oriental buffet	£9.95
Selection of open sandwiches	
Chicken satay on a skewer	
Thai spiced king prawns	
Assorted sea food dim sum	
Mini vegetable spring rolls	
Sweet chilli dipping sauce	
Tea & coffee	
Menu I – Indian buffet	£9.95
Nan bread wraps	
Vegetable & chicken pakora	
Onion bahji	
Vegetable samosas	
Cucumber and coriander raita	
Tea & coffee	

Important note: We ask that you cater for the total number of your evening guests

It's best when..... winter weddings are held at Keavil House

Winter Wedding Package

Winter weddings can offer an unforgettable atmosphere for you and your guests....mulled wine, glowing candles, winter greenery and stunning photography. It can be a truly magical wedding.

We are delighted to offer a special all inclusive winter wedding package for weddings booked for dates between 3rd October 2010 and 31st March 2011.

Glass of mulled wine or sparkling wine for your reception

Glass of wine and one refill during the meal

Glass of sparkling wine for speeches

3 course wedding breakfast with coffee and tablet (Classic menu one or two)
(£5.00 supplement for a choice on your menu)

Evening buffet – Simple buffet or Scottish buffet

Disco for your evening reception

£49.95 per person

Your winter wedding package is inclusive of the following complimentary services:

Master of ceremonies/toastmaster

Red carpet on arrival

Personalised menus and table plans

Cake stand & knife

Complimentary four poster bedroom with breakfast for Bride and Groom

Gardens and public rooms for photographs

Discounted room rates for friends and family

Use of Picture of Health Club & Spa facilities

*A room hire charge applies if you require a room for your wedding ceremony
The minimum number for the Winter Wedding Package price is 40 guests*

Reception drinks

Classic package	£17.00	
1 glass of house wine or soft drink for your arrival reception		
1 glass plus one refill of house wine during your wedding meal		
1 glass of house sparkling wine for your toasts		
Premier package	£25.50	
1 glass of house Champagne or soft drink for your arrival reception		
1 glass plus two refills of house wine during your wedding meal		
1 glass of house Champagne for your toasts		
As above but substituting Champagne with Sparkling Wine	£21.00	
House wine (per 125ml glass)	£4.30	
House Champagne (per 125ml glass)	£6.80	
House sparkling wine (per 125ml glass)	£4.85	
Kir Royale		
A glass of house Champagne with crème de cassis		£7.20
(as above with sparkling wine)		£5.15
Keavil fizz		
A refreshing blend of Champagne and fresh orange juice		£7.20
(as above with sparkling wine)		£5.15
Mimosa		
Similar to Keavil Fizz, but with a hint of orange liqueur		£7.20
(as above with a sparkling wine)		£5.15
Classic Pimms	£4.90	
A classic Pimms with lemonade, fruit garnish and fresh garden mint		
Summer strawberry	£5.40	
A sumptuous blend of white wine, strawberry liqueur, Cointreau, white rum and lemonade garnished with strawberries and orange		
Mulled wine	£4.90	
A warming blend of red wine, port, Cointreau, orange and spices. Ideal for winter weddings.		

The above reception drinks are priced per glass however if preferred we can price your reception drinks per bottle (for wine) or “as required” for other drinks.

Wine list

We have listed a selection from our extensive wine list. If you wish to discuss alternative choices we will be happy to advise you. We reserve the right to substitute an alternative wine should a vintage become unavailable. These prices and wines are for guidance only and final wines and prices will be agreed nearer to your wedding date.

White Wine

Chablis, J. Moreau et Fils 2007	£34.80
Very dry, crisp flinty wine with excellent fruit and acidity that is excellent with seafood.	
Pinot Grigio Ca'lunghetta Venezia, Italy 2008	£16.80
Elegant subtly flavoured example of the great Italian wine.	
Chardonnay, Vin de Pays d'Oc, Fortant, Languedoc, France, 2007	£16.80
A truly wonderful expression of the nice tropical fruits that Chardonnay lovers always look for.	
Sauvignon Blanc, Torreon de Paredes, Rengo, Chile 2008	£17.05
A leafy green aroma compliments the citrus and lime flavours that stimulate the palate in this very fresh wine.	
Chenin Blanc, Chardonnay, Raoul's White, South Africa 2008	£17.05
A very quaffable wine that combines citrus and nut flavours.	

Red Wine

Shiraz, Vin de Pays d'Oc, Fortant, Languedoc, France, 2007	£16.80
Warm and spicy, with an abundance of deep broody sun drenched black fruit flavours.	
Fleurie, le Roitelet, Henry Fessy 2007	£28.80
Soft, silky, raspberry fruit, an attractive purplery red colour, made wine from the Gamay grape.	
Tinta Barroca, Shiraz Merlot, Raoul's Red, Beaumont, South Africa, 2007	£17.05
A delightful wine for serious wine lovers, a real gem of a rustic Cape wine.	
Gamay, Beaujolais, Henry Fessy, Burgundy, France, 2007	£19.30
One of the most softest and subtlest red wines. Light in colour and aroma but with a length of flavour that lasts and lasts. Soft strawberry flavours dominate.	
Merlot, Ca'lunghetta Venezia, Italy 2008	£16.80
The classic, well recognised Merlot delivers a real mouthful of damson and plum like fruit. Easy to drink by itself or with food.	

Rose Wine

Pinot Grigio Blush, Ca' Lunghetta IGT, Veneto, Botter 2007	£16.80
A further development of the popular Pinot Grigio with a really subtle burnished copper colour.	

Champagne and sparkling

Chardonnay, Vin Mousseux NV	£24.30
Light, crisp, refreshing fizz from the world's most popular grape variety.	
Duc De Roucher	£31.30
A lively champagne with a white blossom aroma, harmonious fruit ideal for every occasion.	
Mansard Brut NV	£35.30
Pinot Noir, Pinot Meunier and Chardonnay combined with suitable bottle age to give a Champagne with considerable depth of flavour and finesse.	
Mansard Rosé NV	£38.30
A delicate pink Champagne. The flavour is enhanced by the addition of extra Pinot Noir to deliver the subtle colour.	

Guest accommodation

All accommodation is subject to availability (rooms may be limited at peak event periods) and can be pre-booked at specially reduced rates. We will issue you with booking cards which will have your dedicated reference number which will enable your guests to make an advance reservation at these reduced rates.

Room rates from 1st January - 31st December 2010

Room Type	Jan and Feb	March, April, Oct, Nov and Dec	May, June, July, Aug and Sept
Standard Single	£79.00	£79.00	£85.00
Standard Double or Twin	£90.00	£110.00	£120.00
Superior Double or Twin	£110.00	£130.00	£140.00
Family room	£120.00	£140.00	£150.00
Early Check in (Room reserved for check-in from 10.00am)	£60.00	£60.00	£60.00

Rates are per night and include full Scottish breakfast, VAT @ 17.5% and use of the Picture of Health Club.

Single changing room	£79.00 - £85.00 per room
Double changing room	£110.00 - £120.00 per room

We recommend that you reserve your rooms with your wedding co-ordinator at the initial stages of planning your wedding as the hotel will not automatically reserve rooms on your behalf. After being reserved, rooms will be held until 6 weeks before your wedding date at which time unreserved rooms will be automatically released.

Rooms are only available from 2.00pm on the day of arrival and check out is 11.00am on departure day. Early check-in is not possible during peak periods.

Wedding ceremonies and services

In addition to your wedding reception you may also have your wedding service at the hotel. We are licensed as a civil wedding venue and can offer a civil or religious service in a number of rooms. Your suite for your wedding meal is complimentary (subject to minimum numbers being achieved) and the following rates apply to the hire of the room for your ceremony.

Room hire rates

Cardoon Conservatory (up to 60 guests)	£300.00
Carnegie Room (up to 50 guests)	£250.00
Mountbatten Suite (up to 100 guests)	£400.00
Elgin Suite (up to 200 guests)	£500.00

Best Western Keavil House Hotel - wedding booking form

To reserve and confirm a wedding celebration at Best Western Keavil House Hotel please complete and return this signed booking form with the signed wedding reception terms and conditions form and the required deposit. When we receive these signed forms we will write to you and confirm your wedding reception.

Married family name of bride and groom.....

First names of bride and groom:.....

Client name. (The client is the person responsible for payment of the hotel account)

Mr / Mrs..... First name..... Surname.....

Client address:.....

.....

.....

Postcode:

Client home Tel No:..... Client mobile No:

Client email address:.....

Date of wedding:.....

Suite booked:.....

Deposit included: (Booking deposit £500.00, part payment £1000, final part payment £1000)

£.....

(Total deposit required 6 months prior to the wedding date is £2500)

Accommodation required: Single rooms.....

 Double rooms.....

 Twin rooms.....

 Family rooms.....

Contact for wedding arrangements:..... Tel No.....

Email address:.....

Please note that once the booking form has been completed and signed and the initial deposit has been received all terms and conditions (see following page) apply.

Client signature:..... Please print.....

Date:.....

Prices

The prices in this brochure are valid from 1st January 2010 to 31st December 2010 and are inclusive of VAT @ 17.5% and will not normally increase unless there are exceptional circumstances e.g. an increase in VAT. However we reserve the right to apply an increase to these prices, with prior notification, in the event of unexpected (and rare) events. If you are booking your wedding two or three years in advance you should expect that there will be an increase on these prices.

Restricted dates

There are certain dates in the year e.g. weekends in the month of December, Christmas Day, Hogmanay and New Year's Day which will be subject to a minimum spend per person on food and drink.

Minimum numbers

Each of our rooms requires a minimum number of wedding guests for the wedding meal on Saturdays. The Mountbatten Suite requires 70 guests and the Elgin Suite requires 90 guests. If your guest numbers fall below the specified minimum numbers then a surcharge of the number of guests below the minimum numbers times your chosen menu, drinks package and evening buffet will apply.

Provisional bookings

You can make a provisional booking which we will hold for 14 days to allow you to co-ordinate other arrangements. If the provisional booking remains unconfirmed after 14 days we will automatically release the booking.

Confirmation

To confirm your booking the person who is responsible for the final account (the Client) must complete our booking form and pay a non-refundable deposit of £500 and return this signed Terms and Conditions form. A surcharge of 1.5% is applied to credit card payments.

Deposits and part payment

In addition to the non-refundable £500.00 booking deposit a further non-refundable part payment of £1000.00 is required 12 months before your wedding date and a further non refundable part payment of £1000 is required 6 months before your wedding date. We regret that we cannot hold a wedding booking if these deposits and part payments are not received. A surcharge of 1.5% is applied to credit card payments.

Account payment

Final numbers for your wedding must be provided 21 days before the date of your wedding. A pro-forma invoice for the estimated cost of your wedding, based on your final numbers, will be prepared and is payable in full 14 days before the date of your wedding. This will be the minimum number of guests charged for. Any additional costs will be calculated within 3 days of your wedding and the additional account is payable within 7 days of your wedding. Interest on overdue accounts will accrue at the rate of 3% above the Bank of Scotland base rate from the date the account is due. A surcharge of 1.5% is applied to credit card payments.

Cancellation policy

Weddings are booked many months, and often years, in advance. If you cancel at short notice it is very unlikely that we will be able to take a replacement wedding booking and in such circumstances the following cancellation charges will apply.

Within 36 weeks	40% of total estimated value
Within 32 weeks	50% of total estimated value
Within 16 weeks	60% of total estimated value
Within 12 weeks	70% of total estimated value
Within 8 weeks	80% of total estimated value

Gifts

Best Western Keavil House Hotel is not responsible for any loss, damage or storing of wedding gifts. The client is responsible for the movement and storage of any gifts and for ensuring that they are taken with you at the end of the wedding. Best Western Keavil House is not responsible for any gifts which are stored in hotel bedrooms or changing rooms.

Damage

The client is responsible for any loss or damage to the premises or building of Best Western Keavil House Hotel which is caused by the client or his guests or agents.

Beverages and food

No wine, spirits or food products may be brought onto the premises and be consumed by clients or guests on the premises of Best Western Keavil House without the agreement of Best Western Keavil House Hotel.

Wedding package

Every wedding reception at Best Western Keavil House Hotel must include a welcome reception, a wedding meal, a wine package and an evening buffet. Best Western Keavil House Hotel reserves the right to charge a room hire and service fee if any of these elements of a wedding reception are not required.

Dietary requirements

We cannot guarantee that foods produced and served at Best Western Keavil House Hotel do not contain traces of other food products.

I agree and understand all the terms and conditions:

Signature.....

Date of signing.....

Print Name.....

Date of Wedding.....

Address.....

.....

.....

Frequently asked questions

1. What is the cost of providing our own wine for our wedding breakfast?

The corkage prices are £12.00 per bottle (75cl) of still wine and £15.00 per bottle (75cl) for Champagne or sparkling wine.

2. Do you have a room for photographs if it is raining?

Yes, we have the Wedgwood room which is situated in the main part of the hotel. The Wedgwood room has a spectacular rococo plaster arched ceiling and ornate fireplace.

3. Do you have baby changing facilities?

Yes, both the Mountbatten Suite and the Elgin Suite both contain baby changing facilities.

4. What time can I access my bedroom?

Guests can check in from 2.00pm. If you do require early access to your bedroom to get ready for your wedding we recommend that you reserve your bedroom for early check-in.

5. What time do we need to check out in the morning?

Guests are asked to check out at 11.00am.

6. How many guest bedrooms do you have?

We have 73 guest bedrooms at Best Western Keavil House Hotel. We have 4 family rooms, 4 single rooms, 33 superior rooms, 13 standard twin rooms, 17 standard double rooms and 2 four poster bedrooms.

7. Can you supply our wedding cake?

We do not make wedding cakes however at Keavil House, we can recommend a number of wedding cake suppliers.

8. I would like a specific dish on my menu that your do not offer, can you provide this?

Yes, this is possible by special arrangement with your wedding co-ordinator.

9. Can I mix items from various menus to create my own menu?

Yes, this will be priced accordingly by your wedding co-ordinator.

10. How many guests can you accommodate in your functions suites?.

Mountbatten Suite: up to 90 for a seated dinner and up to 150 for an evening reception.

Elgin Suite: up to 200 for a seated dinner and up to 250 for an evening reception.

11. Is it possible to have a firework display at our evening reception?

Yes, but permission must be obtained from local authorities and the local community, please discuss with your wedding co-ordinator.

12. From what time can I occupy the event facility for preparation?

Generally from 10.30am on the morning of your event.

Wedding Suppliers

Wedding Registrar (Dunfermline)

Lesley Barton 08451 55 555 extn 49 00 90

Venue dressing & linen hire

Silver Events 01259 222912 www.silverevent.co.uk
Ambience 0800 043 9178 www.ambiencevenuestyling.com

Wedding cakes

Cakes by Jacqueline 01383 738719 www.cakesbyjacqueline.co.uk

Wedding Flowers

Dragonfly 01383 824306 www.dragonflyweddingservices.co.uk

Wedding Dresses

Infinity Bridal Couture 01383 623490 www.infinitybridal.com
Ivory Whites 01738 442544 www.ivorywhites.co.uk

Wedding Photography and Videography

Lisa Buchanan Photography 01383 850911 www.buchananphotos.co.uk
(Wedding brochure images courtesy of Lisa Buchanan Photography)
Johnstone Syer Photography 01383 620111 www.johnstonesyer.com
Lifetime Photography 01592 262828 www.lifetimephotography.co.uk
(Wedding brochure images courtesy of Lifetime Photography)
A and N Videography 01592 652339 www.aandnvideography.co.uk

Wedding Event Decorations and Stationary

1st For Balloons 01577 840254 www.1stforballoons.co.uk
Caralyle Cards 01383 737289 www.caralyle.com

Wedding Cars

Prestige Wedding Cars 01383 515754 www.prestigeweddingcars.co.uk

Disco entertainment

DJ Bill Russell 07799666436

Beautician

Alice O'Sullivan Beauty 01383 625110 www.keavilhouse.co.uk