

*Edinburgh First*

*Wedding pack*  
*2008*

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*Congratulations on your recent engagement and thank you for considering Edinburgh First at the University of Edinburgh for your special day.*

*Weddings are as much about the little details as they are the bigger picture. That's why you need to rely on those who have the experience and professionalism to focus on both. Edinburgh First's wedding coordinators can be as hands on or as hands off as you wish and can organise everything from the catering, entertainment, flowers and even to the cake!*

*Edinburgh First can offer many stunning venues in which to host not only your ceremony but also your meal and evening reception and combines contemporary design with stunning Victorian architecture.*

### **St Leonard's Hall**

*Located at Pollock Halls, this stunning 19<sup>th</sup> century mansion house is one of the most striking venues for a wedding in Edinburgh. There are six individual rooms to choose from all of which boast many original period features. Numbers from 20 up to 60 guests can be accommodated for both ceremony and meal.*

### **Abden House**

*This glorious baronial style mansion is set in the grounds of Pollock Halls and has a stunning backdrop of Arthur's Seat. Abden House is hired out in its entirety including its private grounds, and can accommodate a maximum of 50 guests for a ceremony and 35 for a meal. The gardens can easily accommodate a marquee to cater for larger numbers of up to 150 guests. Numbers from 20 up to 50 can be accommodated for ceremony.*

### **South Hall**

*This is an impressive modern venue located at Pollock Halls and is perfect to host larger numbers for a ceremony, meal and evening reception. The adjacent Kirkland Room is an attractive open plan area for guests to mingle away from the main event. Numbers up to 150 can be accommodated for a ceremony, however between 100 and 250 can enjoy the meal and evening reception in this beautifully flexible venue.*

### **Playfair Library Hall**

*Located at the University's Old College, South Bridge, Playfair Library Hall is a spectacular venue for a religious ceremony and meal for up to 150 guests. The Hall hosts a collection of busts, which add to the grandeur of this venue, but which regrettably prevent evening entertainment including dancing. Numbers of up to 220 can be accommodated for dining only (no ceremony).*

### **Salisbury Green Hotel**

*This baronial style 18<sup>th</sup> Century mansion was refurbished recently and opened as an intimate 3\* hotel towards the South of the Pollock Halls campus. It boasts 4 beautiful rooms each offering ornate period features. Ceremonies of up to 40 and dining for up to 32 can be accommodated within this venue.*

*Salisbury Green Hotel also offers 36 delightful bedrooms for any of your guests who wish to stay overnight.*

## **Edinburgh First wedding package**

### **Gold**

*Hire of ceremony room (if required)*

*Red carpet on arrival*

*Glass of champagne for the Bride and Groom on arrival or after ceremony*

*Silver cake stand and knife*

*Printed menu cards, table plan and place cards*

*Complimentary menu taster of your choice (1 starter, 1 main, 1 desert)\**

*One glass of Andrew Roger Champagne or soft drink per guest on arrival or after ceremony*

*One half bottle of your choice wine (from our selector) with meal per guest*

*One glass of Andrew Roger Champagne per guest for toast*

*One half bottle of mineral water per guest with meal per guest*

*Crisps and nibbles during arrival drinks reception*

*Over night stay in Salisbury Green Hotel for Bride and Groom*

**£39.00 per person plus menu**

*All prices per person and inc VAT*

*\*subject to 2 guests at a mutually agreed time*

## **Edinburgh First wedding package**

### **Silver**

*Hire of ceremony room (if required)*

*Red carpet on arrival*

*Glass of champagne for the Bride and Groom on arrival or after ceremony*

*Silver cake stand and knife*

*Printed menu cards, table plan and place cards*

*Complimentary menu taster of your choice (1 starter, 1 main, 1 desert)\**

*One glass of Prosecco sparkling wine or soft drink per guest on arrival or after ceremony*

*One half bottle of your choice wine (from our selector) with meal per guest*

*One half bottle of mineral water per guest with meal per guest*

*One glass of Prosecco sparkling wine for toast*

*Crisps and nibbles during arrival drinks reception*

**£32.00 per person plus menu**

*All prices per person and inc VAT*

*\*subject to 2 guests at a mutually agreed time*

## **Edinburgh First wedding package**

### **Bronze**

*Hire of ceremony room (if required)*

*Red carpet on arrival*

*Glass of Champagne for the Bride and Groom on arrival or after ceremony*

*Silver cake stand and knife*

*Printed menu cards, table plan and place cards*

*Complimentary menu taster of your choice (1 starter, 1 main, 1 desert)\**

*One glass of Prosecco sparkling wine per guest on arrival or after ceremony*

*One glass of your choice wine (from our selector) with meal per guest*

*One half bottle of mineral water per guest with meal*

*One glass of Prosecco sparkling wine for toast*

**£28.00 per person plus menu**

*All prices per person and inc VAT*

*\*subject to 2 guests at a mutually agreed time*

## ***Wedding package wine selector***

### **WHITE WINES**

**#1 CHARDONNAY, ONE CHAIN VINEYARDS – AUSTRALIA – OFF DRY, TROPICAL FRUIT**

*Ripe melon and apple characters mingle with touches of pear and honey. Bright, zingy and well balanced.*

**#2 SAUVIGNON BLANC, LARGESSE – FRANCE – CRISP AND DRY**

A generous taste of Southern France. Crisp, cool and vibrant. Enticingly fruity and curiously moreish.

**#3 PINOT GRIGIO, BELLA MODELLA – ITALY – LIGHT AND DELICATE**

Light, vibrant white to be appreciated for its zesty, citrus character and refreshing quality. Best enjoyed on its own or with a salad of piquant grilled prawns.

**#4 CHENIN BLANC, ALOE TREE – SOUTH AFRICA – RICH, FRUITY, DRY**

Crisp, fruit driven white with hints of green apple and pear on the nose. Bright, juicy fruit on the palate with a tangy, refreshing finish.

### **RED WINES**

**#13 SHIRAZ, ALOE TREE – SOUTH AFRICA – RIPE JUICY FRUIT, SOFT**

A scrumptiously soft, juicy Shiraz simply oozing spicy bramble fruit. Supple and silky on the palate with a bright, red berry finish.

**#14 NERO D'AVOLA, BELLA MODELLA – ITALY – RICH FRUIT, MEDIUM BODIED**

Deep colour, savoury, spicy plum and blackcurrant flavours. Spicy, yet sweet vanillin notes balance the robust fruit character. The finish is bright, succulent and velvety – making for a seriously sassy little wine.

**#15 MERLOT, LARGESSE – FRANCE – LIGHTER BODIED, MEDIUM FRUIT INTENSITY**

A juicy, succulent red brimming with ripe blackberry and plum fruit. Supple, fleshy and well rounded on the palate with a smooth, long finish.

**#16 MALBEC, SANTA ROSA – ARGENTINA – FULL BODIED, RICH RIPE FRUIT**

Quickly becoming the most important red for Argentina, this Bordeaux export produces full, robust wines with deep plummy fruit, structured tannins and good length.

## **Wedding selector Menu A**

### **Starter**

*Traditional smoked Scottish Salmon with Caper Berries and Buttered Brown Bread*

*Escapece of Trout with Ginger and Lime*

*Lightly Spiced Celeriac Soup with Caraway Seeds and Herb Croutons (V)*

*Char-Grilled Asparagus Courgette and Sun Blushed Tomato Salad  
with Parmesan Shavings and a Truffle Dressing (V)*

### **Main Course**

*Roast Rack of Scottish Lamb with a Green Pesto Crust and Rosemary Jus*

*Medallions of Beef with Bacon, Shallot and Mushroom Confit and Red Wine Gravy*

*Stuffed Quail with Apricots in a Lavender Broth of Julienne Vegetables*

*Seared Greenland Halibut topped with a Confit of Crab on a Watercress Cream*

### **Dessert**

*Duo of Chocolate pots with a Rosemary Syrup*

*Cinnamon and Lemon Parfait with Seasonal Berry Compote*

*Tropical Fruit Meringue Tower filled with Passion Fruit Coulis*

*Raspberry Cranachan Terrine*

*A Selection of Scottish Cheeses with Assorted Biscuits, Grapes and Celery Batons*

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*Freshly Brewed Coffee and Petit Fours*

**Choose 1 starter, 1 main course, 1 dessert      £38.00 per person**  
**Choose 2 starters, 2 main courses, 2 desserts      £57.00 per person**

## **Wedding selector Menu B**

### **Starters**

*Gressingham Duck, Black Pudding & Pistachio Terrine with Spiced Fig Chutney & Rocket Salad*

*Wild Mushroom Soup with Nutmeg Crème Fraiche (V)*

*Pan Fried Crab and Ginger Cake drizzled with Lemon Oil and Basil*

*Warm Goats Cheese Parcel with a Timbale of Wild Mushrooms (V)*

### **Main Course**

*Herb Crusted Guinea Fowl coated in Hollandaise*

*Baked Parcel of Cod on a Tomato and Lentil Ragout*

*Grilled Fillet of Sea Bass on a bed of Pureed Fennel with a White Wine Sabayon*

*Roast Rump of Lamb with Balsamic Glazed Red Cabbage and a Pancetta Jus*

### **Dessert**

*Citrus Mousse Profiteroles with a Butterscotch Sauce*

*Vanilla Panna Cotta, with a Soup of Seasonal Berries, Szechwan Pepper Biscuit.*

*Traditional French Apple Flan with a Lime Crème Fraîche*

*Chocolate and Drambuie Cheesecake with Vanilla Seed Crème Anglaise*

*A Selection of Scottish Cheeses with Assorted Biscuits, Grapes and Celery Batons*

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*Freshly Brewed Coffee and Petit Fours*

**Choose 1 starter, 1 main course, 1 dessert      £33.00 per person**

**Choose 2 starters, 2 main courses, 2 desserts      £49.50 per person**

## **Wedding selector Menu C**

### **Starter**

*Prawn Cup with a Coriander and Lime Crème Fraîche drizzled with Chilli Oil*

*Warm Duck Liver Salad with Toasted Pecans and a Herb Crostini*

*Roast Vine Tomato Soup Laced with Cream and Rocket Oil (V)*

*Roast Mediterranean Vegetable Tower with Green Salsa Dressing (V)*

### **Main Course**

*Supreme of Chicken with Haggis and a Whisky & Grain Mustard Sauce*

*Grilled Escalope of Shetland Salmon with a Béarnaise Sauce*

*Rib-eye of Scottish Beef topped with Caramelised Shallots and a Grain Mustard Cream*

*Baked Loin of Pork wrapped in Parma Ham with a Sage and Apple Jus*

### **Dessert**

*Classic Lemon Tart, Crème Fraîche with an Almond Tuille.*

*Roast Plum and Cinnamon Crème Brûlée*

*Poached Williams Pear with Spiced Mulled Fruit Jam and Orange Cream*

*White Chocolate Mousse with Roasted Almonds and Raspberry Soup*

*A Selection of Scottish Cheeses with Assorted Biscuits, Grapes and Celery Batons*

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*Freshly brewed coffee and petit fours*

**Choose 1 starter, 1 main course, 1 dessert      £30.00 per person**  
**Choose 2 starters, 2 main courses, 2 desserts      £45.00 per person**

## **Vegetarian Options**

### **Starter**

*Vegetable Nicoise with Lime Dressing*

*Asparagus and Blue Cheese Tartlet with Tomato Chutney*

*Wild Mushroom Terrine with Roast Garlic Cream*

*Green Asparagus with Red Onion Chutney in a Garden Herb Crepe*

*Goat Cheese Parcel with Curried Leek Compote*

### **Main Course**

*Stuffed Red Pepper with Honey and Chilli Glazed Vegetables*

*Spring Onion and Beetroot Risotto with Parmesan Crisps*

*Pistachio & Sweet Potato Strudel*

*Butternut Squash & Goats Cheese Gateau*

*Braised Fennel with Mushroom Ragout*

## **Children's Menus**

### **Starter**

*Cream of Tomato Soup (V)*

*Seasonal Melon with an Orange Syrup (V)*

*Garlic Bread (V)*

*Home made Pate with Cranberry Sauce and Oatcakes*

### **Main Course**

*Roast Breast of Chicken*

*Macaroni Cheese (V)*

*Cod Fishcake with Tatar Sauce*

*Home made Burger in a Sesame Bun*

*Cumberland Sausage and Cheesy Mash*

### **Dessert**

*Chocolate Mousse*

*Fresh Fruit Salad*

*Strawberry Meringue*

*Alternatively we can serve ½ portions of the main menus*

**£15.95 per child**

## **Evening Buffet**

### **Cold finger buffet A £9.50**

*Chicken & Sweet Pepper Ballotine, with Balsamic Syrup  
Brandade of Cod on Wholemeal Flat Bread  
Smoked Salmon Frittata with Sweet Chill Salsa  
Mini Poppadums with Spiced Avocado (V)  
~0~  
Freshly Brewed Tea & Filter Coffee*

### **Hot finger buffet A £9.50**

*Mutton Chop with a Tarragon Mousseline  
Mini Haggis, Neeps and Tatties Pie  
Smoked Haddock Rarebit  
Roasted Vegetable Turnover (V)  
~0~  
Freshly Brewed Tea & Filter Coffee*

### **Cold Finger Buffet B £9.75**

*Duck Rilette in an Orange Brioche  
Grilled Tuna Medallion with Nicoise Salad  
Mini Beef Fillet with Salsa Verde  
Tian of Chargilled Vegetables & Goats Cheese (v)  
~0~  
Freshly Brewed Tea & Filter Coffee*

### **Hot Finger Buffet B £9.75**

*Kofta Kebab with a Natural Yoghurt Dressing  
Lemon Sole & Salmon Parcel  
Toulouse Sausage & Cherry Tomato Skewer  
Woodland Mushroom Risotto Cake (v)  
~0~  
Freshly Brewed Tea & Filter Coffee*

### **Cold finger buffet C £9.95**

*Smoked Chicken Caesar on Little Gem Lettuce  
Salmon Bite with King Prawn & Black Olive Tapanade  
Asparagus Tips with Parma Ham, Rocket & Parmesan Crisp  
Cucumber with Houmous & Roasted Capsicums (V)  
~0~  
Freshly Brewed Tea & Filter Coffee*

### **Hot finger buffet C £9.95**

*Mini Shepherds Pie  
Black Pudding with Pancetta Scallop  
Poached Quail Egg Benedict  
Polenta Crusted Crotin with Fig Jam (V)  
~0~  
Freshly Brewed Tea & Filter Coffee*

*Or, as an alternative.....*

*Haggis neeps and tatties  
**£12.95 per person***

*Traditional stovies  
**£10.00 per person***

*All prices are per person*

## EDINBURGH FIRST WINE LIST 2007/2008

### WHITE WINES

- #1 CHARDONNAY, ONE CHAIN VINEYARDS – AUSTRALIA – OFF DRY, TROPICAL FRUIT** £12.95  
*Ripe melon and apple characters mingle with touches of pear and honey. Bright, zingy and well balanced.*
- #2 SAUVIGNON BLANC, LARGESSE – FRANCE – CRISP AND DRY** £12.95  
A generous taste of Southern France. Crisp, cool and vibrant. Enticingly fruity and curiously moreish.
- #3 PINOT GRIGIO, BELLA MODELLA – ITALY – LIGHT AND DELICATE** £12.95  
Light, vibrant white to be appreciated for its zesty, citrus character and refreshing quality. Best enjoyed on its own or with a salad of piquant grilled prawns.
- #4 CHENIN BLANC, ALOE TREE – SOUTH AFRICA – RICH, FRUITY, DRY** £12.95  
Crisp, fruit driven white with hints of green apple and pear on the nose. Bright, juicy fruit on the palate with a tangy, refreshing finish.

### RED WINES

- #13 SHIRAZ, ALOE TREE – SOUTH AFRICA – RIPE JUICY FRUIT, SOFT** £12.95  
A scrumptiously soft, juicy Shiraz simply oozing spicy bramble fruit. Supple and silky on the palate with a bright, red berry finish.
- #14 NERO D'AVOLA, BELLA MODELLA – ITALY – RICH FRUIT, MEDIUM BODIED** £12.95  
Deep colour, savoury, spicy plum and blackcurrant flavours. Spicy, yet sweet vanillin notes balance the robust fruit character. The finish is bright, succulent and velvety – making for a seriously sassy little wine.
- #15 MERLOT, LARGESSE – FRANCE – LIGHTER BODIED, MEDIUM FRUIT INTENSITY** £12.95  
A juicy, succulent red brimming with ripe blackberry and plum fruit. Supple, fleshy and well rounded on the palate with a smooth, long finish.
- #16 MALBEC, SANTA ROSA – ARGENTINA – FULL BODIED, RICH RIPE FRUIT** £12.95  
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### SPARKLING WINES

- #26 PROSECCO, CASA DEFRA – ITALY** £17.50  
A delightfully frothy sparkler with aromatic apple and pear flavours on the nose followed by a crisp palate of succulent fruits. Gently foamy, just off dry and possessing an enticing, bright finish.
- #27 PINOT GRIGIO BLUSH – Spumante Casa Defra** £17.50  
A deliciously frothy, off dry sparkler that is brimming with ripe, creamy, strawberry fruit.
- #28 CHAMPAGNE Andre ROGER, Brut Grande Cru - FRANCE** £26.50  
Our delicious "House Champagne" is most refined & very refreshing, selected from Grand Cru rated vineyards in the village of Ay.
- #29 POMMERY BRUT ROYAL, N/V – FRANCE** £35.00  
Pommery make Champagnes that are fresh, elegant and lively. Bottle age lends complexity and great winemaking adds style. Refreshing and palate-stimulating!

## WHITE WINES

- #5 VERDEJO/VIURA, MONTE ALINA – SPAIN** £15.50  
Delicious Aperitif or with white meats and salads. Fresh and appealing.
- #6 RIOJA BLANCO, “BARREL FERMENTED” LUIS CANAS – SPAIN** £17.00  
Refreshing barrel fermented Rioja, made from the fashionable Viura grape variety.  
Toasty on the nose with hints of citrus fruit followed by freshness and a good structured finish.
- #7 CHENIN VIOGNIER, HIDDEN AGENDA – SOUTH AFRICA** £18.00  
A cracking new blend that utilises the crisp, tangy character of appley chenin coupled with the more richly textured, apricot nature of viognier. The result is decidedly scrumptious and appetising!
- #8 SAUVIGNON BLANC, STRATUM – NEW ZEALAND** £19.00  
A pronounced, herbaceous nose with plenty of ripe gooseberries, guava and nettles on the nose - very typically Marlborough style. The palate is crisp, racy and mouth-watering with hints of grapefruit, guava and gooseberry followed by a long, enticing finish.
- #9 PINOT GRIS, LALLA GULLY – AUSTRALIA** £22.00  
Beautifully balanced, restrained elegance from the cool climate Pinot.  
There are touches of honeyed apple and pear on the nose with a palate that has great texture and a creamy mouth feel. Perfect compliment to many foods and especially those with mild spices
- #10 RIESLING, MAJELLA – AUSTRALIA** £22.00  
Brian Lynn’s multi award winning estate is rightly famous for its reds but this classic Coonawarra Riesling exhibits typical, citrus and floral notes on the nose followed by a crisp, limey palate with great length
- #11 SANCERRE, DOMAINE DAULNY – FRANCE** £24.00  
A stunning example of classic Sauvignon Blanc. Pure, crisp grassy fruit on the nose with hints of blackcurrant leaf. Lean, racy and concentrated on the palate with complex flavours of citrus and mineral
- #12 CHABLIS 1ER CRU MONTMANS, DOMAINE DENIS RACE – FRANCE** £29.00  
A crisp, steely wine with medium weight citrus fruit and hints of mineral. Elegant yet well concentrated, this is a great wine with serious fish dishes and light white meats.

## ROSE WINES

- #17 CABERNET/TEMPRANILLO ROSADO, CARE – SPAIN** £16.00  
A stunning new rose whose vibrant deep pink colour and massive concentration of ripe strawberry fruit is a feast for the senses. Crisp, juicy and succulent.

## RED WINES

- #18 RIOJA, CRIANZA, LUIS CANAS – SPAIN** £19.00  
twelve months oak ageing give a little complexity and softens the wine - yielding a well balanced ripe fruited wine with a soft, sweetish oak finish.
- #19 CARMENERE, LA PORFIA – CHILE** £22.00  
The enigmatic variety of Carmenere has become synonymous with Chile though its origins lie in Bordeaux where it is the lost grape variety. This example, produced by Phillippe Debrus of Valdivieso fame, is a rewarding, highly concentrated wine with huge depths of crisp, cassis, bramble and plum fruit overlaid with spicy oak notes. The texture is rich yet supple and the finish is long. Quite a departure from many Chilean's, this is one of the stars of the future.
- #20 PINOT NOIR, SHERWOOD ESTATE – NEW ZEALAND** £23.00

Sourced from different vineyard sites exclusively for Sherwood, the wine is vinified separately and then aged in oak. Vibrant colours, cherry and plum character. Medium bodied.

**#21 CHATEAU TREYTIN, ST EMILION-MONTAGNE – FRANCE** **£24.00**

Beautifully ripe, dark berry fruit characterises this wine. Medium bodied with a soft, supple style and warm, savoury finish.

**#22 CABERNET SAUVIGNON, SHELMERDINE VINEYARDS – AUSTRALIA** **£24.50**

The Heathcote region's unique soil profile makes for a wine of great depth, concentration and character. The colour is deep and brooding whilst the palate is a swirling mix of dark berry fruit, blackcurrant, spice and tobacco leaf - all mixed in with a hint of savoury, vanillin laced oak. Well balanced, with a firm, savoury finish.

**#23 PINOTAGE, PULPIT ROCK RESERVE – SOUTH AFRICA** **£25.00**

Almost opaque in colour with a nose of ripe dark fruits, mocha, spice and seared meats. The palate is lush, yet taught...supple yet well structured, full of juicy damson and bramble fruit but with complexing layers of subtle oak followed by a memorably long finish.

**#24 REMELLURI RESERVA – SPAIN** **£30.00**

Remelluri are rightly renowned as one of the finest producers in the Rioja region and it's easy to see why. This is a finely crafted, elegant style with great structure and complexity. The nose is warm and inviting with hints of wild strawberry and spice, overlaid with light wood notes. The palate is silky smooth, mellow and warm with savoury, ripe berry fruit, touches of tobacco and a little spice.

**#25 SHIRAZ, MCLAREN VALE, ANGEL'S SHARE – AUSTRALIA** **£30.00**

Recently voted as the top Australian Shiraz, Angels Share is made by the incredibly successful Two Hands winery. Brilliantly opulent fruit with juicy brambles and blackcurrant notes followed by rich creamy palate and long succulent finish. A real stunner!

*In addition to our wine list, should you require a specific wine or a specific grape variety, please do not hesitate to contact our sales team, as we have an additional extensive range of wines which we are able to tailor to your specific requirements.*

## **Canapés**

**Choose any 4 Canapés for £5.60 per person, additional Canapés £1.40 each**

### **Savoury Canapés**

*Roast Pepper and Toasted Pine Nut Basket (V)*

*Chicken and Truffle Roulade*

*Smoked Salmon Blinis*

*Mini Yorkshire Puddings with Roast Beef & Horseradish*

*Lemon Marinated Tiger Prawns with Mange Toute*

*Goats Cheese & Sunblushed Tomato Bruschetta (V)*

*Warm – Haggis Balls in Whisky Batter (V – available)*

*Nut Bread with Dunysere Blue and Fig (V)*

*Seared Sea Bass on a Dill Wafer Biscuit*

*Isle of Skye Scallops Spoon with Cucumber and Dill Relish*

*Warm – Thai Duck Mini Parcel*

*Beetroot Profiterole filled with a Compote of Crab*

*Chicken Tikka with Nan Bread*

*Warm – Brie & Cranberry Won Tons (V)*

*Warm – Quorn, Tomato and Chive Vol au Vent (V)*

*Warm – Lamb Koftas with Mint Dressing*

*Warm – Mushroom Cups with Spring Onion and Blue Cheese (V)*

*Chargrilled Tuna on Sweet Potato*

### **Sweet Canapés**

*Mini Apple Pies*

*Chocolate Brownie*

*Raspberry Cheesecake*

*Pecan and White Chocolate Macaroon*

*Lemon and Chilli Soup laced with Gin*

## **Supplementary/Additional Room Hire**

<b>Abden House</b>	£600.00 per half day
<b>Marquee Hire (max 150 dining guests)</b>	£POA
<b>St Leonard's Hall</b>	
St Trinnean's	£400
Pollock	£245
Nelson	£275
Bonnar	£200
Arthursley	£125
<b>Old College</b>	
Playfair Library Hall	£800
Raeburn Room	£300
<b>Salisbury Green Hotel each room</b>	£200
<b>South Hall Complex</b>	
South Hall	£1000
Kirkland Room	£300
<i>All prices are per half day</i>	

## **Optional Extras**

### **Flowers/Theming**

Top table arrangement from	£30
Central Posy/Vase (per table) from	£20
Cake Table Ivy from	£20
Chair covers from	£7.50 per chair

### **Entertainment**

Disco from	£300
Ceilidh Band with Caller from	£600
Toastmaster from	£250
Piper from	£150

## **Edinburgh First Terms and Conditions**

### **General Booking Terms and Conditions**

#### **General**

1.1 In this Contract (unless the Contract otherwise requires), the following words shall have the following meanings:

**Edinburgh First** is the trading name of UoE Accommodation Limited, a wholly-owned subsidiary of the University of Edinburgh.

**Contract** means these Terms and Conditions and the Appendix.

**Appendix** means the Appendix attached hereto which sets out specific details of the Booking.

**Conditions** means these Terms and Conditions, which apply to all bookings at Edinburgh First.

**Arrival Date** is the first night upon which any accommodation linked to the Booking is scheduled to be taken up.

**Booking** means the event (including, but not limited to, the accommodation, facilities and services) booked by the Client.

**Client** means the company, firm, body, agent or person making the Booking.

**Price** means the price specified in the Appendix.

**Revenue** means the Revenue anticipated by Edinburgh First in respect of the Booking.

1.2 A Contract is created upon receipt by Edinburgh First from the Client of a signed Contract.

1.3 Until a signed Contract has been received and accepted by Edinburgh First, Edinburgh First reserves the right to release the space held by the Client.

1.4 For the avoidance of doubt, these conditions shall prevail over any other conditions previously published by Edinburgh First in respect of bookings.

1.5 Should any delegates/guests of, or third parties employed by, the Client behave in a manner that is considered unacceptable to Edinburgh First, then Edinburgh First reserves the right to remove such party from the premises and/or terminate the Contract. In this event no monies will be returned to the Client.

1.6 The Client shall pay for the cost of repairing any damage caused to the property, contents or grounds of Edinburgh First, the University of Edinburgh or the Church of Scotland by the Client, its guests or third parties employed by the Client in connection with the event.

1.7 The Client shall not (and ensure that all guests/delegates and third parties employed do not) use the name, logo or any details of Edinburgh First or the University of Edinburgh

for any matter, or permit external food or beverage to be brought into premises operated by Edinburgh First, without the prior written approval of Edinburgh First.

1.8 The Client shall not (and ensure that all guests/delegates and third parties employed do not) permit any goods, services or any other matter capable of being sold (including but

not limited to tickets) to be sold within premises operated by Edinburgh First without the prior written approval of Edinburgh First and any public authority (where necessary).

1.9 No variation or alteration of any of the Terms and Conditions shall be effective unless it is in writing and signed by or on behalf of each party.

1.10 Scottish law shall govern this Contract and the parties to this Contract submit to the jurisdiction of the Scottish courts.

### **Event Terms and Conditions**

#### **General**

1.1 In this part of the Contract (unless the Contract otherwise requires), the following words shall have the following meanings:

**Minimum Guaranteed Number** means the number of guests/delegates for the Event and/or accommodation as specified in the Contract.

#### **2 Event numbers and delegate/guest details**

2.1 The Client shall confirm final numbers for the Event to the Event Manager no later than 5 working days prior to commencement of the Event. If final numbers are less than that permitted under clause 2.2 then a cancellation charge will apply. If final numbers increase over those previously communicated to the Events Manager, the Client will be charged accordingly.

2.2 The Minimum Guaranteed Number may be adjusted by the Client provided that such adjustment is communicated to and accepted by the Event Manager. Any reduction in numbers, duration or Contract value will be subject to Edinburgh First's cancellation policy as set out in clause 4, subject only to the provisions of clause 2.3.

Continued overleaf ...

### **Edinburgh First Terms and Conditions (continued)**

2.3 Up to 30 days prior to the start of the event the Minimum Guaranteed Number may be reduced without penalty by up to 10%.

2.4 Should the number of delegates/guests attending the Event significantly increase or decrease then Edinburgh First reserves the right (upon providing at least 3 working days' notice to the Client) to provide alternative accommodation and space of an appropriate size for the Event.

2.5 Should alternative facilities not be available for the relocation of an Event where numbers have significantly reduced or increased, then Edinburgh First reserves the right to charge the Client for the Minimum Guaranteed Number last notified by the Client to Edinburgh First and before the significant reduction/increase.

2.6 The Client shall provide the Event Manager with a written rooming list providing details of delegates/guests for overnight accommodation, confirmed event programme details and confirmation of all services required at least 14 days prior to the Event.

#### **3 Room availability**

3.1 Bedroom accommodation is available from 2.00pm on the day of arrival and must be vacated by 10.30am on the day of departure.

3.2 Other rooms booked for the Event are available from the times specified in the Contract.

3.3 If a particular room, which has been booked by the Client, is unavailable on the required dates, Edinburgh First reserves the right (without liability) to relocate the event to an alternative room of a similar standard.

#### **4 Cancellation/reduction**

4.1 By Edinburgh First: Edinburgh First reserves the right to cancel the Event (or any part thereof) if:

4.1.1 the Client fails to adhere to any of these Conditions

4.1.2 in the opinion of Edinburgh First, there has been a significant change in the Client's contracted booking (e.g. reduction in days/accommodation)

4.1.3 the Client is insolvent or Edinburgh First has reasonable grounds for anticipating the same

4.1.4 Edinburgh First is not satisfied with the Client's credit status

4.1.5 in the opinion of Edinburgh First, the Event might prejudice the reputation of Edinburgh First or the University of Edinburgh

4.1.6 if any or part of the University facilities are closed or damaged due to circumstances beyond its reasonable control

4.1.7 Edinburgh First is requested to cancel the Event by any government or other authority.

4.2 By the Client: the Event or any part thereof will be considered 'cancelled' by Edinburgh First when a Client, by written notification to the Event Manager:

4.2.1 cancels or postpones the entire Event

4.2.2 cancels or postpones any element of the Event (e.g. meal/syndicate rooms).

4.3 In the event of cancellation, Edinburgh First shall have the right to impose a cancellation charge which shall be calculated as a percentage of the Revenue as detailed below:

4.3.1 if cancelled 180-120 days prior to first arrival date, by 10%

4.3.2 if cancelled 120-90 days prior to first arrival date, by 15%

4.3.3 if cancelled 90-60 days prior to first arrival date, by 25%

4.3.4 if cancelled 60-30 days prior to first arrival date, by 50%

4.3.5 if cancelled less than 30 days prior to first arrival date, by 100%.

#### **5 Payment terms and credit accounts**

5.1 For all Bookings by Clients who are part of the University of Edinburgh:

5.1.1 the Client shall, within 14 days of the date of the relevant invoice or request for payment, pass for payment, in pounds sterling, all monies due under the Contract

5.1.2 the Client shall notify Edinburgh First of any disputed amounts within 5 working days of the date of the invoice or request for payment and the Client shall pay the undisputed amount within 14 days of the date of the invoice; the disputed amount alone may be withheld until the dispute is resolved

5.1.3 all payments by the Client to Edinburgh First shall be made without deduction or set off

5.1.4 where the Event booked is a Wedding or is related to a Wedding or a private event, then the Client shall pay to Edinburgh First a non-refundable deposit of £500; the Booking will not be considered as confirmed until that deposit has been received by Edinburgh First. The remaining balance of the Event will be due at least 42 days prior to the Event date.

5.2 For all other Bookings:

- 5.2.1 the Client shall make all payments due under the Contract in pounds sterling and within 14 days of the date of the relevant invoice or request for payment
- 5.2.2 a credit account may be applied for up to 28 days prior to the Event and, if accepted, will be confirmed to the Client by Edinburgh First. For the avoidance of doubt, credit accounts are given at the absolute discretion of Edinburgh First and such facilities may be withdrawn or amended at any time by Edinburgh First
- 5.2.3 if the Client is an approved credit account customer of Edinburgh First, the Client shall pay a deposit of 50% of the Revenue at least 42 days prior to commencement of the Event and shall pay the balance of the sum due within 14 days of the date of the invoice
- 5.2.4 If the Client is not an approved credit account customer of Edinburgh First, the following provisions apply:
- 5.2.4.1 The Client shall pay the full value of the booking (the Revenue) balance and any additional costs incurred by Edinburgh First in connection with the Event at least 42 days before the date of the Event
- 5.2.4.2 the Client shall provide Edinburgh First with credit card details at least 7 days before the Event to cover the cost of any additional charges that may be incurred.
- 5.2.5 should the Revenue of the Event increase after the payment has been received, Edinburgh First may require an additional sum be paid prior to the Event
- 5.2.6 if the Client fails to pay any amount due under the Contract on the due date, Edinburgh First may charge interest at an annual rate of 3% above the base rate for the time being of Bank of Scotland PLC for the period from the due date up to and including the date of receipt
- 5.2.7 the Client shall notify Edinburgh First of any disputed amounts within 5 working days of the date of the invoice or request for payment and the Client shall pay the undisputed amount within 14 days of the date of the invoice; the disputed amount alone may be withheld until the dispute is resolved
- 5.2.8 all payments by the Client to Edinburgh First shall be made without deduction or set off
- 5.2.9 where the Event booked is a Wedding or is related to a Wedding or a private event, then the Client shall pay to Edinburgh First a non-refundable deposit of £500; the Booking will not be considered as confirmed until that deposit has been received by Edinburgh First. The remaining balance of the Event will be due at least 42 days prior to the Event date.

## **6 Outside and third party contractors**

- 6.1 Edinburgh First reserves the right to refuse any external entertainment, services or activities that the Client may have arranged and does not accept any liability for the acts or omissions of any party employed by the Client in connection with the Event
- 6.2 The Client shall (and shall procure that all third parties employed by the Client) comply at all times with the regulations (whether statutory or otherwise), Edinburgh First rules and regulations and any reasonable requests by Edinburgh First.
- 6.3 The Client shall ensure that these Conditions are brought to the attention of all third parties employed in connection with the Event.

## **7 Licences**

- 7.1 Edinburgh First shall be responsible for applying for any additional licences, consents and permits required in connection with the Event, provided the Client gives sufficient notice of their exact requirements to allow such applications to take place and the Client meets the reasonable costs associated with such application. The Client shall not be entitled to cancel or postpone the Event on the basis of an unsuccessful application.
- 7.2 The Client shall (and shall procure that all third parties employed by the Client) comply with the terms of all licences, consents and permits (including any conditions attached thereto) and any decision or recommendation by the licensing officer or other licensing or entertainment authority.

## **8 Security**

- 8.1 Unless specific arrangements are made with Edinburgh First, Edinburgh First accepts no responsibility or liability for any loss of or damage to property of the Client, delegates/guests or any third parties employed by the Client beyond that provided for in the Hotel Proprietors Act 1956 (as may be amended).

## **9 Fire, health and safety**

- 9.1 The Client shall (and shall procure that all third parties employed by the Client) comply at all times with all fire, electrical, health & safety regulations (whether statutory or otherwise) including (but not limited to) the Fire Precautions Act 1971 (as may be amended).
- 9.2 The Client shall ensure that any materials brought into Edinburgh First properties (e.g. stage sets) are so far as possible made of non-flammable materials, that fire exits are kept clear at all times, and where a fire exit sign will be obscured, the Client shall ensure that appropriate temporary signs are erected.
- 9.3 All electrical contractors must be NICEIC, EEA or IEE registered and the Client shall provide Edinburgh First with written evidence of this if so requested by Edinburgh First.
- 9.4 The Client shall provide Edinburgh First with a list of names of all visiting contractors and third parties if requested by Edinburgh First.
- 9.5 Edinburgh First reserves the right to evacuate premises in the event of a fire alarm or other emergency irrespective of whether it is a genuine emergency or not, in order to protect all guests and staff and in this event, does not accept any liability for any consequent delay to the Event.
- 9.6 The Client shall obtain the written approval from Edinburgh First and public authority (where necessary) if it (or any third party employed by it) wishes to fix items to the walls, floors and ceilings or to use smoke machines, lasers, fireworks, cracked oil, dry ice or any form of pyrotechnic.

## **10 Liability**

- 10.1 The entire liability of Edinburgh First under or in connection with the Contract whether for negligence, breach of contract, misrepresentation or otherwise, is limited in respect of each event or series of connected Events to the Price.
- 10.2 Nothing in these Conditions shall operate to exclude or restrict either party's liability for:
- 10.2.1 death or personal injury resulting from negligence
- 10.2.2 fraud or deceit.
- 10.3 The Client shall indemnify and keep indemnified Edinburgh First from and against all claims, actions, damages, liabilities and costs (including professional fees) arising out of the acts or omissions of the Client or any guest/delegate of, or third party employed by, the Client, save to the extent that any such claim arises as a result of the negligence of Edinburgh First, its employees or agents.

## **11 Force Majeure**

- 11.1 'Force Majeure' means any circumstance beyond the control of Edinburgh First including, but not limited to acts of God, fire, explosion, adverse weather conditions, flood, earthquake, terrorism, riot, civil commotion, war, hostilities, strikes, work stoppages, slow-downs, or other industrial disputes, accidents, riots or civil disturbances, acts of government, lack of power and delays by suppliers or materials shortages but, for the avoidance of doubt, nothing shall excuse the Client from any payment obligations under the Contract.
- 11.2 If Edinburgh First is prevented or hindered from hosting the Event by a Force Majeure event, Edinburgh First may, at its sole option and without being liable for any loss or damage suffered by the Client or guests/delegates of or any third party employed by the Client, relocate the Event to another location or terminate the Contract forthwith by giving notice to that effect to the Client.