



BEST WESTERN
DONNINGTON MANOR
Hotel

personalised for you



Congratulations

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 one suite ideally situated for wedding breakfasts. The Riverhead Suite, accommodating up to 120 guests for your sit down meal and up to 180 for an 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 14 days and after which we require a deposit of £500 to secure your booking, which is non-refundable. Please ensure you read the terms and conditions at the end of this brochure.



your wedding

The Ceremony

The 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 70 people, any day of the week including Sundays.

Included in your Wedding Ceremony

- Room hire
- The room to be laid out to the specified numbers of guests attending
- Use of our landscaped garden area for photography

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

Establish availability with the Hotel for your selected date, for both the reception and Ceremony.

Make a provisional booking with the hotel:
mail@donningtonmanor.com or call 01732 462681.

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

The following charges include:

- The room to be laid out to the specified number of guests attending
- Use of our landscaped garden for photography

High Season April to October
Minimum number of 60 day guests for Saturdays

CROMWELL SUITE: Saturday £375
Sunday to Friday £295

RIVERHEAD SUITE: Saturday £750
Sunday to Friday £550

Low Season November to March

CROMWELL SUITE: Saturday £315
Sunday to Friday £225

RIVERHEAD SUITE: Saturday £650
Sunday to Friday £450

Additional charge applies to ceremony and receptions taking place in the same room.



accommodation

We offer special preferential wedding rates for your bridal party and their guests. It is recommended that your guests book individually.

Double/Twin **£145**
Bed and Breakfast per room per night

Single **£135**
Bed and Breakfast per room per night

Executive Double **£165**
Bed and Breakfast per room per night

celebrations packages

Additional celebration packages are available as follows

Standard Package **£60**
Iced bottle of sparkling wine
Fresh flower arrangement
Box of chocolates
Breakfast served in your bedroom

Luxury Package **£90**
Iced bottle of Champagne
Fresh flower arrangement
Box of luxury chocolates
Fresh fruit bowl
Breakfast served in your bedroom

wedding menu selector

Our Wedding Breakfast is served with homemade bread, seasonal vegetables and potatoes.

STARTERS

Choice of Homemade Soup	£7.20	Smoked Duck Salad	£8.65
subject to season these may include: crab bisque; tomato and roasted red pepper; roast butternut; broccoli and Stilton; smoky lentil; barley and chestnuts broth; velvet cream of asparagus and tarragon soup		served with toasted bread crouton, leaf salad and balsamic reduction	
Warmed Goats Cheese and Roasted Vine Tomato Tart	£8.65	Ragout of Mushrooms	£8.65
red pepper dressing, mixed salad leaves (v)		sherry cream sauce, fine herbs, pastry case (v)	
18 Months Old Tiny Sliced Parma Ham	£8.65	Ham Hock Terrine	£8.65
served with Galia melon		mixed leaves, beetroot, mustard dressing, granary toast	
Salad of Chargrilled Aubergine, Courgette and Red Peppers	£8.65	Tuna Tartare	£8.65
served with a fresh tomato and garlic coulis (v)		served on a bed of avocado and homemade sweet chili sauce	
Homemade Chicken Liver and Duck Liver Pâté	£8.65	Prawn Cocktail	£8.65
onion marmalade, wholegrain toast		laid on a handmade paprika tile served with baby lettuce and citrus jelly	
		Salad of Lobster and Langoustine	£8.65
		with citrus vinaigrette	

MAIN COURSES

Roast Sirloin of Beef	£17.85	Oven Baked Fillet of Scottish Salmon	£16.85
Yorkshire pudding, roast potatoes, burgundy sauce		in a light caper sauce with shallots with tarragon and white wine	
Herb Crusted Rack of Lamb	£18.95	Roasted Fillet of Seabass	£16.85
tomato farci, garlic potatoes rosemary jus		with a light lemon caper and olive dressing	
Pan-Fried Pork Fillet	£16.35	Roasted Tail of Fresh Monkfish	£16.85
caramelised apples, roast potatoes, calvados sauce		served with Pernod sauce	
Roast Duck Breast	£17.25	Roasted Vegetables	£16.50
pont neuf potatoes, black cherry sauce		in a nest of fresh tagliatelli, truffle oil and Parmesan shavings (v)	
Traditional Beef Wellington	£23.15	Plum Tomato and Brie Tartlet	£16.50
rich red wine jus, homemade potato croquettes		with a light salad and balsamic dressing (v)	
Chicken Breast Wrapped in Crispy Parma Ham	£16.65	Seasonal Mushrooms Risotto	£16.50
creamy mash, tarragon cream sauce		in a creamy brandy sauce with Parmesan shavings (v)	
Roast Breast of Hampshire Turkey	£16.65	Three Cheese and Onion Strudel	£16.50
bacon and chipolata roll, seasoning, pan gravy, roast potatoes		white onion sauce (v)	
Fresh Herb Crusted Fillet of Cod	£16.85	Open Lasagne of Summer Vegetables	£16.50
		glazed with Cheddar cheese (v)	

DESSERTS All £6.65 - Including freshly brewed coffee or tea and mints

Tiramisu	£6.65	Panna Cotta	£6.65
coffee ice cream		flavoured with raspberry coulis	
Profiteroles	£6.65	Sticky Toffee Pudding	£6.65
filled with Chantilly cream and dark Belgian chocolate sauce		crème Anglaise	
Crème Caramel	£6.65	Selection of Regional British Cheeses	£2.65 supplement
with forest berry compote, cream and biscuit		crackers fruit and homemade chutney	
Tangy Lemon Tart	£6.65	Cheese Platter per table (minimum 8)	£35.00 supplement
raspberry coulis, minted clotted cream			

3 courses plus coffee £34.00 4 courses plus coffee £39.50

Children under 10 eat half price regardless of menu. Please choose one menu for all your guests.
Special dietary requirements can be catered for separately.

drinks packages and canapes

Standard Drink Package

Glass of refreshing Pimms

Two glasses of house wine served with the meal

A glass of sparkling wine to toast the Bride and Groom

£17.50 PER PERSON

Classic Package

A glass of refreshing Kir Royal, Pimms, or chilled fruit punch on arrival

Half a bottle per person of one of our excellent house wines served during the wedding breakfast

A glass of well chilled sparkling wine to toast the Bride and Groom

£19.40 PER PERSON

Royal Package

A glass of refreshing Pimms, Kir Royale or fruit punch on arrival

Half a bottle per person of one of our excellent house wines served during the wedding breakfast

A glass of perfectly chilled Champagne to toast the Bride and Groom

A liqueur of your choice from our house selection

£24.70 PER PERSON

£21.50 without liqueur

evening buffet

CHOOSE FROM THE FOLLOWING

- Chicory with Gorgonzola, honey and pine nuts
- Marinated king prawns in lime and ginger
- Nest of Sicilian caponata
- Tuna carpaccio and rocket in balsamic reduction
- Asparagus tip with soy sauce and roasted sesame seeds
- Capresa of buffalo mozzarella, vine tomato and basil pesto
- Quail eggs in lemon mousse
- Veal in orange and herbs flavours
- Rice balls with bolognese and mozzarella
- Mini pizzas
- Rolled roasted aubergines in smoked mozzarella
- Parmesan crost
- Mini calzone with ham and cheese
- Olives pâté bruschetta
- Roasted vegetables bruschetta with balsamic
- Cherry tomatoes filled with herbs cheese
- Mini pasta bake
- Fennel sausage rings in white wine
- Prawns tempura in tartar sauce
- Green beans in parsley with streaky bacon
- Blue cheese stuffed fried mushrooms
- Fried ricotta and spinach ravioli with honey sauce

£16.50 per person for 6 items

Additional items for £2.00 per person, per item





wedding packages

Silver Wedding Package

- Designed for 50 guests for the day and 60 guests for the evening in the Riverhead Suite
- A Glass of Pimms on arrival
- 3 course meal (one choice per course) + coffee for 50 persons
- Glass of House Wine with the meal and glass of Sparkling Wine for the toast
- Jugs of Iced Water on each table
- Cake cutting
- 4 Item evening finger buffet
- Contemporary double room for Bride and Groom on Wedding Night
- Discounted overnight accommodation for Wedding Guests
- Designated Wedding Coordinator

Friday and Sunday £4,000
Saturdays £4,500

Platinum Wedding Package

- Designed for 60 guests for the day and 70 guests for the evening in the Riverhead Suite
- Complimentary pre-wedding menu tasting for the Bride and Groom
- Reception room hire
- 2 reception drink
- 4 course Wedding Breakfast with coffee and mints
- ½ Bottle of House Wine per person and a glass of sparkling wine for toast
- Use of silver cake stand and knife, plus white table linen and napkins
- Jugs of Iced Water on each table
- Cake cutting and complimentary engraved silver cake knife
- 6 Item evening finger buffet
- Ample complimentary parking for guests
- Contemporary Executive room for Bride and Groom on Wedding Night
- Chocolates and Champagne in Bride and Grooms's bedroom on the night of the Wedding
- Discounted overnight accommodation for Wedding Guests
- Overnight stay including 3 courses dinner and full English breakfast on the 1st anniversary
- Designated Wedding Coordinator

Friday and Sunday £4,800
Saturday £5,200



wedding etiquette

Kid's Package

For the smaller wedding guest (up to 12 years old)

STARTERS

Soup of the Day
Cheesy Garlic Bread
Smoked Salmon, Brown Bread and Butter

MAINS

Chicken Finger, Baked Beans and Fries
Sausage, Mash and Peas
Cheese and Tomato Pasta

DESSERTS

Fruit Salad
Chocolate Brownie and Vanilla Ice Cream
Ice Cream

DRINKS

Kids Fruit Punch on Arrival
J20 or an alternative during the Wedding Breakfast
Pago Apple Juice for the Toast

£18 per child

THE RECEIVING LINE

Traditionally the receiving line will usually take place prior to the wedding breakfast, it is the opportunity for all those important members of the wedding party to meet every guest invited for the day.

In more recent times the receiving line has also taken place before the commencement of the evening reception, providing an opportunity to meet those 'reception only' guests.

THE TRADITIONAL LINE-UP IS AS FOLLOWS

Mother of the Bride
Father of the Bride
Bride
Groom
Mother of the Groom
Father of the Groom

TOP TABLE ORDER

The wedding top table is traditionally made up of the 8 members of the wedding party.

Bridesmaid
Father of the Groom
Mother of the Bride
Groom
Bride
Father of the Bride
Mother of the Groom
Best Man

On occasions when there may be more bridesmaids or best men, it is acceptable to put additional members on the nearest table to the top table (usually table 1)

ORDER OF SPEECHES

Father of the Bride welcomes the new son-in-law to the family, tells a memorable story about the daughter and then toasts the happy couple.

Groom replies on behalf of the bride, thanks both sets of parents and all guests for coming and toasts all bridesmaids. Best Man replies on behalf of the bridesmaids, says a few words about the groom (be careful!) and reads any messages from those unable to attend.



terms and conditions

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 Day and residential conference packages are based on a minimum of 10 persons and the size of the function space allocated is based on the expected number of attendees.
- 2.3 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.
- 2.4 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.
- 2.5 If the actual number attending is 90% or less of the final number booked, the Hotel may change the allocated function space.
- 2.6 All functions, weddings, banquets etc. will agree to a minimum charge for the hire of the Riverhead Suite. Details on request.
- 2.7 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. Conferences: Weddings, banquets and other functions: up to 40 weeks 25% from 28 weeks to 16 weeks 50% from 40 days to 7 days 50% from 15 weeks to 6 weeks 75% Less than 7 days 100% 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 £500
 - On booking a function £500
 - 28 days before the event the outstanding balance
- 5.2 For bookings other than those in Clause 5.1, such as conference and meetings, the Hotel reserves the right to require payment of a deposit at any time prior to arrival, the amount being determined by the Hotel. In all cases, if the Client fails to pay a deposit within seven days of being requested to do so then the Hotel may treat the booking as cancelled.
- 5.3 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 or such credit cards as are recognized by the Hotel and to limits accepted by the Hotel from time to time. 2% surcharge applies to Amex 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.
- 6.6 For weddings the payments should be made as:
 - £500 – deposit
 - 50% 3 months before
 - Remaining balance 1 month before

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.



120/122 St John's Hill, Sevenoaks TN13 3PD . **01732 450145** . info@sevenoaksflorist.co.uk . www.sevenoaksflorist.co.uk

DJs | SOUND | LIGHTING | HIRE



This will be the greatest day of your life - so do make sure you don't leave anything, especially the entertainment, to chance. We have very long experience of providing entertainment at all types of Wedding and Civil Partnership celebrations. Whilst the traditional style is still probably the most popular, recently some couples have been asking us to provide a more modern or 'contemporary' event. Wherever your venue, whether it's held in a city centre, themed marquee, stately home, hotel, or even afloat, we will have done something like it before and would be delighted to work out a suitable package for you. We are always open to suggestions and should you have something special in mind we'd love to discuss it with you, with no commitment.

Time passes quickly, so even if your Big Day is quite some way away, it's never too early to start - please contact us today
Telephone: 07809 123529 / 01732 456249 Visit us online at www.switchedonsounds.co.uk


ChairDressers

www.chairdressers.co.uk

ChairDressers specialise in the hire and fitting of chair covers, sashes and centrepieces, working with you to create a luxuriously co-ordinated venue, which will live long in the memories of your guests.



Telephone: 07552 429098 | www.chairdressers.co.uk

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London Road | Dunton Green | Sevenoaks | Kent | TN13 2TD

Telephone 01732 462681

mail@donningtonmanor.com

www.donningtonmanor.com

