

# Weddings



**TORNACOILLE**  
hotel and restaurant

## Welcome to Tor Na Coille Hotel and Restaurant

The Tor Na Coille Hotel has always had a special place in the hearts of locals and regular visitors, so we are delighted you've chosen us for your wedding day, one of the most precious and memorable days of your life.

Built during the romantic Victorian age, the Tor Na Coille is a grand country house hotel, set on the western edge of Banchory, and from its elevated position surveys mature, protected woodland and the hills of Royal Deeside beyond.

Chef-owner David Littlewood (Scottish Chef of the Year 2013/14 and Masterchef of Great Britain) and Head Chef Colin Lyall (Scottish Chef of the Year finalist 2017) share a passion for Scotland and Scottish produce, working with top quality local producers to create menus and dishes to write home about.

All of our bedrooms have been recently refurbished, as has our beautiful Scolty suite, and the public rooms benefit from lovely features including wooden fireplaces, ornate ceilings and large feature windows looking out to the landscaped gardens. We have a beautifully kept lawn which is perfect for photos, and also provides an ideal site for a marquee to take your dance outside.

We can look after every aspect of your celebration, from the ceremony to the favours, and we've told you about some of our favourites later in the brochure. Our events staff are experienced and knowledgeable, ready to work with you to make your day memorable for all the right reasons.





Dear 'future' Mr & Mrs,

Welcome to Tor Na Coille Hotel, and thank you for considering us to play a part in such a special day in your lives.

Here at Tor Na Coille, we pride ourselves in offering a personal, family-run service for your wedding day, designed with you, with you in mind.

We understand that planning a wedding can be a stressful thing to do, but we believe that by offering you our experience, advice and that of our wealth of contacts, that we can help to ease any stress and help you both to enjoy every bit of the journey, all the way to your big day.

I hope that by the time you are reading this that you have had a chance to visit us and have a look around the 'house'. Please feel free to come back as many times as you like and ask as many questions as you can think of (I promise- there are NO silly ones!). If you haven't yet, please give us a call, pop in for a coffee, a chat and a look around.

If you have an idea, we want to hear it. If you're not sure if we can do it, ask! We are not your average 'wedding factory'. We love to make every event individual and bespoke to our guests, and we are pretty good at thinking 'outside the box'...

We are not about "pressure sales" and we will never push you into making any decisions. My staff and I will however, help you to work to your budget whilst exceeding your expectations and do whatever we can to make sure that your special day is everything you hope it will be.

If you have any questions, would like some further information or simply want to chat things through, please don't hesitate to get in touch.

A handwritten signature in black ink, appearing to read "David Littlewood". The signature is stylized and cursive.

**David Littlewood**

Chef Owner



## The Chef-owner

### **David Littlewood MCGB**

(Masterchef of Great Britain & President of the Federation of Chefs Scotland)

Scottish Chef of the Year 2013-14 Chef Owner, Tor-na-Coille Hotel, Banchory, and Kildrummy Inn, Alford, Aberdeenshire.

David's career has seen him working in some of the top hotels and restaurants in Scotland including Ballathie House in Perthshire, Café 52, the Milton Restaurant and Raemoir House Hotel.

Following his Grampian Young Chef of the Year win in 2002, in 2007 he won Grampian Chef of the year, whilst the Milton Restaurant won Grampian Restaurant of the year 2007. In 2009 and 2011 David was a finalist in Scottish Chef of the Year and won the best main course in 2009. During this period, the Milton Restaurant had a permanent on-site marquee which hosted more than 100 weddings over four years, all catered by David and his team.

In September 2010, Neil Rae purchased Raemoir House Hotel and David became Executive Chef of both establishments, and was instrumental in Raemoir House Hotel gaining its second AA Rosette in 2011 and winning Scottish Country House Hotel of the Year in 2011 and 2012.

In 2013 David again was a finalist in the Scottish Chef of the Year competition and was the overall winner with a gold medal and won the award Best Intermediate Dish. In the same year, his brigade won Scottish Chef Team of the Year and the dining room was runner-up in Scottish Rural Restaurant of the Year. David's previous employers were renowned for exclusive use weddings and he personally worked with each couple to ensure their menus complimented their chosen celebration, from intimate private dining occasions to themed marquee events.

In October 2013 David, in partnership with his brother-in-law, Nigel, and their wives purchased Kildrummy Inn, in Aberdeenshire, which has gained ever-growing reputation for fantastic food using the very best of Scottish produce and has led to accolades such as Scottish Fine Dining Restaurant of the Year in 2016, inclusion in the Michelin Guide and 2 AA rosettes for culinary excellence. The same successful combination is at the helm here at the Tor Na Coille, having taken over in March 2017.



## The Head Chef

### **Colin Lyall**

Runner up in 2014 North-east Chef of the Year, and finalist at Scottish Chef of Year 2017, winning best fish course.

Colin started his career with two years at the Roxburghe hotel and golf course in Kelso, followed by a spell in New Zealand at the Brewers Apprentice in Palmerston North. He then moved on to Cringletie House Hotel in Peebles as junior sous chef, and then to The Bonham in Edinburgh as sous chef. Colin has been at the Tor na Coille for two years as Head Chef, and relishing the creative partnership with David Littlewood. His experience in both city and country establishments where events played a key part have stood him in good stead for his key role at the Tor na Coille.

Both David and Colin believe in using fresh and seasonal produce bought from local suppliers, ensuring that every event has the very best in terms of taste and provenance.

## The Serious Stuff!

Planning a wedding can be thrilling or nerve-wracking, depending on who you are, and here at the Tor na Coille we aim to make the entire process as relaxing and pain-free as possible.

One of the first things you have to do (after booking the venue, of course!) is to apply for a marriage license. The hotel is a short walk from Banchory High Street, where there is a registry office for the official process to begin.

We have five churches in Banchory, including Church of Scotland, Episcopalian, Catholic and Fellowship denominations, and we can also recommend several local humanist celebrants to conduct your wedding ceremony. We are fully licensed to hold wedding ceremonies inside the hotel and outside on the lawn.



### Humanist Ceremonies

If you know a Humanist Celebrant you would like to contact, then go to Humanist Society Scotland website [www.humanism.scot](http://www.humanism.scot), and enter their name in the 'Celebrant Name' box. From there you can contact the celebrant directly. Alternatively, if you would like to see who would be available for your Ceremony, just complete the simple website form, don't worry if you don't have all your details finalised at the moment. Your search results will include the Celebrants most likely available for your Ceremony and will be in geographical order starting with the nearest to your chosen location. You can contact any Celebrant directly via their profile. HSS Registered Celebrants are authorised by the Registrar General so you don't need a separate civil marriage.

### Churches

Banchory West Parish Church, High Street, Banchory AB31 5TB	01330 822006
St. Ternan's Scottish Episcopal Church, High Street, Banchory AB31 5TB	01330 822783
St. Columba's Catholic Church, 5 High Street, Banchory AB31 5RP	01330 822835
Banchory Ternan East Church, East Manse, Station Road AB31 5YP	01330 820380
Banchory Christian Fellowship Church, Burn o' Bennie, Banchory AB31 5QA	01330 820791
Deeside Registrar's office, The Square (opposite Town Hall), High Street, Banchory AB31 5RW	01330 700440

## Our Rooms

### The Bedrooms

The Tor na Coille has 25 en-suite bedrooms, all refurbished and full of character. There are two family rooms and a bridal suite, as well as Classic, Deluxe and Master rooms accented with period furniture. Many of the rooms enjoy views of the grounds and surrounding countryside, and each room offers something that makes it unique, whether it's the four poster, sleigh bed, rolltop bath, spectacular fireplace, or just the sheer size.

Each luxury room is equipped with everything you'd expect, including digital TV, wi-fi, hairdryer, iron and board, bathrobes, toiletries and a hospitality tray.

**Classic** – Our 15 'Classic' rooms are all individually decorated and exquisitely furnished. A mix of double, kingsize and twin rooms, all are en-suite with a bath and/or shower, tea and coffee making facilities, superfast wifi, hairdryer, iron & board, fluffy robes and crisp Egyptian cotton bedlinen. Room rate includes access to The Unit Gym and Fitness Centre.

**Deluxe** – Our deluxe rooms are more spacious, with kingsize, superking or twin beds. The en-suites all have both showers and baths. All have tea and coffee making facilities, superfast wifi, hairdryer, iron & board, fluffy robes and crisp Egyptian cotton bedlinen. Room rate includes access to The Unit Gym and Fitness Centre.

**Master** – Our Master rooms and suites are simply huge! Some en-suites have huge, walk-in double showers, some roll-top baths. All have a seating area, some with a separate sitting room, and all have superking beds. These rooms have tea and coffee making facilities, superfast wifi, hairdryer, iron & board, fluffy robes and crisp Egyptian cotton bedlinen. Room rate includes access to The Unit Gym and Fitness Centre.

**Family Suite** – Our family suite has one kingsize Deluxe room with adjoining Twin room and an en-suite with bath and shower. This room also benefits from tea and coffee making facilities, superfast wifi, hairdryer, iron & board, fluffy robes and crisp Egyptian cotton bedlinen. Room rate includes access to The Unit Gym and Fitness Centre.

We can offer a fixed special rate of £125 for any bedrooms booked for the night of the wedding, for you and your guests. Only when the bride & groom have selected and confirmed their required rooms, will we open up any available rooms to guests at the wedding rate. We can also bill out rooms to guests (as the bride sees fit) at Exclusive Use weddings, which will then be deducted from the final bill.



## The Public Rooms

### **Scolty Suite**

Our event suite has been recently refurbished and is a light and airy room with views over the grounds. We can seat up to 80 guests for the meal and evening reception (more evening guests can be accommodated if the exclusive use package is taken). The room has its own bar, stage and impressive central chandelier. The Scolty Suite is also equipped with a SONOS wireless music system should you wish to stream your own personalised soundtrack to dinner, or while your band are having a break!

### **Lounge**

The lounge occupies the front part of the ground floor of Tor na Coille and benefits from floor length windows looking out onto the grounds, an ornate, hand-carved wooden fireplace and smart contemporary furnishings echoing the Victorian heart of the hotel. Imagine taking a break from the evening's dancing and mingling with your guests, or sinking into a comfortable sofa by the fire with a dram at the end of the night. This room is often used for afternoon teas, arrival drinks and smaller ceremonies. (Non-exclusive Use Room Hire £350)

### **Dining Room**

Our elegant dining room seats up to 50 guests, including a more intimate private dining area for up to 12 people. With beautiful cornicing and a relaxed, intimate feel, this room can also be used for larger ceremonies when the house is taken exclusively. (Not available for Non-exclusive Use Room Hire)

### **Bar**

Our well-stocked bar has comfortable table seating with an open fire and views out into the gardens and onto the hills beyond. A fantastic selection of single malt whiskies and locally brewed beers sit alongside a varied and interesting wine list to compliment your chosen menu, while catering for all tastes and budgets. (Not available for Non-exclusive Use Room Hire)

## The Place Is Yours!

### **what to expect with exclusive use...**

If you choose, you can have the whole hotel to yourself for your special day. Just imagine you two, your families and invited guests (and of course the odd member of staff!), having your wedding celebration in all the rooms and grounds of this gorgeous hotel (as if it was your own home)? Go on, you know you want to.

With exclusivity, you have the use of all 25 bedrooms, the Scolty Suite, the Restaurant and Lounge, plus the lawn and loads of car parking. No-one else will be in your photos, and no-one else will be at breakfast, you'll just have a weekend to remember and photos to treasure.

EXCLUSIVE USE is: £4,500 in October, November, January, February and March and £6,500 in April, May, June, July, August, September and December.

## What else is there on offer?

We are delighted to be associated with The Unit Gym and Fitness, a brand new enterprise by the Kilner family, spearheaded by two-times Winter Olympian Ben Kilner. The Unit comprises a state-of-the-art gym facility, dovetailed with hair and beauty professionals, a physiotherapy clinic and exercise studio which holds spin and Jazzercise classes.

The Unit is located on-site, only a few steps from reception, and all guests of the hotel are invited to use the gym free of charge and may like to take advantage of the other services on offer. The Unit also has a comfortable lounge and coffee bar, with healthy snacks provided by the Tor na Coille kitchens.

### **Banchory**

Banchory is a lovely town, with easy access to the River Dee, the Deeside Way and surrounding countryside. Nearby attractions include Crathes Castle, the salmon leap at the Falls of Feugh and walking trails on Scolty Hill. There are diesel and steam train rides at the Milton of Crathes, a full programme of arts activities and performances at the Woodend Barn Arts Centre, and a monthly Farmers Market in the town centre car park. Information on all these activities and venues can be found on [www.visitbanchory.com](http://www.visitbanchory.com) along with a local What's On guide.

We can arrange local outdoor activities, such as fishing or shooting, walking or cycling, just ask at reception. The River Dee Trust website [www.riverdee.org.uk](http://www.riverdee.org.uk) is handy for fishermen and our local bike shop is [www.banchorycycles.com](http://www.banchorycycles.com).

### **Keeping it Local**

We have tested and cemented great working relationships with lots of excellent and reliable local suppliers, and whilst you are absolutely free to engage whoever you like for your hair and make-up, flowers, band, and the myriad other things so vital to a great day, we thought we'd give you a few hints about people we think go the extra mile.

- Band
- Cake
- Magician
- Photographer
- Sweetie cart
- Marquee hire
- Videographer
- Chair covers
- Hair & Beauty
- Wedding cars
- Flowers
- Favours

## What do I need to do now?

First of all, book an appointment to come and see us, we'll show you round, no strings attached.

You can provisionally book a date for 21 days

Once the date is confirmed we will need a non-refundable deposit of £500 to secure that booking.

We'll contact you to arrange a meeting with us a minimum of 8 weeks before your 'Big Day' to discuss all the arrangements including your anticipated numbers, menu choices and timings. Final numbers must be confirmed no less than 10 days before the wedding date. Room reservations must be confirmed 4 weeks in advance, with individual names for each room booked.

A further non-refundable payment of 75% of the wedding quote is required four weeks prior to the date of the wedding.

The final balance is due 7 days before the wedding, this does not include any bar arrangements on the night.



## TERMS AND CONDITIONS

### 1 Interpretation

1.1 In these Terms and Conditions:-

"Booking Form" means the Booking Form issued by the Company;

"Client(s)" means the party or parties specified in the Booking Form.

"Company" means LH Trading Limited t/a Tor-na-Coille Hotel.

"Contract" means the contract as detailed in the Booking Form, the Terms and Conditions and any other terms agreed in writing between the parties;

"Event" means the conference, wedding, banquet or function facilities specified in the Booking Form;

"Hotel" means Tor-na-Coille Hotel, Inchmarlo Road, Banchory, AB31 4AB

"Price" means the price for the Event calculated in accordance with Condition 4.1;

"Terms and Conditions" means the Terms and Conditions of contract set out in this document;

"Working Day" means any day which is not a Saturday, Sunday or any public or local holiday in Aberdeenshire/Aberdeen.

"Writing" includes letter, facsimile transmission and comparable means of communication, including electronic mail

### 2 The Contract

2.1 The Booking Form constitutes an offer by the Company to provide the Event to the Client subject to these Terms and Conditions.

2.2 The Booking Form will lapse unless unconditionally accepted by the Client signing and returning the Booking Form to the Company, together with a non-refundable deposit as specified in the Booking Form within five Working Days of the date the Booking Form is posted or delivered to the Client.

2.3 The Booking Form (if unconditionally accepted by the Client) shall be deemed to be accepted upon receipt by the Company.

2.4 The Client shall be responsible to the Company for ensuring the accuracy of the terms of the Booking Form and for giving the Company any necessary information relating to the Event within a sufficient time to enable the Company to perform the Contract.

2.5 No variation to the Booking Form or the Terms and Conditions shall be binding upon the parties unless agreed in Writing between the Company and the Client.

2.6 The Contract constitutes the entire agreement between the parties and supersedes all prior representations, negotiations and discussions between the Company and the Client.

2.7 Where the Client comprises more than one person, said persons shall be jointly and severally liable for the Client's obligations under the Contract.

### 3 Variation of the Booking Form

3.1 It is the obligation of the Client to provide details of final numbers of guests attending the Event when requested to do so by the Company and, in any case, not less than three months before the Event (time being of the essence). Should the Client desire to increase the previously agreed number of guests it will be solely at the discretion of the Company as to whether any such increase will be permitted.

3.2 Should there be any reduction in the number of guests from that intimated as provided for in Condition 3.1, the Company reserves the right to issue an invoice to the Client in accordance with Condition 5.1 hereof in respect of the total number of guests as intimated under Clause 3.1 above. No charges shall be made for any reductions in numbers of less than 10% from those intimated under Condition 3.1, provided that they are received in Writing by the Company at least ten Working Days prior to the Event.

#### 4 Price

- 4.1 The Price for the provision of the Event shall be the Company's quoted price based on intimation of the final numbers of guests attending the Event under Condition 3.1 and, unless otherwise so stated, shall be inclusive of any applicable Value Added Tax. If no intimation under Clause 3.1 is given, the Price for the provision of the. In said circumstances, the Company shall be entitled to charge the Client the greater of (a) the relevant minimum Price and (b) a price based on the actual number of guests, the room hire and the food and beverage ordered.
- 4.2 The Company reserves the right by giving a minimum of two weeks' notice in Writing to the Client at any time before the Event to increase the Price to reflect any increase in the cost to the Company which is due to any factor beyond the control of the Company (such as, without limitation, any foreign exchange fluctuation, alteration of duties, significant increase in the costs of labour, materials or other costs).

#### **4.3 Prices quoted at point of booking for Exclusive use hire will remain the same. Prices of drinks may be subject to slight increase.**

- 4.4 The Company reserves the right to add any new or additional tax or levy imposed by any lawful authority, which was not known to the Company at the time the Contract was entered into. The Company shall be entitled to payment from the Client for any additional goods and services ordered at the Event.
- 4.5 A non-refundable deposit of £500 shall be paid by the Client to the Company to secure the Booking on or before the date the Booking Form is received by the Company.

#### **5.0 Any queries on any invoice must be raised within five Working Days of the date of the invoice and should any such queries remain unresolved following three Working Days thereafter then without prejudice to the claims of the Company in respect of the invoice it will be the obligation of the Client to make immediate payment of the undisputed amount.**

- 5.1 The Company reserves the right to withdraw credit facilities which may be in existence without explanation or notice.

#### 6 Clients/Guests' use of the Hotel

- 6.1 The Company has statutory obligations including, without prejudice to that generality, the obligations incumbent upon the Company relating to liquor licensing, fire regulations and health and safety. It is therefore the obligation of the Client and guests of the Client to comply with these requirements as may be directed and enforced by staff at the Hotel.
- 6.2 The attention of the Client is drawn to the notices displayed in the Hotel with regard to the exclusion of liability by the Company.
- 6.3 Consumables must be supplied only by the Company or its authorised agents and without prejudice to the foregoing generality also excludes the consumption of prizes, whether food or beverages, won at the Event.
- 6.4 The Client and guests of the Client shall not act in an improper or disorderly manner in the Hotel or its curtilage. They shall also leave promptly at the appropriate time and comply with all reasonable demands of the Company's personnel at the Hotel.

#### 7 Cancellation

- 7.1 The Contract may be cancelled by the Company should any of the following circumstances occur:-
- 7.1.1 the Hotel, or any part of it being closed or going to be closed due to circumstances outwith the control of the Company;
  - 7.1.2 the bankruptcy or insolvency of the Client;
  - 7.1.3 where instalment payments are being made to account for a future Event and the Client is in arrears for more than seven Working Days in respect of such payments;
  - 7.1.4 any other circumstances which in the sole opinion of the Company would be likely to result in either the reputation of the Company or the Hotel being prejudiced or damage being caused to the property of the Company at the Hotel;
  - 7.1.5 the Client fails to provide details of final numbers of guests under Condition 3.1; or
  - 7.1.6 the Client fails to make timeous payment of any sums due to the Company.

Should the Company cancel the Contract under Condition 7.1.1, the Company shall refund any advance payments made, less any outlays already incurred, in full and final settlement of the contract.

**Cont'd**

**7.2 Should the Client for any reason cancel or postpone a confirmed reservation less than 65 weeks prior to the Event, the Company reserves the right to impose cancellation charges. The Company reserves the right to charge (a) 90% on contracted accommodation and room hire revenue and (b) 70% on contracted food and beverage revenue, being the Company's loss of profit. These charges shall be subject to further adjustments depending upon the length of notice provided to the Company by the Client as follows:-**

**7.2.1 cancellation less than 14 days in advance – 100% of the Price**

**7.2.2 cancellation between 12 weeks and 14 days in advance – 75% of the Price**

**7.2.3 cancellation between 32 and 12 weeks in advance – 50% of the Price**

**7.2.4 cancellation between 65 and 32 weeks in advance – 35% of the Price**

**7.2.5 for the above conditions 7.2.1, 7.2.2, 7.2.3 and 7.2.4, the cancellation charges do not include the £500 booking deposit.**

**7.3 Intimation of cancellations must be made in Writing by the Client (and where there is more than one party comprising the Client any one of them) to the Company and will be effective on the date such intimation is received by the Company. The Company shall endeavour to mitigate its losses by taking steps, which, in its sole discretion will mitigate any loss. The Client shall be liable for all reasonable expenses incurred by the Company in mitigating its loss.**

**8 Access to the Function Room**

Reservations confirmed on a day rate are accepted on the basis that access to the function room at the Hotel allocated for the Event is limited to the period between 8am and 12 midnight unless previously agreed by the Company and acknowledged in Writing by the Client.

**9 General**

9.1 The Client shall be liable for any losses or damage caused either to the property of the Company, its patrons or any item within the curtilage of the Hotel whether in the ownership of the Company or not.

9.2 The Company shall take all reasonable steps to fulfil its obligations in respect of the Event and in accordance with the Contract but it reserves the right to provide alternative facilities of an equivalent standard.

9.3 The Company shall not be liable for any failure to perform its obligations to the Client in whole or in part as a result of any circumstances beyond its control (including, without limitation, any strikes or industrial action, fire, flood, civil commotions, act of God or failure of services or utilities).

9.4 Entertainment provided at the Event shall be entirely the responsibility of the Client. Any electrical equipment required to be used for the Event shall require the prior approval of the Company. The Client shall ensure that such equipment is available for inspection in advance of the Event.

9.5 No waiver by the Company or any breach of the Contract by the Client shall be deemed to be a waiver of any subsequent breach of the same or any other provision.

9.6 If any provision of the Contract is held by a court or other competent authority to be invalid or unenforceable in whole or in part the validity of the other provisions of the Contract and the remainder of the provision in question shall not be affected.

9.7 The Contract shall be governed by the laws of Scotland and the parties hereto submit to the non-exclusive jurisdiction of the Scottish courts. In particular and without prejudice to the foregoing generality, the parties hereto submit to the non-exclusive jurisdiction of Aberdeen Sheriff Court.

9.8 By signing the Booking Form and/or making payment of the Booking Deposit, The parties hereto consent to the registration of the Booking Form and Terms and Conditions, contained within these presents typewritten on this and the preceding pages, for preservation and execution in the Books of Council and Session.



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