



Best Western
PHILIPBURN
COUNTRY HOUSE HOTEL & RESTAURANT

**BEST WESTERN
PHILIPBURN COUNTRY
HOUSE HOTEL**

**WEDDING INFORMATION
BOOKLET**

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Dear Bride and Groom

Welcome to the Best Western Philipburn Country House Hotel.

Firstly may I take this opportunity to thank you for considering the Best Western Philipburn Country House Hotel for what will undoubtedly be one of the most memorable days of your lives!

Here at the Best Western Philipburn Country House Hotel our aim is to provide sufficient information to assist you in the planning of your wedding day in one of the top venues in the Scottish Borders.

The enclosed information is provided as a guideline only and will answer some of the main queries. A more detailed plan will be drawn up following an individual discussion with yourselves regarding your thoughts and plans for your wedding day.

Ian and I consider our 'Team of Staff' to be our most valued asset. The Best Western Philipburn Country House Hotel is a family owned hotel with every member of staff committed to ensuring your day is a memorable and joyous occasion for you and your guests.

If we can be of any further assistance please do not hesitate to contact us and I hope we have the privilege of being the chosen venue for your special day.

Kind regards

Marie Wells
Director

THE BEST WESTERN PHILIPBURN COUNTRY HOUSE HOTEL

General Information

Congratulations on your decision.
Now the questions start

When do you want to get married?

The time of year and day of the week that you choose to get married will have a huge impact on how you plan your wedding day.

Do you want a Church or Civil Wedding?

Whether you know the answer to this or not, the details below will help you to understand the requirements and procedures of both types

Church Ceremony

Should you wish to choose a religious ceremony, there are several churches located in Selkirk and the surrounding towns or villages. If you live outside of the parish, then there may be certain criteria that you may need to meet prior to accepting to conduct the ceremony.

Civil Ceremony

The Best Western Philipburn Country House Hotel is approved to be used as a venue for Civil Marriage / Partnership. Should you choose a civil ceremony, you then need to contact the Registrar in Selkirk. They will then supply you with all the information necessary to satisfy all the legal requirements.

Frequently Asked Questions

1. Can we provisionally hold a date?

Yes you can, to enable you to consider your options. However, if we receive another enquiry for the same date before you have confirmed we would contact you to advise you of this. A £500.00 deposit is required to secure the booking which will be deducted from the final balance. Please be advised that all deposits are non refundable in the event of cancellation.

2. What happens next?

Upon receipt of your deposit we will confirm the booking in writing. Then:

4 months prior to the date of the wedding

50% payment

Menu confirmed

Final Accommodation Details

2 weeks prior to the wedding

Final Numbers

Working Table Plan

Day before the wedding

Cake

Table Plan to display and Place Cards in Table Order

Favours, Cameras, etc

Flowers for the day

Unfortunately we are unable to accept items such as Wedding and Bridesmaids dresses, Suits and Jewellery before the wedding.

3. When is the balance due?

The balance of the account less deposits paid must be settled on departure. Please be advised we accept all major credit and debit cards.

4. What are the maximum numbers you can accommodate?

We can accommodate up to 85 in the Hotel Restaurant and Bistro area for a wedding breakfast. Numbers above this require a marquee on the lawn. The maximum number for a marquee is 160. For smaller weddings we have a private room that can seat up to 24 on one oval table for a wedding breakfast.

5. Who deals with Marquee Hire?

The Best Western Philipburn Country House Hotel has a nominated supplier for Marquee Hire and will deal with all booking requirements. A 25% deposit of the marquee costs is required which will be deducted from the final balance.

Once the booking is confirmed a representative from the Marquee Hire Company will meet with you at the hotel to answer any questions or queries you may have.

6. What is the best time to hold the ceremony at the hotel?

If you are having an evening reception then 2.00pm - 2.30pm is the best time to hold the ceremony. If there is no evening reception you can hold your ceremony at any time. Whilst considering us as a venue it is important to speak to Selkirk Registrars Office regarding availability and times.

7. Is confetti allowed?

We only allow confetti in the porch and reception area of the hotel.

8. Are we allowed to have Fireworks or Laser Displays?

Due to compliance with planning and environment agencies the Best Western Philipburn Country House Hotel are unable to hold firework or laser displays.

9. Are we allowed to have Chocolate or Champagne Fountains?

We do not permit Chocolate or Champagne Fountains at the hotel.

10. Who should I contact if I have any queries?

In the first instance you should speak to Marie Wells, however if she is unavailable one of the Duty Managers will be able to assist or take a message for Marie to call you back.

11. Who will look after us on our Wedding Day?

We have a team at the Best Western Philipburn Country House Hotel who are all experienced at running weddings. One of the Duty Managers will guide you smoothly through your special day and act as your Master of Ceremonies

12. What time does the bar and entertainment finish?

All music and entertainment must stop at 12 midnight. The bar closes to non residents at 12 midnight. Residents can continue to purchase bar drinks from the lounge and these will be charged to room accounts

13. Is it easy to book local taxis?

Selkirk is a small Scottish Borders town therefore it is advisable that all taxis are booked in advance of the event.

14. Are children allowed?

This is entirely dependant on the wedding party. Children are welcome at all times however it is worth noting that the Best Western Philipburn Country House Hotel has extensive grounds and gardens therefore children should be supervised at all times and parents/guardians must take responsibility for their children.

15. Can I book rooms for the night before?

Yes subject to availability

16. What time are bedrooms available on the wedding day?

Bedrooms are only guaranteed from 2pm. To assist with this the bridal suite will be available for the bridal party from 12 noon.

Should other rooms be available before 2pm, guests will be allowed to check in, but they should not attempt to arrive before midday.

17. Are dogs allowed on the premises?

For health and safety reasons, no dogs (except guide dogs) are allowed within the hotel however, we do allow dogs within our lodges and studio rooms. Extra charges will apply.

18. Is smoking allowed at Best Western Philipburn Country House Hotel?

Smoking is not permitted within the hotel. This includes all areas of the hotel including bedrooms. Anyone wishing to smoke will need to do so in the smoking area opposite the main hotel door. Anyone found to have been smoking in the hotel may be liable for a minimum charge of £100.00.

19. What happens in the unfortunate event of us cancelling?

Unfortunately all monies paid are non refundable in the event of cancellation therefore we strongly recommend you consider wedding insurance

20. Are our presents/gifts/possessions insured against loss at the hotel?

Unfortunately not. You will need to arrange insurance to protect against loss or damage to any possessions, gifts or monies whilst here at the Best Western Philipburn Country House Hotel. You may also wish to consider insuring against loss of wedding rings, damage to wedding dress/suits, cancellation fees due to illness.

Wedding Etiquette

The Seating Plan

Consideration will be necessary as to whether you wish to have a traditional straight or more informal round Top Table; both have advantages and disadvantages.

The round Top Table will assist those who prefer a little less formality, or those who have family structures that do not conform to the traditional table layout.

The Receiving Line

Traditionally, the Bride and Groom and both sets of parents greet the remaining friends and family as they enter the room for the Wedding Breakfast. This gives an opportunity for the Bride and Groom to speak to all their guests at least once during the day. This formality is once again optional; you should consider the time it takes within the schedule of your day.

The Cutting of the Wedding Cake

Traditionally the Bride and Groom cut their cake during the wedding breakfast. A good time to do this is after the main course has been cleared and before the dessert is served. This allows for a natural break during the meal. The Master of Ceremonies will announce that the Bride and Groom wish to cut their cake and invite anyone wishing to take photographs to come forward. The cake can then be served with coffee or can be served at the evening reception.

Speeches

These would normally take place at the end of the meal however some do prefer to make their speeches before the wedding breakfast - it is your choice. There are traditionally three wedding speeches conducted in the following order:

Father of the Bride

Says a few words about the Bride, welcomes the Groom into the family. Concludes with a toast to the Bride and Groom.

Grooms Speech

Replies on behalf of his wife and himself, thanking all the guests for attending and for the presents and cards received. Thanks for those who have travelled a distance. Special thanks go to the Parents, Bridesmaids, Ushers and Best Man for their contributions to the day. Gifts may be given out at this point. Concludes with a toast to the Bridesmaids and Best Man.

Best Man Speech

Responds on behalf of the Bridesmaids and himself for being part of their special day and the gifts they have received. He may then talk about the Bride and Grooms younger years. Before closing he may read out some cards.

Wedding Favours

This wedding favour custom originates from Italy. Wedding favours, traditionally called 'Bomboniere' were made from 5 sugar-coated almonds gathered together in different 'tulle' or 'nets'. The almonds signified health, wealth, happiness, long life and fertility and were given by the Bride to all her female guests. The favour would be placed on guests tables and kept as a keepsake of the Wedding Day. Today the favour can take many forms including a little gift, sweet or symbol pertinent to the Bride and Groom.

Wedding Guest Book

The guest book allows all guests to write a message on the day and provides the Bride and Groom with life long memories of their day through the thoughts of their guests.

Order of the Day

The order of the day is more commonly used for civil ceremonies here at Best Western Philipburn Country House Hotel. A typical wedding outline can be as follows:

- ❖ 12.00 Bridal Party arrive at Hotel
- ❖ 1.30 Groom, Best Man, Father of the Bride and Ushers greet guests arriving in Bar and Lounge
- ❖ 2.00 Guests invited to take seats for wedding ceremony
- ❖ 2.30 Wedding Ceremony
- ❖ 3.00 Wedding Drinks Reception and Photographs
- ❖ 4.00 Guests to be invited to Wedding Breakfast
- ❖ 4.15 Meal service commences. Wedding Cake is cut after main course is cleared and before dessert is served. Served with coffee or at the evening reception buffet
- ❖ 6.00 Conclusion of the meal
- ❖ 6.15 Commence speeches
- ❖ 7.00 for 7.30 Arrival of evening guests
- ❖ 8.00 Live Band or Disco – Bride and Grooms first dance
- ❖ 9.00 Service of finger buffet
- ❖ 9.30 Live Band or Disco recommence
- ❖ 12 midnight Round up of the evening.

Accommodation Guidelines

There are 12 rooms in the main hotel with 2 studio rooms and 4 self catering lodges in the grounds of the hotel. The studio rooms have limited self catering facilities. All accommodation booked requires a £40.00 deposit per room to guarantee the reservation which is non refundable in the event of cancellation.

We have Z beds available for additional guests as some of the rooms in the hotel can be made into triple rooms. Extra beds are charged at £15.00 per child (up to 13 years) and £25.00 per adult per night inclusive of full Scottish breakfast.

We have travel cots available for babies and toddlers. These are charged at £10.00 per cot.

Room Accommodation

Room Type	Room No	Room Name	Tariff	Comments
Superior Double	1	Clovenford	£118.80	
Luxury Double	2	Aikwood	£154.00	
Honeymoon Suite	3	Philiphaugh	£154.00	
Luxury Double	4	Earlston	£154.00	
Standard Twin	5	Melrose	£110.00	
Superior Double or Twin	6	Kielder	£118.80	
Standard Double or Twin	7	Langshaw	£110.00	
Standard Double or Twin	8	Heriot	£110.00	
Luxury Double or	9	Roxburgh	£154.00	

Twin				
Luxury Double	10	Abbotsford	£154.00	
Standard Double or Twin	11	Bowmount	£110.00	
Standard Double	12	Hobkirk	£110.00	
Studio Double and Bunk Beds	14	Yarrow		Sleeps 4
Studio Twin and Bunk Beds	15	Ettrick		Sleeps 6
Twin Beds	16	Little Philipburn Lodge		Sleeps 2
Double and Bunk Beds	17	Teviot Lodge		Sleeps 2 Adults & 2 young Children
Double Bed	18	Tweed Lodge		Sleeps 2 Suitable for disabled access
Double, Single and Bunk Beds	19	Yair Lodge		Sleeps 5

As at 2009

All prices quoted are per room per night based on 2 persons sharing inclusive of full Scottish breakfast. The above tariff is discounted by 12%.

A single occupancy room would be £95.00 for standard and £115.00 for luxury.

Lodges and Studios Rooms can be booked on a bed and breakfast basis at £42.50 per person per night minimum of 2 people sharing.

Wedding Contacts

Whilst we recommend suppliers, we offer no guarantee regarding their service. Any contract is solely between yourselves.

The Registrar	Selkirk Office 01750 23104 Main Office - Galashiels 01896 752822
Photographer	Derek Lunn 01450 378259 Sheila Scott 01896 756211 RGB Photography 0845 0945981
Hairdressing	Euphemia Mobile Hairdressing 07936 738321
Wedding Jewellery and Accessories	Radiance Boutique 02071 939599
Wedding Gifts	Sue Elliot - Handmade Silks and Velevets 01750 22243 Rob Elliot – Handmade furniture 01750 22243
Cars	Barry's Bridal Classic Cars 01896 822000
Entertainment	The Rattlers – Trio Band – booked through Abbey Entertainment 01835 862540 Colin Todd – Disco and Karaoke 0800 0438257 Edward Strang Steel – Disco 07771 908516 Fahrenheit – Function Band 01896 755477 Escapade – Function Band 01655 331436 or 01465 714284

Pipers

Colin Turnbull

01750 23337

Andrew Bunyan

01750 22014

Alistair Currie – booked through Abbey Entertainment

01835 862540

Wedding Cake

Shona Grieve

01750 725000

Rainbow Sugarcraft

01896 833458

Florist

Flower Expressions

01750 21215

Harpers

01896 823770