

A bride with blonde hair styled in an updo with white flowers, wearing a white strapless wedding dress and a silver necklace, is smiling and holding a large bouquet of white roses and greenery. The background is a soft, out-of-focus white and light green.

Weddings

Best Western Donnington Manor Hotel



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 160 people or the Cromwell Suite for ceremonies up to 80 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 for your registrar and the hotel for your selected date, with the hotel.
- Make a provisional booking with the hotel either by telephone or in person.
- The hotel will register you online for a Civil Ceremony.
- Fees for Civil Ceremonies payable to Kent County Council can be found at www.akentishceremony.com

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 - May to October

Cromwell Suite	-	Saturday £375	Sunday to Friday £295
Riverhead Suite	-	Saturday £750	Sunday to Friday £550

Low Season - November to April

Cromwell Suite	-	Saturday £215	Sunday to Friday £195
Riverhead Suite	-	Saturday £450	Sunday to Friday £300

**Additional Charge applies to Ceremony and Receptions taking place in the same room.

SPECIAL OFFERS ARE AVAILABLE - PLEASE ASK FOR DETAILS



Wedding Brochure Menus

Starters

Duck Liver Pâté

with homemade Fruit Chutney and Toasted Brioche

Hot Roasted Vegetable and Goats Cheese Tart

with a Tomato Dressing

Home Cured Salmon

with a Cucumber and Dill Dressing

Fresh Tuna Loin in Filo Pastry

with Salsa Verdi and Mixed Leaves

Fresh Asparagus

with a Hollandaise Sauce and Brown Bread and Butter

Classic Prawn Cocktail

with Marie Rose Sauce and Brown Bread and Butter

Marinated Wild Mushroom and Roquette Salad

with Shaved Parmesan

Assorted Parisienne of Melon

with Raspberry Sorbet and Minted Syrup

Soups

Classic French Onion

Tomato and Basil

Broccoli and Stilton

Cream of Cauliflower

Leek and Potato

Cream of Country Vegetable

Minestrone

Asparagus and Pea

Main Courses

Roast Quail

with Chanteray Carrots, New Potatoes and Red Wine Sauce

Rib of Beef

with Yorkshire Pudding, Chateau Potatoes, Green Beans, Roasted Vine Tomatoes and a Red Wine Jus

Organic Corn-fed Chicken Supreme

with a Blue Cheese and Crispy Bacon Sauce and Sautéed New Potatoes

Apricot and Sage Stuffed Leg Of Lamb

with Dauphinoise Potatoes, Green Beans and a Rosemary Gravy

Pork Fillet

with Mashed Potatoes, Green Beans and a Grain Mustard Gravy

Grilled Sea Bass

with a Roquette Salad and Crushed New Potatoes

Pan Fried Red Mullet Fillet

with Grilled Vegetables, Parmentier Potatoes and a Tomato and Basil Sauce

Traditional Roast Turkey

with Chateau Potatoes, Baton Carrots and Cranberry Gravy

Please choose an additional Vegetable from the following:

Baton Carrots, Buttered Wine Cabbage, Courgette Chips, Green Beans, Cauliflower Mornay, Buttered Broccoli, Peas, Mashed Swede.

Vegetarian Selection

Leek, Chive and Smoked Cheddar Pie
with a Herb and White Wine Cream Sauce

Asparagus and Mushroom Risotto
with Shaved Parmesan and Truffle Oil

Roasted Vegetables and Tomato Tagliatelle
with Herb Oil

Wild Mushroom, Spinach and Gruyere Cheese Pancake
with Roquette Salad

Specials

Beer Battered Haddock
served with French Fries and Minted Peas

Eynsford Luxury Pork Sausages served with Creamy Mash
with a Brunoise of Ham and Fresh Herbs and an Onion Gravy

Desserts

Hot Pear and Almond Tart
with Luxury Movenpick Vanilla Ice Cream

Raspberry Creme Brulée

Amaretto Chocolate Mousse

Summer Pudding
with Clotted Cream

Lemon Tart and Lemon Sorbet

Sticky Toffee Pudding
with a Hot Caramel Sauce and Strawberry Ice Cream

Fruit Jelly and Cream

Caramel Panna Cotta

Kent and Sussex Cheese Platter
with Crackers and Grapes

Hot Apple Pie and Custard

Homemade Profiteroles
with a warm Belgian Chocolate Sauce

Coffee/Tea and After Eight Mints

3 courses plus coffee - £37.95 per person

4 courses plus coffee - £41.95 per person

Children under 10 eat half price regardless of menu

Please choose 1 menu for all your guests

A choice menu can be provided but must be pre-ordered with exact breakdown of numbers on each course and a table plan given showing where these choices are going.

All of our menus are served with locally baked cheese and onion bread.

Gluten free and dairy free menus can be catered for at no extra charge.

Drinks Packages & Canapés

Package A - £13.95 per person

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

Package B - £16.95 per person

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

Package C - £24.95 per person

A glass of Champagne on arrival

½ bottle House Wine served with the meal

A glass of Champagne for the toast

Kent Package - £25.95 per person

(From The Mount Vineyard 2 Miles Away)

A Glass Of Rose Sparkling On Arrival

½ bottle of Pinot Noir Red or Bacchus White served with the meal

A glass of Rosé Sparkling for the toast

Canapés with Drinks Reception - £5.95 per person

(3 Canapés each)

Children's Drinks Package - £5.95 per child

Soft drinks on arrival and throughout the meal

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

Choose from the Following:

Homemade Quiche Lorraine (can be Vegetarian on request)

Selection of Bridge Rolls (Salmon and Mayonnaise, Tomato and Cheddar Cheese, Chicken and Bacon, Fine sliced Ham and Mustard, Prawn Marie Rose with Roquette, Egg Mayonnaise and Watercress)

Homemade Savoury Sausage Rolls

Oven Roasted Potato Wedges

Barbecue Chicken Wings

Tortilla Chips with a Sour Cream Dip

Deep Fried Brie

Mini Burgers and Homemade Relish

Mini Jacket Potato with Various Toppings

Homemade Fish Goujons

Homemade Chicken Goujons

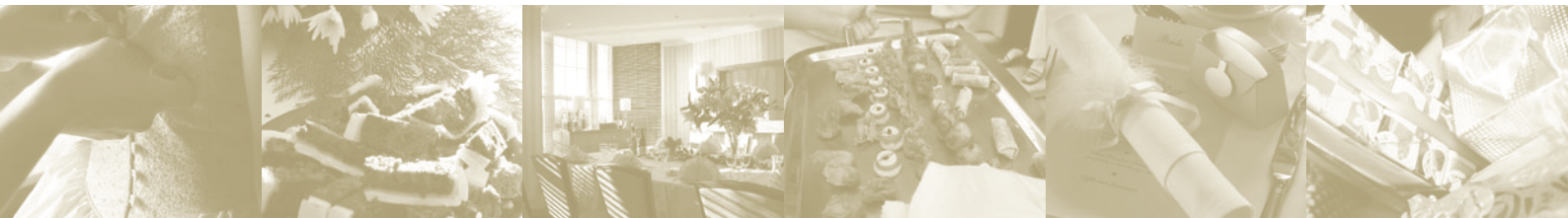
Mini Fish Cakes

Chicken Skewers

Tomato and Mozzarella Skewers

£16.95 per person for six items.

Each additional item **£2.25** 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 - £60.00

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

Luxury Package - £90.00

- 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 **£125** will be charged.*



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 wedding 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.

- N.B** No bedrooms are automatically held for you. You must confirm any accommodation requirements in writing and must have received our accommodation contract back signed by the hotel.

- 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 duty 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.



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.



PipSqueaks - Creche and children's entertainment

Our aim is keep all your younger guests involved for up to 2 hours with singing, stories, games & craft activities either for the ceremony or during the wedding breakfast. We can also organise a separate children's meal and supervise this for you as part of the package.



We provide entertainment for children upto the age of 12 years

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- Ceramic decorating
- Paper craft
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- Puppets and Soft Toys
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All crèche & entertainment packages are tailored to suit you and your children's needs

Please contact Jo - 01732 741335

www.pipsqueaksmusic.co.uk havefun@pipsqueaksmusic.co.uk

PipSqueaks have over 7 years experience in working with children. We are fully insured, CRB cleared, first aid trained and comply with all the OFSTED regulations for mobile crèche facilities. References are available.

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Email: info@sevenoaksflorist.co.ukwww.sevenoaksflorist.co.uk



Having chosen a lovely venue for your wedding, beautiful flowers, thoughtfully designed will create the perfect atmosphere to make your wedding day really special.

Sandra Cocks our wedding co-ordinator is always happy to meet you and with her experience of design and flower availability we can make the whole experience of choosing your wedding bouquets and arrangements a thoroughly exciting and enjoyable experience.

We are proud to have been associated with Best Western Donnington Manor and have worked with them for a number of years.

We wish you a very happy wedding day.

Occasions Covered



Occasions Covered provide a first class service at competitive rates, guaranteed to deliver total customer satisfaction. Our policy is to provide customers with a friendly and professional service that will make them feel relaxed and excited about their special day.

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At Switched On Sounds we have been providing a mobile entertainment service for the last 10 years. Based in North-West Kent we mainly cover the surrounding areas i.e. Kent, Essex, Sussex, Surrey and London, however we are prepared to travel further afield.

From the smallest private party to the largest of corporate function or wedding, we can adapt the aural and visual characteristics to suit any venue. Professional sound and lighting systems enable us to create the perfect ambient or night-club-like environment, together with an experienced DJ, handpicked to suit your event. We are fully insured with P.L.I (personal liability insurance) and all our equipment is P.A.T (portable appliance test) tested.

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