

It's best when.....weddings are held at Keavil House

Welcome to Keavil House Hotel.....

Congratulations on your engagement!

Organising a wedding is a daunting prospect but there is no need to panic, we're here to help and assist you with every little detail. It can certainly be a very stressful time organising and coordinating a wedding for all your family and friends, who all have different needs and expectations. However, with our extensive experience, professionalism and award winning team, you're in safe hands.

If you have not already had an opportunity to talk to one of our experienced wedding coordinators, please call us to make an appointment for an initial meeting. Come in for a coffee and an informal talk about your ideas for the day. That's the starting point and we'll take it from there.

Weddings at Keavil House are a very special occasion. One of our guests commented in 2016,

"We got married at Keavil House Hotel and myself & my husband can't praise the Hotel & staff enough. Everything ran perfectly from the moment we arrived the day before the wedding up until the moment we left the day after, nothing was too much trouble for Nikala & the team, we turned up & instantly were made to feel special. The day ran like clockwork & everyone who were involved in the day were lovely & you felt like they were happy to be there. The hotel is a beautiful venue & the grounds stunning but it still keeps a relaxed atmosphere, also the food is amazing! If anyone is considering Keavil House as a wedding venue, go for it, you won't be disappointed & the team will work so hard to make the day everything you want it to be & more!"

We have a passion for weddings and have been hosting weddings since the early 1980's when Keavil House was originally converted to a hotel. The hotel is surrounded by 12 acres of extensive landscaped gardens which provide the perfect setting for wedding photography, reception drinks and we are even licensed to hold ceremonies in our beautiful gardens.

Both of our wedding suites have been refurbished with special lighting features, elegant fittings and soft colour schemes, enhancing the quality of weddings at Keavil House.

Thank you for considering Keavil House Hotel as your wedding venue and I look forward to welcoming you in person over the coming months.

Kindest regards

Alistair Bruce
General Manager

It's best when.....you know the history of Keavil House

IF STONES COULD SPEAK.....

If the massive stone walls of the oldest part of the House could tell their story, what fascinating glimpses into the tempestuous history of this part of Scotland would be revealed?

Archaeological evidence shows that the lands around the hotel and nearby Crossford have been inhabited since the Bronze Age, or even earlier. Yet the earliest reference to the Keavil estate dates from the 15th Century. Who built the house, when, and why?

The thick walls and the left curving spiral of the earliest part of the house, suggest that it was built to withstand attack. The centuries when Dunfermline was Scotland's capital and Royal residence were times of turbulence. The lairds of Keavil must have been masters of diplomacy, or were too unimportant to attract the attention of warring factions, and thus, eventually, of historians.

A Dunfermline Burgh record of 1496 refers to "David Lynsay of Cawil" who had to raise "thre pundis of peper and a pund of wax on annual rent. . . in the name and behalf of Mastir Vilyam Scotis seill of Flawcrage." Later Fife historians traced the ownership of the property from the Lindsays through the Barclays and Robertsons. At this time the estate was still spelt Cavil or Cavel, a celtic word meaning "retreat". In 1794 Sir Charles Halkett inherited the estate and in 1878 his heirs sold it to a retired Edinburgh lawyer, Laurence Dagliesh, who allowed local people access to the grounds which contained a unique collection of rare trees.

During the First World War the House was leased to the Admiralty for the use of high ranking officers. In 1917, while Prince Louis of Battenburg, then First sea Lord, and his midshipman son (later Earl Mountbatten of Burma) were staying here official news of the anglicisation of their names to Mountbatten was received. Prince Louis wrote in the visitor's book at Keavil "July 9th: arrived Prince Hyde. July 19th: departed Lord Jekyll."

From 1919 until the mid 1940s the house belonged to Henry Reid Stewart, owner of the Dunfermline rubber works, who carried on the tradition of allowing the public to visit the gardens, particularly the rock garden. On his death, Stewart's trustees sold Best Western Plus Keavil House Hotel to Dunfermline Burgh Council, and it was used as a children's home until 1977, when it lay empty for three years. This once very private retreat has now been lovingly and painstakingly converted and extended to combine all the comfort and luxury of a modern hotel with the charm of the ancient mansion.

It's best when..... your wedding day memories are created at Keavil House

Keavil House Hotel enjoys an excellent reputation for the high quality of its wedding celebrations, a reputation earned from many years of providing professional, individual and special wedding days.

The hotel is surrounded by extensive landscaped gardens which provide the perfect location for wedding photography and of course reception drinks on the lawns.

This historic 18th century country house with its elegant interior which blends classical and contemporary styles sets the scene for a truly memorable wedding day.

You should expect something special and our experienced and attentive wedding coordinators will work with you to ensure that you and your guests enjoy a day to truly exceed your expectations. We have been coordinating weddings for many years and you can take advantage of our expertise, friendliness and dedication on your wedding day. Below are some customer comments.

"Keavil House was the venue for our wedding in 2016. Everything went perfectly, with all of the staff being top notch. Keavil's wedding coordinator Nikala was incredible, and made the whole process go smoothly. Her knowledge was invaluable, from wedding suppliers to timings, she was amazing. I can't recommend the hotel highly enough".

"We went with the gold wedding package and it covered everything but the cake, we had the most amazing day and Craig our coordinator couldn't do enough on the day, he made sure everything went smoothly, the food was lovely as was our buffet in the evening. The venue itself is stunning we were in the Mountbatten Suite and married in the room, it was such a lovely room just a perfect size for us and the gardens were great for our photos. We can't recommend The Keavil House Hotel enough and look forward to returning on our anniversary".

"We got married at Keavil in the Summer, Nikala was our coordinator and she was amazing. Our day ran smoothly from start to finish. She was always at the end of a phone or email should we have anything to ask always got a quick response. Nothing was a problem and we felt we could ask Nikala anything. The food was amazing everyone commented on how nice the meal was and how well the staff got round all the tables with the meals so quick. The staff were always there to help if we needed them. And they were always smiling and happy to help. The rooms at the Keavil are very modern and clean and the service is always fabulous which is why we booked our wedding with Keavil. Thank you all so much for making our day so special for us. We look forward to staying with you all again soon".

Your wedding ceremony and reception

Your marriage ceremony will be unique to you and can be small and intimate in one of our private dining rooms or it can be large and grand in one of our wedding suites. You can even hold your ceremony on the lawn of our beautiful and secluded gardens.

We have suites suitable for all types of wedding celebrations, a special feature is that all our wedding suites have easy access to the hotel gardens and lawns which is perfect for your arrival drinks reception.

Elgin Suite

This suite is private and self-contained for larger weddings and has direct access to the hotel gardens. It can accommodate up to a maximum of 250 guests for a wedding ceremony and wedding lunch. The minimum number for weddings on a Saturday in the Elgin Suite is 90 guests.

Mountbatten Suite

This suite is adjacent to the hotel's main reception area. This room also has direct access to the hotel gardens. It can accommodate 90 guests for your wedding lunch and ceremony and up to 120 for your evening reception. The minimum number for weddings on a Saturday in the Mountbatten suite is 70 guests.

Wedgwood Room

This has a spectacular rococo plaster arched ceiling and ornate fireplace and is ideal for intimate wedding ceremonies of up to 35 guests. The Wedgwood Room is only available for use during the ceremony; your wedding lunch would be accommodated in the restaurant, private dining rooms or banqueting suites.

Club Room

This private dining room is the perfect location for an intimate wedding lunch of up to 20 guests.

Hotel gardens

The hotel gardens and landscaped grounds allow your guests to enjoy reception drinks and canapés outside and provide a beautiful location for wedding ceremonies and your wedding photographs.

Wedding package

Planning your special day needs special care and here at Keavil House we will guide brides, grooms and parents from the planning stage to your wedding day. Meet with one of our experienced wedding coordinators to discuss your wedding plans and view Keavil House, then select your chosen inclusive wedding package or alternatively tailor make your own. You then select your menu from the options for your chosen package, all guided by your dedicated wedding coordinator.

To enjoy your wedding celebration at Keavil House, all our wedding packages include the following services:

- A personal wedding coordinator during the planning stages to help you plan your wedding day
 - Red carpet on arrival
 - Suite hire*
 - Hire of silver cake base and knife
 - Toastmaster
- Accommodation & breakfast for the Bride and Groom on your wedding night**
 - Linen napkins
 - Printed menu cards and table plan
 - Special dietary requirements will be catered for
 - Use of hotel grounds and hotel public rooms for photographs
- Guaranteed accommodation availability and special rates for your guests

*Excluding wedding ceremonies and minimum numbers apply

**Minimum numbers apply

To present your wedding suite at its very best and to coordinate colours, we strongly recommend that you use chair covers on all your chairs. For only £3.50 per chair we will supply and fit white, cream or black chair covers. Chair bow ribbons in a variety of colours can also be supplied for £2.00 per chair.

It's best when..... weddings are held at Keavil House

Classic Wedding Package

We are delighted to offer our special all-inclusive Classic Wedding Package all year

Glass of house wine for your reception

Glass of house wine during the meal

Glass of sparkling wine for speeches

3 course wedding lunch with coffee and tablet (Classic menu one or two)

Evening buffet (Simple buffet)

Disco for your evening reception

2017 - £60.00 per person

2018 - £63.00 per person

A room hire charge applies if you require a room for your wedding ceremony. The minimum number for the Classic Wedding Package is 50 guests on a Sunday to Friday or 60 guests for the Mountbatten suite and 80 guests for the Elgin suite on all Saturday weddings.

It's best when..... weddings are held at Keavil House

Gold Wedding Package

We are delighted to offer our special all-inclusive Gold Wedding Package all year.

Glass of house wine or Prosecco for your reception
Glass of house wine with refill during the meal
Glass of Prosecco for speeches

Reception canapés (2 options per person)
3 course wedding lunch with coffee and tablet (Gold menu three or four)

Evening buffet (Simple buffet or Scottish buffet)
Disco for your evening reception

Chair covers with sash (wedding lunch only)
Centerpiece decorations (wedding lunch only)

2017 - £74.00 per person

2018 - £78.00 per person

A room hire charge applies if you require a room for your wedding ceremony. The minimum number for the Gold Wedding Package is 50 guests on a Sunday to Friday or 60 guests for the Mountbatten suite and 80 guests for the Elgin suite on all Saturday weddings

It's best when..... weddings are held at Keavil House

Platinum Wedding Package

We are delighted to offer our special all-inclusive Platinum Wedding Package all year.

Glass of Champagne for your reception
Glass of wine with refill during the meal
Glass of Champagne for speeches

Reception canapés (3 options per person)
3 course choice wedding lunch with coffee and Petit Fours
(Select two starters, two main courses and two desserts from the menu selector, supplement of £4.50pp for Beef Wellington)

Evening buffet of your choice
Disco for your evening reception

Chair covers with sash (wedding lunch only)
Centerpiece decorations (wedding lunch only)
3 month health club membership for the bride & groom to get fit for your special day

2017 - £88.00 per person
2018 - £92.00 per person

A room hire charge applies if you require a room for your wedding ceremony. The minimum number for the Platinum Wedding Package is 50 guests on a Sunday to Friday or 60 guests for the Mountbatten suite and 80 guests for the Elgin suite on all Saturday weddings

Wedding menus

Phil Yates, our Head Chef, is delighted to present you with Keavil House Hotel's 2017 wedding menus. We have included 4 fixed price wedding menus...our Classic and Gold menus... in addition to our usual comprehensive menu selector, which allows you to create your own menu.

To start your reception we offer this canapé menu selector to give you a perfect way to welcome your guests with a reception drink

Reception canapés

Crispy black pudding bonbons, apple sauce*

Mini vegetable spring rolls, sweet Thai dipping sauce

Prawn cocktail

Oatmeal crusted haggis, whisky crème fraîche*

Mini chicken satay sticks, soy dipping sauce

Chicken liver pate tartlet, redcurrant syrup*

Chilled tomato & basil consommés*

Smoked salmon, cream cheese & dill roulade

Chocolate dipped strawberries*

3 Choices - £5.55

5 Choices - £7.15

7 Choices - £8.70

*Choice of two canapés included with Gold Wedding package and three canapes for the Platinum wedding package

Fresh strawberries and chocolate sauce

3 per person - £5.00

5 per person - £6.15

Package wedding menus

If you select menu one or two and would like a choice there will be a supplement to your menu of £6.00 per person. Only items from menu one and two can be combined to offer a choice, other choices may cost a little more so please discuss this with your wedding coordinator.

Classic menu one

Cream of tomato & roast red pepper soup
pesto croutons

ooOoo

Roast supreme of chicken stuffed with haggis
Arran mustard &
Drambuie cream sauce

Seasonal vegetables, potatoes with
chive butter

ooOoo

Custard & nutmeg tart
blueberry coulis

ooOoo

Coffee and fudge

Classic menu two

Honeydew, cantaloupe & watermelon
fresh fruit, lemon sorbet & raspberry
coulis

ooOoo

Steak & Caledonia Best casserole
butter puff pastry

Seasonal vegetables, potatoes with
parsley butter

ooOoo

Sticky toffee pudding
dairy ice cream and toffee sauce

ooOoo

Coffee with fudge

Gold menu three

Oatmeal crusted haggis balls
Glenmorangie cream sauce & red
onion chutney

Ayrshire smoked ham & lentil broth

ooOoo

Herb crusted loin of pork
black pudding & coarse grain
mustard jus

Fillet of sea bass
lemongrass & vanilla velouté

Seasonal vegetables, potatoes with
parsley butter

ooOoo

Warm apple & sultana lattice pie
vanilla ice cream

**Raspberry & white chocolate
cheesecake**
berry coulis

ooOoo

Coffee with fudge

Gold menu four

Chicken liver parfait
apple cider jelly, pickled apple puree,
baby leaf salad

Cream of wild mushroom & tarragon soup, garlic croutons

ooOoo

**Supreme of chicken wrapped in
Parma ham**
Provencal sauce

**Tender braised featherblade of
beef**
thyme gravy and Yorkshire pudding

Seasonal vegetables, potatoes with
parsley butter

ooOoo

Chocolate profiteroles
coffee infused crème patisserie,
butterscotch sauce

Crisp lemon tart
Orange & Cointreau compote

ooOoo

Coffee with fudge

Menu selector

Please select your dish for each course of your wedding meal. You can, if you wish, choose two dishes per course which will give your guests a choice. Please use the higher priced dish, per course, when calculating the total menu price. Further assistance with your menu is available from our wedding co-ordinators. Please select your menu from the menu selector when choosing the Platinum inclusive wedding package.

Starters

Oak smoked Shetland salmon cracked black pepper, lemon & baby caper	£8.95
Honeydew & Cantaloupe melon Kir Royale sorbet, strawberries	£7.60
Tandoori spiced chicken terrine carrot chutney, mango & coriander salad	£7.95
Saffron cured Shetland salmon tomato & fennel salad, cucumber & chilli gazpacho	£7.95
Roast red pepper goat's cheese tart red onion marmalade, rocket, balsamic reduction	£7.95
Traditional Caesar salad home smoked chicken	£7.95
Parma ham, Milano salami with cherry tomato confit rocket, mixed olives & mozzarella	£8.95
Haggis, neeps & tatties gratin beef jus vinaigrette and shallot chutney	£7.85

Soups

Cream of potato, parsley & black pudding soup Parmesan croutons	£6.25
Roast pumpkin & sweet potato soup, chilli	£6.25
Green split pea & pancetta soup mint crème fraîche	£6.25
Sweetcorn & smoked chicken velouté	£6.25
Oxtail consommé horseradish dumplings	£6.25
Cream of sweet potato & ginger soup fried wild mushrooms	£6.25
King prawn bisque garlic croutons & rouille	£6.25

Fish	Intermediate	Main		
Parsley crusted fillet of cod lemon beurre blanc	£11.55	£20.95	Roast rump of lamb goat's cheese, sun-blushed tomato pesto	£20.95
Fillet of sea bream wilted spinach, roast red peppers & salsa verde	£9.45	£18.95	Roast loin of pork pancetta, Toulouse sausage, baby onion & haricot bean cassoulet	£20.75
Fillet of sea bass Pancetta, clam & wild mushroom chowder, crispy leeks	£9.95	£18.95	Loin of venison wrapped in pancetta rich red wine & thyme gravy	£21.95
Hot smoked fillet of Shetland salmon white wine and fennel sauce	£10.50	£18.95	Roast ribeye of Borders beef mixed peppercorn, Brandy & tarragon	£25.50
Fillet of hake wrapped in pancetta peas bonne femme	£11.55	£20.95	Fillet of beef wellington rich red wine jus	£30.00
Fillet of red mullet Ratatouille and pesto	£11.55	£18.95		

Intermediate fish dishes are all served with pomme purée

Main course

Supreme of chicken filled with chorizo Sherry vinegar jus		£20.50
Highland venison casserole lardons of pancetta, button mushrooms & redcurrants, Horseradish and thyme puff pastry fleuron		£20.50

Vegetarian

Wild mushroom, shallot & saffron fricassee butter puff pastry topping		£18.95
Roast red pepper & kale risotto roasted squash & watercress salad		£18.95
Spiced quinoa, grilled haloumi and Mediterranean vegetable brochette		£17.85
Spinach & ricotta tortellini tomato & basil sauce, rocket & Parmesan shavings		£18.95
Goat's cheese, polenta, cherry tomatoes, wild mushrooms parsley pesto		£18.95

Vegan

Char-grilled Mediterranean vegetables, basil cous cous £17.95
mixed olive salsa

Pan fried potato gnocchi £17.95
roast red peppers, wild mushrooms,
rocket & red onion salad

Desserts

Champagne & strawberry trifle £6.30

Orange & thyme scented crème brûlée £6.30
tuille biscuit

Sticky toffee pudding £6.30
dairy ice cream and toffee sauce

Dark chocolate & almond tart £6.30
coffee cream

Mango, ginger & white chocolate cheesecake £6.30
coconut sorbet & passion fruit syrup

Lemon posset £6.30
orange & basil compote, toasted hazelnut sorbet

White & dark chocolate cheesecake £6.30
mocha Anglaise & chocolate sauce

Vanilla panna cotta £6.30
berries & shortbread

Cheese

Isle of Mull truckle and brie £8.55
apple & grape chutney, oatcakes

Tobermory mature cheddar, Strathdon blue and Isle of Mull brie, apricot & red onion chutney, herb biscuits £9.85

Coffee

Coffee served with

Home-made Drambuie fudge £3.25

Chocolate dipped fruit £3.25

Petits fours £3.45

Children's inclusive package

We are pleased to offer a children's package which includes the menu, unlimited soft drinks (day reception only), chair cover and sash and evening buffet.

. Please select one item for each course from the following selection to make up your menu.

Your children's menu must be ordered in advance. For children aged 8 to 11 years, we offer half portions of any of the dishes on your main menu.

Starter

Homemade potato & leek soup

Melon & strawberry cocktail

Garlic bread, salad

Main Course

Breaded chicken goujons, beans and fries

Macaroni cheese

Pork sausages, Yorkshire pudding, creamed mash, buttered carrots & gravy

Dessert

Apple flan with ice cream

Vanilla ice cream and chocolate sauce

Fresh fruit salad

Children up to 2 years – £9.75, children's menu

3 to 7 years - £25.00 per child, children's menu

8 to 11 years - £33.00 per child, a half portion of your wedding menu

Evening buffet menus

Menu A – Classic buffet	£8.95	Menu E – Fife buffet	£5.75
Selection of cocktail sandwiches		Bowl of corned beef stovies	
Sausage rolls		Menu F – Breakfast buffet	£5.50
Vegetarian sausage rolls (cheese & onion)		Bacon rolls	
Haddock goujons, tartare sauce		Lorne sausage rolls	
Chicken drumsticks		Scrambled egg rolls	
Menu B – Simple buffet	£6.95	Menu G – Oriental buffet	£9.95
Selection of cocktail sandwiches		Selection of open sandwiches	
Sausage rolls		Chicken satay on a skewer	
Vegetarian rolls (cheese & onion)		Thai spiced king prawns	
Menu C – Premier buffet	£7.95	Assorted sea food dim sum	
Selection of cocktail sandwiches		Mini vegetable spring rolls	
Sausage rolls		Sweet chilli dipping sauce	
Vegetarian sausage rolls (cheese & onion)		Menu H – Indian buffet	£9.95
Mini steak pies		Selection of flatbread wraps	
Menu D – Scottish buffet	£6.95	Vegetable & chicken pakora	
Haggis, neeps 'n' tatties		Onion bahji	
		Vegetable samosas	
		Cucumber and coriander raita	
		Tea & Coffee	£2.75

Important note: We must ask that you cater for the total number of your evening guests

Reception drinks

Drinks package 1

£11.50

- 1 glass of house wine for your arrival reception
- 1 glass of house wine during your wedding meal
- 1 glass of Prosecco for your toasts

Drinks package 2

£15.50

- 1 glass of Prosecco or soft drink for your arrival reception
- 1 glass plus a refill of house wine during your wedding meal
- 1 glass of Prosecco for your toasts

Drinks package 3

£23.50

- 1 glass of house Champagne or soft drink for your arrival reception
- 1 glass plus a refill of Superior wine during your wedding meal
- 1 glass of house Champagne for your toasts

House wine (per 175ml glass)

£4.00

House sparkling wine (per 125ml glass)

£4.25

House Champagne (per 125ml glass)

£7.50

Kir Royale

A glass of house Champagne with
crème de cassis
(as above with sparkling wine).

£7.85

£4.65

Keavil fizz

A refreshing blend of Champagne and fresh orange juice
(as above with sparkling wine).

£7.50

£4.25

Mimosa

£7.85

Similar to Keavil Fizz, but with a hint of orange liqueur
(as above with a sparkling wine).

£4.65

Classic Pimms

£5.45

A classic Pimms with lemonade, fruit garnish and fresh garden
Mint.

Summer strawberry

£5.90

A sumptuous blend of white wine, strawberry liqueur, Cointreau,
white rum and lemonade garnished with strawberries and orange.

Mulled wine

£5.30

A warming blend of red wine, port, Cointreau, orange and spices.
Ideal for winter weddings.

The above reception drinks are priced per glass however if preferred
we can price your reception drinks per bottle (for wine) or “as required”
for other drink.

Wine list

We are delighted to present a selection of our wine list for you to select your wedding wine, we reserve the right to substitute an alternative wine should a vintage become unavailable. These 2016 wines and prices are for guidance only and final wines and prices will be agreed nearer to your wedding date. Wines marked * are included in our Classic & Gold ** are included in the Platinum wedding packages. The full wine list is available upon request.

White Wine

*TREBBIANO, MONTE DI CELLO £17
Botter, 2015, Italy
Light and easy drinking

**CHARDONNAY, LAS CONDES £22
Chile, 2016
Fresh and clean tropical fruits

SEMILLON/SAUVIGNON BLANC, WOODSTOCK BISTRO £24
McLaren Vale 2014, Australia
Zippy acidity and tropical fruit character

CHABLIS, RESERVE DE MONTAIGU £30
J. Moreau et Fils, 2013, France
Flinty and clean with a dry and fruity palate

Red Wine

*SANGIOVESE, MONTE DI CELLO £17
2014, Italy
Easy drinking, smooth yet supple red

**MALBEC, GOYENECHEA £22
Mendoza, 2014, Argentina
Savoury and expressive with pronounced coffee and mocha notes

CHATEAU BRANDE-BERGERE, BORDEAUX SUPERIEUR £23
2012, France
A phenomenal Claret from an award winning estate

SHIRAZ/CABARNET WOODSTOCK BISTRO SERIES £24
McLaren Vale, 2011, Australia
Rich, spicy with cassis and mint

Rosé Wine

ZINFANDEL ROSE WILLOWOOD £20
California, USA
Sweeter style quaffable pink

Sparkling Wine

PROSECCO SPUMANTE, DOC £22
Botter, Italy

Champagne

CHIMERE BRUT, NV £40
Light and fresh with endless bubbles

Guest accommodation

All accommodation can be pre-booked at the following guaranteed rates. We will issue you with a dedicated reference number which will enable your guests to make an advance reservation at these guaranteed rates. These rates are fully flexible and are paid on departure and can be cancelled 24 hrs prior to arrival without charge.

Room rates from 1st January - 31st December 2017

Room Type	Jan & Feb Nov & Dec	March, April Sept & Oct	May & June	July & Aug
Standard Single	£83.00	£83.00	£89.00	£89.00
Standard Double or Twin	£95.00	£115.00	£130.00	£145.00
Executive Double or Twin	£110.00	£130.00	£145.00	£160.00
Family Room	£110.00	£130.00	£145.00	£160.00
Superior Double or Twin	£145.00	£145.00	£160.00	£175.00
Early Check in (room reserved for check in from 10.00am)	£65.00	£65.00	£65.00	£65.00

Rates are per night and include full Scottish breakfast, VAT @ 20% and use of the Picture of Health Club.

Important Note

We recommend that you reserve a block of rooms with your wedding coordinator at the initial stages of planning your wedding as the hotel will not automatically reserve rooms on your behalf. Rooms will be held until 4 weeks before your wedding date at which time unreserved rooms will be automatically released.

Rooms are only available from 2.00pm on the day of arrival and check out is 11.00am on departure day. Unfortunately, early check-in is not possible during peak periods.

Wedding ceremonies and services

In addition to your wedding reception you may also hold your wedding ceremony at the hotel. We are licensed as a civil wedding venue and can offer a civil or religious service in a number of rooms. Your suite for your wedding meal is complimentary (subject to minimum numbers being achieved) and the following rates apply to the hire of the room for your ceremony.

Room hire rates

Carnegie Room (up to 50 guests)	£395.00	Mountbatten suite (up to 100 guests)	£550.00
Wedgwood Room (up to 35 guests)	£395.00	Elgin Suite (up to 200 guests)	£695.00

Keavil House Hotel - wedding booking form

To reserve and confirm a wedding celebration at Keavil House Hotel please complete and return this signed booking form with the signed wedding reception terms and conditions form and the required deposit. When we receive these signed forms we will write to you and confirm your wedding reception.

Married name of bride and groom.....

First names of bride and groom:.....

Client name. (The client is the person responsible for payment of the hotel account)

Mr / Mrs..... First name..... Surname.....

Client address:.....

.....Postcode:.....

Client home Tel No:.....Client mobile No: Client email address:.....

Date of wedding:.....Suite booked:..... Inclusive Wedding Package: Classic
Gold Platinum

All inclusive package prices do not include ceremony room hire.

Deposit included: (Booking deposit £500.00, part payment £1000, final part payment £1000) £.....
(Total deposit required 6 months prior to the wedding date is £2500)

Accommodation required: Single rooms..... Double rooms.....
 Twin rooms..... Family rooms.....

Contact for wedding arrangements: Contact Name.....Contact Tel No.....

Contact email address:.....Main contact email address:.....

Please note that once the booking form has been completed and signed and the initial deposit has been received all terms and conditions (see following page) apply. I confirm the booking of the above wedding and agree to the Terms & Conditions.

Client signature:..... Please print..... Date:.....

Prices

The prices in this brochure are valid from 1st January 2017 to 31st December 2017 and are inclusive of VAT @ 20% and will not normally increase unless there is exceptional circumstances e.g. an increase in VAT. However we reserve the right to apply an increase to these prices, with prior notification, in the event of unexpected (and rare) events. If you are booking your wedding over a year in advance you should expect that there will be an increase on these prices.

Restricted dates

There are certain dates in the year e.g. weekends in the month of December, Christmas Day, Hogmanay and New Year's Day which will be subject to a minimum spend per person on food and drink.

Minimum numbers

Each of our rooms requires a minimum number of wedding guests for the wedding meal on Saturdays. The Mountbatten Suite requires 70 guests and the Elgin Suite requires 90 guests. If your guest numbers fall below the specified minimum numbers then a surcharge of the number of guests below the minimum numbers times your chosen menu, drinks package and evening buffet will apply.

Provisional bookings

You can make a provisional booking which we will hold for 14 days to allow you to co-ordinate other arrangements. If the provisional booking remains unconfirmed after 14 days we will automatically release the booking.

Confirmation

To confirm you're booking the person who is responsible for the final account (the Client) must complete our booking form and pay a non-refundable deposit of £500 and return the signed Terms and Conditions form. A surcharge of 3% is applied to credit card payments.

Deposits and part payment

In addition to the non-refundable £500.00 booking deposit a further non-refundable part payment of £1000.00 is required 12 months before your wedding date and a further non-refundable part payment of £1000 is required 6 months before your wedding date. We regret that we cannot hold a wedding booking if these deposits and part payments are not received. A surcharge of 3% is applied to credit card payments.

Account payment

Final numbers for your wedding must be provided 21 days before the date of your wedding. A pro-forma invoice for the estimated cost of your wedding, based on your final numbers, will be prepared and is payable in full 14 days before the date of your wedding. This will be the minimum number of guests charged for. Any additional costs added after payment of your account must be paid for prior to your departure from the hotel. Interest on overdue accounts will accrue at the rate of 3% above the Bank of Scotland base rate from the date the account is due. A surcharge of 3% is applied to credit card payments.

Damage

The client is responsible for any loss or damage to the premises or building of Keavil House Hotel which is caused by the client or his/her guests or agents.

Cancellation policy

Weddings/Events are booked many months, and often years, in advance. If you cancel at short notice it is very unlikely that we will be able to take a replacement wedding booking and in such circumstances the following cancellation charges will apply.

Within 40 weeks	50% of total estimated value
Within 36 weeks	60% of total estimated value
Within 20 weeks	70% of total estimated value
Within 16 weeks	80% of total estimated value
Within 12 weeks	85% of total estimated value

Cancellation costs include either:

- 1) Package price plus ceremony room hire and estimated bar amount for the evening reception. Or if you have not booked on an inclusive package cancellation costs include:
- 2) Menu price, drinks price, ceremony room hire cost and estimated bar amount for the evening reception.

Both of the above are charged using the number of guests booked on confirmation.

Gifts

Keavil House Hotel is not responsible for any loss, damage or storing of wedding gifts. The client is responsible for the movement and storage of any gifts and for ensuring that they are taken with you at the end of the wedding. Keavil House is not responsible for any gifts which are stored in hotel bedrooms or changing rooms.

Beverages and food

No wine, spirits or food products may be brought onto the premises and be consumed by clients or guests on the premises of Keavil House without the agreement of Keavil House Hotel. Should it be brought to the attention of Keavil House Hotel that your guests are consuming their own alcohol (not purchased from the relevant bar) a relevant corkage charge per bottle (£15 for wine and £75 for spirits) will be applied to the main client account.

Wedding package

Every wedding reception at Keavil House Hotel must include a welcome reception, a wedding meal, a wine package and an evening buffet. Keavil House Hotel reserves the right to charge a room hire and service fee if any of these elements of a wedding reception are not required. Our inclusive wedding packages are sold with the content and price shown, if you do not require elements of a package this does not alter the price of the inclusive package. **A ceremony room hire charge will apply should you hold your wedding ceremony in the hotel.**

Dietary requirements

We cannot guarantee that foods produced and served at Keavil House Hotel do not contain traces of other food products. We endeavour to cater for special diets but cannot be held responsible for any food allergies which may result. Full allergen listings can be provided if required.

I agree and understand all the terms and conditions:

Client signature.....

Date of signing.....

Print Client Name.....

Date of Wedding.....

Address.....

.....Postcode.....

Frequently asked questions

1. Do you have a room for photographs if it is raining?

Yes, we have the Wedgwood Room in the main area of the hotel. The Wedgwood room has a spectacular rococo plaster arched ceiling and ornate fireplace.

2. Do you have baby changing facilities?

Yes, the Mountbatten Suite and the Elgin Suite both have baby changing facilities.

3. What time can I access my bedroom?

Guests can check in from 2.00pm. If you do require early access to your bedroom to get ready for your wedding we recommend that you reserve your bedroom for early check-in for which a charge may apply.

4. What time do we need to check out in the morning?

Guests are asked to check out by 11.00am.

5. How many guest bedrooms do you have?

We have 72 guest bedrooms. We have 6 executive family rooms, 3 single rooms, 20 standard twin/double rooms, 17 executive double rooms, 10 executive twin rooms, 14 superior twin/double rooms and 2 superior four poster bedrooms.

6. Can you supply our wedding cake?

Yes, we can arrange your wedding cake with an external supplier.

7. I would like a specific dish on my menu that you do not offer, can you provide this?

Yes, this is possible by special arrangement with your wedding co-ordinator.

8. Can I mix items from various menus to create my own menu?

Yes, this will be priced accordingly by your wedding co-ordinator.

9. Can you supply our band, disco or entertainment?

Yes, we can recommend and supply various types of entertainment for your wedding or evening reception.

10. Is it possible to have a firework display at our evening reception?

Unfortunately not, our insurers do not permit firework displays in our gardens.

11. From what time can I occupy the event facility for preparation?

Generally from 10.30am on the morning of your wedding.

Wedding Suppliers

Wedding registrar (Dunfermline)

Karen Henderson 03451 55 55 55 Karen.henderson@fife.gov.uk
ext. 49 39 50

Wedding dresses

The Glass Slipper 01383 620553 www.theglassslipperscotland.co.uk

Special Days Brides 01592 201400 www.special-days-brides.co.uk

Wedding photography and videography

Lisa Buchanan 01383 850911 www.buchananphotos.co.uk
(Wedding brochure images courtesy of Lisa Buchanan Photography)

Victoria Litster Photography 0784 2893126 www.victoria-photography.co.uk

Videography

A and N Videography 01592 652339 www.aandnvideography.co.uk

Wedding event decorations

Hayley Michelle Designs 01577 840254 www.hayleymichelle.co.uk

Sashes Venue Styling 07843 685508 www.sashesvenuestyling.co.uk

Wedding Stationary

Stationary by Suzanne hello@stationarybysuzanne.co.uk
www.stationarybysuzanne.co.uk

Wedding cars

Rosebine Cars 01592 773900 www.rosebinecars.co.uk

Scotland Rolls Royce 07748 700562 www.scotlandrollsroyce.com

Wedding cakes

A Cherry on Top 07879 672120 www.acherryontopscotland.co.uk

Cup Cake Bar louise@pomdesigns.co.uk pomdesigns.co.uk

A Bonnie Wee Cake 01337 858509 www.abonnieweecake.co.uk

Piper

Steve Harper 07864 085008