



An Invitation
TO THE BEST DAY OF YOUR LIFE



HOLIDAY INN

Maidstone - Sevenoaks





Congratulations!

Thank you for your enquiry at the Holiday Inn Maidstone - Sevenoaks.
We are delighted you are considering us to host your special day.

We are licensed for civil ceremonies and have a selection of Function rooms for a traditional wedding breakfast followed by an evening reception. Our Courtyard gardens make the ideal spot for photo opportunities.

make a package to suit your needs. We are sure that our selection of menus will meet with your requirements; however, our Head Chef is more than happy to discuss your individual needs.

We also have 105 bedrooms. The 'Spirit' Health Club is available for guests staying overnight to relax before and after your day.

If you would like to make a booking or come and have a look round, please do not hesitate to contact us.

Best Wishes
Wedding Co-ordinator

In this brochure you will find our Wedding packages to suit every budget along with optional extras. However we are aware that every Bride & Groom want their own special day to be individual and we are happy to tailor

Our experienced team are happy to help you with arrangements regarding your special day, with a dedicated Function Manager to ensure your every need is met.

T - 0871 942 9054 option 2 E - events@himaidstone.com W - www.himaidstonehotel.co.uk

HOLIDAY INN

Maidstone - Sevenoaks

Whether you are looking for a small intimate or a large Wedding we have something for you.

OUR FUNCTION ROOMS

- Licensed for civil ceremonies
- All of our function rooms have natural daylight and are fully air conditioned
- Arundel/Scotney can accommodate up to 80 guests for a ceremony, 90 guests for a wedding breakfast and 150 guests for an evening reception
- Penshurst can accommodate up to 60 for a ceremony, 60 guests for a wedding breakfast and 120 guests for an evening reception
- Our Restaurant can accommodate up to 80 guests for a wedding breakfast and 150 guests for an evening reception
- Our library can cater for an intimate gathering for 20 people
- Ground floor lounge & bar with access to the Garden Room leading out to the courtyard and landscaped garden

Licensed Venue

Both our Penshurst and Arundel Suites are licensed rooms in which a ceremony can be conducted. You may book any day of the week between 8am and 6pm. We will be happy to check availability and book the Registrar on your behalf.

Please note that the Registrar fees are not included in our costs. To check fees and conditions please contact Dartford Registry Office: 03000 413678 or email: registeroffice@dartford.gov.uk

Accommodation

We have 105 standard and executive en-suite bedrooms to choose from. All our rooms offer free High speed Internet access and you can relax and enjoy our 'Spirit' Health club. If you are feeling peckish after your Event we offer 24 hour room service and Breakfast can be taken in our 'Junction' Restaurant.

We can set aside up to 10 bedrooms for your wedding party. You will then be provided with a code and contact number to put in with your invitations so your guests can call us and book.





Our Packages

At Holiday Inn Maidstone - Sevenoaks we aim to have everything you need in one place, from start to finish.


With your personal Wedding Co-ordinator you will work together to create your dream wedding from the moment you wake up.



You can get ready for your big day here at the Holiday Inn Maidstone right through to the end of the evening when you kick off your heels. We pride ourselves on being flexible, so we have put 3 packages together to suit your needs, these are based on adult guests only, and children will have additional charges.

If you think a bespoke package would be better suited to you then we can also tailor something for you.

Everyone has their own vision of their wedding day and we want to help you decide just what that is, we pride ourselves on being flexible meaning you can create your vision here at the Holiday Inn Maidstone - Sevenoaks.



Topaz Package

YOUR BIG DAY WILL INCLUDE:

- Dedicated Wedding Co-ordinator to discuss your needs
- Red carpet on arrival
- Room Hire for the Wedding Breakfast
- White Table Linen and Napkins
- Wedding photo opportunities & use of Gardens
- Glass of Bucks-Fizz or Fruit Cocktail on arrival
- 2 Course Wedding Breakfast
- Glass of Prosecco for the Toast drink
- Use of Cake stand & Knife
- A Glass of House Red/White/Rose Wine with the meal
- Evening Room Hire
- Evening Buffet (4 items)
- Special Accommodation rates for you and your Wedding party

£46.00 per Adult guest (no minimum guests required)



Emerald Package

YOUR BIG DAY WILL INCLUDE:

- Dedicated Wedding Co-ordinator to discuss your needs
- Red carpet on arrival
- Room Hire for the Wedding Breakfast
- White Table Linen and Napkins
- Wedding photo opportunities & use of Gardens
- Glass of Prosecco/Pimms & Lemonade/Fruit Cocktail on arrival
- 3 Course Wedding Breakfast
- Half a Bottle of House Red/White/Rose Wine with the meal
- Glass of Prosecco for the Toast drink
- Use of Cake stand & Knife
- Evening Room Hire
- Evening Buffet (6 items)
- Special Accommodation rates for you and your Wedding party

£66.00 per Adult guest (no minimum guests required)



Diamond Package

YOUR BIG DAY WILL INCLUDE:

- Dedicated Wedding Co-ordinator to discuss your needs
- Red carpet on arrival
- Room Hire for the Wedding Breakfast
- White Table Linen and Napkins
- White Chair covers with sash (colour of your choice)
- Wedding photo opportunities/ use of Gardens
- Glass of Kir Royal/Prosecco/Fruit Cocktail on arrival
- 3 Course Wedding Breakfast with Tea/Coffee
- Half a Bottle of House Red/White/Rose Wine with the meal
- Jugs of Iced Water on the tables
- Glass of House Champagne for the Toast drink
- Use of Cake stand & Knife
- Evening Room Hire
- Evening Buffet (6 items)
- Dance floor
- DJ until 12 midnight
- Deluxe Accommodation & Full English Breakfast for Bride and Groom
- Special Accommodation rates for your Wedding guests
- 1st Year Anniversary 3 course meal for Bride and Groom (exc. Drinks)

£76.00 per Adult guest (minimum 60 guests required)

Wedding Timeline

12-18 MONTHS BEFORE THE BIG DAY

- Set the date for your wedding
- Set your budget and decide who is organising each aspect
- Identify the type of venue for the ceremony and reception and contact the Wedding Co-ordinator
- Book wedding photographer
- Book wedding cars & other transport
- Order invitations & stationery
- Decide on Bridesmaids, Best Man & Ushers
- Order wedding cake
- Decide on the number of guests & start drawing up a guest list

6-8 WEEKS BEFORE THE BIG DAY

- Confirm any travel arrangements and hotel reservations
- Organise presents for Bridesmaids and Mothers of the Bride & Bridegroom
- Choose wedding favours for the reception
- Make hairdresser & beauty salon appointments ask your Wedding Co-ordinator about what we can organise for you
- Meet with your Wedding Co-ordinator to discuss seating plans, place cards, drinks packages and have your menu tasting

6 MONTHS BEFORE THE BIG DAY

- Register for your wedding gift list
- Choose wedding dress & accessories
- Choose Bridesmaid dresses
- Book your honeymoon & remember to check with your travel clinic about vaccinations
- Decide on theme and select flowers, table decorations etc
- Bridegroom to arrange suits for Best Man, Ushers & Fathers
- Organise the hen night and stag night

3 WEEKS BEFORE THE BIG DAY

- Confirm final number of guests and seating plan with your Wedding Co-ordinator
- Arrange wedding rehearsal
- Give florist total number of button holes and delivery details
- Confirm timings with wedding cars and transport operators
- Discuss with your photographer the photos you would like
- Give the DJ/band a list of songs you would like played
- Final fittings for wedding dress
- Ensure Bride, Groom, Best Man and Father of the Bride are writing speeches
- Bridegroom to arrange a gift to be delivered to the Bride before the ceremony
- Remind the Bridegroom to get a haircut!
- Collect wedding rings and ensure they fit

4 MONTHS BEFORE THE BIG DAY

- Post wedding invitations with details of timings, transport, directions & details of the hotel
- Select wedding rings
- Finalise order of service and select music/hymns
- Contact your wedding suppliers e.g. florist, entertainment etc to confirm details
- If you are changing your name, inform banks, passport office etc (ensure your honeymoon is booked under the name that will be on your passport)

1 WEEK BEFORE THE BIG DAY

- Have trial hair and make up session ask your Wedding Co-ordinator about what we can organise for you
- Meet with Best Man, Bridesmaids and Ushers to finalise wedding day plans
- Confirm arrangements with photographers, transport operators, florists etc
- Wear in the wedding day shoes at home!
- Collect wedding dress, veil & accessories
- Pack for honeymoon and ensure tickets have arrived

The Big Day Itself

ENJOY EVERY MOMENT OF YOUR BIG DAY AND LET YOUR WEDDING CO-ORDINATOR ENSURE EVERYTHING RUNS LIKE CLOCKWORK



Our Wedding Terms and Conditions

Our Packages are available Friday, Saturdays and Sundays throughout the year subject to availability.
December Dates are limited due to Christmas parties.

All prices in this brochure include vat at prevailing rate which is currently 20% and is subject to change without notice.

Cancellation charges apply, as per your contract. We recommend you take out Function Insurance.

Please be aware that there may be other events being hosted at the hotel on the day including another Wedding.

Weddings having an evening buffet only must cater for 100% of the anticipated evening guests.

If wish to organise your own DJ or Band we will require is their public liability and insurance papers no later than one week prior to the event. If we do not receive it then they will not be able to set up or play.

We do not allow outside caterers or you to bring in your own beverages. All Food and Drinks must be brought from us.

With the exception of the Wedding cake and small wedding favours you are unable to bring your own food and drink into the hotel. Alcohol given as Favours are not to be consumed on the hotel property. Guests consuming their own alcohol will be asked to stop and if they continue will be asked to leave the premises.

All Accommodation for the Wedding party must be guaranteed with a credit card on booking. Any unsold bedrooms within the Wedding party block will be released 1 month prior to the Wedding day.

Full Terms and conditions will be on your Wedding Contract.



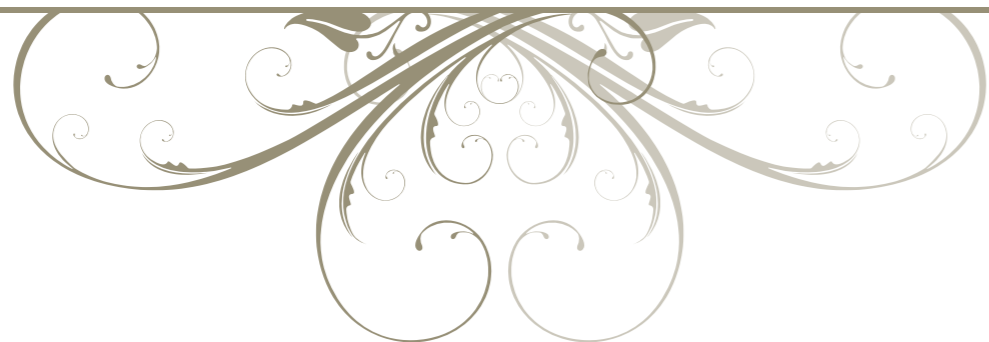
Booking & Payment

If you are happy and would like to go ahead we can provisionally hold a date for you for 14 days, following this we will require a non-refundable £500.00 deposit alongside a signed contract to confirm your wedding here at the Holiday Inn Maidstone.

The next payment is required 3 months before your wedding, this is 50% of the amount stated on your contract.

6 weeks before the wedding you will have a final details meeting with your Wedding Co-ordinator where you will go through all the finer details of your wedding day.

Following this meeting your final invoice will be issued and due 4 weeks before the wedding date.



What happens next?

- Call one of our Wedding Co-ordinator's to arrange an appointment to see us
- We will hold your provisional booking for 14 days. At this time we will require confirmation
- Once you confirm we will send you a contract which must be signed and returned to us along with a non refundable and non transferable deposit of £500
- You will then be required to pay 50% of the remaining balance 6 months prior to the wedding
- Throughout the year you can come in at any stage to discuss requirements, please make an appointment
- 6 weeks month prior to your big day we will ask you to meet with the wedding coordinator to discuss final numbers and final details
- The final balance is due to be paid no later than 2 weeks in advance of the Wedding, with any extras being payable on the day



Directions

- **By Road From M25 – Gatwick direction**
Exit the M25 onto the M26. Exit at Junction 2A and take the third exit off roundabout. The hotel is on the left.
- **From M25 – Dartford Tunnel**
Leave the M25 at Junction 3 onto the M20. Leave the M20 at Junction 2 then take A20 'Paddock Wood' signs over four roundabouts. The hotel is on the left.
- **From Dover – M20**
Exit the motorway at Junction 3 onto the M26. Exit at Junction 2A and turn left at the roundabout. The hotel is on the left.
- **By Air – London Gatwick (LGW)**
Distance: 32 Mi / 51.5 Km West to hotel. Taxi charge (one way): £45.00 (GBP). Time by taxi: 30 minutes.
- **By Train – Station Name: Borough Green and Wrotham Heath.**
Distance: 2 Mi / 3.2 Km West to hotel. Taxi charge (one way): £7.00 (GBP). Please note, journey times and fares are provided as a guide only and may vary.

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