

Shildon Civic Hall



Wedding Brochure

Congratulations

The management and staff at the Civic Hall would like to take this opportunity to congratulate you on your forthcoming wedding and extend to you both our very best wishes for the future.

Once you have had the opportunity to view our brochure we would be delighted to show you our facilities here at the Civic Hall and answer any questions you may have.



If the Civic Hall is your venue of choice for the big day then rest assured, you can relax confidently with the knowledge that our experienced team are at hand from the first planning stages to the departure of the last guest. We care as much about the success of your day as you do.

We will assist you with your choice of menu, drinks, seating arrangement, table and room décor. With our specialist supplier's we can help with the booking of wedding cars, flowers, cakes, table décor, balloons, chair covers, photography, videographer and any entertainment from discos to bands....be sure to ask for further details.

Civil Ceremonies

If you don't want to be married in either a Church or Registry Office don't worry, we are Licensed to host the actual wedding ceremony which allows you to have both elements of the big day in one location. The ceremony will be conducted in either the restaurant or the function suite as seen in these pictures, dependent on the numbers attending.



These rooms can be themed with your colour scheme and decorated with your flowers, drapes & more making this a uniquely personal experience for you and your partner. These photos will give you an idea of how the rooms could be arranged.

If you are proposing to use the Civic as the venue to host your actual wedding ceremony, then firstly you should consult the Registry Office at Bishop Auckland to confirm the availability of a registrar on that date.

The venue charges £150 for all Civil Ceremonies held here, this is independent of any charges levied by the registrar's office.



Weddings at the Civic Hall

We only host one wedding a day unlike many other venues meaning you will have our undivided attention throughout your time here allowing us to give your wedding our total dedication.

On arrival at the Civic you will be invited into the modern lounge bar for reception drinks before being called into the restaurant or function suite to dine. Receptions of up to 60 are held in the intimacy of the restaurant with larger parties being hosted in the function suite.

Either room offers several different table configurations and layout options which you will be advised on by the manager when planning the wedding. All evening receptions are hosted in the function suite with its own private bar purely for your invited guests. This room also features a large raised stage that can host the evening's entertainment no matter what is booked.



You do not have to worry about the protocol of the day as the venue manager will act as the 'Master of Ceremonies' and will guide you throughout from initial greetings through to the last guest departing.



They will also perform the task of announcing the arrival of the bride and groom, the ushering of guest into rooms, introducing the speeches & inviting the happy couple up to cut the cake, whilst generally overseeing the proceedings.

The Master of Ceremonies will make sure your day flows from start to finish making it as formal or informal as you wish, after all it is your day.

We also provide **free of charge** a complimentary framed table plan as seen in the picture below and silver cake stand with knife. Table covers and napkins are also included free and will be matched with the wedding theme.

As well as offering a very competitive pricing structure on your wedding package our bar prices are very reasonable and we have free car parking, both of which we know are very important to your invited guest.

There are several hotels to suit all budgets within a very short taxi ride for those guests that may be needing to stay over in the local area.

Although the Civic Hall is not in private grounds it is situated on the edge of the very picturesque Hackworth Park which offers some lovely photo opportunities including the bandstand shown on the front cover featuring Mr & Mrs Storeys wedding in 2016.



Here are a few photographs from past weddings to give you an idea of different room settings





The Wedding Package

We are flexible when it comes to the catering of your wedding and are here to advise you. The manager has over three decades of catering and hospitality experience and will offer you all the assistance that you require when you're considering the various packages available.

The Civic is different to many venues as we let you build a package to suit your budget with no minimum number caveats that many other establishments impose.

On arrival, you may want to offer a reception drink, whilst the wedding meal itself, can be of a traditional fayre with a starter or soup, main course and dessert.

If you want something less formal, then why not book our hot fork or cold meat buffets? These are offered instead of the main course and can be combined with either starters and desserts or both.

Just choose which packages suit you best from those on offer. We also offer a variety of attractively priced drinks packages with a good choice of wines.

Make your day here as grand or as simplistic as you both desire, after all...

It is your day... it is your choice



Starters

Rustic Prawn Salad with Traditional Marie Rose Sauce
Hog Roast Pate served with Beetroot Chutney and Melba Toast
Warm Chicken & Bacon Salad with Honey & Mustard Dressing

Soups

Tomato & Basil Carrot & Orange Leek & Potato
Cream of Vegetable Cream of Onion Cream of Chicken

Served with Crusty Roll and Butter

Main Courses

Dijon Chicken Breast

Breast of chicken wrapped in bacon served in a cream of mustard sauce

Chicken Simone Style

Chicken roundels in brandy infused wild mushroom sauce

Traditional Roast Beef or Pork

Roasted topside of beef or leg of pork served with Yorkshire puddings, garnish & roast jus

Somerset Pork

Medallions of pork served with a cider sauce and pan fried apples

Salmon Hollandaise

Poached salmon fillet with hollandaise sauce garnished with asparagus

Vegetarian

Bubble & Squeak Stack Carrot & Leek Bake Mushroom Stroganoff

All meals are served with two potato dishes and a medley of seasonal vegetables.

Make your meal a less formal occasion by choosing either a hot fork or cold buffet to be served instead of the main course, which can be combined with a starter & dessert.

These options are covered on the next page.

Hot Fork Buffet



Please select four dishes for your guests to enjoy from the menu below:

Beef Stroganoff	Beef Cobbler	House Curry	Lasagne
	Pork in Cider	Pork in Blue Cheese	
Chicken in Wine	Chilli Chicken	Vegetable Bake	Seafood Bake

Served with Potatoes, Vegetable Medley, Rice and Garlic Bread

Cold Buffet

Three Meat Platter	Homemade Quiche	Chicken Pieces	
Selection of Salads	New Potatoes	Warm Bread Rolls	Pickles & Dressings

Desserts

Warm French Apple Tart

A sweet pastry flan filled with apples and apricot glaze served with custard

Sticky Toffee Sponge Pudding

A moist steamed sponge topped with sticky toffee, served with creamy custard

Prosecco & Lemon Cheesecake

Light textured lemon sponge topped with a creamy Prosecco flavoured cheesecake

Raspberry Roulade

Crispy meringue roulade with white chocolate and raspberries wrapped in vanilla cream

Banoffee Tart

Layered banana & toffee cream in a sweet tart case

Minted Chocolate Marbled Slice

A light milk and white chocolate layered mousse with a minted glaze

Tempting Tiramisu

A teardrop shaped coffee infused mousse on a delicate finger sponge base

Trifle Torte

Trifle with a twist, chocolate sponge topped with a creamy vanilla mouse & strawberry glaze

The Important Part – What does the food cost?

Here are the food prices with a separate pricing structure for children aged 5-12; under 5's are free of charge.

Main Course or Buffet Only	£12.50
Including Starter or Dessert	£17.50
Including Starter & Dessert	£21.00

Children's Soup £4.00 Snack Meal £5.00 Roast Dinner £6.00 Ice Cream Dessert Free

Please speak to the manager if you want to offer guest a choice on each course. We will also need to know if any guest has special dietary needs or food allergies.

Please note: A separate brochure is available for the evening function if you require food.

Drinks Packages

Reception Drinks

You may choose up to 3 different reception drinks to be served pre meal in the lounge bar, choose from Wine Spritzer, Bucks Fizz, Sparkling Rose, Pimms, Orange Juice, Cranberry Juice or Bottled Lager.

Wines

We have a choice of wines that can be served with the meal, Chardonnay, Sauvignon Blanc, Pinot Grigio, Zinfandel Rose, Merlot, Cabernet Sauvignon, Shiraz & Cava.

Drinks can be purchased in single units as priced or in the combinations listed below.

Reception Drink	£3.00
Glass of Wine	£3.00
Glass of Cava	£3.25
Reception Drink & Glass of Wine	£5.75
Reception Drink & Glass of Cava	£6.00
Reception Drink & Glass of Wine & Flute of Cava	£7.75

Please Note: We do not allow patrons to bring their own wine onto the premises due to licensing restrictions.

Customer Comments

We pride ourselves on delivering a first class service from the day you first enquire about a wedding reception to the moment the last guest leaves the building.

Don't just take our word about the services we provide, here are some of the kind comments left by previous couples that have held a wedding reception here.

'A massive thank you to Paul & his team for making our wedding day even more magical & special. Thank you all for the wonderful food which we got lots of compliments about as well as how polite & professional the staff were with nothing being too much bother. Highly recommended. Well done guys x'.

Mr & Mrs Storey

'I have to say the service we received was excellent, Andrea & all of the staff did an excellent job. I have & will continue to recommend the Civic to all my friends & family. Thank you so much Andrea for doing such an amazing job X'.

Joanne Hutchinson

'I would like to thank you and all your staff for a wonderful day, you and your staff were excellent'

Gillian & Steven Haines

'A special thanks to Paul, an excellent manager who kept everything running smoothly and for helping us out with all the preparations & planning'. 'Thanks very much ,the Civic will go highly recommended.'

Paul & Natasha Raine

'Many guests commented on the high standard of food and service you provide'. 'We really appreciated your help and assistance both before and on the day'.

Peter & Mal Carson

All these comments are extracted from thank you cards, letters & social media post

If you would like to know more or discuss your wedding options further,
please contact us by telephone on 01388 772902 or via Email at p.watson@shildon.gov.uk
We look forward to seeing you soon.

Paul Watson

Civic Hall Manger

Booking Confirmation & Payment Details

We will happily hold a provisional date for a period of two weeks but after this point the reservation would be cancelled.

When the booking is confirmed you will be required to complete a booking application form and pay a non-returnable deposit of £200. Deposits can be paid by cash, card or cheque.

We suggest that final arrangements are discussed no later than two months prior to the actual reception date. Confirmation is requested one month prior of all final requirements including numbers attending. At this point we will raise the final invoice less deposits. This is to be settled no later than two weeks prior to the actual reception date.

Your attention is drawn to the following cancellation policy:

More Than 6 Months Prior - Loss of Deposit

3-6 Months Prior - 30% of Estimated Total Bill

1-3 Months Prior - 50% of Estimated Total Bill

1 Week-1 Month Prior - 70% of Estimated Total Bill

Seven Days Prior - 100% of Estimated Total Bill

The estimated total bill will be based on information you have given us so far. We would recommend that you take out cancellation insurance cover.

Our Payment terms are as follows:

- 1) Deposit to be paid at confirmed time of booking.
- 2) Full balance to be paid two weeks prior to reception date.

Staggered Payments

We are also happy to offer you the facility to pay any amount off your bill at any point prior to the wedding should you wish. Please speak to the manager for more details.

Please note that you only pay for the food & drinks packages as priced, there are no room hire fees on top.

The only extra charge is £150.00 license fee if you are married here.

Paul Watson

Civic Hall Manger

