

*Let your dreams unfold*  
AT LAGAN VALLEY ISLAND

# Wedding Packages

October 2017 – September 2019

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*Bookings beyond September 2019 will be subject to an inflationary/statutory increase.*

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**FOOD ALLERGIES & INTOLERANCES:** details of ingredients can be provided, at time of booking, on any of your/your guests' menu choices. Please just ask a member of the booking team for this information.

Lagan Valley Island  
The Island, Lisburn, BT27 4RL

T: 028 9250 9292

W: [www.laganvalleyisland.co.uk](http://www.laganvalleyisland.co.uk)

: [www.facebook.com/LaganValleyIsland](http://www.facebook.com/LaganValleyIsland)

## Our Comprehensive Wedding Packages Include:

(minimum of 45 adults)

A red carpet welcome for you and your party

Experienced Wedding Co-ordinator

Hire of one of our stunning banquet suites

Decadent Drape System\*

Fairy Light Backdrop

A choice of Centrepieces

White Chair Covers with a sash of your choice for your Wedding meal

White linen table cloths and napkins

Cake Stand and Knife

Table plans to assist seating arrangements

Personalised menu cards for your tables

Beautiful landscaped Castle Gardens for photographs\*\*

Extensive complimentary car parking facilities for your guests

**The following Complimentary Drinks are included in all Packages of 60 adults and above:**

Tea/coffee and Shortbread on Arrival

Bottle of Champagne for the newly weds

Complimentary Sparkling Toast

**The Lagan Package                      £29.00 per person**

**The Linen Package                      £34.50 per person**

**The Wallace Package                    £38.50 per person**

Book Your Wedding Reception for

60 Guests for

***Under £1750***

***Packages available for up to 220 guests***

\* Island Hall only

\*\* Castle Gardens must be booked before the ceremony with the Irish Linen Centre on 028 9266 3377

## **The Lagan Package**

Vegetable Broth  
with homebaked crusty roll

\*\*\*

Supreme of Chicken  
with smoked bacon & cracked black pepper sauce

Served with a Selection of Seasonal Vegetables, creamed mash & roasted potatoes

\*\*\*

Pavlova  
topped with seasonal berries & a raspberry coulis

\*\*\*

Tea and Coffee

## **The Linen Package**

Homemade Leek and Potato Soup  
with basil pesto & Tuscan olive oil

\*\*\*

Antrim Ham & local Turkey Breast  
with a herbed stuffing centre & homemade gravy

Served with a Selection of seasonal vegetables, creamed mash & roasted potatoes

\*\*\*

Sicilian Lemon Cheesecake  
with vanilla infused cream & raspberry compote

\*\*\*

Tea and Coffee

*We are happy to discuss Vegetarian and/or Special Dietary options.*

## The Wallace Package

Butternut Squash and Sweet Potato Soup

With chilli crème fraiche

*or*

Trio of Melon

with tropical fruits & lemon sorbet

\*\*\*

Slow Roasted Topside of Beef

with Yorkshire pudding and red wine gravy

*or*

Fennel Roasted Pork Loin

with button onions, glazed apples & mustard sauce

Served with a selection of seasonal vegetables, creamed mash & roasted potatoes

\*\*\*

Chocolate Fondant

With caramel popcorn brittle & vanilla cream

*or*

Eton Mess

With strawberry ice cream

\*\*\*

Tea or Coffee

*We are happy to discuss Vegetarian and/or Special Dietary options.*

## Children's Menu Option

Under 12s

### Option 1

½ Portion of Adult Menu

<b>The Lagan Package</b>	<b>£18.00 per person</b>
<b>The Linen Package</b>	<b>£22.00 per person</b>
<b>The Wallace Package</b>	<b>£25.00 per person</b>

### Option 2

Chicken Strips, Chips or Mash & Baked Beans

*or*

Fish Finger, Chips or Mash & Baked Beans

*or*

Sausages, Chips or Mash & Baked Beans

Ice Cream and Jelly

**£8.50**

\*\*\*

### Two Years and Under

Mash and Gravy or Baked Beans

**£1.95**

*We are happy to discuss Vegetarian and/or Special Dietary options.*

## Drinks Packages

### Drinks Package (1)

#### **On Arrival**

Tea and Coffee

#### **During Meal**

Glass of Cava for the Bride & Groom

A glass of Red/White/Rose House Wine for each Guest

**£4.50 per person**

### Drinks Package (2)

#### **On Arrival**

Tea and Coffee and homemade shortbread

#### **During Meal**

Glass of Prosecco for the Bride & Groom

A glass of Red/White/Rose House Wine for each Guest

#### **Toast**

Glass of Cava per guest

**£7.50 per person**

### Refreshment Options

Tea, Coffee	£1.95pp
Tea, Coffee & Assorted Biscuits	£2.50pp
Tea, Coffee & Freshly Baked Scones with butter & preserves;	£3.50pp
Tea, Coffee & Shortbread	£3.40pp
Tea, Coffee & Traybakes	£3.40pp
Jug of freshly squeezed orange juice	£5.70
Jug of Cordial (Orange, Blackcurrant)	£3.60
Still/Sparkling Water 33cl	£1.75

### Evening Reception Options

Fish Goujons and Chips in a Cone £7.40	Chicken Goujons and Chips in a Cone £7.40
Chicken Goujon Wrap £4.75	Chips in a Cone £2.95
12 inch Pizza (v) £5.40	12 inch Pizza (meat) £6.20
Bacon or Sausage Baps £4.35	Bacon or Sausage Rolls served with Tea/Coffee £4.95
Coleslaw £1.75	Crisps and Nuts £1.95

## **Evening Reception Options**

### **Finger Buffet**

Minted Mini Lamb Kebabs

Hand crafted Pork & Cranberry Cocktail Sausage Rolls

Selection of Soda Bread Pizzas

BBQ Chicken Strips

Chorizo & Red Onion Tartlet

Pickled Courgette & Fresh Mint Bon Bon

Lemon & Thyme Haddock Goujons

Mini Yorkshire Puddings

Mini Bagels

Mini Desserts

\*\*\*

A selection of freshly made cocktail sandwiches and assorted filled tortilla wraps

\*\*\*

Tea/Coffee

Any 2 hot choices plus freshly made cocktail sandwiches £9.50 per person

Each additional choice is priced at £2 per item per person



## Chair Covers, Fairylight Backdrop & Centrepieces

As part of our inclusive package, chair covers, a fairy light backdrop and centrepieces are included with our compliments.

### Centrepieces

There is a choice of three centrepieces types available as shown below. For over 10 tables, a combination of both floral centrepieces will be used for your wedding. You are also welcome to use your own centrepieces if you wish.



### Chair Covers

On confirmation of your booking, please provide us with a colour sample so that our nominated venue dressing company can co-ordinate your chair sash.

If you are moving rooms for your evening reception, you can choose to dress the chairs in your second reception room for a special rate of £1.65 per chair cover.

Final numbers must be supplied to either ourselves or the venue dressing company 21 days before your event.

### Fairy Light Backdrop

A fairy light back drop will be supplied in your original reception room with our compliments as part of the above package.

## Nearby Accommodation Options

**Premier Inn, Lisburn**

[www.premierinn.com](http://www.premierinn.com)

**3 star**

Approx. 1.5 miles

**Ramada, Shaw's Bridge**

[www.ramadabelfast.com](http://www.ramadabelfast.com)

**4star**

Approx. 6 miles

**Ballymac Hotel**

[www.ballymachotel.co.uk](http://www.ballymachotel.co.uk)

**3 star**

Approx. 7 miles

**Radisson Blu, Belfast**

[www.radissonblu.co.uk/hotel-belfast](http://www.radissonblu.co.uk/hotel-belfast)

**4 star**

Approx. 9 miles

**Premier Inn, Belfast**

[www.premierinn.com](http://www.premierinn.com)

**3 star**

Approx. 9 miles

**The Merchant, Belfast**

[www.themerchanthotel.com](http://www.themerchanthotel.com)

**5 star**

Approx. 11 miles

## Terms & Conditions

### Please note our booking conditions when planning your special day

#### Accounts

- A provisional booking may be held for FOURTEEN DAYS after which this booking may be released without written confirmation and deposit payment.
- Our standard deposit is £200 which is non-refundable/non-transferable.
- A further £500 payment which is non-refundable/non-transferable is required 4 months before the date of your wedding.
- Final payment is due 5 working days before your wedding. Overpayments of less than £60 cannot be refunded.
- All additional sundries must be paid on the day.
- Payment can be made via cash, cheque (made payable to Lisburn & Castlereagh City Council) or debit/credit card.

#### Minimum Numbers

- Numbers must be advised to Lagan Valley Island at the time of booking. This number will dictate the reception room booked for your wedding.
- Minimum numbers are **61 adults** for the Island Hall for your Wedding Meal. Wedding meals in the Chestnut Suite or Lighters can move to the Island Hall for the rest of their evening reception for an additional £150 including VAT.
- Chestnut Suite wedding meals can move to Lighters restaurant for their evening reception for up to 100 guests for no extra room hire charge.
- The above packages are based on a minimum of 45 adults. Wedding parties under 45 guests can book our reception facilities on a room hire basis. Lighters and the Chestnut Suite cost £150 including VAT to hire. This includes a choice of centrepieces, white linen table cloths and napkins, cake stand and knife, table plans to assist seating arrangements, personalised menu cards for your tables, beautiful landscaped Castle Gardens for photographs\*\* and extensive complimentary car parking facilities for your guests.  
Chair covers can be ordered at a cost of £2.40 (including sash). Our Fairy light backdrop can be hired at a cost of £120 (prices subject to annual review).

*\*\* Castle Gardens must be booked before the ceremony with the Irish Linen Centre on 028 9266 3377.*

#### Catering

- The prices for all inclusive packages are based on 1 starter, 1 main course & 1 dessert, tea/coffee per person. Any changes to the above menu options and tariff will be at the management discretion.
- A choice can be provided at no additional charge on The Wallace Package if final numbers for each menu choice are provided 10 days in advance. If you cannot supply menu choices in advance, your guests can have a choice on the day of your event, subject to a surcharge which will be agreed with the client.
- Confirmation of final menu choice and special requirements, including dietary, must be confirmed at least 21 days prior to the wedding date.
- Only food and drinks, including alcohol, purchased at Lagan Valley Island may be served and consumed on the premises. The only exception is the wedding cake.
- In the event of alcohol being brought on to the premises, the management reserves the right to request that this be given to management to be returned at the end of the event.

#### **Final Numbers**

- Final numbers and seating plans must be received by Lagan Valley Island no later than 7 working days before your wedding. This represents the numbers used in calculating your final amount (see Accounts above)
- Final numbers for materials supplied by the venue dressing company must be supplied to the company 21 days before the event.

#### **Venue Dressing**

- Customers must not move or adjust any of the material structures, including draping and lighting supplied by our venue dressing company or by Lagan Valley Island
- You are responsible for any damage caused materials supplied as part of venue dressing. The cost of repairing any such damage by your guests must be reimbursed by the customer.
- The venue reserve the right to charge an additional fee to the customer for the cleaning, repair or refurbishment of any materials at the end of the hire agreement if necessary to bring the materials back to the condition at the beginning of the hire.
- All room dressings must be agreed with Lagan Valley Island prior to any adjustments being made
- Lagan Valley Island and the venue dressing company reserve the right to photograph materials supplied by the company before the event for use on the company's website, social media and other advertising platforms.

#### **Data Protection**

- Lagan Valley Island holds all personal information in accordance with the Data Protection Act 1998. Your contact details will be shared with our contracted catering team and the venue dressing company for the sole purpose of making arrangements for your wedding but will not be used afterwards without your express permission.

If you would like to keep up to date about Lagan Valley Island, please tick which ezine you would like to receive:

- |                                  |                          |
|----------------------------------|--------------------------|
| The Restaurant                   | <input type="checkbox"/> |
| What's On at Lagan Valley Island | <input type="checkbox"/> |
| Upcoming Wedding Shows           | <input type="checkbox"/> |

#### **Amendments or Cancellations by the Customer**

- In the unfortunate circumstances that you have to cancel or postpone your confirmed booking at any time prior to your event, deposit and all pre-payments are non-refundable.
- A request to change from the Island Hall to one of our smaller reception rooms e.g. due to a significant drop in numbers, will result in a charge of £200.
- Cancellation of your event within 30 days of the wedding date will incur a 60% charge of the original contracted numbers and package choice.
- Cancellation within 5 days of your wedding date will incur 100% charge of the original contracted numbers and package choice.
- Cancellation can be advised to the venue verbally however must be followed up in the form of written confirmation

**Amendments or Cancellations by the Venue**

- Should the Venue for reasons beyond its control need to make any amendments to your booking, we reserve the right to offer an alternative choice of facilities. The Venue may cancel the booking if:
    - (a) The booking may, in the opinion of the Venue prejudice the reputation of the venue
    - (b) If scheduled payments are not received by the Venue by the agreed dates
- The above is not exclusive or exhaustive

**Prices**

- All prices are correct at the time of going to press and are inclusive of VAT at the prevailing rate however they are subject to price fluctuations. Management reserve the right to vary the price and fare
- Children over 12 years old will be charged at the same rate as adults.

**General**

- The venue reserves the right to approve any external entertainment or activities which you have arranged, and cannot accept liability for any result on costs.
- Any client engaging a third party to operate within the venue (such as bands and DJ's) must ensure they have current and adequate public liability in place, copies of electrical testing certificates and insurance policies must be available upon request.
- Carriages are to be booked for 1am.
- The venue will not be liable for any failure or delay in providing facilities, service, food, venue dressing and beverages as a result of events outside its control.
- The venue reserves the right to close the bar and terminate the music if the situation demands it.
- The venue reserves the right to refurbishment which may change the internal or external appearance.
- The client are responsible for any damage caused to the venue or any of its fixtures and fittings or any part of the grounds. The cost of repairing any such damage by your guests must be reimbursed to the venue.
- The Council will from time to time promote/celebrate historic/royal events at the venue and reserve the right to place banners, literature, etc around the facility.

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**Client Statement**

I have read and understand the above and enclose a deposit of £ \_\_\_\_

Client (Signed): \_\_\_\_\_

Printed: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_ Number of Guests: \_\_\_\_\_


Package Agreed: \_\_\_\_\_ Price per person: \_\_\_\_\_

Name of Bride: \_\_\_\_\_ Name of Groom: \_\_\_\_\_

Contact Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Telephone : \_\_\_\_\_

**IMPORTANT DATES TO REMEMBER:**

<b>TIMESCALE</b>	<b>TO DO</b>	<b>DONE</b> 
1 <sup>st</sup> point of contact	<ul style="list-style-type: none"> <li>• Initial Contact with Venue</li> <li>• Advise of number of guests</li> </ul>	
No later than 14 days after initial contact	<ul style="list-style-type: none"> <li>• Confirm Venue and Pay £200 deposit to secure date</li> <li>• Sign and return Terms and Conditions</li> </ul>	
No later than 4 months prior to Reception	<ul style="list-style-type: none"> <li>• £500 payment to be made to Venue</li> </ul>	
No later than 21 days prior Reception	<ul style="list-style-type: none"> <li>• Final numbers must be supplied to venue dressing company</li> <li>• Final Menu choice and special requirements, including dietary to be confirmed</li> </ul>	
No later than 10 days prior to Reception	<ul style="list-style-type: none"> <li>• If a Menu Choice is required, final numbers of each menu choice to be provided (Gold Package only)</li> </ul>	
No later than 7 days prior to Reception	<ul style="list-style-type: none"> <li>• Final numbers and seating plan to be provided to venue</li> </ul>	
No later than 5 days prior to Reception	<ul style="list-style-type: none"> <li>• Final Payment (please note that overpayments of less than £60 cannot be refunded).</li> </ul>	
Reception day	<ul style="list-style-type: none"> <li>• Payment of additional sundries</li> </ul>	