



Dear Sir/Madam

WEDDING RECEPTION

Thank you very much for your enquiry for a wedding reception.

Please find enclosed information that will help you design the style of reception that specifically suits you. I will be only too happy to sit and discuss any further matters arising and to explain what we can do to make this day special to you.

The information enclosed includes our terms and conditions of business, various meal options, buffets, wines and drinks packages and ancillary suggestions that may enhance your day and ensure an occasion to remember.

Yours sincerely

Debbie Lockett
Function Manager
01945 773391
office@thecrownlodgehotel.co.uk

Wedding Packages Available at The Crown Lodge Hotel

Wedding Packages are available to cater for up to 120 people seated.

Exclusive Hotel hire £2,000 (inc. VAT) A number of layout variations are available.

3 course meal, coffee and mints £25 per guest. Please see our Wedding Menu Selector.

10 bedrooms are available at an additional cost for use by the Wedding party. A discounted rate can be arranged if you book all 10 rooms for the evening.

Silver

- Bucks Fizz or orange juice on arrival
- Half a bottle of House wine per guest
- Glass of Cava per guest for the toast

£15 per guest

Gold

- Prosecco or orange juice on arrival
- Half a bottle of Sauvignon Blanc, Julio Bouchon, Maule Valley 2010 or Merlot, Julio Bouchon 2009
- A glass of Prosecco per guest for the toast
- Still and sparkling water on the tables

£17.90 per guest

Platinum

- Champagne, Bellini or orange juice on arrival
- Half a bottle of Chablis, Domaine Billaud-Simon 2009 or Côtes du Rhone, Bouquet des Garrigues, Clos du Caillou 2007
- A glass of champagne per guest for the toast
- Still and sparkling water on the tables

£20.50 per guest

Extras Available:

Children's package which will include soft drinks

Evening buffet hot and cold selection: £8 per guest, with a dessert selection £10.75 per guest. (Seasonal variations)

Rose wines or preferred wines can be substituted from the wine list, a surcharge will apply.

Wedding Menu Selector for 3 Course Meal

Up to 50 people includes a choice of 3 starters, 3 mains and 3 desserts. Over 50 people includes 2 starters, 2 mains and 2 desserts.

Starter Selection

Cream of Tomato and Basil Soup

**

**Creamy Stilton and White Wine
Soup**

**

Prawns on a Nest of Lettuce
Topped with a spicy tomato cocktail
mayonnaise

**

Seasonal Melon
With fruits and a refreshing sorbet

**

Slices of Smoked Salmon
With lemon and capers

**

Tossed Salad
With bacon lardons, stilton and
exotic leaves in a walnut dressing

**Cold plate meal selections also
available please enquire for details**

Main Courses

Roast Breast of Norfolk Chicken

With chipolata sausage, sage seasoning, Yorkshire pudding, roast potatoes and gravy

**

Poached Breast of Chicken

With a creamy stilton sauce

**

Breast of Chicken

Filled with cheddar and wrapped with bacon, served with a port wine jus and crispy leeks

**

Roast Sirloin of Beef

With Yorkshire pudding, roast potatoes and gravy

**

All Day Braised Blade of Beef

With a porcini mushroom and leek sauce served with new potatoes and broccoli

**

Beef and Mushrooms

Cooked in a rich red wine sauce and served between layers of flaky pastry

**

Poached Salmon

With deep fried spinach and a saffron and chive vermouth cream sauce

**

Baked Salmon

With a delicate herb crust and hollandaise sauce

**

Salmon and Prawn en Croûte

Served with a white wine and dill cream sauce

**

Goats Cheese, Oyster Mushroom and Spinach

In a filo pastry basket with red pepper coulis

**

Broccoli and Brie Strudel

Served with a rich tomato sauce

**

Vegetarian Rissotto

Seasonal variations

Dessert Selection

Raspberry and Banana Pavlova
With a raspberry coulis and cream

**

Profiteroles

Filled with cream and topped with a
warm chocolate sauce

**

Kiwi and Orange Syllabub

With shortbread biscuits

**

Fresh Fruit Salad

Served on its own or with cream or
ice-cream

**

Raspberry and Sherry Trifle

**

**Dark Chocolate and Grand Marnier
Brulee**

With almond biscuits

**

Warm Chocolate Brownies

Served with chocolate sauce and ice
cream

**The meal ends with a serving of coffee
and mints. (Luxury chocolates are
available at a surcharge).**

One selection per course will attract a 10% reduction in price per person

SUMMARY OF TARIFFS

FROM JANUARY 2011

Bed and Breakfast Rates

Single Occupancy	£79.00
Double Occupancy	£99.00
Family room – Double	£99.00
+ 1 child	£118.00
+ 2 children	£137.00



Room Only

Single Occupancy	£74.00
Double occupancy	£89.00

Corporate Rates with or without breakfast.

These rates are available for regular bookings. Please enquire for further details.

NORMAL WEEKEND BREAKS

TWO NIGHTS WITH B/FAST

Single Occupancy	£142.00
Double Occupancy	£178.00
Family room + 1 child	£212.00
Family room + 2children	£246.50

THREE NIGHTS WITH B/FAST

Single Occupancy	£158.00
Double Occupancy	£198.00
Family room + 1 child	£354.00
Family room + 2children	£411.00

Put U Up - £19 per night. (This only fits in certain rooms)

Dogs - £10 per night per dog

Cot - £10 per night. (This only fits in certain rooms)

FUNCTION ROOMS



TARIFFS

Please note that number of guests indicated is based on the maximum possible, i.e. when the set up is straight lines with people sitting both sides of the table. For standing finger buffets greater numbers are possible.

Variations of set up will affect the numbers achievable, e.g. a top table, a buffet table, round tables, or room for a dance floor.

Queens Room	Max 40 guests	£250.00
Kings Room	Max 72 guests	£500.00
Exclusive Hotel Hire	Max 200 guests	£2,000.00

Terms and Conditions

Bookings

Provisional bookings for wedding receptions will be held for a period of two weeks, after which a booking form must be completed and returned with the initial non-refundable deposit of £500.00. The deposit will be credited against the final account.

Payment Schedule

Eight months in advance of booking date: 40% of estimated costs

Eight weeks in advance of booking date: remaining 60% of estimated costs (less initial deposit of £500).

Also a smoking and damages cost of £250 will need to be paid with the second deposit. (This is refunded should no damages be incurred. There is a strict no smoking policy throughout the hotel and bedrooms, smoking areas are available in the court yard garden and under the canopy at the front of the hotel).

Numbers Attending

The client shall give the detail of final numbers attending the function no less than 14 days before the event. Where the booking includes bedroom accommodation, full details are required no less than 28 days before the date of arrival. The Hotel reserves the right to charge in full for any decrease from the final numbers given.

Client Use of Hotel

The client and people attending the function shall:

- Comply with all health and safety, licensing and other regulations relating to the hotel.
- Not carry out any electrical or other works at the hotel without its written consent
- Not consume food and drink at the hotel that is not supplied by the hotel without its written consent
- Not act in a disorderly manner, leave promptly at the appropriate time and comply with any reasonable requests made by the hotel's employees

Cancellation by the Hotel

The hotel may cancel the booking if:

- The hotel or part of the hotel is closed due to circumstances outside of its control
- The client becomes insolvent, or enters into liquidation or receivership
- The client is more than 30 days in arrears with any payment to the hotel
- The booking might prejudice the reputation, or cause damage to the hotel

In such an event the hotel will refund all advance payments made, but will have no further liability to the client.

Cancellation by the client

If a client cancels a reservation, this will result in loss of deposit. The hotel reserves the right to claim the following sums, unless a booking is obtained for the same date from a third party on no

less favourable terms, or the client makes a booking for a date within 6 months of the date cancelled.

- Cancellations 6 months or more in advance – 80% of initial deposit will be refunded
- Less than 6 months notice will be entirely at the discretion of management

The bar will be open until 12 midnight, but management reserve the right to close earlier or refuse any individuals who they consider not to be in a fit state.

Children are the responsibility of their parents at all times and must remain under supervision.

All prices are based on current market circumstances and are subject to variation should conditions change.

Signed:

Name:

Date:

Deposit Paid:

PLEASE SIGN AND RETURN ONE COPY TO OURSELVES AND KEEP ONE COPY FOR YOUR RECORDS

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