

A bride with blonde hair styled in an updo, wearing a white wedding dress and a necklace, is holding a bouquet of white roses and greenery. The background is a soft, out-of-focus outdoor setting.

# *Weddings*

Best Western Donnington Manor Hotel



June 2008

# Wedding Reception

The Management of Best Western Donnington Manor Hotel offer their warmest congratulations on your forthcoming wedding.

Our professional team have put together menus and packages that will ensure you get the wedding reception you deserve, at a price you can afford.

We have two suites ideally situated for wedding breakfasts. The Riverhead Suite, accommodating up to 120 guests for your sit down meal and 200 for an evening function, the Cromwell Suite for a smaller event of up to 60 guests for a sit down meal and 60 for your evening function.

Of course, the best way for you to see how the hotel can take care of you on your wedding day is to come and view our facilities. One of our team will be happy to meet with you to discuss your individual requirements, and to show you around the hotel. Please make an appointment.

Once we have established a date is available, we can hold a provisional booking for you for 14 days, after which we require a deposit of £750, which is non-refundable, to secure your booking, please ensure you read the terms and conditions at the end of this brochure.

## Included in your wedding package is as follows...

- A personal welcome for your wedding party by the Duty Manager
- The use of the Riverhead or Cromwell Suite for your wedding breakfast and your evening function
- Colour co-ordinated table flower arrangements
- Silver cake stand (either square or round) and personalised knife
- White linen napkins
- Two bouquets of flowers for mothers
- Complimentary bedroom for the bride and bridegroom with full English breakfast (subject to package)
- Discounted accommodation rates for your guests
- Extensive on-site free parking for your guests
- Use of landscaped garden area for photography





## Wedding Ceremonies

Best Western Donnington Manor Hotel is licensed to hold civil wedding ceremonies. This is subject to availability, but we are pleased to offer our Riverhead Suite for ceremonies up to 120 people or the Cromwell Suite for ceremonies up to 60 people, any day of the week including Sundays.

### **For your wedding ceremony we include the following ...**

- Room hire
- The room to be laid out to the specified numbers of guests attending
- Two silk flower pedestal arrangements in colours co-ordinated to the room
- Use of our landscaped garden area for photography

Room charges for wedding ceremonies and receptions are as the opposite page.

### **You will find the following guidelines helpful when planning your civil wedding ceremony at the hotel ...**

- Establish availability with both your registrar and the hotel, for your selected date.
- Make a provisional booking with the hotel either by telephone or in person.
- Visit the Registry Office and make a provisional booking with them. This can be booked up to 12 months in advance.

# Room Hire Charges for Ceremonies & Receptions

## The following charges include...

- Room hire
- The room to be laid out to the specified numbers of guests attending
- Two silk flower pedestal arrangements in colours co-ordinated to the room
- Use of our landscaped garden area for photography

## High Season - April to October

Cromwell Suite	- Saturday	<b>£375</b>	Sunday to Friday	<b>£295</b>
Riverhead Suite	- Saturday	<b>£750</b>	Sunday to Friday	<b>£550</b>

## Low Season - November to March

Cromwell Suite	- Saturday	<b>£315</b>	Sunday to Friday	<b>£225</b>
Riverhead Suite	- Saturday	<b>£650</b>	Sunday to Friday	<b>£450</b>





# Wedding Brochure Menus

## Starters

**Leek and Cheese Tartlet**  
*served with a Red Pepper Dressing*

**Trio of Melon**  
*with Chefs Raspberry Sorbet*

**Hot Cornish Crab Cakes**  
*in Filo Pastry with a Chilli and Mango Salsa*

**Classic Prawn Cocktail**  
*with Marie Rose Sauce*

**Fois Gras Pâte**  
*with Cranberry and Red Onion Compote and Toasted Brioche*

**Beef Tomatoes with Buffalo Mozzarella**  
*and a Pesto Dressing*

**Assiette of assorted Fish**  
*with a Lemon Dressing*

## Soups

**Classic French Onion with Cheese Straws**  
**Leek and Potato**  
**Tomato and Basil**  
**Cream of Country Vegetable**  
**Broccoli and Stilton**  
**Minestrone**  
**Cream of Cauliflower**

## Main Courses

**Roast Sirloin of Beef**  
*with Yorkshire Pudding and traditional Gravy*

**Medallions of Pork Fillet**  
*with a French Mustard Cream Sauce*

**Poached Chicken Breast**  
*with Leeks and Carrots and a White Wine Sauce*

**Pan seared Cod Fillet**  
*with wilted Baby Spinach and a Lemon Butter Sauce*

**Roast Turkey**  
*with Chestnut Stuffing, Chipolata and a Homemade Gravy*

**Roast Loin of Pork**  
*with an Apple and Sage Gravy*

**Delice of Salmon**  
*with a Grape White Wine Sauce*

**Turkey Escalope**  
*with a Cranberry filled Tomato and a French Mustard Sauce*

**Rump of Lamb (cooked pink)**  
*served with Rosemary Cous Cous, Courgette Chips and Minted Gravy*

*All of the above are served with a selection of vegetables  
and a choice of one of the following potatoes:  
Dauphinoise, Minted New, Roast, Lyonnaise*



### **Vegetarian Selection**

#### **Potato and Spinach Cake**

*topped with a Poached Egg on an Asparagus and Lemon Butter Sauce*

#### **Red Bean and Green Lentil Chilli**

*with Mushroom Rice*

#### **Homemade Potato and Onion Cheese Pie**

*on a bed of Wilted Spinach and a White Wine Cream Sauce*

#### **Roasted Vegetable and Goats Cheese Stack**

*with Saffron Potatoes and a Sweet Tomato Sauce*

### **Desserts**

Glazed Lemon Tart with Clotted Cornish Cream  
and a Raspberry Dressing

Pear and Almond Tart served with a Vanilla Cream

Homemade Apple Pie and Custard

Peach Bavarois with an Archers Peach Schnapps Sauce

Exotic Fresh Fruits with pouring Cream

Dark Chocolate Ganache with a Homemade Raspberry Compote

A selection of Cheeses with Biscuits, Celery and Grapes

Classic Profiteroles with a Chocolate Sauce

Coffee/Tea and After Eight Mints

**3 courses plus coffee - £36.95** per person

**4 courses plus coffee - £40.95** per person

Children under 10 eat half price regardless of menu

*Please choose 1 menu for all your guests*

## Drinks Packages & Canapés

### Package A

A glass of Pimms No.1 on arrival

One glass of House Wine per person with the meal

A glass of Sparkling Wine for the toast

**£11.95** per person

### Package B

*Choose one of the following for your arrival drink:*

Glass of Pimms No.1, Bucks Fizz, House Wine or Sherry on arrival

Two glasses of House Wine served with the meal

A glass of Sparkling Wine for the toast

**£14.95** per person

### Package C

A glass of Champagne on arrival

1/2 bottle House Wine served with the meal

A glass of Champagne for the toast

**£21.95** per person

### Canapés with Drinks Reception

**£4.95** per person (3 Canapés each)

### Children's Drinks Package

Soft drinks on arrival and throughout the meal

**£5.95** per child

Jugs of Iced Water are provided on all tables

Mineral Water - Sparkling or Still **£4.20** per bottle

Jugs of Orange Juice **£5.00** per jug



## Evening Buffets

### Menu A

Selection of Bridge Rolls *with Various Fillings*  
Savoury Sausage Rolls  
Spicy Chicken Wings *with Spring Onion*  
Breaded Mushrooms *with a Garlic Mayonnaise Dip*  
Cheese and Sauteed Onion Quiche  
Deep Fried Cajun Potato Wedges

**£14.95** per person

### Menu B

Selection of Bridge Rolls *with Various Fillings*  
Marinated Chicken Drumsticks  
Vegetable Samosas *with Mango Chutney*  
Savoury Sausage Rolls  
Deep Fried Wholetail Scampi Tartare  
Four Cheese and Vine Tomato Quiche  
Onion Bhajis *with Minted Yoghurt*  
Tortilla Chips *with a Sour Cream Dip*

**£17.95** per person





## Accommodation

A reduced rate of **£95** per (double/twin) room with full English breakfast is offered for guests attending your event.

*It is recommended that your guests book individually.*

### **Celebration Packages**

*Additional celebration packages are available as follows*

#### **Standard Package - £50.00**

- Iced bottle of sparkling wine
- Fresh flower arrangement
- Box of chocolates
- Breakfast served in your bedroom

#### **Luxury Package - £80.00**

- Iced bottle of Champagne
- Fresh flower arrangement
- Box of luxury chocolates
- Fresh fruit bowl
- Breakfast served in your bedroom

## Order of the Day

The following is a guide to the procedure for the day, however, please do not feel that you must adhere to this if you would prefer a less formal reception.

On your arrival at the hotel, the manager on duty will greet you.

Your guests can enjoy reception drinks, while the bride and groom have photographs taken.

**When the meal is announced, guests are met by the line up of:**

Bride's Mother  
Bride's Father  
Bridegroom's Mother  
Bridegroom's Father  
Bride  
Groom  
Bridesmaids  
Best Man

The Bride and Groom will be called upon to cut the cake after coffee has been served.

After coffee, the Bride's father will be asked to propose a toast to the Bride and Groom.

The Groom is then called to speak on behalf of his wife and himself, ending with a toast to the Bridesmaids.

The Best man now answers on behalf of the Bridesmaids and continues with his speech.

If there are any more speeches to be made, they will follow after the Best man.

Finally, the Best man reads the cards of good wishes from absent friends.

*The hotel is happy to assist with any presentations, which need to be made. Please note: If you wish the hotel to act as your host for the day, an additional **£75** will be charged.*





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"Alan Coxon M.B.E. is a Fellow of the Guild of International Professional Toastmasters. He has been a professional Toastmaster and Master of Ceremonies since 1997. He has officiated at Royal occasions, Civic events, Wedding Receptions, Dinner/Dances, Masonic Ladies Festivals and Award Ceremonies. Alan will provide independent advice on all matters of etiquette and protocol and will give complete confidence to the event organiser. Highly recommended."

Tel: 020 8462 2521 Mobile: 07931 832299  
116 Kingsway, West Wickham, Kent, BR4 9JQ

# Best Western Donnington Manor Hotel Terms & Conditions for Weddings, Banqueting, Functions & Events

In these terms and conditions ("terms"), which apply to all bookings, the expression "the Hotel" means the Hotel specified in the Clients confirmation and "the Client" means the person, firm or company booking the Hotel.

## 1 Booking Confirmation

- 1.1 Any booking is provisional until the Hotel receives a signed copy of these terms from the Client or written confirmation of booking from the Client, of which will be deemed to be the Client's acceptance of these terms.
- 1.2 Payment of the deposit will also be deemed as acceptance of these terms.

## 2 Numbers

- 2.1 Provisional minimum numbers will be required at the time of booking and the Hotel's minimum charge will be based on those numbers.
- 2.2 At least 36 days prior to arrival, the Client will provide the Hotel with up to date guest numbers and if appropriate, a rooming list.
- 2.3 At least 28 days prior to arrival, the Client will provide the Hotel with final guest numbers. The final charge to the Client will be calculated using this number or the actual number attending, whichever is the greater, provided that the minimum charge is exceeded.
- 2.4 If the actual number attending a conference is 90% or less of the final number booked, the Hotel may change the allocated function space.
- 2.5 All functions, weddings, banquets etc. will agree to a minimum charge for the hire of the Riverhead Suite. Details on request.
- 2.6 90% of all guests must be catered for on evening buffets.

## 3 Cancellation and Postponement

- 3.1 Cancellations or postponements of the event will result in the charges as below becoming due. In each case, the percentage charged is based on the advance notice of cancellation given and applies to the estimated total cost of the booking.

*Weddings, banquets and other functions:*

from 28 weeks to 16 weeks	50%
from 15 weeks to 6 weeks	75%
less than 6 weeks	100%

- 3.2 The Hotel will try to re-let the allocated conference or function space and any related bedrooms and a reduction of the cancellation charge may be made at the Hotel's discretion.
- 3.3 In addition to the charges payable Clause 3.1 the Client agrees to reimburse the Hotel for any costs incurred by it arising from the consequential cancellation of the Hotel's arrangement with third parties.
- 3.4 Clients will be subject to the cancellation charges in Clause 3.1 if bedrooms reserved by the booking are not taken up or cancelled.
- 3.5 A charge will be made for anticipated lost bar revenue.

## 4 Changes and Cancellation by the Hotel

- 4.1 The Hotel reserves the right, without prior notice, to change the Client's assigned room(s) for one(s) of equal suitability without affecting any minimum or other charge.
- 4.2 The Hotel may cancel the booking at any time and without liability to the Client if:
  - 4.2.1 The Client is more than 28 days in arrears with payment to the Hotel.
  - 4.2.2 The Client is unable to pay the debits as they fall due.
  - 4.2.3 Any part of the Hotel is closed or unable to operate for the specified designation.

## 5 Deposits

- 5.1 For weddings, banquets and social functions, deposits are payable as follows:

On booking a wedding	£750
On booking a function	£750
28 days before the event	the outstanding balance
- 5.2 In the event of cancellation by the Client, any deposit paid will be non-refundable.

## 6 Prices and Payment

- 6.1 Prices quoted are subject to variation up to 12 weeks prior to arrival after which, except for variations due to Client requirements, they may only vary due to changes in Value Added Tax or other reasons outside the Hotel's control, in which case they will be immediately notified to the Client.
- 6.2 Payment is by cash, cheques, bankers draft or such credit cards as are recognised by the Hotel and to limits accepted by the Hotel from time to time. 2% surcharge applies to all debit/credit cards.



- 6.3 Credit facilities with the Hotel are available to corporate accounts. Completed credit application forms are required at least 28 days prior to the date from which credit is required. The Hotel is under no obligation to grant credit. Credit facilities are not offered to private individuals.
  - 6.4 All sums payable under this agreement are due for payment on presentation of the invoice. In the event of any query relating to the invoice, the Client must notify the Hotel within 7 days of the invoice date and the Client's obligation to pay any outstanding balances immediately will not be affected.
  - 6.5 The Hotel reserves the right to charge interest at a rate of two percentage points per year above HSBC Bank base rate on any outstanding balance.
- 7 Corkage**
- 7.1 No wines, spirits, beers or food may be brought into the Hotel or its grounds by the Client, guests or representatives, for consumption or sale on the premises without the express written consent of the Hotel and for which a charge will be made by the Hotel and indemnity forms completed.
- 8 Etiquette and Controls**
- 8.1 The Hotel reserves the right to judge acceptable levels of noise or behaviour of the Client, guest or representatives and the Client must take all necessary steps for corrective action. In the event of failure to comply with management requests, the Hotel reserves the right to terminate the booking or stop any event without being liable for any refund or compensation.
  - 8.2 It is the Hotel's policy not to discriminate on the grounds of race, colour, nationality, creed, sex, marital status, ethnic origin or disability. The Client, its guests and all sub-contractors engaged by or on behalf of the Client are expected to adhere to this policy, and the Hotel reserves a right, without incurring any liability to the Client, to remove from the Hotel any person or persons offending against this policy.
  - 8.3 The Hotel and the events it hosts, are subject to statutory controls, including those relating to fire, licensing and entertainment, and must be strictly observed by Clients and their guests and representatives. If for any reason an event is closed by an outside official source, the Hotel will not be liable for compensation in any way.

**9 Outside Services**

- 9.1 Prior consent of the Hotel must be received for any entertainment or services contracted by the Client.
- 9.2 The Client will ensure that any outside contractor reports to the Hotel Duty Manager and signs a contractor indemnity form. The Hotel may in its absolute discretion refuse access to any contractor.
- 9.3 Prior consent of the Hotel must be received for any display to be fixed and all displays must comply with statutory codes and regulations.

**10 Liabilities**

- 10.1 Other than for death or personal injury caused by negligence, the Hotel, its manager and staff will not be liable for any loss, damage or expense to any person or thing however caused.
- 10.2 Unless the Hotel is liable under Clause 10.1, the Client will indemnify the Hotel from and against any and all liability and any claims, costs, demands, proceedings and damages resulting or arising from the booked event or function, the Client, its guests and any outside contractor.
- 10.3 The Client is responsible for any damage caused to the allocated rooms, furnishings, utensils and equipment in them by any act, default or neglect of the Client, its guests or sub-contractors and shall pay to the Hotel on demand the amount required to make good or remedy any such damage. (This includes bedrooms).

**11 General**

- 11.1 The Hotel's name, telephone and facsimile numbers, logo and the name Best Western Donnington Manor Hotel and derivatives must not be used in any advertising or publicity without the express prior written consent of the Hotel's General Manager.
- 11.2 This contract is not assignable by the Client without prior written consent of the Hotel.
- 11.3 Any notice or invoice under these terms will be duly served on either party if delivered to their address as last notified in writing to the other party.
- 11.4 This contract will be constructed in accordance with English Law and the Hotel and Client submit to the non-exclusive jurisdiction of the English courts.

**N.B We recommend you take out insurance on your event.**



# *The Sevenoaks Florist*



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For more details please contact John Horne on  
telephone 01732 882142 mobile 07711522553 or e-mail [johnnyhorne@tiscali.co.uk](mailto:johnnyhorne@tiscali.co.uk)





**DIRECTION BY RAIL**  
London Charing Cross, London Bridge or Victoria to Sevenoaks takes approximately 25 minutes. Trains run every 20 minutes until 2320. Take a taxi to hotel.

**DIRECTIONS FROM WEST INCLUDING HEATHROW AND GATWICK**  
Same as from North and East (details below) except at exit roundabout take the 1st exit.

**DIRECTIONS FROM THE NORTH AND EAST**  
M25 to Junction 4 (A21 Bromley/Orpington). At exit take roundabout, 2nd exit. At roundabout take the 1st exit signposted to Dunton Green. Go straight over next roundabout. Past Garden Centre. Past Lay-by. Turn at next left, signposted Otford. At T Junction turn right. Down Hill and the Hotel is on left hand side after approximately 1/2 mile.

WE ARE SUPPORTERS OF



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