

MANSION HOUSE LLANSTEFFAN

Weddings



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Wedding Packages



At Mansion House Llansteffan we would like to offer our experience and knowledge to guide and assist you in organising your special day.

In choosing Mansion House Llansteffan you will be assured of the finest service, quality food and the best Carmarthenshire welcome for all of your guests.

Our senior team will help you throughout the planning process to answer any questions, run through the detail and nail down the schedule.

Then sit back, relax and enjoy one of the best days of your life!

Popular Package



OUR POPULAR PACKAGE

Canapes : Silver
Celebration Drink : Gold
Reception Meal : Gold
Wine & Toast : Silver
Evening option : Silver
Bridal Suite
Exclusive Use

£11,517.50

75 DAY GUESTS
50 ADDITIONAL EVENING
GUESTS

£17,958

120 DAY GUESTS
60 ADDITIONAL EVENING
GUESTS

£137.90 per Day Guest

Luxury Packages



LUXURY PLATINUM

Canapes
2AA Rosette Reception Meal
Celebration Drink
Wine & Toast
Evening Option
Bridal Suite
Exclusive Use

£14,560

80 DAY GUESTS

£182 PER DAY GUEST

GRACEFUL GOLD

Canapes : Gold
Reception Meal : Gold
Celebration Drink : Gold
Wine & Toast : Silver
Midnight Munchies
Bridal Suite
Exclusive Use

£7,982

60 DAY GUESTS
20 ADDITIONAL EVENING GUESTS

£126.80 PER DAY GUEST

Big & Small Packages

BIG & BOLD

Canapes : Silver
Reception Meal : Gold
Celebration Drink : Gold
Wine & Toast : Silver
Evening Option : Silver
Bridal Suite
Exclusive Use

£19,572

130 DAY GUESTS
70 ADDITIONAL EVENING GUESTS

£137.90 PER DAY GUEST

SMALL & SIMPLE

Reception Meal : Silver
Celebration Drink : Silver
Wine & Toast : Silver
Evening Option : Silver
Bridal Suite
Exclusive Use

£7,482.50

50 DAY GUESTS
25 ADDITIONAL EVENING GUESTS

£107.90 PER DAY GUEST



All In Packages



ALL-IN GOLD

Canapes

Reception Meal

Celebration Drink

Wine & Toast

Evening Option

Bridal Suite

Exclusive Use

All from the Gold options

£15,380

100 DAY GUESTS

20 ADDITIONAL EVENING GUESTS

£148.70 PER DAY GUEST

ALL-IN SILVER

Canapes

Reception Meal

Celebration Drink

Wine & Toast

Evening Option

Bridal Suite

Exclusive Use

All from the Silver options

£10,102.50

75 DAY GUESTS

30 ADDITIONAL EVENING GUESTS

£125.30 PER DAY GUEST

Accommodation



As part of the wedding package, the bridal suite is included for the Bride & Groom for the night of the wedding. Your guests can reserve one of the remaining eight rooms, these rooms are not available to any non-wedding guests & you are in full control of who reserves the rooms with us for your big day.

As part of the package we offer your guests preferential room rate, these rates apply to the night of the event & the night before and/or the night following the event (providing they do not have to move room). If a guest would like to arrive sooner or stay longer, additional nights will be available at our standard rates and these will need to be reserved in advance.

The preferential rates are based upon two adults per room on a bed & breakfast basis, the maximum number of adults per room is two. Children up to the age of 10 can be accommodated in an extra bed in certain room types, the charge for an additional child in a room is £20 per room per night, an infant in a travel cot is £10 per room per night. These charges include breakfast. Please specify in advance if a travel cot or extra bed is required.

Payment for guest accommodation is completed on arrival, no deposits are required.

Check-in will open following the arrival of the bride & groom. Check-out on the day of departure is 11am.

Please provide us with an email address for each of your guests and we will email them a confirmation of their booking along with information regarding check-in and payment.



The Countdown

12+ months

Get your venue booked!
Compile your guest list
Arrange the church or registrar
Arrange your photographer & videographer
Arrange hair & make-up
Ask your bridesmaid & grooms men!
Dress fittings for bride & bridesmaids
Arrange the wedding transport
Arrange the evening entertainment
Arrange your honeymoon
Finalise the wedding stationary
Book the wedding cake

6 months

Meet your Wedding co-ordinator
Finalise the Wedding Breakfast Menu
Confirm accommodation requirements
Organise the wedding flowers
Buy wedding rings
Send out the invitations

2 months

Meet your Wedding co-ordinator to finalise much of the detail
RSVP's should be coming back by now
Finalise all the suppliers details
Schedule all of the final appointments: suit fittings, hair, pick up dress etc. etc.!
Ensure that banns are read or notice has been given of the marriage
Organise thank you gifts

1 month

Confirm final numbers
Finalise seating plan
Arrange final appointment with the Wedding co-ordinator

2 weeks

Confirm final evening numbers
Check all the necessary final appointments are confirmed

1 week

Run around like mad making sure everything has been picked up!
Look forward to the big day...if it's not done by now, then it's not important!



Terms and Conditions, Mansion House Llansteffan Ltd

The Management reserves the right to:

refuse entry, if it is deemed that they will be in breach of their Property or Personal Licence.
end the event without notice if a customer brings their own alcohol on the premises.
end the event without notice if a customer is seen to be abusing or threatening any member of the team.

Mansion House Llansteffan Ltd:

accepts no responsibility for the property of any patrons or third-party suppliers that are left at Mansion House Llansteffan unattended, day or night.
accepts no responsibility for any food supplied by any third-party supplier.

General:

All statutory licensing regulations apply.
These terms are deemed to incorporate Mansion House Llansteffan Ltd's terms of business, copies of which are available on request.
In the event of any inconsistency, the terms of this agreement shall prevail.
Other than for death or personal injury caused by our negligence, our liability to you and your guests taken in the aggregate is limited to the price of your booking.
The hotel will not be liable to you for failure to perform a service should the failure be caused by any factor beyond its reasonable control.
Guests are recommended to have and be responsible for insurance to cover cancellation, or extreme weather conditions, loss of baggage, personal effects or any other unforeseen circumstances.
In the interest of safety of guests, food and drink is strictly prohibited in the dance floor area. In the event of any spillage of food or drink anywhere in the building, guests are to inform a member of the staff immediately.

Pricing and option terms:

The hotel reserves the right to amend its packages and prices at any time.
Existing bookings will be notified of any price policy changes should it affect their package.
The hotel reserves the right to alter or amend contents of an event if there is a short fall in the minimum numbers required to operate a programme, in such circumstances you may choose an alternative date, subject to availability.
Menus shown in the brochure are only provided as an indication and may vary slightly based on the availability of ingredients.
Dependent on market and product availability, we reserve the right to amend such dishes and/or to offer suitable alternatives.
Some of our dishes may contain ingredients which could cause an allergic reaction. Guests with allergies are advised to check beforehand so that alternative ingredients or dishes can be provided.

Corkage:

Corkage is available, please check for the current rates.
A maximum quota applies to corkage: equivalent to a maximum of 0.5 bottle of wine/sparkling wine per adult guest.

All third-party suppliers must:

obtain authorisation from the management to supply, access or service Mansion House Llansteffan. A specification of work must be submitted to Mansion House Llansteffan 14 days ahead of any scheduled job provided by a third-party supplier.
arrange pick-up and drop-off times with the management directly.

Novelty supplies:

Bouncy castles and such novelty equipment are permitted, 21 days' notice required and the supplier will be required to send in copies of their insurance documents ahead of the event.
No responsibility will be accepted by Mansion House Llansteffan Ltd for any personal injury caused by guests using such novelty equipment.

Fireworks:

Fireworks are permitted by authorised supplier only and a minimum 21 days' notice is required.
The Fireworks supplier will be required to complete and submit to Mansion House Llansteffan Ltd a risk assessment and a copy of their valid insurance documents and licence 21 days ahead of the event.
Any fireworks display must be conducted within local government guidelines and must be of 'low' noise level.
Any third-party food producer that has had authorisation from Mansion House Llansteffan Ltd to provide food services at an event must provide proof of Hygiene Certification, Licence and relevant Insurance cover, at least 21 days ahead of the event date.

Confirmation

Bookings are treated as provisional until payment of the non-refundable deposit has been received
Payment of the non-refundable deposit is taken as acceptance of the terms and conditions
Clients are advised to take out wedding insurance

Event & Wedding:

Bookings are subject to availability.
A quote will be supplied to you outlining the costs of your package prior to a deposit being taken.
All verbal bookings will be treated as provisional and will be held for no longer than 14 days pending receipt of the appropriate non-refundable deposit.
The minimum non-refundable deposit amount will be confirmed to the guest on booking.
Upon receipt of a non-refundable deposit, it is on the understanding that the guest accepts the terms and conditions as set out in this document.
The quote may be refined with the approval of Mansion House Llansteffan throughout the booking process up to four weeks before the event date.
At the four weeks ahead of the event date point, the most recent quote will form the basis of the package and costs.
Final numbers must be confirmed four weeks prior to the event.
Failure to notify Mansion House Llansteffan of the actual number of evening guests invited to attend will result in additional charges being applied for 'additional unconfirmed evening guests', the charge will equate to double the cost of an additional evening guest as supplied in the final quote.
All Saturdays between Easter and October half-term, Valentine's Day & New Year's Eve have a minimum package value that will apply, you will be advised of the minimum package value in your quote.
Certain 'Premium days' will incur a supplementary surcharge, for example New Year's Eve.
Should the booking extend over two days, e.g. Saturday & Sunday, each day will be treated as a separate event & booking, the deposit policy & terms and conditions will apply to both bookings separately, including minimum package prices where applicable.
Sixteen weeks prior to your event date, a payment must be made up to 50% of the value of the quote, less the non-refundable deposit already paid.
Four weeks prior to your event date, a payment must be made up to 90% of the value of the quote, less the balance already paid.
All additional charges incurred, including accommodation charges and unconfirmed charges, must be settled in full prior to departure.
Failure to meet either the 16 week and/or the 4 week payment, as set out in the payment schedule, may result in the event being cancelled or incur an additional late payment charge.
The late payment charge equates to 2% of the package price.
Deposits are non-refundable, deposits may be transferred if an event is postponed and the transfer date must be within six months of the original booking date.
A transfer may incur admin charges if the original date cannot be resold.

Exclusive Use:

Exclusive use is included in packages with a minimum of 55 day reception guests.
Exclusive use charges can be added for packages with 54 or less day reception guests, rates vary.
For exclusive use events the venue licence will end at 12.30am, unless otherwise stated in your quote.
Non-exclusive use packages are not permitted to have a disco, band or live entertainment.
For non-exclusive use events the venue licence will end at 11pm, unless otherwise stated in your quote.

Property Damage (including guest rooms):

No items of decoration or the like may be fixed, permanently or temporarily, to the walls, windows or ceiling.
Any accidental damage to Mansion House Llansteffan Ltd's property or furnishings must be reported immediately to a senior member of the team.
Any damage caused to the property of Mansion House Llansteffan Ltd by any guest, guests' suppliers or third-party supplier must be paid for in full and is the responsibility of the event booker.
Clean up charge of £100 (per occurrence) applies for any soiling or fouling within Mansion House Llansteffan Ltd's premises.

All quoted prices are inclusive of VAT at the current rate.
Gratuities are at the guest's discretion and are distributed equally amongst the team.
The information in this brochure is correct at the time of printing.

By paying a deposit to Mansion House Llansteffan Ltd you accept the Terms & Conditions as laid out in this document and the responsibility of any liabilities