



Riverside
LODGE

On Your Special Day

A Wedding at the Riverside Lodge is a magical experience. Everything will be planned down to the finest detail and your reception will be perfectly staged to receive yourselves and your guests. When planning your special day our Wedding Co-ordinator will help you to design and create the fairy tale wedding you always dreamed of, including the following special touches to make your day perfect.

Reception Drink

A Reception Drink on arrival.

Wine

A choice of red or white wine can be served with your meal, together with a glass of sparkling wine for your Wedding Toast. Please refer to Drinks Packages for more details.

Flowers

Fresh Flowers can be arranged to decorate the room and enhance the beauty of your special day.

Table Plan

Your Wedding Co-ordinator will supply a guest seating plan and place cards for your tables can be arranged.

Chair Covers and Table Linen

Chair covers and table linen for your wedding and reception can be arranged and made to match whatever theme you have in mind.

Changing Room

A changing room for the Bride and her bridesmaids will be provided free of charge.

Bar Facilities

Bar facilities are available until midnight.



To book or to enquire call us on 01670 512771
or email: enquiries@riverside-lodge.co.uk

Riverside Lodge, High Stanners, Morpeth, NE61 1QL
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Wedding Ceremonies & Civil Partnerships

The Riverside Lodge is a romantic venue for a civil wedding ceremony. Our civil licence means that you can be married and host your wedding reception all in one location.

The Riverside Lodge is licensed to hold civil wedding ceremonies in our superb Collingwood suite which can accommodate up to 200 guests. It's a splendidly elegant room with chandelier lighting and special stage area for entertainment.

Once you are married you can then have your reception and evening celebrations there too. Making your perfect day relaxed and stress-free.

Our Civil Ceremony package includes:

Room Hire

Order of the Day

Aisle Carpet

To arrange your Civil Wedding Ceremony here at the Riverside Lodge please contact the Superintendent Registrar of the Registration District in which you live, to reserve your ceremony date and time.

Please note an additional Wedding Licence Fee will be payable direct to the Registrar.

Alnwick Registry Office Telephone Number : 01665 602870



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Room Hire

Whether your Wedding is lavish in size or intimate and personal the Riverside Lodge can accommodate your every wish.

The Collingwood Suite

Celebrate in our stunning Collingwood Suite in lavish surroundings that will not fail to impress.

The suite holds up to 200 guests. Our Wedding Co-ordinator will be happy to discuss seating arrangements to your specific requirements.

Room Hire (Reception & Evening) £325.00

Room Hire (Ceremony, Reception & Evening) £425.00

Suggested Seating Plan

Our Wedding Co-ordinator will be delighted to discuss suitable table plans with you, from formal top table assembly to more informal settings designed to your liking.

At the reception the following is the usual formal order of the top table:

Best Man	Chief Bridesmaid	Groom's Father	Bride's Mother	Groom	Bride	Bride's Father	Groom's Mother	Usher	Bridesmaid
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This line-up ensures that both families have the opportunity to speak to all the guests.

Most receptions begin with a welcome drink for guests. Non-alcoholic alternatives are also provided for children and those driving.

Toasts and Speeches

These would normally take place at the end of the meal and accompany the cutting and distribution of the cake.

The following is the usual order of proceedings:

1. The Bride and Groom cut the cake
2. Toast to "the Bride and Groom". This is normally proposed by the bride's father or a close relative or friend of the family.
3. The Groom replies on behalf of his wife and himself, thanking the guests and proposing a toast to "the bridesmaids".
4. The Best Man would then respond to the groom's speech on behalf of the bridesmaids. He would also read the congratulatory messages from relatives and friends.



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Wedding Menus

Menu A

Home Made Soup or Brussels Paté

•

Roast Pork with Apple Sauce and Sage & Onion Stuffing served with Roast Potato, Roast Parsnip, Mashed Potato and Seasonal Vegetables

•

Cheesecake or Apple Pie both served with Cream

•

Tea or Coffee

£16.95 per head

Menu B

Home Made Soup or Melon Boat

•

Roast Beef with Yorkshire Pudding and Horse Radish Sauce served with Roast Potato, Roast Parsnip, Mashed Potato and Seasonal Vegetables

•

Profiteroles Served with Chocolate Sauce or Gateaux

•

Tea or Coffee

£18.95 per head

Menu C

Home Made Soup or Prawn Cocktail

•

Smoked Salmon Salad with Mustard & Dill Dressing

•

Chicken Chasseur served with Roast Potato, Sautéed Mushrooms, Baby Carrots, French Beans & Glazed Honeyed Parsnip

•

Lemon Torte or Summer Fruits Meringue

•

Tea or Coffee

£22.95 per head

Vegetarian option on request.

Some of our dishes may contain nuts or nut traces, dairy products, yeast, maize, sesame seeds, soya and eggs, together with other standard additives which may act as allergens.

Please ask if you require details of any ingredients used and we will be happy to supply details.

If you have a food allergy please notify your server before you order so that we can arrange with our Chefs for a suitable alternative.



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Evening Buffet Menus

Silver – Finger Buffet

Assorted Sandwiches
Sausage Rolls
Cheese Flan
Corned Beef Pie
Spicy Chicken Wings
Potato Wedges
Chilli Rice
Green Salad
Home Made Coleslaw
Cheese, Pickles & Crisps
Vol-au-vents

£7.95 per head

Gold – Hot & Cold Buffet

Assorted Sandwiches
Sausage Rolls
Corned Beef Pie
Cheese Flan
Ham Platter
Prawn Platter
Indian Platter
Spicy Chicken Wings
Chilli Rice
Roast Potatoes
Potato Wedges
Green Salad
Home Made Coleslaw
Cheese & Pickles
Crisps
Vol-au-vents

£9.95 per head

Platinum – Hot Buffet

Chicken Curry
Lamb Casserole
Leek & Potato Bake
Chilli & Rice
Roast Potatoes
Potato Wedges
Chicken Wings
Green Salad
Pasta Salad
Homemade Coleslaw
Selection of Bread Rolls

£11.50 per head

Vegetarian option on request.

Some of our dishes may contain nuts or nut traces, dairy products, yeast, maize, sesame seeds, soya and eggs, together with other standard additives which may act as allergens.

Please ask if you require details of any ingredients used and we will be happy to supply details.

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Paper plates included with Napkins

China Plates optional at extra cost of 50p per plate



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Drinks Packages

Bronze

Bucks Fizz on arrival
1 Glass of either Red or White Wine to go with meal
1 Glass of Sparkling Wine to toast the Bride and Groom

Price £10.95 per person

Silver

Bucks Fizz on arrival
2 Glasses of either Red or White Wine to go with meal
1 Glass of Sparkling Wine to toast the Bride and Groom

Price £11.95 per person

Gold

A Glass of Pimms on arrival served with
Cucumber and Strawberries
1 Glass of either Red or White Wine to go with meal
1 Glass of Champagne to toast the Bride and Groom

Price £12.95 per person

**Two Glasses of house wine with meal -
£15.95 per person**

Platinum

Bucks Fizz on arrival
2 Glasses of Chardonnay/ Cabernet Sauvignon with meal
1 Glass of Champagne to toast Bride and Groom

Price £16.95 per person

Childrens

Fresh Orange and Lemonade on arrival
Fresh Orange with meal
Lemonade to toast Bride and Groom

Price £4.00 per person

Soft drinks will be offered as an alternative.
Soft drinks package upon request.
You may wish to offer your guests an alternative to those mentioned above at a supplementary charge.



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Entertainment

Your wedding celebration here at The Riverside Lodge will be a unique and very special occasion. We are pleased to offer you entertainment for your reception and evening celebrations to enhance your day.

We can help with a variety of entertainment and individual requirements can be discussed with our Wedding Co-ordinator.

Enhancements

Let us help you make that day even more magical with unique aspects that we can source especially for you.

- Florist
- Balloons
- Chair Covers and Table Linen
- Hog Roasts
- DVD

Our Wedding Co-ordinator will be happy to discuss any extras you would like to have included for your special day, including any specific requirements you have.

We look forward to meeting you to discuss how we can help turn your dreams for the perfect day into reality.

Price List

• Ivory Table Cloths	£10.95 each	• Curtain Hire	£50.00
• Ivory Banqueting Cloths	£10.95 each	• DJ Hire	£190.00
• Ivory Cake Cloth	£8.00 each	• Riverside Vases & Flowers	£6.00 each
• Organza Table Runner	£9.95 each	• Riverside Vases Only	£4.00 each
• Ivory Chair Cover & Bow	£5.50 each	• Welcome Carpet	TBA
• Ivory Napkins & Bow	£1.50 each	• Table Holders & Numbers	Complimentary
• Organza Seat Bow	£2.00 each	• Table Planner Easel	Complimentary
• Wishing Well	£30.00		



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Standard Terms & Conditions

These terms and conditions aim to protect all parties through a better understanding of contractual and legal obligations of both the client and venue when confirming a booking.

Definitions: "R.L." shall mean The Riverside Lodge, Morpeth. The "Client" and "you" means the organising body/company and organiser responsible for commissioning of and payment of the event. Wherever used, the term "Wedding" is deemed to include Civil Ceremonies and Civil Partnerships.

Bookings / Reservations

a) All bookings are considered as provisional until the Contract is signed by both the Client and R.L. Once both parties sign the Contract, all such facilities and services reserved by the Client will be subject to the Terms & Conditions of the Contract. Once the contract is signed, and minimum numbers agreed, this will then constitute a legally binding contract.

b) The R.L needs to be advised in writing of the estimated number of guests and menus required at 6 months and 2 months before the function. 3 Weeks before the event, final numbers must be given. This is the minimum number you will be charged for. If numbers attending fall more than 20% below those originally booked, the right is reserved to charge a cancellation fee.

Any variation in booking, guest numbers and/or arrangements must be confirmed to R.L in writing.

Payment

At the time of placing the provisional booking, a room hire fee of £295 must be paid. This secures the booking of your event and is non-refundable if you later choose to cancel your event. 8 Weeks prior to the event 50% of the full wedding cost must be paid. This payment is non-refundable if you choose to cancel your event after it is made.

The remaining balance is due 4 weeks prior to the event. Any cancellations after this date will be subject to R.L being able to negotiate third party costs.

Cancellation

a) If you are forced to cancel your booking for any reason we reserve the right to make a cancellation charge. The following charges apply:

6 months prior to event – minimum charge of 10% of the estimated event value in addition to deposit paid.

2 months prior to event – 50% of the estimated event value in addition to any deposit paid.

1 month prior to event – 75% of the estimated event value in addition to any deposit paid.

N.B. These charges will be based on the minimum numbers agreed at the time of booking. Of course, R.L will endeavour to re-sell the facilities to another party and if successful, may waive a proportion of the cancellation charge at their discretion.

Clients are reminded that it is possible to take out cancellation insurance to cover such charges.

b) R.L reserves the right to cancel an event by notice in writing to the Client under the following circumstances:

i. If booking might, in the opinion of the R.L., prejudice the reputation of the R.L.

ii. If the client is more than 30 days in arrears with any payment to R.L.

iii. If the R.L becomes aware of any alteration in the clients financial situation.

iv. R.L, or any part of it, is closed due to circumstances beyond our control. In this event a refund of any advance deposit will be paid, but R.L would have no other liability.

General Regulations

The Client and all persons attending the function must comply with all regulations concerning licensing, Fire and Health & Safety and must ensure that the rights of the Performing Rights Society are not infringed. Hazardous or dangerous items may not be brought into the R.L, without prior permission. Should the Client wish to employ the services of any outside contractor (other than a Contractor supplied by R.L), the Client must so inform the R.L as soon as practicable. R.L reserves the right to approve any externally arranged entertainment, services or activities that you have arranged.

It is the responsibility of the third party to provide all risk assessments and insurance for all activities conducted on site, all must be provided on request.

We regret that we cannot be responsible for the security of your property, though we will do our utmost to look after it. You will be held liable for any loss or damage to R.L's property and fittings (including any items hired by us for your use), or for injury to anyone including R.L's staff arising as a consequence of this booking. R.L reserves the right to charge for any additional services requested during the event if you do not adhere to agreed timings.

All prices are subject to change without notification.

Variations to these Standard Terms and Conditions must be agreed in writing by R.L, no oral representation or arrangements will be recognised.

This Agreement shall be governed by and construed in accordance with the laws of England and the parties hereby submit to the jurisdiction of the English courts.



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