

Say "I Do"
At DoubleTree by Hilton
Sheffield



♥ Congratulations ♥

Firstly, congratulations on your forthcoming wedding and our very best wishes to you for the future!

We will be delighted to offer you our services for your very special day. With our experience in arranging wedding receptions we will take away any concerns you may have regarding this important occasion.

We pride ourselves on our expertise, courtesy, quality of food and service. It is our aim to make your wedding day an unforgettable day.

Our wedding packages are especially designed to help you with your choice of menu, toast drinks, table arrangements and to meet your budget. Should you prefer, we will be happy to design a reception to suit your individual requirements. We also offer Evening Only Celebrations if preferred.

Our experienced Wedding Coordinator will be pleased to meet you, show you our facilities and discuss your requirements. If you would like to arrange an appointment to see our lovely venue please contact our Wedding Coordinator on: 0114 2828203 or Sales@doubletreesheffield.com

Booking Procedure

Once you have decided upon a preferred wedding date, it is advisable to contact our Wedding Coordinator, who will be pleased to help you make a provisional booking with us. We will hold your provisional booking for 14 days.

Once you have made the decision to confirm and secure your wedding reception at the DoubleTree by Hilton Sheffield Park, we will arrange an appointment for you with your Wedding Coordinator to sign the relevant paperwork and a deposit of £1000.00 will be required.

The Ceremony

We have a selection of beautiful, contemporary rooms here at the DoubleTree which are all licensed to hold your civil ceremony. The cost for your ceremony is £400.00. You will need to book the registrar for your ceremony separately, DoubleTree by Hilton Sheffield Park falls under the Sheffield Registry Office which can be contacted on 0114 2039423.

♥ The Complete Wedding Package ♥

Everything you will need for your special day is included in our prices. All you must do is choose your ideal Wedding Breakfast menu and we will arrange the rest.
Our Complete Wedding Package is inclusive of the following;

- Arrival drinks
- 3 course wedding breakfast with coffee and mints
- Glass of house wine per person with the wedding breakfast
- Glass of fizz per person to toast the speeches
- Evening reception buffet
- Resident DJ until 01.00am
- Table mirrors with tea lights
- White twinkle back drop for your ceremony
- Easel for table plan
- White table linen and napkins
- Cake stand & knife
- Red carpet
- Dance floor
- Room hire of main function room for wedding reception and evening function
- Complimentary overnight stay for the wedding couple with breakfast included
- Special bedroom rates for your guests
- Master of ceremonies
- Wedding coordinator

Packages	Availability	Guests	2020/21	2022
Package One	April – October	40 day & 80 evening	£4080.00	£4202.00
Package Two	April – October	60 day & 100 evening	£5120.00	£5273.60
Package Three	April – October	80 day & 140 evening	£6460.00	£6653.00
Winter Package	November – March	40 day & 80 evening	£3180.00	£3275.00

**Additional day guests can be added for £61.00 per head and additional evening guests can be added for £20.00 per head.*

♥ Canapés & Drinks Packages ♥

Canapes

Canapés are the perfect way to welcome your guests and keep them entertained during your drink's reception. Canapes are available from £7.00 per head.

Provençal Roasted Vegetable Crostini's, with Watercress Pesto
Kafir Lime & Garlic Prawns, with Sweet Chilli Dip
Panko Crumbed Belly Pork, with Barbeque Glaze
Artichoke, Lemon & Parmesan Crostini's
Smoked Salmon, Philadelphia Cheese & Cracked Pepper
Chorizo, Golden Apple & Wild Sage Sausage Rolls
Harissa Spiced Chicken Bites, with Hot Mango Jam
Five Spice & Spring Onion Pork Bites, with Hoi Sin
Prosciutto, with Fig & Onion Relish
Chilled Watermelon & Basil Shots
Roast Chicken & Bacon Crostini
Prawns, Baby Gem Lettuce & Sauce Marie Rose

Three Canapes for £7.00 Per Guest

Five Canapes for £10.00 Per Guest

Drinks Packages

Package 1

Arrival

A glass of Bucks fizz

During the Meal

A Glass of House Wine

Toast

A Glass of Sparkling Wine

Included within package

Package 2

Arrival

A Glass of Sparkling Wine or
Bottled Beer

During the Meal

Two Glasses of House Wine

Toast

A Glass of Prosecco

£4.00 supplement fee

Package 3

Arrival

A Glass of Prosecco or Bottled
Beer

During the Meal

Two Glasses of House Wine

Toast

A Glass of Champagne

£6.50 supplement fee

♥ Wedding Breakfast ♥

All dishes below are included within the Wedding Package. Simply choose one starter or soup, one main course and one dessert option to create your own Wedding Menu. This will then be followed by Tea, Coffee & Mints. For couples wanting to offer their guests a choice menu there will be a supplement of £3.00 per head.

To Start

Chicken Liver Pate (*GF)

Served with Spiced Isle of Arran Tomato Chutney & Toasted Ciabatta

Honeydew Melon (*GF / V)

Served with Mulled Berries, Ginger & a Mint Reduction

North Atlantic Prawns (*GF)

Served with Baby Gem Lettuce & Smoked Marie Rose

Confit Chicken & Thyme Terrine (*GF)

Served with a Red Onion Jam & Garlic Ciabatta Croutes

Watermelon, Marinated Greek Olive & Feta Plate (*GF / V)

Served with a Honey Mustard Dressing

Soup Selection

Creamy Vegetable Soup, with Croutons (V)

Roasted Spanish Tomato & Charred Bell Pepper Soup, with Garlic Oil & Croutons (*GF/V)

Braised Leek & Potato Soup, with Herb Oil & Croutons (*GF/V)

Creamed White Onion & Potato Soup, with Thyme Oil & Croutons (*GF)

To Follow

Roasted Chicken Breast (*GF)

Served with Roast Potatoes, Stuffing, Buttered Vegetables & Roasted Shallot Gravy

Roast Topside of Beef (*GF)

Served with Sea Salt Roasted Potatoes, Buttered Green Beans, Yorkshire Pudding & Gravy

Henderson's Relish Braised Shank of New Zealand Lamb (*GF)

Served with Rosemary & Parmesan Creamed Potatoes, Steamed Greens & a Shank Reduction

Butter Roasted Salmon Fillet

Served with Parsley Crushed Potatoes, Green Beans & Tarragon Cream

Corn-fed Chicken Breast wrapped in Prosciutto (GF)

Served with Tarragon & Caper Crushed Potatoes & a Cracked Pink Peppercorn Cream

Linguini in Sundried Tomato Pesto (V)

Served with Watercress & Parmesan Salad

Thyme Roasted Butternut Squash & Brie Wellington (V)

Roasted Aubergine, Tomato & Halloumi Bake (V/GF)

To Finish

Sticky Toffee Pudding
Served with Vanilla Ice-cream & Butterscotch Sauce

Glazed Lemon Tart
Served with Vanilla & Raspberry Ripple Cream

Belgian Chocolate Cheesecake
Served with a Mulled Fruit Compote & Raspberry Cream

Salted Caramel Chocolate Brownie (*GF)
Served with Vanilla Ice Cream

Apple & Berry Crumble Tart
Served warm Vanilla Custard

Strawberry & Vanilla Cheesecake
Served with White Chocolate Paint & Ripple Cream

Fresh Fruit Salad (GF)
Served with Sorbet

♥ Children's Menu ♥

Please choose a set starter, main & dessert from the below for children aged 12 and under to enjoy.
Alternatively, they can have a half portion of the Wedding Breakfast Set Menu.

£10.95 Per Child

Starter

Creamy Tomato Soup (v)

Duo of Melon & Strawberries (v)

Cheesy Garlic Bread (v)

Main Course

Breaded Chicken Strips
Served with fries & garden peas

Fish Fingers
Served with fries & garden peas

Margarita Pizza (v)

Pasta in a Cheesy Tomato Sauce (v)
Served with Garlic Bread

Dessert

A Trio of Ice Cream
Strawberry, Vanilla & Chocolate

Fresh Fruit Salad

Warm Brownie
With Vanilla Ice-cream

♥ Evening Buffet Menus ♥

Traditional Buffet

Our Traditional Buffet is included within the Wedding Package. The buffet is inclusive of a selection of Sandwiches & Wraps plus Tea & Coffee.

A Selection of Mixed Cakes will also be served with the buffet

Please choose 5 items from the below menu to create your buffet

Pesto & Parmesan Chicken Skewers
Roast Beef Filled Yorkshire Pudding, in a Henderson's Relish Sauce
Salt & Pepper Potato Wedges, with Spring Onion Mayonnaise
Scampi & Minted Mushy Peas
Crispy Fried Vegetable Spring Rolls
Sausage Rolls
Harissa Spiced Beef Kofta
Mini Chicken Fillets in Panko Crumb, with Carrot Tzatziki
Rosemary Mince Lamb Skewers
Crisp Vegetable Samosas, with Mango Chutney
Open Hummus & Provencal Vegetable Bagels
Selection of Pizza's
Chilli & Garlic Marinated Prawn Skewers
Mini Pork Pies, with Cranberry Relish
Bacon & Cheese Loaded Jackets
Peri Peri Chicken Wings
Pork, Chorizo & Apple Skewers
Toasted Pitta Breads, with Hummus & Tzatziki
Red Onion Bhajis, with Coriander and Lime Dip
Vegetable Crudities & Dips

♥ Evening Buffet Menus ♥

Pie & Peas Buffet Menu

Supplement fee of £6.00

A Choice of 2 Meat Pies

Choose from Meat & Potato, Steak & Ale, Rosemary Lamb & Garlic Potato or Chicken, Leek & Ham

Hock

Vegetarian Pie

Mushy Peas

Thick Cut Chips

Henderson's Relish

Hot Roast Pork Buffet Menu

Supplement fee of £4.00

Roast Pork & Crackling

Cheese & Onion Pasties

Sage & Onion Stuffing

Roast Potatoes

Apple Sauce

Pasta Salad

Potato Salad

Mixed Leaf Salad

Coleslaw

♥ Evening Wedding Reception ♥

Getting married abroad? Or simply prefer something a little more low-key?
At the DoubleTree by Hilton Sheffield Park, we have the perfect packages and wedding suites to accommodate your Evening Wedding Reception.

Evening Packages

A minimum number of 50 Guests will be required for all of our evening packages.

Package One - £38.00 Per Guest

Three Course Meal
Arrival Drink
DJ / Disco
Hire of the Function Room Until 01.00am
Red Carpet Arrival
Complimentary Deluxe Accommodation for the Bride & Groom
Discounted Room Rates for Wedding Guests

Package Two - £33.00 Per Guest

Pie & Pea Buffet OR Hot Roast Pork Buffet
Arrival Drink
DJ / Disco
Hire of the Function Room Until 01.00am
Red Carpet Arrival
Complimentary Deluxe Guestroom for the Bride & Groom
Discounted Room Rates for Wedding Guests

Package Three - £29.00 Per Guest

Traditional Buffet
Arrival Drink
DJ / Disco
Hire of the Function Room Until 01.00am
Red Carpet Arrival
Complimentary Deluxe Guestroom for the Bride & Groom
Discounted Room Rates for Wedding Guests

♥ Directions to the Hotel ♥

From the North

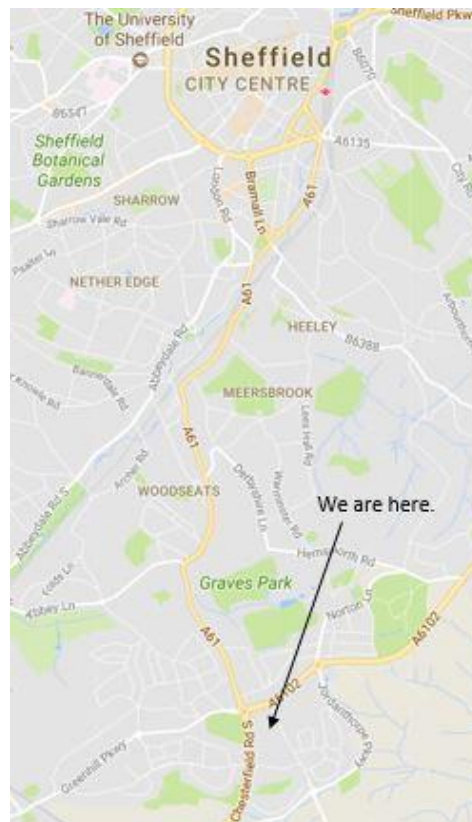
M1 Junction 33 to A630 Sheffield. Continue along the dual-carriageway, you will see an Asda Supermarket on the left, take the exit straight after and follow signs for Ring Road and services. When you see the services on the left, take the first exit at the Roundabout taking you on to the Ring Road. Continue along the Ring Road until you get to the third Roundabout. At the third Roundabout turn left on to the A61, the hotel is the first left after the roundabout 200 yards down.

From the South

M1 Junction 29 to A617 Chesterfield. Follow signs for A61 Chesterfield then follow signs for A61 Sheffield. After City of Sheffield boundary, you will see the hotel on the right hand side. Continue to the roundabout and double back so the hotel is on your left hand side.

From Sheffield City Centre

Follow signs for A61 South (Chesterfield), Approximately 5 miles from City Centre you will arrive at Meadowhead where there's a Roundabout, a pub called the Norton on the left and a BP Petrol Station on the Right. Continue straight across the Roundabout on the A61 and the hotel is 200 yards on the left hand side



Our Terms & Conditions

Definitions

In this agreement:

'Booking Contract'	means the attached booking contract which sets out your requirements and the price payable
'Booking Value'	means the total price payable as shown on the Booking Contract
'Booking Value Difference'	means the difference between the Booking Value and the Revised Booking Value (less the permitted 10% reduction, if applicable in accordance with clause 2.2.1)
'Contracted Numbers'	means the number of delegates as shown on the Booking Contract;
'Event'	means the event as set out in the Booking Contract
'Hotel'	means Sheffield Park Hotel Ltd
'Revised Booking Value'	means the total price payable following a reduction in Contracted Numbers;

1. CONFIRMATION OF YOUR BOOKING

Confirmation of booking shall only be accepted once the Booking Contract is signed by you and returned to the Hotel, until this date your reservation remains provisional.

For private events (non corporate) and weddings, a non refundable, non transferrable deposit is required.

Confirmation of a private booking shall only be accepted when the signed Booking Contract, signed Terms & Conditions and the agreed deposit are received by the hotel. Until this date your reservation remains provisional.

For details of the deposit required for your event and any subsequent pre-payments, please consult your Event Coordinator.

2. CANCELLATION OF EVENT

In the unfortunate circumstances that you need to cancel or postpone your confirmed booking you must tell us by telephone and confirm in writing within 3 working days.

2.1 Total Cancellation by you

In the event that you need to cancel or postpone your entire booking the following cancellation charges will be levied:

Over 121 days before the first day of the Event:	25% of the Booking Value
91-120 days before the first day of the Event:	50% of the Booking Value
32-90 days before the first day of the Event:	75% of the Booking Value
31 days or less before the first day of the Event:	100% of the Booking Value

We will make every effort to re-let the space and will deduct this from any cancellation charges levied.

2.2 Reduction in Contracted Numbers or required facilities

2.2.1 If you give us at least fourteen days notice before arrival you can reduce your original Contracted Numbers by up to 10% without charge.

2.2.2 If there is a drop of more than 10% in Contracted Numbers any time after your booking has been confirmed cancellation charges will apply as follows:

Over 121 days before the first day of the Event:	25% of the Booking Value Difference
91-120 days before the first day of the Event:	50% of the Booking Value Difference
32-90 days before the first day of the Event:	75% of the Booking Value Difference
31 days or less before the first day of the Event:	100% of the Booking Value Difference

2.2.3 Should Contracted Numbers fall below 10, room hire prices together with individual prices (details of which can be provided on request) will replace the delegate package prices.

2.2.4 If you make any reductions in your Contracted Numbers or facilities booked (including AV equipment or Conference Room hire) less than fourteen days prior to arrival the Booking Value will still be payable .

2.2.5 If Contracted Numbers are reduced the Hotel reserves the right to re-allocate the room for your Event to one of a more appropriate size.

3. CANCELLATION OF BEDROOMS

3.1 **Total Cancellation of Bedrooms**

If you cancel your contracted numbers of bedrooms 60 days or more before the arrival date – no charge will be made.

If you cancel your contracted numbers of bedrooms 30 days or less before the arrival date – full charges will apply.

3.2 **Reduction in Contracted Numbers or required facilities**

30 days or more prior to the arrival date – contracted bedrooms can be reduced by 10% of the contracted number without charge

Between 30 and 7 days prior to the arrival date any cancelled bedrooms will be charged 50% cancellation charge

7 – 1 days prior to the arrival date any cancelled bedrooms will be charged in full.

Cancellations or no-shows on the arrival dates will also be charged in full

4. PAYMENT TERMS

4.1 All accounts are to be prepaid in advance.

4.2 If you have credit arrangements the account settlement is required 14 days from the date of invoice (which will be sent to you following your event).

4.3 We reserve the right to charge 2% interest per month (pro rata) on overdue accounts once our credit terms have been exceeded.

4.4 Credit facilities can be arranged after duly completing the necessary credit application forms. The process takes approximately two weeks and must be in place prior to the start of the event.

4.4 If you have a query on the final bill, the balance should be paid on the due date, the part queried will be due as soon as the problem has been resolved.

5. AMENDMENTS OR CANCELLATION BY THE HOTEL

5.1 The Hotel may cancel your booking in the following circumstances:

5.1.1 If the Hotel, or part of it, is closed due to circumstances beyond our control;

5.1.2 If you become insolvent;

5.1.3 If you are more than 30 days in arrears with payment to the Hotel for previous events;

5.1.4 If, in our reasonable opinion, we consider that the Event or the persons associated with it might damage the reputation of the Hotel or otherwise cause damage to the Hotel;

In the event of cancellation for any of the reasons specified in clauses 5.1.1 to 5.1.3 the Hotel will refund any advance payments, less any costs already incurred in organising your Event. In the event of cancellation in accordance with clause 5.1.4 the Hotel will refund any advance payments in full. The Hotel shall not have any further liability to you.

5.2 Should the Hotel, for reasons beyond its control, need to make any amendments to your booking we reserve the right to offer an alternative choice of facilities within the Hotel and of a similar standard. Any amendments to your booking will be undertaken after discussion with you and the Hotel will offer the option of a refund at its discretion.

6. REQUIREMENTS AND RESTRICTIONS

6.1 **We must give our prior approval to any external, suppliers including bands or entertainers, which you want to use in connection with your booking; we may refuse approval for any reason.**

6.2 **You must not fix anything to the walls, floors or ceilings of the Hotel without prior permission.**

6.3 No food or alcohol may be brought into the Hotel unless you have prior permission.

6.4 If any member of your party or any external suppliers behave in an inappropriate manner, we may ask you and/or the relevant people to leave the Hotel.

6.5 We have to comply with various licensing and statutory regulations when running our Hotel; you agree to act in accordance with our reasonable instructions in complying with such regulations, rules and requirements.

7. EXCLUSION OF LIABILITY

7.1 Although nothing in this agreement excludes or limits our liability for death or personal injury caused by our negligence we shall be under no liability to you for any indirect loss or expense (including loss of profit, loss of business, depletion of goodwill, loss of goods, loss of contract, loss of use or any special, indirect, consequential or pure economic loss, costs, damages, charges or expenses) arising out of a breach by the Hotel of this contract.

7.2 The maximum liability of the Hotel shall be no greater than the amount paid by the client in respect of any booking.

8. INDEMNITY

You will indemnify the Hotel from and against any and all liability and claims, costs, demands, proceedings and damages resulting or arising from the Event, you, your delegates or any outside contractor.

9. DAMAGE

It is the policy of the hotel to charge for any damage caused to its property by any activity undertaken as part of the Event. Where necessary the Hotel will call upon the services of an independent arbitrator to undertake an evaluation of any damage.

10. THIRD PARTIES

This contract is made for the benefit of the parties to it and (where applicable) their successors and permitted assigns and is not intended to benefit, or be enforceable by, anyone else.

11. SEVERANCE

11.1 If any clause (or part of a clause) of this agreement is found by any court or administrative body of competent jurisdiction to be invalid, unenforceable or illegal, the other provisions will remain in force.

11.2 If any invalid, unenforceable or illegal provision would be valid, enforceable or legal if some part of it were deleted, that provision will apply with whatever modification is necessary to make it valid, enforceable and legal.

12. ENTIRE AGREEMENT

This agreement constitutes the entire agreement and understanding of the parties to it and supersedes any previous agreement between the parties relating to the subject matter of this agreement.

13. GOVERNING LAW

This agreement shall be governed by and construed in accordance with the law of England and Wales. Each party irrevocably agrees to submit to the sole jurisdiction of the courts of England and Wales over any claim or matter arising under or in connection with this agreement or the legal relationships established by this agreement.

I agree to abide by these terms & conditions of booking.

On behalf of the Client

On behalf of the Hotel

Name _____

Name _____

Signature _____

Signature _____

Date _____

Date _____



