

# *The Ballymac Hotel*

## *Function & Wedding Information 2023*



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 everyway the Ballymac Hotel will make your wedding day unforgettable!

To make an appointment to view the hotel, please contact Reception 02892 648313.

B & T Inns Ltd.

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

Tele: 028 92648313 Fax: 028 92648312

[www.ballymachotel.co.uk](http://www.ballymachotel.co.uk)

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

Registered Number: NI30226

# *Civil Ceremonies*

*Our Budore 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 Budore Room ~ £350.00 (Maximum 90 people)**  
**Hire of Westbury Suite ~ £250.00 (Maximum 50 people)**



**Lay out of 'Budore Room' available for Civil Ceremonies**

# *A La Carte Wedding Package*

## **(80+ Adult guests)**

We host 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

Choose from our A La Carte options to create your bespoke menu



Red Carpet on Arrival

**With our special A la Carte Wedding Package you receive:**

Champagne Reception for the Bride & Groom on arrival



White Napkins



Candelabras 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

## *A La Carte Wedding Package*

**(Under 80 Adult guests)**

Budore Room Hire - £350.00  
Overnight accommodation in our Luxurious Bridal Suite for the Bride & Groom - £160.00  
Bridal Suite Complementary for Weddings of 50 +

We host only one Wedding reception per day



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



Choose from our A La Carte options to create your own bespoke Wedding menu



Red Carpet on Arrival

**With our under 80 guest A La Carte Package you receive:**

Champagne Reception for the Bride & Groom on arrival



White Napkins



Choice of Silver Cake Stands with Silver Knife



Personalized Menus & Printed Table Plans



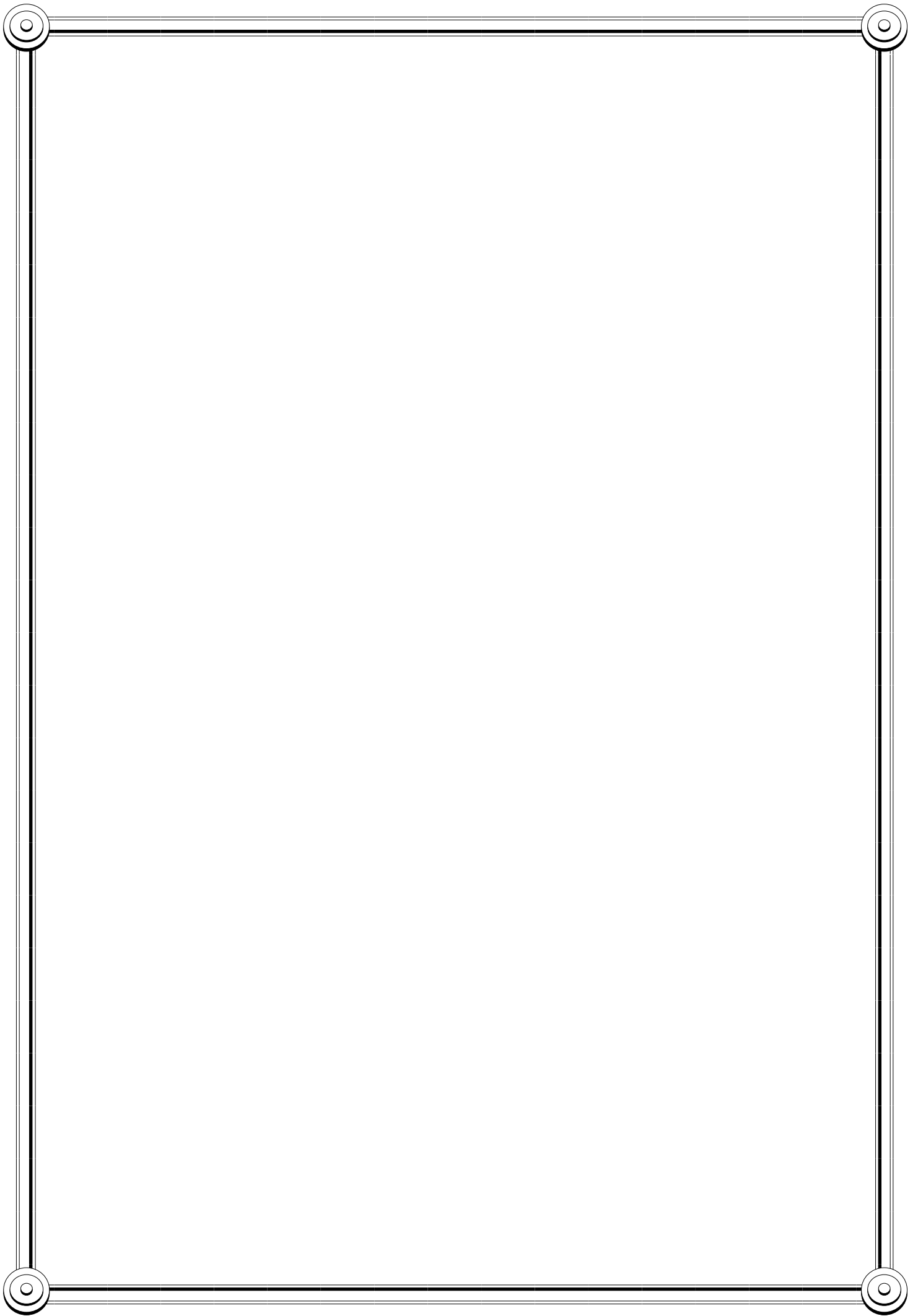
Preferential Accommodation Rates for Wedding Guests

## *Smaller Celebrations*

Alternatively for the smaller more intimate gathering our Westbury Suite accommodates  
between 30-45 guests

Complimentary Room Hire

Choose from our A La Carte options to create your bespoke menu  
\*Please note this room is not suitable for dancing or entertainment\*



## *Refreshments for your Guests on Arrival:*

Tea & Coffee - £2.50 per person

Tea, Coffee & Selection of Shortbread - £3.25 per person

Tea, Coffee & Freshly Made Scones with Jam & Fresh Cream - £4.95 per person

Buck's Fizz - £4.25 per glass

Red, White or Rose Wine - £5.95 per glass

Flutes of Guinness - £2.95 per glass

Cocktails of your choice – Priced Accordingly

Iced Cold Bottles of Beer & Alco Pops – Priced Accordingly

## *Additional Special Features are available:*

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

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

## Menu Options:

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 fresh local produce,  
served into a mouth-watering combination.

Below,  
you will find suggested banqueting choices, which will be priced accordingly.

**All 4 Course Meals are at the Cost of the Main Course.**

**Supplements will apply to Starters & Desserts were stated.**

**Please choose one option from the following sections:**

### Starter options:

Homemade Vegetable Broth

Cream of Mushroom Soup

Cream of Potato & Leek Soup

Chicken Caesar Salad (£3.00 Supplement)

Chilli Chicken Goujons with Garlic Dip

Duck Spring Rolls with Hoi Sin Sauce

Prawn Cocktail with Marie Rose Dressing (£3.00 Supplement)

### Main Course Options:

Roast Tender Loin of Beef £38.50pp

Roast Stuffed Turkey & Ham with Cranberry Sauce £35.00pp

Roast Stuffed Breast of Chicken with Boiled Ham £35.00pp

Chargrilled 10oz Sirloin Steak with Creamy Black Peppercorn Sauce £44.50pp

Pan Seared Chicken Fillet with choice of Sauce £37.00pp

Stuffed Loin of Pork with choice of Sauce £37.00pp

## Dessert options:

Fresh Fruit Pavlova

Profiteroles with Fresh Cream drizzled with Chocolate Sauce

Baileys & Orange Cheesecake

Warm Chocolate Fudge Cake

### Trio of Sweet:

Strawberry Shortbread, Cream filled Profiterole with Chocolate Sauce

& Fresh Fruit Pavlova (£3.00 Supplement)

## Side Dish options:

Buttered Cabbage & Baton Carrots

Puree of Root Vegetables & Buttered Cabbage

Cauliflower Mornay & Fresh Greens

Selection of Mixed Seasonal Vegetables

Cream & Roast Potatoes

Baby Boiled & Layonnaise Potatoes

Spring Onion Mash & Roast Potatoes

Celeriac Mash & Savoury Croquettes

Garlic Sauté & Creamed Potatoes

**All Served with a Rich Brown Gravy**

## Extra Sauce options: £3.75 each

Creamy Peppercorn Sauce, Chasseur Sauce, Creamy Mushroom Sauce



*At The Ballymac Hotel our Customer Care Knows No Limits. If there is a Special Menu You Require Please Let Us Know and We Will Do Everything We Can to Tailor to Your Individual Needs.*

## Children's Menu

Chicken Fillet Goujons, Burger, or Sausages

Served with a choice of...

Potatoes & Vegetables or Chipped Potatoes & Beans

or

Penne Pasta with Fresh Tomato Sauce

Jelly & Ice Cream

**£12.95 per person**

## **Children's Roast Dinner**

Choice of Turkey or Beef

Jelly & Ice Cream

**£19.95 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 Provençal Sauce in-cased in Puff Pastry

Vegetable Chow Mien with Prawn Crackers

& Egg Noodles

Filo Pastry Basket with Roasted Vegetables, Tomato & Garlic Sauce

## 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. Westbury Room 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 **£50.00** will incur if parties are fewer than 30 people

### Finger Buffet

House Buffet - **£8.50** per person

Selection of Cocktail Sausages, Sausage Rolls, Chicken Wings, Potato Wedges & Dips

### Finger Buffet additions:

Chicken Goujons **£4.95** per portion

Vegetable Spring Rolls **£2.95** per portion

B.B.Q Chicken Wings **£3.95** per portion

Brie Wedges **£3.95** per portion

Duck Spring Rolls **£4.50** per portion (with Hoi Sin Dip)

Popcorn Chicken Bites **£4.50** per portion (with Garlic & Sweet Chilli Dips)  
(Minimum numbers x 20 portions)

### Cone Buffet

Cone filled with Cod Goujons & Chips - **£9.50pp**

Cone filled with Chicken Fillet Goujons & Chips - **£9.50pp**

### Additional Buffet Options

**Mini Steak & Chicken Burgers - £10.50pp**

Served with Skinny Fries, Relish & Accompaniments

**Jumbo Hotdogs with Mustard & Relish - £10.50pp**

### Hot Buffet Options

Indian Curry Madras with Pilaff Rice

Beef Stroganoff & Boiled Rice

Peppered Chicken & Boiled Rice

Chilli Chicken Goujons, Coleslaw & Skinny fries

**£17.50 per person**

## Two Course Buffet

Choice of Two Main Courses & Two Desserts from the list below:

1. Beef Stroganoff
2. Peppered Chicken
3. Mild Caribbean Chicken Curry
4. Escalope of Chicken with Wild Mushroom & Whiskey Cream
5. Grilled Fillet of Seabass with Caper & Dill Hollandaise Sauce
6. Chicken Schnitzel
7. Boiled Ham & Roast Breast of Turkey

Served with two of the following sides:

Braised Rice

Chipped Potatoes

Continental Tossed Salad, Coleslaw, Potato Salad

### **Select Two of the Following Desserts:**

Fresh Fruit Pavlova with Butterscotch Sauce

Bailey's & Orange Cheesecake

Warm Chocolate Brownie

Cream Filled Profiteroles with Warm Chocolate sauce

**£24.00 per person**  
**(Minimum 40 guests)**

## *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 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.

*For accommodation rates please contact reception*

# Wedding Terms & Conditions:

**Bookings:** Provisional Bookings will be held for **7 days**, after which time such bookings will be released unless written confirmation has been received or first deposit paid. Our deposits are **£300.00**, with a further **£300.00** required 3 months later and further deposit of **£600.00**, 6 months prior the wedding.

***All deposits are non-refundable/non-transferable\****

All cancellations must be made in writing to the Hotel, and signed by both parties.

**Cancellation fees will be charged as follows:**

\*For a cancellation of Weddings booked six months prior to the Wedding reception – minimum charge of **20%** of the estimated event value in addition to the deposit already paid.

\* For a Cancellation within the six months period after the final booking has been confirmed and not later than one month before the date of the Wedding reception 50% of the estimated event value in addition to any deposit paid.

Minimum numbers charged for Weddings on ***Friday, Saturday & Public Holiday's are 80 adult meals.*** (Children meals not included).

## **Wedding Packages**

**Four Seasons Package-** Minimum numbers charged for will be 80 adult guests (Children's meals not included, these will be charged separately)

**Final Numbers:** Final number for all functions should be confirmed **One Week** 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 **One Week** prior to the wedding reception by the following methods:

**Cash, Credit Card/Debit Card. (No Personal or Business Cheques accepted)**

**\*ALL TABLE PLANS REQUIRED 5 DAYS PRIOR TO FUNCTION\***

**\*FOR ALL LINEN REPLENISHMENT THERE IS A £50.00 CHARGE\***

**\*TABLE OVERLAYS FROM OUTSIDE COMPANIES ARE REQUIRED TO BE DELIVERED TO THE HOTEL 3 DAYS PRIOR TO THE WEDDING\***

**Accommodation:** We would advise anyone wishing to book rooms to do so in advance. All bedrooms must be booked with a valid credit / debit card and ***paid in full on booking.***

***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 ***refuse*** 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 including alcoholic miniatures as Wedding favours.**

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 attached Agreement, and enclose a deposit of £.....**

Client Signed:.....

Printed:.....

Date:.....

Hotel Signed:.....

Printed:.....

Date:.....

# *Useful Telephone Numbers*

## **Room Decor**

Elegant Weddings Telephone: 07445263785 [www.facebook.com/elegantweddingsni](http://www.facebook.com/elegantweddingsni)

## **Bridal Wear**

Divinity Bridal Lisburn Telephone: 028 92 690876

## **Men's Wear**

West End Men's Hire Telephone: 028 90 626611

## **Flowers**

Flowers Are us (Florist) Telephone: 028 90 330018

## **Cars**

First Choice Wedding Hire Telephone: 07931770147

## **Photographer/Videographer**

Rush Light Telephone: 07516260062

Aaron Owen DISCO NI – Make my Day Photography Telephone: 07789758927

## **Hair & Beauty**

Hair by Maggie Mays Telephone: 07933749080

Make-Up by Brow & Beauty Conture Telephone: 028 95 082836

## **Accessories**

Customised Wedding Items by Laura Telephone: 07740106425

## **Cakes**

Wedding Cakes NI Telephone: 07821903897

## **D.J's**

DJ Tony Colman-Mix Master Telephone: 90225338/07858524457

Eamon Mc Quade Telephone: 028 94 479724

## **Additional**

Angel Doves Telephone: 028 92 692713 / 07876157706