



# weddings

# Welcome to Heartland Hotels

## Croydon Wedding Pack

On behalf of Heartland Hotel Croydon may we take the opportunity to congratulate you both on your forthcoming marriage and extend our very best wishes for the future.

The following information is supplied to assist you in the planning of your Wedding Reception at the Heartland Hotel Croydon and to ensure that this very special event runs to schedule. If you prefer other arrangements we would be delighted to fulfil them accordingly.

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#### HEARTLAND HOTEL CROYDON

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## Our wedding packages

Welcome to Heartland Hotel Croydon. We look forward to hosting your wedding at our fabulous in-house facilities. At the Heartland Hotel Croydon, we give you the individual attention you deserve, to ensure your wedding day is very special.

### Our packages include the following items:

- ~ A dedicated wedding coordinator who will offer advice and work with you every step of the way to ensure the success of your special day.
- ~ One-to-one consultation with menus, ideas, theme possibilities and a comprehensive tour around our facilities.
- ~ Full catering and bar facilities with table linen included.
- ~ Complimentary honeymoon suite for the bridal couple on their wedding night with breakfast served to your room and a late checkout.
- ~ Complimentary bottle of Methode Traditionnelle in your suite.
- ~ Cake stand and knife
- ~ Complimentary dance floor.
- ~ Special accommodation rates for wedding guests.

### Wedding extras

Dance Floor 4m x 4m	<b>FOC</b>
Linen overlays for tables	<b>\$6 each</b>
Napkins/cloths	<b>FOC</b>
Head table set up	<b>FOC</b>
Candles	<b>\$5.00 each</b>
Chair covers	<b>\$9.00 each</b>

### We can also arrange:

- ~ Live bands or disco (Booking fee may apply)
- ~ Floral requirements

### We don't supply:

- ~ Wedding cakes (but we can recommend cake makers)



## Location & Regional Attractions

### Southland: Gore

Under two hours drive from Dunedin and Queenstown and 60 minutes from Invercargill airport, Gore is in the heart of the South. You can relax in the comfort of our hotel and enjoy the true serenity of Southland – a unique part of New Zealand.

If you are planning a Southern wedding, then this venue is at the heart of the region. This is the real New Zealand and we've got a 'down-home' sense of hospitality to make you feel at ease. We'd like to make your visit with us both enjoyable and memorable. That's why good service and pleasant surroundings are so important.

#### Hotel location

Situated in a rural setting among 13 acres of park-like surrounds on the outskirts of Gore, Southland's second largest town.

~ *The Heartland Hotel Croydon is close to:*  
Hokonui Moonshine Museum, numerous golf courses and shopping in the town centre.

#### Distance from hotel

Town Centre	2km
Hokonui Moonshine Museum	1.6km
Croydon Aviation Museum	20km
Invercargill	65km
Dunedin	152km
Queenstown	167km

#### Activities and attractions

- ~ Salmon and Trout fly fishing
- ~ Maple Glen Gardens
- ~ The reservation Zoological Gardens
- ~ Croydon Aircraft Company
- ~ Scenic flights
- ~ Hokonui Moonshine Museum
- ~ Croydon Aviation Museum
- ~ Bird watching and sanctuaries
- ~ Art galleries
- ~ Mountain biking
- ~ Gore Historical Museum
- ~ Golf



## Accommodation

Heartland Hotel Croydon is a 3 star plus hotel consisting of 36 rooms, situated on thirteen acres of well maintained park like grounds and gardens

### Guest rooms

The majority of our 36 guest rooms each contain a double and single bed; there are also two containing a queen bed and one with three singles. These rooms offer Sky TV, high-speed or dial-up internet access, desk space, central heating. Mini bars are available in certain rooms or on request. All rooms have ensuite bathrooms.

### Family rooms

Two of the guest rooms are family rooms. These can sleep up to six people, each containing a double and three single beds.

Special accommodation rates apply to our wedding guests and we will be delighted to included these great rates in your wedding quotation

**Check-in time: 2:00pm**

**Check-out time: 10:00am**

### Other hotel facilities

- ~ Restaurant open early until late
- ~ Guest lounge bar
- ~ The Lodge Public Bar
- ~ 24-hour reception
- ~ Room service
- ~ Guest laundry
- ~ Valet laundry and dry-cleaning service (available five days)
- ~ Internet kiosk
- ~ Wireless Internet service available
- ~ Extensive function facilities
- ~ Complimentary guest parking
- ~ Courtesy vehicle
- ~ Onsite nine hole par three golf course



# Function Rooms

## Ground Floor

Heartland Hotel Croydon	 <b>Banquet Style</b>	 <b>Cocktail Style</b>
<b>Trust Room</b>	90	60
<b>Hokonui Room</b>	60	60
<b>Gazebo Room</b>	90	60
<b>Conference Room / Lager Bar</b>		

### Trust Room

(151.2m<sup>2</sup>)

This room is ideal for more intimate wedding receptions. Located alongside a small garden area, this room can be used in conjunction with our surrounding features.

### Hokonui Room

(132.7m<sup>2</sup>)

This room can be used in conjunction with the Trust and Gazebo Rooms for larger wedding receptions.

### Gazebo Room

(150.7m<sup>2</sup>)

Ideal to open up into the Trust Room for mid sized wedding receptions.

### Conference Room / Lager Bar

(162.2m<sup>2</sup>)

Another option for use with the surrounding function rooms, depending on your requirements.

### Room Configurations

Our Wedding function rooms offer a variety of configurations, which can be set up to suit your personal preferences. The main wedding reception configurations are:

#### Banquet

Ideal for wedding receptions that include a meal. Guests are seated at tables of generally 8 or 10 and there is generally a head table set at the front of the room for the bridal party.

#### Cocktail

Ideal for large wedding groups that wish to mingle rather than have a seated meal. Cocktail receptions would include drinks and canapés.

***Numbers of maximum capacities may be affected if buffet settings are required***

# ***Wedding Rooms/Packages***

## **The Wedding Room Package**

### **The Wedding Reception Rooms**

Sit down meal: up to 300 people

Cocktail party: up to 500 people

The reception rooms at the Heartland Hotel Croydon have retractable walls, allowing a wide variety of options for room sizes and capacities.

**Wedding package cost: Price on application**

### **The package includes:**

- ~ Full head table set up
- ~ Private toilet facilities
- ~ Table linen and napkins
- ~ Cake table & silver knife

When you book your wedding, the Croydon will also give you 1 nights free accommodation with a bottle of bubbly & breakfast brought to your room the next morning.

### **Catering**

You can then decide which menu you would like. Remember our Chefs are flexible so you can choose a menu to suit your own tastes.

### **Wedding Cake**

We don't supply wedding cakes but we can recommend cake makers.

### **Garden Wedding**

Additionally, should you decide not to have a church wedding, we have very extensive and attractive gardens where the ceremony can take place. A charge of \$150.00 will apply to ceremonies held on site.

### **Additional Wedding Charges**

Should your wedding reception take place on a public holiday, an additional surcharge may apply.

# Wedding Menu

## Canapé selections

We pride ourselves on our quality product, professionalism and our desire to meet the market. With this in mind do remember that our menus are flexible and our executive chef is happy to design a menu specifically for you.

### Canapé Options

Honey roast winter vegetable pate on crusty bread	<b>\$4.10</b>
Rosemary onion and olive pizza bread	<b>\$3.10</b>
Smoked salmon & pickled ginger sushi	<b>\$4.60</b>
Chicken and pistachio nut terrine	<b>\$8.10</b>
Spinach and pork wontons	<b>\$6.10</b>
Sushi	<b>\$4.00</b>
Goat's cheese and balsamic figs on crostini	<b>\$5.10</b>
Peppered salmon skewers with wasabi mayonnaise	<b>\$7.60</b>
Brie and cranberry pastry cups	<b>\$4.60</b>
Hoisin and ginger chicken wings	<b>\$3.60</b>
Coriander and macadamia crusted chicken loin with lime and sea salt	<b>\$6.10</b>
Herbed goats cheese mousse on baked beer bread	<b>\$4.60</b>
Moroccan sweetbreads with garlic aioli crostini	<b>\$5.10</b>
Spinach roulade with cream cheese and peppers	<b>\$3.60</b>
Bacon, spring onion and cream cheese stuffed mushrooms	<b>\$4.10</b>
Chorizo sausage and port cheddar brushetta	<b>\$4.60</b>

Any item must be for the entire group

### Supper, Snack & Cocktail Selections

Tea and coffee	<b>\$3.50</b>	Per person
Orange juice	<b>\$3.50</b>	Per person
Assorted canapés (Chef's selection)	<b>\$5.00</b>	5 per person
Assorted sandwiches	<b>\$5.00</b>	4 per person
Mini spring rolls	<b>\$4.50</b>	5 per person
Asian wontons	<b>\$4.50</b>	5 per person
Stuffed mushrooms & plum sauce	<b>\$4.60</b>	2 per person
Curry samosas	<b>\$4.50</b>	5 per person
Fish goujons	<b>\$5.60</b>	100 gms per person
Assorted savouries	<b>\$5.00</b>	2 per person
Sushi	<b>\$4.00</b>	5 per person
Chicken nibbles	<b>\$5.50</b>	4 per person
Vegetables with sweet chilli dipping sauce	<b>\$4.10</b>	100 gms per person
Scones with jam and cream or savoury	<b>\$4.10</b>	1 per person
Mini baguette filled with chicken, lettuce & tomato	<b>\$4.00</b>	1 per person
Ham & cheese croissant	<b>\$4.00</b>	1 per person
Pikelets with jam and cream	<b>\$4.10</b>	2 per person
Fruit or savoury muffins	<b>\$4.60</b>	1 per person
Cake - slice of day	<b>\$4.00</b>	1 per person
Fruit platter - medium	<b>\$20.50</b>	6 types of fruit; 4 serves of each type
Fruit platter - large	<b>\$30.70</b>	6 types of fruit; 6 serves of each type
Selection of New Zealand cheeses	<b>\$22.50</b>	Per platter (4 pax) 3 cheese selection

Any item must be for the entire group

# Wedding Menu

## Buffet Dinner selections

Minimum numbers for the buffet menus is 25 guests

### 2 Course Buffet Menu: \$29.00pp

Choose from:

- One hot meat
- One potato dish
- Two vegetables
- Two desserts
- Tea & coffee

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### 2 Course Buffet Menu: \$39.00pp

Choose from:

- One hot meat
- One potato dish
- Four vegetables
- Two hot dishes
- Three salads
- Four desserts
- Tea & coffee

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### 2 Course Buffet Menu: \$44.00pp

Choose from:

- One hot meat
- One potato dish
- Four vegetables
- Two hot dishes
- Three salads
- Cold chicken platter
- Four desserts
- Tea & coffee

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### 3 Course Buffet Menu: \$50.10pp

Choose from:

- One soup & fresh bread roll
- One hot meat
- One potato dish
- Four vegetables
- Two hot dishes
- Three salads
- Cold chicken platter
- Four desserts
- Tea & coffee

### 3 Course Buffet Menu: \$57.50pp

Choose from:

- One soup & fresh bread roll
- Two hot meats
- One potato dish
- Four vegetables
- Two hot dishes
- Three salads
- Cold chicken platter
- Four desserts
- Tea & coffee

Menus come with tea & coffee served with the desserts

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#### **Soups**

- Spicy tomato & basil
- Crème of pumpkin garnished with sour cream & chives
- Potato, bacon & corn chowder
- Vegetable with split pea and barley
- Crème of mushroom
- Minestrone
- Seafood chowder
- Crème of chicken & vegetable

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#### **Hot Meats**

- Baked ham
- Roast ribeye of beef
- Rolled leg of lamb
- Rolled roast leg of pork

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#### **Potatoes**

- New potatoes (seasonal)
- Sautéed potatoes
- Gourmet potatoes
- Mashed potatoes
- Roast potatoes
- Scallop potatoes

**Salads**

Tossed garden salad  
Coleslaw  
Potato salad  
Rice salad  
Waldorf salad  
Pasta salad  
Tomato, cucumber & red onion salad  
Stuffed eggs  
Couscous salad with lime, chilli & coriander  
Kumera salad with bacon & spinach  
Broccoli, orange & cashew salad

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**Vegetables**

Vegetable stir-fry  
Glazed carrots  
Cauliflower & cheese sauce  
Broccoli & hollandaise sauce  
Roast yams (seasonal)  
Roast pumpkin  
Roast parsnips  
Roast kumara  
Peas  
Mashed swede (seasonal)  
Beans

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**Hot Dishes**

Lemon chicken  
Battered fish of the day  
Chicken curry with rice  
Vegetarian risotto  
Seafood fried rice  
Southland lamb minted casserole  
Sweet & sour pork  
Thai beef & vegetable stirfry

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**Desserts**

Pavlova  
Fruit salad  
Cheesecake  
Chocolate gateaux  
Strawberry mousse  
Chocolate eclairs  
Brandysnaps  
Lemon meringue tartlets  
Caramel meringue tartlets  
Strawberries (seasonal)  
Boysenberries  
Profiterole towers  
Apple strudel  
Apricot shortcake  
Fruit crumble  
Fruit steamed pudding  
Custard  
Ice cream

# Wedding Catering

## Set Menu Dinner Selections

2x Course	<b>\$38.00</b>
3x Course	<b>\$48.00</b>

### Set Menu Options:

#### Entrees

Seafood chowder – clam chowder served with a bread roll

Duck & prune terrine served on toasted brioche with spiced pear puree and herb salad

Seared scallop risotto served on smoked eel & thyme risotto with a creamy lemon, basil & white onion jus

#### Mains

Marama lamb shank – organic farmed lamb shank slowly cooked on a pickled parsnip & potato mash with pan-fried cherry tomatoes sitting in a smoked garlic & rosemary broth (gf)

John Dory fillet – lemon baked fillet with sage lyonnaise & a blood orange salsa with a parmesan croute

Hereford beef fillet with oxtail & goats cheese lasagna & a medley of roasted winter vegetables & beef jus, topped with gaufrette potatoes

Vegetarian pizza – roast pumpkin, cumin feta, olive, onion & cherry tomato with a chunky basil chutney base

\* All main dishes accompanied with vegetables of the day

#### Desserts

Cheesecake – rocky road cheesecake with glazed cherries and freshly whipped cream

Mini Pavlova with a berry smear served with vanilla ice cream & whipped cream

Includes Tea & Coffee

*(gf) = gluten*

# Wedding Menu

## Barbeque menus

### Options

3 choices of meats \$32.70 pp

4 choices of meats \$37.80 pp

5 choices of meats \$43.00 pp

Each option has a choice of 4 salads and 3 desserts in addition to all the relevant condiments served with salads and meats.

### Meats

Beef Steak

Sausages

Fish

Chicken

Meat Patties

Vegetable kebabs

Lamb chops

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### Salads

Tossed garden salad

Coleslaw

Potato salad

Rice salad

Waldorf salad

Pasta salad

Tomato, cucumber & red onion salad

Stuffed eggs

Couscous salad with lime, chilli & coriander

Kumera salad with bacon & spinach

Broccoli, orange & cashew salad

### Dessert

Pavlova

Fruit salad

Cheesecake

Chocolate gateaux

Strawberry mousse

Chocolate eclairs

Brandysnaps

Lemon meringue tartlets

Caramel meringue tartlets

Strawberries (seasonal)

Boysenberries

Profiterole towers

Apple strudel

Apricot shortcake

Fruit crumble

Fruit steamed pudding

Custard

Ice cream

These menu choices all come with tea & coffee served with the desserts

# Conference Catering

## Out Catering

Please feel free to peruse the following menu options for your selections; if you require a quotation on something special we will be happy to assist:

*Supper, snack and cocktail menus*

*Buffet menus*

*Barbeque menus*

## Equipment Hire

### Tables

Round tables	<b>\$6.00</b>
Large trestle tables	<b>\$12.00</b>
Small trestle tables	<b>\$10.00</b>

### Table Cloth Hire

Round	<b>\$6.00</b>
Large square	<b>\$5.50</b>
Medium square	<b>\$5.00</b>
Small square	<b>\$4.00</b>
Cloth serviettes	<b>\$1.00</b>
Paper serviettes	<b>\$0.50</b>

### Crockery and Cutlery Hire

Plates - main	<b>\$1.00</b>
Plates - entree	<b>\$0.50</b>
Cups and saucers (per set)	<b>\$1.00</b>
Cutlery	<b>\$0.10</b>
Wine glasses	<b>\$0.50</b>
Water glasses	<b>\$0.30</b>
Salt and pepper (per set)	<b>\$0.50</b>
Corkage fee (per bottle)	<b>\$10.00</b>

Please note that items broken by guests will incur a charge

Venues outside the Gore area will incur a nominal charge for transportation costs

For alcohol sales or service, the cost of a special licence will apply

A corkage fee will apply to the service of wines not supplied by the venue

All other Scenic Hotel Group Terms & Conditions will apply

# Wedding Catering

## Wine & beer list

Please note that a corkage fee will apply to the service of wines not supplied by the venue

<b>Sparkling Wine</b>	<b>200ml</b>	<b>Bottle</b>
Lindauer Brut	\$8.50	
Lindauer Special Reserve		\$39.00
<b>Chardonnay</b>	<b>Glass</b>	<b>Bottle</b>
Villa Maria Private Bin	\$7.50	\$32.00
Thornbury Chardonnay		\$38.00
Villa Maria Cellar Selection		\$38.00
Saint Clair Chardonnay		\$46.00
Latitude 41 Chardonnay		\$41.00
Villa Maria Single Vineyard Taylors Pass Chardonnay		\$75.00
<b>Sauvignon Blanc</b>	<b>Glass</b>	<b>Bottle</b>
Villa Maria Private Bin	\$7.50	\$32.00
Thornbury Sauvignon Blanc		\$38.00
Saint Clair Sauvignon Blanc		\$46.00
Villa Maria Cellar Selection		\$38.00
Waimea Sauvignon Blanc		\$40.00
<b>Riesling</b>	<b>Glass</b>	<b>Bottle</b>
Villa Maria Private Bin	\$7.50	\$32.00
Saint Clair Riesling		\$46.00
Waimea Classic Riesling		\$40.00
<b>Aromatics</b>	<b>Glass</b>	<b>Bottle</b>
Villa Maria Private Bin Pinot Gris	\$7.50	\$32.00
Thornbury Pinot Gris		\$38.00
Mount Dottrel Pinot Gris		\$63.00
Villa Maria Private Bin Viognier		\$32.00
Villa Maria Private Bin Gewurztraminer	\$7.50	\$32.00
Villa Maria Private Bin Rose		\$32.00
<b>Pinot Noir</b>	<b>Glass</b>	<b>Bottle</b>
Villa Maria Private Bin	\$9.50	\$42.00
Saint Clair		\$46.00
Thornbury		\$56.00
Villa Maria Cellar Selection		\$56.00
Devil's Staircase Pinot Noir		\$47.00

### Shiraz / Syrah

	Glass	Bottle
Villa Maria Private Bin Syrah	\$9.50	\$42.00
Vidal Syrah		\$48.00
Villa Maria Cellar Selection Syrah		\$64.00

### Merlot and Merlot Blends

	Glass	Bottle
Villa Maria Private Bin Merlot Cabernet Sauvignon	\$7.50	\$32.00
Thornbury Merlot		\$38.00
Saint Clair Merlot		\$46.00
Villa Maria Cellar Selection Merlot Cabernet		\$38.00

### Dessert Wine

	375 ml Bottle
Leaning Rock Late Harvest Riesling	\$41.00

### Tap Beer (Room dependant)

Speights	\$4.10
Export Gold – Lager Bar only	\$4.10
DB Draught	\$4.10
Tui Draught – Lager Bar only	\$4.10

### Bottled Beer

Amstel Light	\$5.60
Export Gold	\$6.20
Heineken	\$7.20
Steinlager	\$7.20
Corona	\$7.70
Stella	\$7.70
Summitt	\$7.20
Monteiths Cider	\$6.20
Speights Old Dark	\$6.20

### Non Alcoholic

Soft Drink	\$2.60
Fruit Juice	\$3.10
Coffee and Tea	\$3.10
Red Bull	\$5.10
Sparkling Grape Juice	\$8.90
Orange Juice - carafe	\$10.20

### Spirits & Liqueurs

All standard spirits	\$3.60
All premium spirits	\$4.60
All liqueurs	\$4.60
(Based on single nips)	

**Ready To Drink**

Woodstock Bourbon & Coke	<b>\$7.20</b>
Coruba & Coke	<b>\$8.90</b>
Archers Range	<b>\$8.20</b>
Cruiser Range	<b>\$7.20</b>
Smirnoff Range	<b>\$8.20</b>
Gordons Gin & Tonic	<b>\$8.20</b>
KGB Range	<b>\$8.20</b>
Barrel 51	<b>\$7.20</b>

# Terms & Conditions

We are sure you will appreciate the following policies, which will enable us to ensure that your very special event runs to schedule. Should you have any enquires on this information, we will be very happy to discuss them.

## Tentative bookings

Tentative bookings for weddings can be held for a period up to 90 days only.

## Deposit

Once your booking has been confirmed with the Hotel, a pre-payment of \$500.00 is required. This amount will be deducted from your final account.

## Additional charges

The organiser is responsible for any additional charges organised by the Heartland Hotel Croydon, such as equipment, flowers, etc. A quote will be issued.

## Pricing

All prices are based on current prices but may be subject to increase at management's discretion to meet rising costs. Some items may be subject to seasonal availability.

## Cancellations, Postponements and Amendments

In the unfortunate circumstances of cancellation or postponements of an event that has been confirmed, Heartland Hotel Croydon applies the following cancellation policies:

### Notice of 30-15 Days

Cancellations made within thirty to fifteen days (30-15) days of the event date will incur full room hire if the event space is left unsold.

### Notice of 14 Days

Cancellations made within fourteen (14) days of the event date, will incur full room hire and 50% of the total food and beverage costs as quoted.

### Notice Within 48 Hours

Cancellations within forty-eight (48) hours of the event date, will incur full room hire and 100% of the total food and beverage costs as quoted. If accommodation is cancelled then full accommodation charges will apply. In the instance where the room hire component is included in the package price, the standard room hire cost for the specified function room will be charged.

All cancellations for function rooms and/or accommodation must be advised in writing to take effect.

## Accommodation

Guaranteed number of rooms, length of stay and room-types are required twenty-one (21) days prior to the event; accommodation charges will be based on these confirmed numbers. Excess rooms held will then be released. After this date additional rooms may still be booked at the agreed rate, but will be subject to availability.

A final rooming list and payment details showing individual names, arrival and departure dates is then required twenty-one (21) days prior to the event

## Confirmation of wedding reception/menus

Approximately three weeks prior to the wedding reception please contact us and make an appointment to finalise your menu and all other requirements. Please allow 1-hour for this. Prices for your reception will be confirmed at this stage and these are based on those prices current to three months prior to the date of your reception.

Your menu selection is required to be no later than twenty-one (21) days prior to the event, or as otherwise agreed with the Hotel. Confirmation of guest numbers is required 5 days prior to the event. Any cancellations after this date will result in the request for full payment of the originally quoted numbers.

The table plan, cake, place names and decorations need to be delivered to the hotel 24 hours at the latest before the event – flowers and balloons must be delivered to the hotel 6 hours before the event starts.

## Payment Details

Full settlement of all wedding accounts is required seven (7) days prior to the reception. All function charges will be charged to one account.

## GST

All prices quoted are inclusive of G.S.T.

## Terms & Conditions continued

### Out Catering

Out catering at another venue will incur extra costs relating to travel, equipment hire, and other associated costs. A \$2.50 charge per person in the Gore area will occur. Outside the Gore area please ask when making your function booking.

### Function Room & Bar Hours

Any music/entertainment must be concluded by 12 midnight to comply with Hotel policy.

The function bar closes at 12 midnight; legally all guests need to be off the premises half an hour after the bar has been closed.

If you require the function room and bar after 1.30am an additional fee may apply. (Special conditions apply).

Band/DJ equipment can be set up on the day of the function but must be removed on the night

Any personal possessions, presents, cake or decorations, may be left to be removed the following day; however the hotel does not take any responsibility for these.

### Food & Beverages

Any minor adjustments can be made up to 72 hours (3 working days) prior to the start of the reception. All liquor costs are charged on a direct payment (consumption) basis. All food and beverage prices listed are based on current prices, but may be subject to increase at management discretion to meet rising costs.

Any party cannot bring beverages into the hotel.

### Liquor Licensing Laws

The Heartland Hotel Croydon is a licensed premise and observes Host Responsibility.

We take pride in our facilities and services; therefore we reserve the right of admission and will not serve intoxicated patrons or minors. The undersigned will be financially responsible for any damage our property may suffer as a result of this function.

### Security

Arrangements for additional security requirements over and above the existing service provided by the Heartland Hotel Croydon can be made upon request with the cost charged to your account.

### Damage

We understand that accidents can occur which may cause damage. We also believe that effective liaison between Heartland Hotel Croydon and wedding organisers can prevent most damage.

It is expressly forbidden to use screws, nails, tacks, adhesive tape of any kind or any similar fixing devices on any part of the interior or exterior of the venue. Any damage caused to the property, furniture or fittings of the Heartland Hotel Croydon will become the financial responsibility of the wedding organiser.

### Insurance

Heartland Hotel Croydon will take all necessary care, but cannot take responsibility for the damage or loss of items before, during or after an event. It is advisable for organisers to arrange their own insurance cover for property damage and public liability where appropriate.

### Other information

In the absence of the Heartland Hotel Croydon Functions' Manager, the Duty Manager may be approached with any queries.

The Hotel will not be in any way liable to the wedding couple if it is prevented from complying with the conference booking by Force Majeur i.e. reasons beyond its control.

## Terms & Conditions continued

**These terms and conditions can only be put into place and signed when both parties are satisfied with all arrangements.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Heartland Hotel Croydon  
Function Manager's Name

\_\_\_\_\_  
Address  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Function Manager's Signature

\_\_\_\_\_  
Client's Name

\_\_\_\_\_  
Telephone (Home)

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Telephone (Work)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone (Mobile)

I agree with the terms and conditions above.

I also agree that I am personally liable for the payment of the charges connected to my wedding being held at Heartland Hotel Croydon. If the person, company or association indicated by me as been responsible for the payment of the same does not do so, then my liability for such payment shall be joint and several with such person, company or association.

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date of the wedding

\_\_\_\_\_  
Contact on the day (eg father of the bride)

\_\_\_\_\_  
Wedding Organiser's Name

\_\_\_\_\_  
Wedding Organiser's Signature