

Celebrate in style

We would like to thank you for considering Bolton School as the venue for your very special day. All of the weddings conducted at Bolton School are bespoke and we pride ourselves on catering for your unique requirements. We understand that this is the most important day in your life and we want it to be perfect in every way!

You will be assigned your own dedicated Wedding Coordinator who will assist you with the planning of all aspects of your big day in conjunction with our preferred wedding suppliers.



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Civil Ceremonies at Bolton School

Our civil wedding ceremony licence allows us to offer you the exclusive use of the following function rooms.

*M*ain Hall Max capacity 200 people

*G*reat Hall Max capacity 200 people

As soon as you have your preferred date pencilled in with us, you need to notify the Superintendent Registrar at Mere Hall Registry Office.

The fee for the Registrar's attendance is payable direct to Mere Hall Registry Office prior to the ceremony.

The couple will also have to give notice of marriage to the Superintendent Registrar of the District in which they live – this must be done in person by one of the couple.

The Superintendent Registrar can only permit a civil non-religious ceremony. The content of the ceremony must be agreed in advance with the Superintendent Registrar.

Please note that Civil Wedding Ceremonies in the Great Hall may only be booked at specific times of the year.

With our compliments...

- Red carpet on arrival
- Cake stand and knife
- The Wedding Coordinator to act as your toast master
- Complimentary car parking for all your guests
- Linen cloths and napkins



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*C*anapés

(Choice of three, five, or seven per person)

Hot Mini Yorkshire Puddings filled with Roast Beef and Horseradish
or Sausage and Caramelised Onion

Assorted Mini Quiche

Smoked Salmon filled with Cream Cheese & Cucumber Mousse

Mini Brioche Rolls filled with Tuna Mayonnaise,
Salmon or Cream Cheese and Garlic

Mini Summer Fruit Pancakes

Vegetarian Canapé selection including Stilton & Apricot,
Oriental and Rogan Josh

Mini Prawn Cocktail

*C*old Starters

Chicken Liver Parfait served with English Fruit Chutney
and Melba Toast

Fanned Seasonal Melon interlaced with Exotic Fruits and
Fresh Mint Syrup (v)

Salad of Feta Cheese with Black Olive and Beef Tomatoes
Drizzled with Extra Virgin Olive Oil and Oregano (v)

Smoked Salmon Mousse with a Dill and Mustard Centre, served with
Toasted Brioche and Peppery Rocket

Wild Mushroom Filo Tart, served with a Roquefort Dressing (v)

Crab and Crayfish Salad, served with a Balsamic Dressing,
Pickled Ginger and a Chilli and Garlic Rouille



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*H*ot Starters

Goats Cheese and Sweet Red Onion Filo Parcel (v)

Grilled Asparagus wrapped in Parma Ham
with a hint of Truffle Oil

Thai Fishcakes served on a Red Onion Marmalade
with a Herb Salad and a Pesto Cream Sauce

*F*reshly Made Soups

Cream of Vegetable with Herb Sippets

Broccoli and Stilton

Vine Tomato and Basil with a touch of Crème Fraiche

Mediterranean Minestrone and Fresh Parmesan

Roasted Red Pepper, Tomato & Basil

All soups are served with an assortment of rustic breads

*S*orbet Course

Selections of fruit sorbets are available on request

*F*ish Course

A variety of fish dishes are available on request



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*M*ain Course Selection

Menu A

Cumberland Sausage
Served in a Yorkshire Pudding with Caramelised Onion Gravy

Supreme of Chicken
Served with Creamy Asparagus and Bacon Sauce

Salmon Steak
Poached with Lemongrass, Fresh Coriander and finished with
Light Butter Glaze

Menu B

Traditional Roast Dinner served with all the trimmings
(with your choice of chicken, lamb, turkey or beef)

Roast Loin of Pork
Topped with a Cinnamon Baked Apple & served with a
Shallot and Sage Roast Gravy

Menu C

Braised Lamb Henry
Shank of Lamb slowly cooked in Red Wine, Rosemary and
Fresh Mint Sauce

Pan Fried Sirloin Steak
Served with Pink and Black Peppercorn Sauce

Fillet Steak
With Brandy and Wild Mushroom Sauce

All main courses are presented with the Chef's selection of Potatoes
and Seasonal Vegetables

*V*egetarian Selection

Creamy Mushroom Stroganoff served with a Timbale of Wild Rice

Fresh Herb and Lemon Risotto served in an Aubergine Shell with
Fresh Parmesan

Roasted Vegetables with Goats Cheese and Pine Nut Crumble



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*D*esserts

(served with either cream, ice cream or custard)

Home-made Raspberry Pavlova
Mango and Passion Fruit Bavarois
Authentic Italian Tiramisu
Strawberry Cream Tart
Lemon Meringue Pie
Homemade Apple Pie served with a Lavender & Thyme Honey
Traditional Sticky Toffee Pudding
Individual Chocolate Torte

Platter of English and Continental Cheeses served with Celery,
Grapes and a Selection of Biscuits
(Can be served per person or on a platter per table of 10)

Tea and Coffee
Traditional English Tea & Ground Coffee with Chocolates

With all of our menus we recommend you use them as a guide.
If there is something you would like that doesn't appear on our menus, ask us about it – anything is possible!

The following minimum catering numbers apply:

Saturdays:

Wedding Breakfast 80 people
Evening Buffet 130 people

Sunday - Fridays Full Day:

Wedding Breakfast 50 people
Evening Buffet 90 people

Sundays – Fridays, Evening only:

Evening Buffet 90 people

Please note that 100 % of the guests attending must be catered for.

Special dietary requirements and food allergies can be catered for with prior notice.
Please inform your Wedding Coordinator when making your selection.

A draft seating plan is required one week prior to your wedding day highlighting anyone with dietary requirements, children and allergies. The main plan should be delivered the day before the wedding.

Children can either have a half portion of the adult meal which will be half the price or for the very young they can have a party tea which consists of a sandwich, crisps, biscuit and fruit.



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Buffets

Finger Buffet

A traditional buffet of freshly cut sandwiches served on a variety of breads is served with your choice of 6 of the following.

Chicken Drumsticks
Mini Meat and Potato Pasty
Mini Cheese and Onion Pasty
Mini Ham and Mushroom Quiche
Chicken and Mushroom Vol-au-Vents
Sausage Rolls
Chicken Tikka Satay
BBQ Ribs
Mini Vegetable Samosa
Oriental Dim Sum
Wings of Fire
Barbecue Chicken Wings
Battered Tempura Vegetables
Triple Cheese Pizza Bites
Mini Spinach and Feta Cheese Bruschetta
Meatballs with a Salsa Dip
Sausage and Bacon Wraps
Assorted Crolines
Spicy Kofta Balls

Additional items can be added for a supplement – see costs

Hot Fork Buffet

Choose 2 from the menu below:
Lasagne (meat or vegetarian)
Chilli (meat or vegetarian)
Curry (choice of meat and vegetarian)
Meat and Potato Pie
Cheese and Onion Pie
Shepherds Pie
Lancashire Hotpot

Each option is served with 2 of the following sundries:

Rice
Garlic Bread
Naan Bread
Potato Wedges
Jacket Potatoes
Peas
Salads



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*C*arved Meat Buffet

Roast Beef
Roast Turkey Breast
Roast Honey Glazed Ham
Whole Roast Salmon
Roasted New Potatoes
Pasta and Potato Salad
Green Leaf and Tomato Salad
Continental Breads & Cheeses
Olives, Pickles and Chutneys

*P*anini and Pasty Buffet

Your choice of filled Paninis from the following fillings: (choice of 2)

Sausage and Onion
Bacon and Mushroom
Ham and Tomato
Tuna and Sweetcorn
Cheese, Onion and Tomato

Served with a selection of pasties (meat and vegetarian)
and potato wedges

*I*ndian Buffet

Chicken Tikka Masala
Lamb or Beef Rogan Josh
Vegetable Dopiaza
Mini Popadoms
Mini Naan Breads
Rice
Onion Bhajis
Vegetable Samosas

*D*essert options

Selection of Mini Sweet Pastries
Chocolate Fudge Cake
Lemon Tart



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Drinks Packages

Reception Package A

One arrival drink from the list below

1/3 of a bottle of House Red or White Wine during the Wedding Breakfast

1 Glass of Sparkling Wine for toast

~o0o~

Reception Package B

One arrival drink from the list below

½ a bottle of House Red or White Wine during the Wedding Breakfast

1 Glass of Sparkling Wine for toast

~o0o~

Reception Package C

One arrival drink from the list below

½ a bottle of House Red or White Wine during the Wedding Breakfast

One Glass of Champagne for toast

An arrival drink is important to welcome your guests to the venue and keep things moving smoothly prior to sitting down for your wedding breakfast.

We estimate approximately four glasses of wine per bottle.

For your arrival drink you may choose from one of the following:

A glass of Summer or Winter Pimms
A glass of house red, white or rosé wine
A glass of mulled wine
A glass of Bucks Fizz

A bottle of beer (Stella / Becks)
A glass of sparkling wine
A glass of Kir
Fresh orange juice

For an additional supplement you can upgrade your arrival drink to one of the following:

A glass of champagne

A glass of Kir Royale

Children's drinks packages are available and include orange juice or fruit juice served with the above



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Wine List

<i>W</i> hite Wine	<i>R</i> egion	<i>P</i> rice
Jarrah Ridge Colombard Chardonnay	Australia	£16.00
Niel Joubert Chenin Blanc	South Africa	£16.95
Anakena Sauvignon Blanc	Chile	£18.95
Conto Vecchio Pinot Grigio	Italy	£18.95
Simonnet Febvre AC Chablis 2004	France	£24.95
Pascal Jolivet Sancerre Blanc 2005	France	£27.95

*R*osé Wine

Terre d'Italia Pinot Grigio Blush	Italy	£16.00
Vistamar Cabernet Merlot Rosé	Chile	£16.00

*R*ed Wines

Jarrah Ridge Cabernet Sauvignon Blend	Australia	£16.00
Poco Mas Merlot	Chile	£16.95
Santa Luisa Shiraz	Argentina	£18.95
Monte Clavijo Rioja Tinto	Spain	£20.95
Anakena Pinot Noir	Chile	£25.95
Chateau Fayau Bordeaux Superieur 2006	France	£29.95

*S*parkling Wine and Champagne

Willowglen Brut NV Sparkling Wine	£18.95
Simonsig Brut Sparkling Wine	£29.95
Simonsig Brut Sparkling Rose	£31.95
Canard Duchene Brut NV Champagne	£40.00
Canard Duchene Brut NV Rose Champagne	£42.95
Moet & Chandon Brut Imperial NV	£50.00



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Celebrate in style

Entertainment

We highly recommend our resident DJ although you may provide your own entertainment. All Health and Safety documents, current Electrical Portable Appliance Test Certificate and a copy of their Public Liability insurance are required 4 weeks prior to your event.

As a means of courtesy to local residents, we ask that all entertainment finish by midnight.

Our Preferred Suppliers

We work only with the best in the industry and only recommend suppliers we know are reliable and produce high quality in service and goods. We have preferred supplier agreements in place so that we can assist you with the following additional services:

- Professional Toastmaster
- Photography
- Hotel Rooms
- First Dance Choreographer
- Musical entertainment (pianist/string quartet/band)
- Chair Covers
- Flowers / Centre Pieces
- Vintage Cars
- Coach transportation



Bolton School

Celebrate in style

We know that when organising your Wedding Day, the venue is one of the first things you book and can be quite far in advance. We have introduced our price promise so you can plan ahead. Our prices go up to 2013 so you have one less thing to worry about.

Civil Ceremony	2010/11	2012	2013
Great Hall - Saturday	£ 1,200.00	£ 1,250.00	£ 1,300.00
Great Hall - Friday - Sunday	£ 1,000.00	£ 1,100.00	£ 1,200.00
Main Hall - Saturday	£ 600.00	£ 650.00	£ 700.00
Main Hall - Friday to Sunday	£ 500.00	£ 550.00	£ 600.00

Room Hire

Main Hall - Saturday	£ 800.00	£ 850.00	£ 900.00
Main Hall - Friday - Sunday (Full Day)	£ 600.00	£ 650.00	£ 700.00
Main Hall - Friday - Sunday (Evening Only)	£ 500.00	£ 550.00	£ 600.00

Canapés

3 per person	£ 5.50	£ 6.00	£ 6.50
5 per person	£ 7.50	£ 8.00	£ 8.50
7 per person	£ 9.50	£ 10.00	£ 10.50

Wedding Breakfast

Starter	£ 6.00	£ 6.50	£ 7.00
Soup	£ 4.50	£ 5.00	£ 5.50
Main course - menu A	£ 16.50	£ 17.00	£ 17.50
Main course - menu B	£ 18.00	£ 18.50	£ 19.00
Main course - menu C	£ 19.00	£ 19.50	£ 20.50
Desserts	£ 5.00	£ 5.50	£ 6.00
Cheese & Biscuits	£ 4.00	£ 5.00	£ 6.00
Cheese & Biscuit platter per table of 10	£ 35.00	£ 37.50	£ 40.00
Tea and Coffee served with chocolates	£ 3.50	£ 3.75	£ 4.00
Party Teas (Children's Menu)	£ 11.00	£ 12.00	£ 13.00



Bolton School

Celebrate in style

Evening Buffet

	2010/11	2012	2013
Finger Buffet - 6 items	£ 12.00	£ 12.50	£ 13.00
Finger Buffet - 8 items	£ 15.00	£ 15.50	£ 16.00
Finger Buffet - 10 items	£ 16.50	£ 17.00	£ 17.50
Hot Fork Buffet	£ 17.50	£ 18.50	£ 19.50
Carved Meat Buffet	£ 25.00	£ 26.50	£ 27.00
Panini and Pasty Buffet	£ 12.00	£ 13.00	£ 14.00
Indian Buffet	£ 17.50	£ 19.50	£ 21.50
Additional Desserts	£ 4.00	£ 4.50	£ 5.00

Drinks Packages

Children's Drinks Package	£5.00	£5.00	£5.00
Package A	£ 15.00	£ 15.50	£ 16.00
Package B	£ 18.00	£ 18.50	£ 19.00
Package C	£ 21.00	£ 21.50	£ 22.00

Arrival drink from £3.50

Drink packages and reception drinks can be upgraded to suit your requirements

Entertainment

Resident DJ	£ 280.00	£ 290.00	£ 300.00
Pianist - Civil Ceremony only	£ 300.00	£ 325.00	£ 350.00
Pianist - Civil Ceremony & Wedding Breakfast	£ 350.00	£ 375.00	£ 400.00

Harpist
Flautist

Price available on request
Price available on request

Chair Covers (from)	£ 4.00	£ 4.25	£ 4.50
Chair Hire (from)	£ 4.00	£ 4.50	£ 5.00



Bolton School

Celebrate in style

Asian Weddings

Bolton School is the perfect venue for weddings of all faiths. We can accommodate weddings for up to 200 people. We can also offer a changing room which can be used for the duration of your function. The stunning architecture of the school is the perfect backdrop for photographs and there is ample complimentary car parking within the school grounds.

Hire Fee £2,700.00 inclusive

This charge includes:

Main and Upper Hall room hire (8 hours)

Hire of the finishing kitchen and service area

Staff (wash up, room set up and takedown)

Hire of tables, white table cloths, paper napkins, chairs, crockery, cutlery and glassware already in situ, use of the PA system for background music

The following terms and conditions apply and an agreement must be signed 4 weeks prior by your caterer to show they agree to the below:

1. Caterers to pay £500.00 security deposit, send a copy of their Schedule of Insurance (showing amount covered for Public Liability) and a copy of their basic food hygiene certificate no later than 30 days prior to the event. The security deposit will be repaid within 30 days after the event with re-charges made for any non-compliance with the practices below.
2. Menus for the event should be handed over to the Wedding Coordinator at a pre-arranged meeting no later than 14 days prior to the event.
3. On the day of the event, caterers should bring the following with them:
 - Waiting on staff (minimum of 1 waiter per 20 guests)
 - All dishes pre-prepared
 - All cooking pots, trays, utensils and dishes / platters to serve the food including serving utensils
 - All cleaning and drying cloths and refuse bags
 - The caterers own equipment must be taken back to be washed at their own premises
4. The caterers are also asked to ensure the following:
 - All kitchen practices are adhered to i.e. No Smoking
 - Refuse bags are tied and placed in the appropriate rubbish skip and loose rubbish is not placed in skips
 - All oil must be removed offsite after the event
 - Gas canisters or external stoves are not permitted on the grounds of Bolton School
 - The kitchen equipment and floors etc is cleaned to the same standard as when hired. A check list will be provided



Bolton School

Celebrate in style

Asian Weddings

Optional Extras

The following charges are optional:

Linen napkin hire (each) £1.20

We can provide extra staff if required to wait on tables or manage the car park. Charges vary depending on how many staff are required and the length of time they are required for. A quotation is available on request.

It is not permitted to bring your own drinks into Bolton School, we therefore do not have a corkage fee.

Alcoholic drinks packages are available per person, from £15.50

Soft drink packages are available per table of 10 people from £12.00

(Includes Coca Cola, Diet Coke, orange juice and water served in 1 litre glass jugs)

We do not provide chair covers but can provide contact details of companies for all of your room theming requirements. The hall must be returned to its natural state after the ceremony. If the chair cover company are unable to collect the chair covers the following day when the hall is in use we will charge a £50.00 fee to take off the chair covers and store them until collection.

Booking

If you like the venue and would like to hold a date we will provisionally do so for 14 days. If you decide to confirm your chosen date two copies of the hire contract will be sent to you. This must be signed and returned with a non refundable deposit of £500.00. A second deposit of £1,000.00 is required 6 months prior to your event date. Payment in full is required 30 days prior to the date of your booking.



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Frequently Asked Questions

Is Confetti Permitted?

Biodegradable confetti is permitted on concreted areas of Bolton School (not permitted on the Headmasters Lawn or the Red Carpet)

Booking Procedure, Deposit and Payments

If your numbers meet our requirements you can select one of our available dates and hold it provisionally for 2 weeks. Within that time a deposit of £500.00 is required to secure the booking. The deposit is non-refundable in the event of a cancellation.

Two contracts will be issued and require signatures from both Bolton School and you. Once the contracts are signed your personal Wedding Coordinator will contact you to arrange an initial appointment to help you commence your wedding plans.

A second deposit of £1,000.00 is required 6 months prior to your wedding day. We require the full final balance 30 days prior to the event.

Payment Methods

You can either pay by credit or debit card in person at the Arts Centre or over the phone (call 01204 434795) or you can pay by cheque. Cheques are made payable to BSSL (Bolton School Services Ltd).

Minimum Catering Numbers

Minimum catering numbers for a Saturday are 80 for the Wedding Breakfast (this is a 3 course meal and tea and coffee) and 130 for an evening buffet or a minimum catering spend of £4,000.00

Sundays and weekday minimum catering numbers are 50 for the Wedding Breakfast and 100 for an evening buffet or a minimum spend of £2,700.00.

Seating Plan

The below is the traditional top table layout, you can however have as many or as few on your top table as you wish. All other guests will be sat at 6ft round tables which seat a maximum of 10 people per table.



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A draft seating plan is required 1 week prior to your event date. The seating plan should indicate the following:

- Anyone with dietary requirements (vegetarians, nut allergies etc)
- Children
- Babies in high chair
- Anyone in a wheel chair
- If you are providing favours which are different for ladies and gentleman please indicate the sex of any same sex names (e.g. Chris, Sam)

The display seating plan, favours, table decorations (i.e. name cards, menu cards etc) should be delivered the day before the wedding.

Table Linen

Cloths - Available in white, ivory and black
Napkins available in white, ivory, black
Other colours can be hired – details available upon request

Entertainment

Entertainment finished by Midnight.

We have a resident DJ who we highly recommend however you are welcome to provide your own entertainment. Health and Safety documents must be completed and a copy of their Public Liability Insurance received at least 4 weeks prior to your event date.

Licensed Hours

Bar closes at Midnight. All guests must vacate the premises by 12.30am.

External Suppliers

All external suppliers (such as florist, chair cover company etc) contact details need to be submitted to your Wedding Coordinator 4 weeks prior to your event date.

External suppliers must remove all items before 8am the following morning. If this is not possible a fee of £50.00 will be charged per supplier to remove items and store.

Cake stand and knife

We can provide you with either a square or round cake stand. Both are 14 inches / 35cm in diameter.

Candles

Candles are not permitted in the Great Hall. Tea lights and church candles are permitted in the Arts Centre but must be placed in a container or on a large mirror base (minimum diameter of 15 inches / 38cm). Any damage caused to table cloths due to melted wax will incur a £40.00 fee per table cloth.



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Valuables

All valuables (e.g. cards/presents) must be removed off site on the evening of the wedding. Bolton School will not accept responsibility for any belongings left overnight.

Laptop, Projector and Screen

A projector is available to use with our compliments. All presentations/ documents must be sent to your Wedding Coordinator 2 weeks prior to your event date.

Corkage

You are not permitted to bring your own drinks into Bolton School, we therefore do not have a corkage fee. Alcoholic and non-alcoholic drinks packages are available. Please ask your Wedding Coordinator for more details.

Smoking

Bolton School operates a no smoking policy. Smoking is only permitted in designated areas outside of the Arts Centre.

Background Music

If you would like to provide your own background music to be played throughout your ceremony or Wedding Breakfast please let your Wedding Coordinator know and bring the CD / iPod to your final appointment (4 weeks prior to your event).

Coaches

Bolton School has various size coaches available for hire for your wedding party. Quotations are available on request.

Hotel

Bolton School has a preferred supplier agreement with local hotels in the area. Please ask your Wedding Coordinator for more information should you require this service.

Wedding Coordinator

Your dedicated Wedding Coordinator can assist with all aspects of your wedding day. Once you have signed your wedding contract you will be invited into the school to commence your wedding preparations. A final appointment will be arranged 4 weeks prior to your wedding day. Between the time of your first and final appointments meetings between you and your Wedding Coordinator can be arranged as required.



Bolton School

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*B*ooking Procedure

If your numbers meet our requirements you can select one of our available dates and hold it provisionally for 2 weeks. Within that time a deposit of £500.00 is required to secure the booking. The deposit is non-refundable in the event of a cancellation.

Two contracts will be issued and require signatures from both Bolton School and you. Once the contracts are signed your personal Wedding Coordinator will contact you to arrange an initial appointment to help you commence your wedding plans.

A second deposit of £1,000.00 is required 6 months prior to your wedding day.

We would like to meet with you 4 weeks prior to the event to discuss all the finer details of your booking, i.e. menus, numbers, entertainment, etc. We will then send you a copy of all the details discussed, together with a pro-forma invoice.

We require the full final balance 30 days prior to the event.

After the final balance is paid, it is possible to add extra guests as long as there is sufficient space left in the function room. If a guest can't attend after the balance has been paid, you are welcome to replace them, but unfortunately we cannot offer a refund.

If the event is cancelled completely The Arts and Conference Centre will charge a cancellation fee. This cancellation fee will be dependent on the time of the cancellation and will be a percentage of the final balance of your event. Details of this will be highlighted in the contract.

