



## Welcome to the Hotel by the River

The Waveney House Hotel, Puddingmoor, Beccles, Suffolk NR34 9PL

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## Congratulations on your Engagement.

The Waveney House Hotel would be delighted to provide you with the wedding day of your dreams, filled with memories which you and your guests will treasure for years to come.

Our inclusive wedding package offers everything you need for your perfect day, from civil ceremonies overlooking the river Waveney, to your sit-down wedding breakfast where we can cater from 2 to 120 guests.

In the evening, why not dance the night away in our spacious Waveney Suite with private Lounge Bar, which can accommodate up to 200 guests for your evening reception and then retire to our beautiful and comfortable accommodation.

The hotel offers 12 stunning bedrooms, including 3 Deluxe rooms and 2 Honeymoon Suites.

Both our Honeymoon suites boast an impressively large bathroom with separate shower, a super king size bed and a lounge area where you can relax whilst enjoying panoramic views of the river Waveney and the Broadland countryside.

Whilst our basic package is based on a minimum of 50 guests, if you are looking to have a more intimate wedding, we would be delighted to provide you with a bespoke quotation on request.

Here at the Waveney House Hotel, we are confident that we can meet all your needs, so please call to arrange an appointment for a full tour of our beautiful riverside venue where one of our friendly and experienced wedding coordinators would be delighted to meet you.



## *Our Basic Wedding Package*

A minimum of 50 guests is required.

Help with planning your wedding from our experienced and friendly wedding co-ordinators.

Exclusive wedding venue - only one wedding a day.

Full access to the gardens, grounds, and terrace to the river Waveney

Full set up of tables and chairs including table linen, cloth napkins, cutlery, crockery, and Glassware.

Ceremony aisle runner

Full staffing

Personalised food package

Iced water per table

Freshly brewed Tea & Coffee

Evening Reception & Buffet

Additional options are available, these may be chosen individually or added as a full addition to your package:

Arrival drinks following your Wedding Ceremony

Table wine to accompany your Wedding Breakfast

Toastmaster (Dressed in traditional attire)

Toast Drinks

Resident DJ

Honeymoon Suite



## Ceremony

The Waveney House Hotel is fully licensed for the solemnization of marriages and civil partnerships. Our Staithe Suite is licensed for 80 people (this includes two Registrars, Bride & Groom, Photographer/Videographer and Hotel Licence Holder) The Staithe Suite boasts stunning views overlooking the river as you take your vows. **The fee of £450.00 covers the room hire fee and use of our license. *This price is not included in the package price above.***

Please note that this does not cover the official ceremony fee, these costs are separate and can be arranged with the registrar.

Our local registrars are Suffolk Registrars and are based in Lowestoft. They can be contacted on 01502 528160.

## Order of the Day

We find that the below timescale works well however the ceremony can be booked for any time you wish.

- 2.00pm Ceremony
- 2.30pm Celebration Drinks, photos and receiving congratulations from your guests
- 4.00pm Service of your wedding breakfast
- 5.30pm Speeches and Toast
- 6.00pm Room turn around
- 7.00pm Evening guests start to arrive and your reception to commence
- 9.00pm Buffet service
- Midnight retreat to your Honeymoon Suite

# Wedding Menu

HOMEMADE SOUP OF THE DAY WITH BREADS & BUTTER (v, vga, gfa, dfa, nf)

CHICKEN LIVER PATE | TOASTED FOCACCIA | LOCAL CHUTNEY (gf, nf)

CRAYFISH & PRAWN SALAD | LEMON & DILL MAYO | BROWN BREAD & BUTTER (nf, gfa, dfa)

WHIPPED GOATS CHEESE MOUSSE | BEETROOT GLAZE | CHORIZO SALAD (nf)

MUSHROOM RISOTTO | PARMESAN CRISP | CRISPY LEEKS (v, vga, nf, dfa)

CHARGRILLED CHICKEN AND BACON CAESAR SALAD (nf, gf)

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ROAST TOPSIDE OF BEEF | YORKSHIRE PUDDING | HORSERADISH CREAM (nf, gfa)

PAN ROASTED CHICKEN BREAST | CHOICE OF CHASSEUR **OR** BACON, BRIE SAUCE (nf, gf)

BAKED FILLET OF SALMON | CRAYFISH & CHILLI SALSA (nf, df, gf)

GRILLED COD FILLET | GREEN PESTO CREAM SAUCE (gf)

ROAST LOIN OF PORK | CHOICE OF CIDER, THYME & CREAM SAUCE, **OR** ONION GRAVY

(nf, gf, dfa)

COURGETTE, LEEK & GARDEN PEA RISOTTO | PARMESAN SHAVINGS (nf, dfa, gf, vga)

ROASTED RED PEPPER, HALLOUMI & PESTO TART (vga, dfa)

Above all served with a selection of seasonal vegetables & roast potatoes

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LEMON CHEESECAKE | LEMON CURD | LEMON SORBET (gf)

CHOCOLATE & TOFFEE TART (vg, df, gf) **OR** BROWNIE | CARAMEL SAUCE | VANILLA ICE-CREAM

LOCAL CHEESE'S | CHUTNEY | CRACKERS | GRAPES | CELERY | BUTTER (nfa, gfa)

VANILLA CRÈME BRULEE | RASPBERRY'S | SHORTBREAD | CREAM (nf)

APPLE & PEAR TOFFEE CRUMBLE | VANILLA CRÈME ANGLAISE (nf)

**Please select 2 options from each course with only one sauce/topping**

**choice and a 3rd Vegetarian/Vegan Main option only**

v - vegetarian | va - vegetarian alternative available | vg - vegan | vga - vegan alternative available

nf - nut free | nfa - nut free alternative available

gf - gluten free | gfa - gluten free alternative available | df - dairy free | dfa - dairy free alternative available

## Evening Reception

Whether you choose a disco or live band, both of our Suites are fully licensed.

The Waveney Suite has an evening capacity of up to 200 guests and our Staithe Suite can accommodate up to 60.

When it comes to catering, whilst we do not permit any outside caterers, we happily welcome Sweet Carts, Candy Floss & Chocolates Fountains etc.

We have created the below menu based on our most popular choices for an evening buffet.

Day time guests are included in your package; however, any additional guests will be charged at £19.00 per person.

## Evening Buffet

Please choose 6 from the above for your evening buffet

Any additional items will be £2 per person.

selection of either:

Freshly Made White and Granary  
Sandwiches

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Salt & Pepper Squid

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Breaded Whitebait

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Southern Fried Chicken Tenders

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Chicken Wings - BBQ or Buffalo Hot  
Sauce

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Mac & Cheese Bites

Honey & Sesame Seeded Cocktail

Sausages

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Breaded Mushrooms

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Sausage Rolls

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Mozzarella Bites

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Spicy Sweetcorn Fritters

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Cheese & Onion Flutes

# Accommodation

## MEZZANINE

Room 1	John Morse	Double room overlooking St Michael's Church. Shower over bath.
Room 2	Charles Hartley	Double room overlooking St Michael's Church. Shower over bath.

## FIRST FLOOR

Room 3	St Michael's View	Large Deluxe Twin room with Easterly view overlooking St Michaels Church. Large walk-in shower (no bath).
Room 4	Fredericks Oakes	Superior double south facing room. Large walk-in shower (no bath).
Room 5	Stockwood Suite	Deluxe Double room both South & North facing views. Large bathroom, corner bath & separate shower.
Room 6	Crowfoot Suite	Deluxe Honeymoon Suite Overlooking the Waveney River. Large bathroom with separate shower.
Room 7	Le Grys Suite	Honeymoon Suite with four poster bed. Overlooking the Waveney River. Large bathroom with separate shower.

## SECOND FLOOR

Room 8	Thomas Farr	Twin room. Easterly facing with southern views, overlooking St Michael's Church. Bath with hand shower.
Room 9	William Leman	South facing double room. Bath with hand shower
Room 10	William Rede	Double room with view of the river Waveney. Bath with hand shower.
Room 11	The Staithe	Double room with view of the river Waveney Shower over bath.
Room 12	Brumfitt	Large Superior deluxe double room with a view of the river Waveney. Large walk-in shower (no bath).

This sheet is for you to allocate any guests that you wish to stay at the hotel.  
We can also offer a group breakfast for you and your guests the next morning.

Room	Type	Name of Guests	No of guests	Check in date	Check out date	Child beds
1	Double					
2	Double					N/A
3	Deluxe Twin					
4	Superior Double					
5	Deluxe Double					N/A
6	Suite					
7	Suite					
8	Twin					
9	Double					N/A
10	Double					N/A
11	Double					N/A
12	Superior Deluxe Double					

Please note that we do only have 3 z-beds and  
we do not advise anyone over 12 years old to sleep on them

£25 per  
bed







*Welcome to the hotel and wedding venue by the river.*

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## Terms and Conditions

As with all Terms and Conditions, there are a lot of points which should be carefully read and understood.

1. In signing this it is understood that you have read through the hotels full terms and agree to the elements of it.
2. A non-refundable deposit of £1000.00 is required for confirmation of your booking.
3. Until we receive your deposit, your booking will be treated as provisional.  
We reserve the right to sell the date if we do not receive your deposit within 14 days.
4. Any further payments made after the deposit, up to and including the final balance, will be non-refundable.
5. In the unlikely event of cancellation on your part, we regret that all deposits are non-refundable. We strongly recommend the purchase of event insurance for all weddings.  
Please see [www.events-insurance.co.uk](http://www.events-insurance.co.uk) for further information.
6. We reserve the right to cancel your booking in the event of any damage or destruction of the venue, by fire or any other cause beyond our control which would prevent us from fulfilling our obligation in connection with your booking. If this unfortunate situation were to occur, all deposits would be returned.
7. You are responsible for the conduct and behaviour of your guests. In the event of any damage to the venue, you would be responsible for payment. This includes any additional requirements/cleaning in the Hotel Accommodation.
8. Our Staithe Suite is licensed to perform ceremonies up to (including yourselves, Registrars, Photographer and Licence Holder) 80 guests.  
It is your responsibility to book and confirm the local registrars to perform your civil ceremony before paying your deposit.
9. Outside catering and corkage is not permitted. This excludes the hire of candy carts and chocolate fountains etc.
10. If we are forced to close the business due to events out of our control or from the government i.e. a pandemic etc, your event will be moved with no charges applied. We will be in contact with you to arrange.
11. Final details for your event must be agreed at the latest six weeks before your event date.  
On agreeing to final details, a pro forma can be raised, which must be paid in full four weeks before your date.  
No refunds or credit will be given should your numbers decrease after full payment has been made.  
Any additions/changes after your final invoice and settlement will incur an additional administration charge.
12. The hotel is licensed Monday - Sunday 11.00am - 12.00am.  
The bar will close, and any entertainment must come to a finish at midnight.

We agree to the terms and conditions above and accept liability for full payment of the function and the conduct of all guests present.

Name/s

Date of Wedding

Full Address

Contact number

Email address

Signature 1

Signature 2

Date

On behalf of the Waveney House Hotel

Print Name

Signature

Date



