

# *The Guide Post Hotel*

*Congratulations on your forthcoming Wedding and thank you for considering the Guide Post Hotel as your Wedding Venue.*

*Your Wedding is the most important day and we all at the Guide Post Hotel would be honoured to host your Wedding and look after you and your guests.*

*We are licensed for Civil Ceremonies in the Poppy Suite and Spa Bar, which makes it perfect for you and your guests to enjoy your big day all under one roof – without having to travel from venue to venue. Once the Ceremony has taken place we offer a choice of drinks available for your guests, plus the bar is open.*

*For ceremonies to take place you would need to book the registrar, which is your responsibility. Bradford Registry Office can be contacted on 01274 432151.*

*We have a range of Wedding Breakfast Menu choices, and Evening Buffet options to enjoy – in one of our 3 well presented Function Suites – The Poppy Suite, The Bookcase Restaurant or the Spa Bar.*

*We have 42 guest bedrooms, including 3 Executive Suites to choose from, and we also offer discounted bedroom guests for your guests when they book with us direct.*

Common Road, Low Moor, Bradford, West Yorkshire BD12 0ST

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Registered in England Company No. 12991039 Registered Office: Prima House, 15a Wedge Street, Walsall, WS1 2HQ

Each Best Western® branded hotel is independently owned and operated.

# Function Suites



## The Poppy Suite

The Poppy Suite is on the ground floor of the hotel and can hold up to 80 guests for a ceremony, or 100 guests for a buffet, with seating for 60. It has its own portable dancefloor and private bar, and is decorated in neutral colours. The Poppy Suite has its own entrance with disabled access available via the Hotel's main entrance. Toilet facilities are just outside of the room, so everything is close by.



## The Bookcase Restaurant

The Bookcase Restaurant is on the ground floor of the hotel with a portable ramp to allow disabled access. It can hold up to 100 guests for a sit down meal, and up to 180 for a buffet with seating for 70. With the long run of window's the Top Table is in pole position to be the centre of attention with the lovely wedding couple in pride of place. The Bookcase Restaurant uses the main bar, and has its own portable dance floor. Toilet facilities are nearby.



## The Spa Bar

The Spa Bar is on the lower ground floor of the hotel, with no disabled access. It is approximately 15 steps down to the Spa Bar from Reception. We can hold up to 100 for a Wedding Ceremony, and up to 120 guests for a buffet, with seating for 78. With its own private bar and dancefloor, this room is unique with its brick walls and reflecting mirrors. Toilet facilities are just outside of the room, so everything is close by.

# Discounted Bedroom Rates

The Hotel can hold up to 10 bedrooms at the 15% discounted rate for up to two weeks. Guests must call the hotel direct quoting the event reference to obtain the discount. After the two weeks if we still have rooms on hold with no details we will automatically release them. The 15% discount will be taken off the best available rate at the time of booking. No other offers can be used in conjunction with the 15%. Cancellation policy for the rooms is before 4pm on the day prior to arrival to avoid any charges.

The Best Western Bradford Guide Post Hotel is a small hotel with a modern Restaurant, cosy Main Bar and 2 meeting/function rooms. We are open for Residents and non Residents.

We have 42 bedrooms (inc 1 disabled access bedroom and 3 Executive Suites).

All our rooms and suites are complete with work desk, direct dial telephone, tea & coffee making facilities, wall mounted Freeview TV, WiFi, hair dryer, plus an en-suite bathroom. Bedrooms have central heating and are secured with an electronic keycard.

Iron & Ironing Board available upon request.

Check-in from 3pm, checkout 11am.

We also offer free Wi-Fi throughout the Hotel, and free Car Parking.

## Standard Rooms

We have twin, king and small double rooms. Some of our bedrooms have a pull out bed, making the room a family room. Ground floor rooms available on request. We do not have a lift at the hotel



## Executive Rooms

The best rooms in the house situated on the second floor, on their own private floor.

Our spacious Executive Suites are complete with walk in wardrobe/dressing room plus all standard amenities. Completed by an en-suite bathroom with bath and shower. With contemporary decor as well as a King Size bed you can be sure of a comfortable stay.



# 2022 All Inclusive Wedding Package

40 guests Day/80 guests Evening

**Sun-Thurs £1,995**

**Friday's £2,995**

**Saturday's £3,495**

Caters for 40 people through the day including the Bride & Groom and children and caters for 80 evening guests.

Civil Ceremony Room Hire including Decoration Package  
(Registrar Fee not included)

Master of Ceremonies (Member of Hotel Staff)

Post Box

Bucks Fizz Reception Drink or Soft Drink

**3 Course Wedding Breakfast (Choose 2 options from each Course)**

Cake Stand & Knife and White Table Linen  
Chair Covers and your choice of Colour Sash for the Wedding Breakfast

**Tea/Coffee & Mints**

Glass of White/Red/Rose Wine/Soft Drink with the Meal  
Glass of Sparkling Wine/Soft Drink for Speeches

**Evening Buffet**

A Selection of Cold Sandwiches, Assorted Pizza, Chicken Goujon's, Indian Selection with Mango Chutney & Raita Dip, Chips, Tuna Pasta Salad and Potato Salad

Bar service until 12.30am and DJ from 7.00pm until 1.00am

Overnight stay with Full English Breakfast on the night of your Wedding

**Additional Guests can be added:**

<b>Additional Adult Day Guest (to include meal, drinks &amp; chair cover)</b>	<b>£53.00</b>
<b>Additional Child Half Portion (to include meal, drinks &amp; chair cover)</b>	<b>£26.50</b>
<b>Additional Evening Guests</b>	<b>£8.95</b>

# 2022 Wedding Breakfast

Please choose 2 options from Starters, Main Courses and Desserts

## Starters

Choice of Homemade Soup (Vegetable, Leek & Potato, Tomato & Red Pepper) with Bread Roll and Butter  
Roulade of Smoked Salmon and Cream Cheese with North Atlantic Prawns, Lemon Aioli & Baby Herbs (GF)  
Buffalo Mozzarella, Sun-blushed Tomato Salad with Lime Vinaigrette, knapped with a Citrus Guacamole (V GF)  
Chicken Liver Pate with Toasted Ciabatta and Spiced Apple Chutney  
Sweet Galia Melon with Fresh Strawberries and Port Wine Syrup (V VG GF)

## Main Courses

Slow Roasted Rump of Lamb in Port & Redcurrant Gravy (GF)  
Braised British Beef with Homemade Yorkshire Pudding and Rich Gravy  
Roast Loin of Pork with Stornoway Black Pudding and a Sweet Cider Jus  
Pan Seared Chicken Breast in a Wild Mushroom & Tarragon Cream (GF)  
Poached Salmon in a Greenland Prawn and Cornish Crab Cream Sauce (GF)

## Vegetarian Options

Please state option your guest would prefer cooking

## Desserts

New York Style Baked Cheesecake with Forest Fruit Compote and Vanilla Cream (GF)  
Homemade Sticky Toffee Pudding with a Rich Butterscotch Sauce  
Warm Chocolate Brownie with Vanilla Ice Cream and a Rich Dark Chocolate Sauce  
Exotic Fruit Salad with Dairy Free Ice Cream (VG)  
Cream Filled Profiteroles with Salted Caramel Sauce and Flaked Chocolate

Tea/Coffee & Mints

## Children's Menu

### Starters

Freshly made Soup of the Day with Bread Roll and Butter  
Home-made Yorkshire Pudding with Gravy

### Main Courses

Breaded Chicken Dippers, Chips and Beans  
Cheese and Tomato Pizza with Chips  
Spaghetti and Meatballs with Garlic Bread  
Alternatively, half portion of your selected Wedding Breakfast

### Desserts

Mixed Ice Cream  
Chocolate Fudge Cake with Vanilla Ice-Cream

# 2022 Bespoke Wedding Prices

Civil Ceremony Room Hire	£250.00
Ceremony Décor Package (includes the below)	£350.00
Aisle Runner with Coloured Petals	£25.00
Ceremony Table Skirts (2)	£20.00
Pedestal Church Flowers (2)	£60.00
Kissing Balls (6)	£60.00
Wedding Arch	£85.00
Lit Up Back Drop	£150.00
Chair Covers with Coloured Sash (each)	£2.00
Centrepiece including Mirrored Plates/Crystals each	£10.00
Post Box	£25.00
Canapes	£3.95
Wedding Breakfast Meal - Adult	£35.00
Wedding Breakfast Meal - Child	£13.50
Adults Drinks (1)	£5.00
Adults Drinks (2)	£10.00
Adults Drinks Package (3)	£14.00
Soft Drinks(1)	£3.50
Soft Drinks(2)	£7.00
Soft Drinks Package	£9.00

# 2022 Bespoke Function Prices

Buffet A Cold Sandwiches and Chips	£5.95
Buffet B Hot Sandwiches and Chips	£6.95
Buffet C Set Buffet	£7.95
Buffet D Set Buffet	£8.95
Buffet E Hot Buffet	£9.95
Buffet F Platters of Meats	£10.95
Additional Sliced Meat/Seafood Platters (Serves 50 ) Including Breadrolls	£250.00
DJ (6 Hours)	£195.00
DJ Extra Hour / Karaoke	£30.00
Own DJ	£60.00
Chair Covers with Coloured Sash (each)	£2.00
Post Box	£25.00
Own Catering - Poppy Suite	£250.00
Own Catering - Spa Bar	£300.00
Own Catering - Restaurant	£400.00
Own Catering - Poppy Suite - Sunday's	£130.00
Own Catering - Spa Bar - Sunday's	£130.00

## **Best Western Bradford Guide Post Hotel Terms and Conditions**

To secure your booking we require a non-refundable deposit together with the signed terms & conditions.  
All Cancellations must be received in writing or email

**For any guests who wish to cancel etc due to the current Coronavirus pandemic, please note that we are not offering any refunds, we will however hold any bookings and payments for future dates.**

### **Weddings & Wedding Packages**

To book we would require a deposit of 25% of the total booking.

If you book for more than 1 year ahead then we will accept a non- refundable deposit of £500, with the balance to 25% becoming due 1 year before the event.

**Cancellations received at this stage would lose the full amount paid to date.**

6 months before the planned date – the Hotel would require a further 25% payment.

**Cancellations received at this stage would lose the full amount paid to date.**

3 months before the planned date – the Hotel would require a further 25% payment.

**Cancellations received at this stage would lose the full amount paid to date.**

1 month prior to the Wedding – Final numbers and additional services required must be given, the Hotel will then issue a Pro-Forma Invoice for the outstanding balance. We will also require a meeting to discuss your table plans, menu choices, and USB stick for music if applicable.

### **Any other Catered Functions**

To book we would require a non-refundable deposit of £200 together with the signed terms & conditions.

All outstanding balances are required no later than 3 weeks prior to your function date, at which time we will require your final numbers, table plans, menu, and wine choices.

**Cancellations received at this stage would lose the full amount paid to date.**

### **Own Catering Functions**

To book we require full payment which is non-refundable together with the signed terms & conditions.

**Should your numbers increase for any booking after final payment is made, then the outstanding balance will be due immediately.**

Payments can be made in the form of cash, cheque, credit or debit card and bacs. Cheques need to be made payable to 'The Guide Post Hotel'. BACS payment can be made to the following account, and by putting your Event Number in the reference field.

Account Name: JDP Hotels 3 Ltd t/a The Guide Post Hotel

Account Number: 75236435

Sort Code: 60-22-22

### **Customer /Hotel Property**

Whilst every effort is made to safeguard client's property, the Hotel does not accept any liability for any loss or damage however it is caused. We advise our guests to remove gifts, cakes & decorations, cards, envelopes and any other personal property to your bedroom after or during the function.

Guests will be held liable for the cost of repairs carried out as a result of any damage caused to any part of the hotel or equipment by their negligence, wilful act or default of any person invited by the client to the hotel.



### **Entertainment**

Should the guest be providing their own entertainment, it is their responsibility to ensure that they finish no later than 1.00am due to the licensing laws. Under no circumstances will the hotel house external DJ's equipment until the next day. It is also essential that the hotel receive a copy of the entertainer's public liability insurance and proof that all their equipment is fully PAT tested two weeks prior to the event.

### **Security Deposit**

A security deposit of £250 must be paid on any 18<sup>th</sup>, 21<sup>st</sup> Birthday's and free room hire functions.

This is held for 48 hours after the event and a refund must be requested by the client after this period once the hotel has ascertained that no damage has been caused. In the event of damage being caused the deposit will be retained by the hotel until a settlement figure has been agreed. Should we have to call the police at any point for your function then the security deposit will be forfeited.

### **Own Drinks**

Under no circumstances must any drinks be brought into the Hotel at all, regardless of whether they are soft drinks or alcoholic. All drinks must be purchased from the bar. Any drinks found will be confiscated and the event may be ended early.

### **Own Catering**

Please provide your own cutlery, crockery, napkins and bin liners for your Function.

It is a requirement that all clearing up of the Function Room is done by you, and not the Hotel. This must also be done the same night, and nothing left in the function room overnight. At the discretion of the Hotel, the food may be brought in prior to the Function, providing the room is not in use. Access to our Kitchen and fridges is not allowed.

### **Photography**

We often take photographs of our Function rooms set up for use on our website and Facebook page. Should you choose not to take part in this then please inform us prior to the Function.

### **Cancellation by the Hotel**

The Hotel has the right to cancel the booking at any time and without obligation to you in the following circumstances:

- If the Hotel or any part of it is closed due to fire, alteration or re-decoration, by order of any public authority, or otherwise through any reason beyond the Hotel's control.
- If you become bankrupt, insolvent or enter into liquidation or have an administrator, administrative receiver or receiver appointed
- If the event may, in the reasonable opinion of the Manager, prejudice the reputation of the Hotel.

**I confirm that I have read, understood and agree to the Terms & Conditions.**

<b>NAME OF CLIENT</b>	<b>DATE OF EVENT</b>
<b>SIGNATURE OF CLIENT</b>	<b>DATE OF SIGNING</b>
<b>SIGNATURE FROM HOTEL</b>	<b>DATE OF SIGNING FROM HOTEL</b>