

# *The Ballymac Hotel*

## *Function & Wedding Information*



Thank you for your interest in The Ballymac Hotel as a venue for your forthcoming wedding reception or function.

At The Ballymac we are committed to providing a first-class banqueting service and this is reflected in the success of each wedding reception and the delight of every guest.

Our expert and professional staff will be on hand from the very start to give advice and to arrange all the fine details. We take pride in tailoring each reception to your individual requirements to guarantee a memorable and special occasion.

By combining our dedication in creating excellent cuisine, beautifully landscaped gardens and modern hotel accommodation you have the perfect venue for the most important day of your life.

We hope that we will have the pleasure of catering for you and your guests, so please take an opportunity to visit us and view our facilities first hand. You will find that in every way The Ballymac Hotel will make your wedding day unforgettable!

To make an appointment to view the hotel please contact Julie or Gaile.

**B & T Inns Ltd.**

**Registered Office: 7A Rock Road, Stoneyford, Lisburn, Co. Antrim, BT28 3SU**

**Tele: 028 92648313      Fax: 028 92648312**

**[www.ballymac.com](http://www.ballymac.com)**

**E-mail: [info@ballymachotel.co.uk](mailto:info@ballymachotel.co.uk)**

**Registered Number: NI30226**

# *Civil Ceremonies*

*The Ballymac Hotel is now licensed to hold Civil Ceremonies.*

*Our Westbury Suite is the perfect venue to hold your civil ceremony and with the combined use of our Budore Suite for you reception The Ballymac Hotel is the perfect location for your special day.*

*You will have the added benefit of an experienced and professional member of staff to help you every step of the way.*

*We carry a supply of the required application forms at Reception and we ensure all documentation is completed.*

*Alternatively you can contact:*

*Lisburn City Council*

*Lisburn Civic Centre*

*The Island*

*Lisburn*

*Telephone: 028 92 509250*

*Hire of Westbury Suite for  
Civil Ceremonies is £ 100.00*



*Lay out of 'Westbury Suite' available for Civil Ceremonies*

# *Complimentary Wedding Day Package includes:*

Hosting only one Wedding reception per day



Personal attention throughout the day by a member of Our Management Team, who will also act as Toastmaster



No Charge for Room Hire



Red Carpet on Arrival



Champagne Reception for the Bride & Groom on arrival



Napkins to Compliment the Bridal Colour Scheme



Decorative Vases on each Table



Choice of Silver Cake Stands with Silver Knife



Sparkling Wine for all guests to Toast the Happy Couple



Jugs of Orange on all Tables



Personalized Menus & Printed Table Plans



Overnight accommodation in our Luxurious Bridal Suite for the Bride & Groom



Preferential Accommodation Rates for Wedding Guests



Wedding Parties over 80 Guests will receive the above package plus a Complimentary Homeward Bus Journey

*(within a 12 mile radius over this mileage would incur a sur-charge)*

## *Refreshments for your Guests on Arrival:*

Tea & Coffee - £1.20 per person

Tea, Coffee & Shortbread - £1.95 per person

Buck's Fizz - £2.00 per glass

Chilled Red or White Wine - £2.50 per glass

Alcoholic Punch - £2.00 per glass

Non – Alcoholic Punch - £1.75 per glass

Mulled Wine - £2.25 per glass

## *Additional Special Features are available:*

Special dietary needs can be catered for Vegetarians & Diabetics ect.

Children are not forgotten with high chairs and special discounted children's menus available

A comprehensive function wine list is available to Compliment all tailored menus

Buffet menus are available for your evening reception

Items for your wedding day can be kept from the evening before the reception.

We can assist you in finding evening entertainment to bring the day of celebrations to a close

## *Menus:*

The Ballymac will present to you a creative menu tailored to your own requirements. Whatever you choose, your guests are guaranteed to be impressed with the freshest local produce, served into a mouth-watering combination.

Overleaf you will find suggested banqueting menus or why not create your own menu, which will be priced accordingly.

### Menu 1

*Freshly Made Vegetable Broth*



*Roast Stuffed Breast of Chicken  
& Boiled Ham*

*With Sage & Onion Stuffing*

*Buttered Cabbage, Crispy Bacon  
and Baton Carrots*

*Creamed and Roast Potatoes*



*Fresh Fruit Pavlova*

*Tea or Coffee*

**£ 19.95**

### Menu 2

*Cream of Mushroom & Tarragon Soup*



*Roast Stuffed Co. Antrim Turkey & Boiled Ham  
With Fresh Herb Stuffing, Cranberry  
& Gravy Sauce*

*Brussel Sprouts with Smoked Bacon &  
Puree of Root Vegetables*

*Creamed and Roast Potatoes*



*Profiteroles Filled with Fresh Cream, Drizzled  
with Cadbury's Chocolate Sauce*

*Tea or Coffee*

**£ 21.00**

### Menu 3

*Cream of Chicken & Spring Onion Soup  
With Herb Croutons*



*Roast Stuffed Loin of Pork with a  
Rich Cider Gravy and Spiced Apples*

*Breaded Cauliflower & Fresh Green Beans  
Baby Boiled Potatoes & Layonnaise Potatoes*



*Baked Vanilla Cheesecake with Ice- Cream*

*Tea or Coffee*

**£ 22.00**

### Menu 4

*Cream of Potato & Leek Soup*



*Roast Irish Sirloin of Beef with a  
Peppered or Chasseur Sauce*

*Cauliflower Mornay and Root Vegetables  
Duchess Potatoes and Baby Roast Potatoes*



*Warm Chocolate Fudge Cake served with  
Belgian Chocolate Ice Cream*

*Tea or Coffee*

**£ 22.50**

## Menu 5

*Cream of Chicken and Fresh Herb Soup*



*Char Grilled 12oz Sirloin with  
Creamy Black Peppercorn Sauce Steak  
Mixed Seasonal Vegetables  
Champ Potatoes & Chateau Potatoes*



*Strawberry & Raspberry Tartlet with  
Red Berry Coulis & Vanilla Ice Cream*

*Tea or Coffee*

**£ 28.50**

## Menu 7

*Chicken Caesar's Salad with Crispy Bacon,  
Croutons & Parmesan*

*Gin & Tonic Sorbet*



*Supreme of Chicken with Asparagus &  
Sweet Pepper Mousse  
Napped with Shallot & Port Wine Jus  
Selection of Mixed Vegetables Garlic Sauté  
Potatoes and Dauphinoise Potatoes*



*Trio of Sweet: Strawberry Shortcake,  
Banoffee Tart with Banana Ice Cream  
& Fresh Fruit Pavlova*

*(This sweet available with any other menu with a supplement  
of £3.00 per person)*

*Tea or Coffee*

**£ 28.50**

## Menu 6

*Crown of Galia Melon filled with  
Watermelon, Pineapple Passion Fruit Syrup  
& Lemon Sorbet*



*Braised Leg of Lamb in a  
Rich Rosemary Gravy  
Broccoli Fleurette with Hollandaise Sauce  
& Roasted Honey Parsnips  
Savoury Croquette with Mouseline Potatoes*



*Apple & Cinnamon Crumble with Sauce  
Anglaise & Ice Cream*

*Tea or Coffee*

**£ 22.50**

## Menu 8

*Paristenne of Melon with Champagne Sorbet  
Minestrone Soup with Parmesan*



*Medallions of Fillet Steak in a  
Rich Brandy & Black Peppercorn Sauce  
Or  
Pan Fried Salmon Fillet Stuffed with Smoked  
Salmon,  
Caper Cream Cheese with Fried Dulse  
Selection of Mixed Seasonal Vegetables  
Celeriac Mash and Croquette Almondine*



*Brandy Snap Basket Filled with Vanilla Ice  
Cream, Toasted Nuts & Caramel Sauce*

*Tea or Coffee*

**£ 36.00**

## *Children's Menu*

*Chicken Fillet Goujons, Fish Fingers, Burger or Sausages*

*Served with a choice of:*

*Potatoes & Vegetables or Chipped Potatoes & Beans*

*Jelly & Ice Cream*

***£8.50 per person***

## *Vegetarian Menu's*

*Penne Pasta with Wild Mushroom & Sundried Tomato Cream Sauce  
served with Garlic Ciabatta Bread*

***'Vegetable Wellington'***

*(Sauté Vegetables Binded in a Rich Provencal Sauce in-cased in Puff Pastry)*

***'Vegetable Chow Mien with Prawn Crackers'***

*(Stir Fried Vegetables with Beansprouts & Egg Noodles)*

*Tartlet of Wild Mushroom & Roasted Vegetables served with  
Balsamic Dressing*

## *Evening Supper Options*

*You may wish to organize an evening buffet for your guests or if you are organizing a special function such as a Wedding Anniversary, Birthday Party or Christening celebration, take a look at The Ballymac's extensive range of buffet menus. For functions such as these the "Westbury Suite could provide a special venue for a family party, reunion or get together. Again all menus can be tailored to your individual requirement.*

*Please note that a sur-charge of £30.00 will incur if parties are fewer than 30 people*

### *Finger Buffet*

*House Buffet - £4.95 per person*

*Selection of Sandwiches, Cocktail Sausages & Sausage Rolls*

### *Additions:*

<i>Vol au Vents</i>	<i>£ 1.25 per portion</i>
<i>Mini Spring Rolls</i>	<i>£ 1.25 per portion</i>
<i>Chicken Satay Skewers</i>	<i>£ 1.50 per portion</i>
<i>Chicken Drumsticks</i>	<i>£ 1.50 per portion</i>
<i>Spicy Chicken Wings</i>	<i>£ 1.50 per portion</i>
<i>Brie Wedges</i>	<i>£ 1.25 per portion</i>
<i>Cheesy Stuffed Mushrooms</i>	<i>£ 1.50 per portion</i>
<i>Vegetable Samosa</i>	<i>£ 1.25 per portion</i>
<i>Duck Spring Rolls</i>	<i>£ 1.75 per portion (with Hoi Sin Dip)</i>
<i>Spicy Chicken Goujons</i>	<i>£ 1.75 per portion (with Garlic &amp; Sweet Chilli Dips)</i>

### *Hot Buffet Options*

<i>Indian Curry Madras with Pilaff Rice</i>	<i>£ 9.50 per person</i>
<i>Beef Stroganoff &amp; Boiled Rice</i>	<i>£ 9.50 per person</i>
<i>Peppered Chicken &amp; Boiled Rice</i>	<i>£ 9.50 per person</i>
<i>Beef Stew &amp; Crusty Bread</i>	<i>£ 6.95 per person</i>
<i>Escalope of Chicken Fillet (with Smoked Bacon, Mushroom &amp; Irish Mist Sauce)</i>	<i>£ 9.50 per person</i>
<i>Pork Chow Mien</i>	<i>£ 9.50 per person</i>
<i>(Pork Marinated in Chinese Spices, Stir Fried with Vegetables, Noodles &amp; Beansprouts)</i>	

## Salad Buffet

*Select Two Meats from the Following:*

*Roast Turkey, Boiled Ham, Roast Tenderloin of Beef,  
Breast of Chicken or Roast Leg of Lamb*

*Served With*

*Continental Tossed Salad, Coleslaw, Potato Salad, Pasta & Herb Vinaigrette  
½ Baked & ½ Chipped Potatoes*

**£ 9.95 per person**

## Hot & Cold Buffet

*Beef Stroganoff, Peppered Chicken with Braised Rice  
Boiled Ham & Roast Breast of Chicken*

*Served with*

*Continental Tossed Salad, Coleslaw, Potato Salad,  
Beef Tomato & Red Onion Salad  
½ Baked & ½ Chipped Potatoes with Crusty Bread*

*Select Two of the Following Desserts:*

*Fresh Fruit Pavlova with Butterscotch Sauce  
Apple & Cinnamon Crumble with Ice Cream & Custard Sauce  
Banoffee Tart with Banana Ice Cream  
Chocolate Fudge Cake with Cream*

**£ 16.95 per person**

## Banqueting Suites

*At The Ballymac Hotel our facilities can cater for any size of reception from 20 to 180 guests.*

*The Westbury Suite is an intimate venue for the smaller occasion perfect for any number of guests from 22 boardroom style to 45 split.*

*For the larger function The Budore Suite caters for up to 180 seated with ample space for an additional 100 plus evening guests. Tables can be circular or rectangular (depending on numbers). Seating arrangements can be organized to suit your own individual table plan. The top table can also be organized as you wish maximum numbers 14.*

## The Ballymac Accommodation

*The new accommodation development at The Ballymac has added an exciting new element to our long-standing reputation for excellent cuisine.*

*Bridal couples at The Ballymac will enjoy a luxurious overnight stay in our spacious bridal suite. For their convenience they will also have full use of the suite throughout their wedding day.*

*For wedding guests we have 14 ensuite rooms available, however due to demand early booking is advisable.*

*All wedding guests are asked to check into their rooms before 6pm unless prior arrangements have been made.*

## Hotel Room Tariff

<u>Type of Room</u>	<u>Room Rate</u>	<u>Wedding Rate</u>
SINGLE	£ 60.00	£55.00
DOUBLE	£ 90.00	£80.00
FAMILY (2 adults & 2 children)	£ 100.00	£100.00

*Rates are inclusive of Breakfast & V.A.T*

# *Wedding Day Agreement:*

Please note our booking conditions when planning your special day

**Bookings:** Provisional Bookings will be held for **14 days**, after which time such bookings will be released unless written confirmation has been received or the booking renewed. Our Standard deposit is £300.00, with a further £300.00 payable 3 months before the wedding. Both are non-refundable/non-transferable

Minimum numbers charged for Weddings on Friday, Saturday & Public Holiday's are 80 persons.

**Final Numbers:** Final number for all functions should be confirmed **48 hours** in advance of the event, and these will be the minimum numbers charged for.

**Payment in Advance of the Wedding:** Payment for the event must be made in full at least one day prior to the wedding reception by the following methods:

**Cash, Bankers Draft, made payable to The Ballymac Hotel or Credit Card/Debit Card. (No Personal or Business Cheques accepted)**

**Accommodation:** We would advise anyone wishing to retain a block booking of bedrooms to check availability and hold a provisional reservation with a credit card number or a £30.00 deposit per room.

The room list must be confirmed two months in advance other wise the rooms will be released.

All unused/unreleased rooms will be invoiced to your account.

**Price:** Please note that all prices are used as a guideline. As wedding receptions are booked 1 – 2 years in advance prices will change accordingly.

All prices shown are inclusive of V.A.T. and are subject to change without prior notice. Gratuities are entirely at your own discretion.

**General:** The hotel reserves the right to approve any external entertainment or activities which you have arranged, and cannot accept liability for any result on costs. All food & beverages will be supplied by the hotel. It is company policy not to permit corkage.

The hotel will not be liable for any failure or delay in providing facilities, service, food and beverages as a result of events outside its control.

The client assumes responsibility for damage caused by them or their guests, or any other persons attending the function, whether in the room reserved or in any part of the hotel and undertakes to make good or pay restitution for the making good of any material damage to furniture, fixtures or equipment.

# *The Ballymac Hotel*

## *Wedding Day Agreement:*

**Date of Wedding:**.....

Number of Guests:.....

Name of Bride:.....

Name of Groom:.....

Contact Address:.....

.....

Contact Telephone Number:.....

**Client Statement: I have read and understand the above Agreement, and enclose a deposit of £.....**

Client Signed:.....

Printed:.....

Date:.....

Hotel Signed:.....

Printed:.....

Date:.....

# Useful Telephone Numbers

## Bridal Wear

Bride & Joy - Joyce Telephone: 028 90 616717

## Men's Wear

West End Men's Hire Telephone: 028 90 231014

Lisburn Dress Hire Telephone: 028 92665226

## Ladies Hats

Felicity Hat Hire Telephone: 028 38344504

Bloomhats Telephone: 07849681948 ([www.bloomhats.com](http://www.bloomhats.com))

## Flowers

Glenavy Florists Telephone: 028 94453922

Flowers 'R' Us Telephone: 028 90330018

## Balloons

Luce Balloons Telephone: 028 92673718

## Cars

America Limousines Telephone: 028 92605007

Sean Campbell Telephone: 028 90301225 / 07713243748

## Photographer

John Mc Cann Telephone: 028 90613220

## Video

Starview Video Telephone: 028 94423800

## Wedding Planners

Heaven Sent Telephone: 028 90627239 / 07739609791

## Cake

Little Wedding Cake  
Company (Carmel) Telephone: 028 90825093 / 07784599322

## D.J's & Groups

Eamon Mc Quade Telephone: 028 94479724

Tee & Jays Telephone: Tony - 07918158616

The Smurfs Telephone: 028 91812053 (9am – 9pm)