

Welcome to Keavil House Hotel.....

We're delighted that you are considering holding your wedding celebration with us during 2019.

Organising a wedding involves many arrangements however our wedding team here at Keavil House Hotel will guide and assist you through every little detail. We will remove any stress for all your family and friends and with our extensive experience, professionalism and award-winning wedding team, you're in safe hands.

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

Keavil House Hotel enjoys an excellent reputation for the high quality of its wedding celebrations, a reputation earned from many years of providing professional and individual special occasions. The hotel is surrounded by 12 acres of extensive landscaped gardens which provide the perfect setting for wedding photography, reception drinks and we are even licensed to hold ceremonies in our beautiful gardens.

We're licensed to hold both religious and civil ceremonies and can also recommend a minister or registrar to officiate at your wedding. Whether it's an intimate wedding for a small group of friends and family or a large celebration, we can guarantee you a day to remember.

Food is one of the most important aspects of any wedding reception and our team of talented chefs will ensure that your chosen menu is prepared to perfection. We offer a wide variety of menus to suit all tastes, but if you prefer, you can tailor make your own from the menu selector.

We offer special room rates to your wedding guests and have beautifully appointed bedrooms in various styles.

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

Alistair Bruce
General Manager

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. You can even hold your ceremony on the lawn of 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 easy access to the hotel gardens and lawns which is perfect for your arrival drinks reception.

Elgin Suite

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 for a wedding ceremony and wedding lunch. The minimum number for weddings on a Saturday in the Elgin Suite is 80 guests.

Mountbatten Suite

This suite is adjacent to the hotel's main reception area. This room also has direct access to the hotel gardens. It can accommodate 90 guests for your wedding lunch and ceremony and up to 120 for your evening reception. The minimum number for weddings on a Saturday in the Mountbatten suite is 60 guests.

Wedgwood Room

This has a spectacular rococo plaster arched ceiling and ornate fireplace and is ideal for intimate wedding ceremonies of up to 35 guests. The Wedgwood Room is only available for use during the ceremony; your wedding lunch would be accommodated in one of our private dining rooms or banqueting suites.

Club Room

This private dining room is the perfect location for an intimate wedding lunch of up to 20 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

Planning your special day needs special care and attention and here at Keavil House Hotel we will guide brides, grooms and parents from the planning stage to your wedding day. Initially, meet with our experienced wedding co-ordinators to discuss your wedding plans and view Keavil House Hotel, then select your chosen inclusive wedding package or alternatively tailor make your own. You then select your menu from the options for your chosen package, all guided by your dedicated wedding co-ordinator.

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

- Your personal wedding co-ordinator to help you plan your wedding day
 - Suite hire*
 - Hire of our silver cake base and knife
 - Toastmaster
- Accommodation and breakfast for the Bride and Groom on your wedding night**
 - Linen napkins
 - Printed menu cards and table plan
 - Children's menu available for aged 3 to 12 years
 - White chair covers and sash***
- Use of hotel garden terrace and hotel lounges for photographs
- Discounted accommodation rates for your wedding guests

*excluding wedding ceremonies and a minimum number of 50 guests on a Sunday to Friday or, if your wedding is on a Saturday, 60 guests for the Mountbatten suite and 80 guests for the Elgin suite.

** a minimum number of 50 day guests applies

*** All-inclusive, Gold and Platinum packages only

All-inclusive wedding

Our exceptional value all-inclusive package is for 50 all day guests

£3800

(additional all-day guests are £81.00 per person)

Our special offer includes the following services to ensure your perfect day:

Glass of Prosecco for your reception arrival

Glass of wine during your wedding breakfast

Glass of Prosecco for your speeches

3 course wedding breakfast from either Menu A or Menu B

(£6.50 per person supplement to combine the two menus)

Buffet

Chair covers and sashes for 50 chairs

Disco for your evening reception

Centrepiece decorations

Menu A

Honeydew & cantaloupe melon
fresh fruit, lemon sorbet, watermelon and mint

~O~

Supreme of chicken with haggis
whisky cream sauce

Selection of seasonal vegetables & potatoes

~O~

Strawberry & white chocolate cheesecake
berry coulis

~O~

Coffee with mints

Menu B

Cream of tomato & roast red pepper soup,
garlic croutons, smoked paprika crème fraiche

~O~

Steamed fillet of Scottish salmon
white wine & dill beurre blanc

Selection of seasonal vegetables & potatoes

~O~

Sticky toffee pudding
vanilla ice cream and toffee sauce

~O~

Coffee with mints

Simple buffet

Sandwiches with assorted fillings

Sausage rolls

Classic Wedding Package

Our Classic wedding package includes all the important elements for a perfect day and is priced per person.

Glass of Prosecco for your reception

Glass of house wine during your wedding breakfast

Glass of Prosecco for your speeches

3 course wedding breakfast from classic menu one or two

Evening buffet from Simple, Five or Breakfast buffet

Disco for your evening reception

£69.00 per person

To present the Elgin and Mountbatten Suites at their very best, we strongly recommend that you use chair covers on all your chairs.

For only £5.50 per chair we will supply and fit white chair covers and sash.

A room hire charge applies if you require a room for your wedding ceremony

Additional evening only guests are £9.95 per person

Gold weddings

Our Gold wedding package includes enhanced elements for a perfect day and is priced per person.

Glass of Prosecco for your reception

Glass of house wine with refill during your wedding breakfast

Glass of Prosecco for your speeches

Reception canapés (2 options per person)

3 course choice wedding breakfast from gold menu three or four

Evening buffet from Simple or Scottish buffet

Disco for your evening reception

Chair covers with sash

Table centrepieces

£82.00 per person

A room hire charge applies if you require a room for your wedding ceremony

Additional evening only guests are £9.95 per person

Platinum weddings

Our Platinum wedding package includes premium elements for a special day and is priced per person.

Glass of Champagne for your reception
Glass of house wine with refill during your wedding breakfast
Glass of Champagne for your speeches

Reception canapés (3 options per person)
3 course choice wedding breakfast from our menu selector
(Select two starters, two main courses and two desserts).
Evening buffet from Classic, Oriental or Indian buffet

Disco for your evening reception

Chair covers with sash
Table centrepieces

£95.00 per person

A room hire charge applies if you require a room for your wedding ceremony

Additional evening only guests £12.95 per person

Reception canapes

To start your wedding reception, we offer our canapé menu selector to give you the perfect way to welcome your guests with a reception drink

Cucumber & goat's cheese*

Crispy black pudding bonbons, apple sauce*

Mini vegetable spring rolls, sweet Thai dipping sauce

Oatmeal crusted haggis, whisky crème fraiche*

Mini chicken satay sticks, soy dipping sauce

Avocado, tomato & cucumber tartlet*

Salmon & dill mousse tartlet

Chilled tomato & basil consommés

Smoked salmon, cream cheese & dill roulade

Chocolate dipped strawberries*

3 Choices £7.50

5 Choices £9.00

7 Choices £11.00

*Choice of two canapés included with our gold wedding package and all-inclusive package and three canapes for our platinum wedding package

Classic and Gold wedding menus

If you select menu one or two and would like a choice, there will be a supplement to your menu of £6.50 per person. Only items from menu one and two can be combined to offer a choice, other choices may cost a little more so please discuss this with your wedding coordinator.

Classic menu one

Honeydew & cantaloupe melon
fresh fruit, lemon sorbet, watermelon
and mint

ooOoo

Supreme of chicken
Arran mustard &
Drambuie cream sauce

Seasonal vegetables, potatoes with
chive butter

ooOoo

**Strawberry & white chocolate
cheesecake**
berry coulis

ooOoo

Coffee and homemade fudge

Classic menu two

**Cream of tomato & roast red
pepper soup**
garlic croutons, smoked paprika
crème fraiche

ooOoo

Steak & ale casserole
all butter puff pastry

Seasonal vegetables, potatoes with
chive butter

ooOoo

Sticky toffee pudding
vanilla ice cream and toffee sauce

ooOoo

Coffee and homemade fudge

Gold menu three

**Terrine of smoked ham shank
& chicken**
baby leaf salad

Leek & potato soup

ooOoo

**Roast supreme of chicken
with haggis**
whisky cream sauce

Grilled fillet of sea bass
lemongrass sauce

Seasonal vegetables, potatoes with
chive butter

ooOoo

Cranachan
heather honey & toasted oatmeal

Tangy lemon tart
Orange & Cointreau compote

ooOoo

Coffee and homemade fudge

Gold menu four

Oatmeal crusted haggis
mashed potato, roast turnip
and thyme jus

**Cream of wild mushroom &
tarragon soup**
croutons

ooOoo

**Tender braised feather blade of
beef**
Yorkshire pudding shallot & red
wine jus

Baked fillet of Scottish salmon
white wine & dill cream sauce

Seasonal vegetables, potatoes
with chive butter

ooOoo

Lime & passion fruit posset
shortbread

Strawberry meringue
Chantilly cream and strawberry
coulis

ooOoo

Coffee and homemade fudge

Platinum wedding menu selector

For our platinum weddings, please choose a dish for each course of your wedding meal.
Further assistance with your menu is available from our wedding co-ordinators.

To start

Terrine of Scottish salmon, prawn & leek
lemon crème fraiche & dill dressing

Smooth chicken liver pate
redcurrant jelly, toasted brioche

Galia melon with strawberries
Champagne sorbet and strawberry coulis

Grilled goats cheese & beetroot tart
dressed rocket and red onion

Scottish smoked salmon
Cracked black pepper, lemon & herb salad, chive dressing

Crumbled blue cheese, beetroot, walnut & fig salad
mixed leaves

White crab & prawn cocktail

Soup (£7.00 supplement for intermediate course)

Leek & potato
pink ginger & chive crème fraiche

Cream of wild mushroom & tarragon
aioli and croutons

Cream of pumpkin
oyster mushrooms, toasted pumpkin seeds

Cream of sun-blushed tomato
pesto croutons

Traditional French onion
gruyere crouton

Parsnip & sweet potato
heather honey

Ayrshire smoked ham & lentil broth

Mains

Pot roast shoulder of beef

button onion, mushroom & pancetta casserole

Roast loin of pork

Stornoway black pudding, apple sauce, Arran mustard & sage gravy

Supreme of chicken

filled with chorizo, tomato & coriander sauce

Braised border lamb (£6.50 per person supplement)

redcurrant & rosemary jus

Roast sirloin of Borders beef (£6.50 per person supplement)

mixed peppercorn & brandy cream sauce

Fillet of Scottish salmon

white wine & dill cream sauce

Polenta crusted fillet of sea bass

roast red peppers & salsa verde

Poached fillet of smoked haddock

dill beurre blanc

Vegetarian

Butternut squash risotto

rocket salad, Parmesan shavings

Vegan lasagne

garlic bread and green salad

Spinach & ricotta tortellini

tomato & basil sauce, rocket & Parmesan shavings

Desserts

Warm Bakewell tart

raspberry coulis and vanilla ice cream

Dark chocolate torte

caramel ice cream

Crème brulee

Shortbread

Mango, ginger & white chocolate cheesecake

coconut sorbet & passion fruit syrup

Strawberry & Prosecco trifle

Selection of Scottish cheeses (£2.00 per person supplement)

chutney, oatcakes

Coffee

Tea and coffee with tablet

Petits fours (£2.00 per person supplement)

Children's inclusive package

Our children's package includes the menu, unlimited soft drinks (wedding breakfast only), chair cover & sash and evening buffet.

Please select one item for each course to make your menu.

Your children's menu must be ordered in advance. For children aged 10 to 12 years, we offer half portions of any of the dishes on your menu.

Starter

Homemade tomato soup

Melon & strawberry cocktail

Buttered corn on the cob

Mains

Breast of chicken, mash, vegetables & gravy

Breaded fillet of haddock, chips & peas

Tomato & mozzarella French bread pizza, chips

Dessert

Strawberry sundae

Vanilla ice cream, chocolate sauce

Fresh fruit salad

Children up to 3 years are £12.00

4 years to 9 years are £27.00

Children 10 years to 12 years are £37.00 for a half portion of your wedding breakfast menu

Evening buffet menus

Classic buffet

Selection of cocktail sandwiches
Sausage rolls
Cheese & onion filled pastry rolls
Haddock goujons, tartare sauce
Mini steak and mini chicken pies

Simple buffet

Selection of cocktail sandwiches
Sausage rolls
Cheese & onion filled pastry rolls

Scottish buffet

Haggis, neeps 'n' tatties

Fife buffet

Bowl of corned beef stovies

Breakfast buffet

Bacon rolls
Lorne sausage rolls
Scrambled egg rolls

Oriental buffet

Selection of open sandwiches
Chicken satay on a skewer
Thai spiced king prawns
Assorted seafood dim sum
Mini vegetable spring rolls
Sweet chilli dipping sauce

Indian buffet

Selection of flatbread wraps
Vegetable & chicken pakora
Onion bahji
Vegetable samosas
Cucumber and coriander raita

Tea and coffee with tablet £2.95

Reception drinks

Drinks package 1	£16.00	Mimosa	£8.00
1 glass of house wine for your arrival reception		Similar to Champagne Fizz, but with a hint of orange liqueur with Prosecco	
1 glass of house wine during your wedding breakfast			
1 glass of Prosecco for your toasts			
Drinks package 2	£22.00	Classic Pimms	£7.00
1 glass of Prosecco or soft drink for your arrival reception		A classic Pimms with lemonade, fruit garnish and fresh garden mint.	
1 glass plus a refill of house wine during your wedding meal			
1 glass of Prosecco for your toasts			
Drinks package 3	£33.00	Summer strawberry	£7.00
1 glass of house Champagne or soft drink for your arrival reception		A sumptuous blend of white wine, strawberry liqueur, Cointreau white rum and lemonade garnished with strawberries and orange.	
1 glass plus a refill of house wine during your wedding meal			
1 glass of house Champagne for your toasts			
House wine (per 175ml glass)	£6.00	Mulled wine	£6.00
Prosecco (per 125ml glass)	£7.00	A warming blend of red wine, port, Cointreau, orange and spices. Ideal for winter weddings.	
House Champagne (per 125ml glass)	£10		
Kir Royale	£11.00		
A glass of house Champagne with crème de cassis as above with Prosecco	£6.00		
Keavil fizz	£11.50		
A refreshing blend of Champagne and fresh orange juice as above with Prosecco	£8.00		

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.

Guest accommodation

All accommodation can be pre-booked at the following guaranteed rates. We will issue you with a dedicated reference number which will enable your guests to make an advance reservation at these guaranteed rates. These discounted rates are Advance Purchase Rates and are paid at time of booking and are non-refundable and non-transferable.

Room rates from 1st January - 31st December 2019

Room Type	Jan & Feb Nov & Dec 2019	March, April Sept & Oct 2019	May & June 2019	July & Aug 2019
Standard Single	£83.00	£83.00	£89.00	£89.00
Standard Double or Twin	£95.00	£115.00	£130.00	£145.00
Executive Double or Twin	£110.00	£130.00	£145.00	£160.00
Family Room	£110.00	£130.00	£145.00	£160.00
Superior Double or Twin	£145.00	£145.00	£160.00	£175.00
Early Check in (room reserved for check in from 10.00am)	£65.00	£65.00	£65.00	£65.00

Rates are per night and include full Scottish breakfast, VAT @ 20% and use of the Picture of Health Club.

Important Note

We recommend that you reserve a block of rooms with your wedding coordinator at the initial stages of planning your wedding as the hotel will not automatically reserve rooms on your behalf. Rooms will be held until 4 weeks before your wedding date at which time unreserved rooms will be automatically released. Rooms are only available from 3.00pm on the day of arrival and check out is 11.00am on departure day. Unfortunately, early check-in is not possible.

Wedding ceremonies and services

In addition to your wedding reception you may also hold your wedding ceremony 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 breakfast 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

Carnegie Room (up to 50 guests)	£415	Mountbatten suite (up to 100 guests)	£580
Wedgwood Room (up to 35 guests)	£415	Elgin Suite (up to 200 guests)	£750

Keavil House Hotel - wedding booking form

To reserve and confirm a wedding celebration at 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 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:.....All-Inclusive Wedding Package []

Classic wedding [] Gold wedding [] Platinum wedding []

All inclusive package prices do not include ceremony room hire.

Deposit payments: (Booking deposit £500.00, part payment £1000 12 months prior to your wedding, final part payment £1000 6 months prior to your wedding and final payment of the balance 1 month prior to wedding).

Accommodation required: Single rooms..... Double rooms.....

Twin rooms..... Family rooms.....

Contact for wedding arrangements: Contact Name..... Contact home tel no:.....

Contact mobile tel no:..... Contact 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. I confirm the booking of the above wedding and agree to the Terms & Conditions.

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

I agree to opt-in to receive contractual information, promotional offers and news from the Keavil House Hotel [] If you wish to unsubscribe at any time, you can email marketing@keavilhouse.co.uk

Prices

The prices in this brochure are valid from 1st January 2019 to 31st December 2019 are inclusive of VAT @ 20%. However we reserve the right to apply an increase to these prices, with prior notification, in the event of unexpected events or supplier price changes. If you are booking your wedding in advance of 2019 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

Our Mountbatten suite requires a minimum number of 50 wedding guests for the wedding breakfast on a Sunday to Friday, or if your wedding is on a Saturday, 60 guests for the Mountbatten suite and 80 guests for the Elgin suite. 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 you're 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 the signed Terms and Conditions form. A surcharge of 3% is applied to credit card payments.

Deposits and part payments

In addition to the non-refundable £500 booking deposit a further non-refundable part payment of £1000 is required 12 months before your wedding date in addition to a further £1000 deposit 6 months before to your wedding date and payment of the remaining balance 1 month prior to your wedding. We regret that we cannot hold a wedding booking if these deposits and part payments are not received. A surcharge of 3% is applied to credit card payments.

Account payment

Final numbers for your wedding must be provided 30 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 30 days before the date of your wedding. This will be the minimum number of guests charged for. Any additional costs added after payment of your account must be paid for prior to your departure from the hotel. 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 3% is applied to credit card payments.

Damage

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

Gifts

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. Keavil House Hotel is not responsible for any gifts which are stored in hotel bedrooms or changing rooms.

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 40 weeks	50% of total estimated value
Within 36 weeks	60% of total estimated value
Within 20 weeks	70% of total estimated value
Within 16 weeks	80% of total estimated value
Within 12 weeks	85% of total estimated value

Cancellation costs include either:

- 1) Package price plus ceremony room hire and estimated bar amount for the evening reception. Or if you have not booked on an inclusive package cancellation costs include:
- 2) Menu price, drinks price, ceremony room hire cost and estimated bar amount for the evening reception.

Both of the above are charged using the number of guests booked on confirmation.

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 Keavil House Hotel without the agreement of the hotel. Should it be brought to the attention of Keavil House Hotel that your guests are consuming their own alcohol (not purchased from the relevant bar) a relevant corkage charge per bottle (£20 for wine and £75 for spirits) will be applied to the main client account.

Wedding package

Every wedding reception at the Keavil House Hotel must include a welcome reception, a wedding breakfast, a wine package and an evening buffet. 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. Our inclusive wedding packages are sold with the content and price shown, if you do not require elements of a package this does not alter the price of the inclusive package. A ceremony room hire charge will apply should you hold your wedding ceremony in the hotel.

Dietary requirements

We cannot guarantee that foods produced and served at Keavil House Hotel do not contain traces of other food products. We endeavour to cater for special diets but cannot be held responsible for any food allergies which may result if we are not advised in advance. Full allergen listings can be provided if required.

I agree and understand all the terms and conditions:

Client signatures - Bride Groom.....

Date of signing.....

Print Client Names - Bride Groom.....

Date of Wedding.....

Address.....

..... Postcode.....

Wedding Suppliers

Wedding registrar

Karen Henderson 03451 55 55 55 karen.henderson@fife.gov.uk
Ext. 49 39 50

Wedding dresses

To Be Wed 01383 825337 www.tobewed.co.uk

Special Days Brides 01592 201400 www.special-days-brides.co.uk

Wedding photography and videography

Lorelle Penman 07757 251180 lorelleelizabethphotography.co.uk

Videography

Abbey Wedding Productions 07736015154 www.abbeyweddingproductions.co.uk

Mairi Claire Photography 0787187700 www.mairiclairephotography.co.uk
mairiclairephotography@hotmail.co.uk

Wedding event decorations

Hayley Michelle Designs 01577 840254 www.hayleymichelle.co.uk

Sashes Venue Styling 07843 685508 www.sashesvenuestyling.co.uk

Wedding Stationary

Capercaillie Cards 07724 046 760 www.capercailliecards.co.uk

Wedding cars

Scotland Rolls Royce 07748 700562 www.scotlandrollsroyce.com

Rennie's Wedding Coach Hire 01383 518 660 www.rennies.co.uk

Wedding cakes

A Cherry on Top 07879 672120 www.acherryontopscotland.co.uk

A Bonnie Wee Cake 01337 858509 www.abonnieweecake.co.uk

Piper

Steve Harper 07864 085008

Flowers

Poppy Floral Designs 07779 266620 info@poppyfloraldesign.co.uk
www.poppyfloraldesign.co.uk

Entertainment

DJ Bill Russell 07799666436 djbillrussell@yahoo.co.uk

Kilt Hire

The Kilt Hire Company 07767316733 charlie@thekiltcompany.com
www.thekiltcompany.com