

*Your  
Wedding  
Day*

# WARREN LODGE HOTEL

*Church Square, Shepperton, Middlesex, TW17 9JZ*

*Tel: 01932 242972 Fax: 01932 253883*

*Events Coordinator: 01932 237 652*

*www.desboroughhotels.com*

*Thank you for choosing the Warren Lodge Hotel as a venue for your forthcoming Wedding Reception and please accept our congratulations.*

*Hopefully enclosed in this brochure will be everything you need to know about Wedding Receptions here at the Warren Lodge Hotel. However should there be any details that you wish to discuss that are not included in the brochure, please do not hesitate to contact our Wedding Co-ordinator.*

*The Garden Room is our main banqueting room and can sit a maximum of 70 guests for a served Wedding Breakfast and up to 130 guests for your Evening Buffet Reception. We do, however, ask that there is a minimum of 50 adult guests attending for a Saturday function. We can cater for smaller weddings Sunday – Friday, offering a 15% discount for these days.*

*To make things as clear as possible, we have put together a Wedding Package which will include everything that you need for your Wedding Function – there are no hidden extras.*

*Just across Church Square is our sister hotel, The Anchor. The Anchor is licensed to hold Civil Marriage/Partnership Ceremonies and can cater for any number of guests, from 4 to 70. Should you require any further information on this, please do not hesitate to contact us.*

*Should your guests have special dietary requirements, our Wedding Co-ordinator will be only too pleased to discuss an alternative menu to ensure their needs are catered for. Additionally, we are delighted to cater for children between the ages of 3 and 12, offering a more appropriate Children's Menu. Children over 12 will be charged at full price and children under 3 are free.*

*For the Bride and Groom, we are pleased to offer a complimentary Executive bedroom overlooking the Thames, inclusive of Full English Breakfast, for the night of the wedding. For any guests wishing to stay overnight, we offer special wedding accommodation rates, subject to availability. We would suggest that bookings for wedding guest's bedrooms are made as early as possible, to avoid disappointment.*

*We do hope that you will choose the Warren Lodge Hotel for your wedding and we look forward to discussing your plans further. We can hold a date for you provisionally for up to 14 days. To confirm your wedding a non-refundable deposit is required, along with a signed copy of our terms and conditions.*

## **Accommodation**

*Special rates are offered to all guests attending the Wedding Reception so that you can enjoy the special event even more. No need to worry about travelling home, just fall into freshly laundered sheets at the end of the evening and awake refreshed for a Full English Breakfast.*

*Or why not turn your stay into a mini break? Spare yourself all the rushing around, just relax and enjoy a superb meal in our Restaurant the night before. In the morning you will be able to have a relaxed breakfast and then take your time getting ready for the Ceremony and Reception.*

### **Accommodation Rates**

<i>Club Rooms</i>	<i>From £74.00 per room</i>
<i>Family Rooms</i>	<i>From £64.00 per room</i>
<i>Double or Twin Bedded Rooms</i>	<i>From £54.00 per room</i>
<i>Single Rooms</i>	<i>From £44.00 per room</i>

*Children under 5 years sharing a room with their parents are free. Travel cots can be provided on request.*

*All above rates include Full English Breakfast*

*All rooms are subject to availability at the time of booking*

*Please note Check-in time is from 2.00 pm  
The latest Check-out time is 11.00 am*

*Should you wish to make a booking, please contact your Wedding Co-ordinator. Please quote the name of the wedding when booking.*

## ***Our Wedding Package***

*As this is the most important day of your life, our Wedding Co-Ordinator is trained to ensure your day is tailored to your individual requirements. From the moment you step through our doors you will be looked after every step of the way up to and during your special day.*

*Your Wedding Package will include:*

- \* A personal Wedding Co-Ordinator to help you plan your day*
- \* A personal welcome from a member of our Management Team*
- \* Tables, dressed with white linen and napkins*
- \* If required, our Banqueting Manager will act as Master of Ceremonies throughout your reception*
- \* Use of our cake stand and knife*
- \* A Red Carpet at the front of the hotel on your arrival*
- \* Reduced Priced Meals for the Under 12's*
- \* Special Dietary Requirements catered for*
- \* Complimentary accommodation for the Bride and Groom on the night of your wedding in one of our Executive Rooms overlooking the Thames with Full English Breakfast the following morning*
- \* Preferential Bed & Breakfast rates for your guests. Subject to availability*

## ***Canapé Selection***

*Why not treat your guests to canapés with their arrival drink*

*3 pieces @ £3.50 per person*

*5 pieces @ £4.50 per person*

*Smoked Salmon and Crème Fraiche*

*Chicken Liver Parfait, with Red Onion Chutney on Melba Toast*

*Sun Blushed Tomato and Mozzarella*

*Asparagus wrapped in Parma Ham*

*Roasted Mediterranean Vegetables with Goat's Cheese Tartlets*

*Seared Tuna on Crostini*

## **Drinks Packages**

### **'A'**

*Glass of Bucks Fizz on arrival  
½ Bottle of Fortant House Wine per person  
Glass of Sparkling Wine for the Toast*

*£18.50 per person*

*Supplement of £2.00 per person to upgrade to champagne for the toast*

### **'B'**

*Glass of Bucks Fizz on arrival  
½ bottle of Pinot Grigio or  
½ bottle of Arium Crianza per person  
Glass of Sparkling Wine for the toast*

*£22.50 per person*

*Supplement of £2.00 per person to upgrade to champagne for the toast*

*Please add the additional supplement price per person to your drinks package for the drinks below*

<i>Additional Bucks Fizz</i>	<i>£3.45</i>		
<i>Pimms</i>	<i>£3.95</i>		
<i>Kir Royal (sparkling wine)</i>	<i>£4.95</i>	<i>with Champagne</i>	<i>£5.95</i>
<i>Alcoholic Fruit Punch</i>	<i>£3.95</i>		
<i>Non Alcoholic Fruit Punch</i>	<i>£2.25</i>		

### **Extras**

<i>Jugs of Orange Juice</i>	<i>£6.00 per jug</i>
<i>Still or Sparkling Mineral water</i>	<i>£2.95 per 1 litre bottle</i>

## ***Menu Prices***

*Menu A @ £24.00 per person*

*Menu B @ £26.00 per person*

*Menu C @ £28.00 per person*

*Menu D @ £29.50 per person*

*Menu E @ £30.50 per person*

*Menu F @ £32.00 per person*

*Evening Buffet Menu from £10.00 per person*

*Children under 12 years will be charged at ½ price*

*Children under 3 years are Free*

## **Menu Options**

### **Menu A**

*Roast Plum Tomato Soup with Croutons*

\* \* \*

*Chicken Breast with an Asparagus, Lemon & Thyme Sauce served with Roast Potatoes & Seasonal Vegetables*

\* \* \*

*Profiteroles, filled with Chantilly Cream & Topped with Hot Chocolate Sauce*

\* \* \*

*Coffee & Mints*

*£24.00 per person*

### **Menu B**

*Plum Tomato & Mozzarella Cheese Salad served on a Bed of Rocket drizzled with Balsamic Dressing*

\* \* \*

*Roast Pork with Herb Stuffing & Apple Sauce, served with Roast Potatoes & Seasonal Vegetables*

\* \* \*

*Strawberry Cheesecake with Clotted Cream*

\* \* \*

*Coffee and Mints*

*£26.00 per person*

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**Menu C**

*Thai Fishcakes on a Bed of Rocket with Sweet Chilli Dip*

\* \* \*

*Roast Turkey with Stuffing, Cranberry Sauce & a Rich Red Wine Gravy, served with Roast Potatoes & Seasonal Vegetables*

\* \* \*

*Citrus Lemon Tart with Raspberry Coulis*

\* \* \*

*Coffee and Mints*

*£28.00 per person*

**Menu D**

*Glazed Goat's Cheese & Baby Pear Tart served with Garden Vegetables Chutney*

\* \* \*

*Roasted Salmon on a bed of Creamed Leeks served with New Potatoes & Seasonal Vegetables*

\* \* \*

*Italian Tiramisu*

\* \* \*

*Coffee and Mints*

*£29.50 per person*

**Menu E**

*Carrot & Coriander Soup*

\* \* \*

*Roast Leg of Lamb with a Redcurrant Jus, Roast Potatoes & Seasonal Vegetables*

\* \* \*

*Chocolate Truffle Cake with Baileys Cream*

\* \* \*

*Coffee and petit fours*

*£30.50 per person*

**Menu F**

*Farmhouse Pork Pate with Red Onion Marmalade served with Hot Toast*

\* \* \*

*Roast Sirloin of Beef served with Yorkshire Pudding, Roast Potatoes & Seasonal Vegetables*

\* \* \*

*Summer Pudding with Chantilly Cream*

\* \* \*

*Coffee and petit fours*

*£32.00 per person*

*A selection of Cheese & Biscuits is available at an extra charge of £3.50 per person if required.*

**Supplements**

<i>Soup Course</i>	<i>£3.25 per person</i>
<i>Sorbet Course</i>	<i>£2.95 per person</i>
<i>Fish Course</i>	<i>£4.95 per person</i>
<i>Cheese Course</i>	<i>£3.50 per person</i>

*Cheese Platters for table*      *£25.00 (per table of 10)*

## ***Vegetarian Menu***

*Caesar Salad with Parmesan Croutons*

*Avocado and Tomato salad with Marinated Olives and Feta Cheese*

*Baked Mushrooms with Basil Cream and Garlic, topped with Cheese*

\* \* \*

*Mushroom Wellington laid onto Provencal sauce*

*Asparagus and Wild Mushroom Risotto topped with Parmesan Crisp*

*Marinated Provence Vegetables seared and topped onto Mornay sauce*

*Stir Fried Vegetable Filo Parcel shallow fried onto a Sweet Tomato Coulis*

*All the above served with Seasonal Vegetables and Potatoes*

***Please choose 1 dish from each course to create your set menu***

## ***Children's Menu***

*Children can either have smaller portions of the Adults meal or you can choose a special menu just for them*

*Plain Melon or Garlic Bread*

\* \* \*

*Sausage, Chips & Beans*

*Chicken Nuggets Chips & Beans*

*Pizza & Chips*

\* \* \*

*Ice Cream*

## ***Evening Buffet Menu***

*4 items - £10.00 per person*

*6 items - £12.95 per person*

*8 items - £14.95 per person*

*Please select items to create your Evening Buffet*

*Selection of Sandwiches  
Vegetable Crudités with assorted dips  
Spicy Chicken Drumsticks  
Homemade Chicken Satay with peanut dip  
Cocktail Sausages in honey & sesame seeds  
Selection of mini pizzas  
Goujons of Plaice with citrus mayonnaise  
Deep Fried Breaded Mushrooms with blue cheese dip  
Mini Baked Potatoes with sour cream and chives  
Mini Vegetable Kebabs  
Mini Fish and Chips served with tartar sauce  
Thai Fishcake with sweet chilli dip  
Mini Vegetable Samosas  
Mini Roasted Vegetable and Goats Cheese Tarts  
Cajun Potato Wedges  
Mini Quiches  
Grilled Chicken Skewers in lemon & coriander marinade*

*Salad Bowls: £15.00 each (serves 10)*

*Greek Salad  
Homemade Coleslaw  
Homemade Potato and Chive  
Spicy Rice*

*For dessert or cheeseboards please ask for details*

## **Terms and Conditions**

*In these Terms and Conditions 'we' or 'us' means Shepperton Hotels Limited and 'you' refers to the person or organisation booking the Function*

*Save where expressly varied in writing by us, any booking taken by us is taken subject to these Terms and Conditions. Payment of your deposit shall be regarded as your acceptance of these Terms and Conditions. However, where you are dealing with us as a 'private individual' rather than as a 'business' your statutory rights are not affected by these Terms and Conditions.*

### 1 Deposits

*Until the Company receives your deposit and confirms the booking in writing, any booking is only provisional and the Company reserves the right to cancel any such provisional booking at any time and for any reason.*

*Deposits are payable as follows:-*

*Where the function is more than 2 months away a deposit of 25% of the estimated total cost of the function, or £500.00 (whichever is the greater) is required.*

*Where the function is less than 2 months away a deposit of 50% of the estimated total cost of the function is required.*

*DEPOSITS ARE NOT REFUNDABLE IF YOU CANCEL YOUR FUNCTION AND CANCELLATION CHARGES MAY APPLY (SEE CLAUSE 4). THEREFORE WE STRONGLY RECOMMEND THAT YOU TAKE OUT ADEQUATE INSURANCE AGAINST THE CANCELLATION OF YOUR FUNCTION*

### 2 Settlement of Accounts

*A pro-forma account for the full estimated cost of the function will be sent to you and must be settled, in full, no later than 30 days before the function. If we do not receive settlement of the pro-forma account at least 30 days prior to the date of the function then we shall be entitled to treat the booking as having been cancelled by you.*

*The cost of any subsequent additional extras agreed between you and us must be settled in full prior to the day of the function. Any last minute extras agreed by us on the day are payable immediately.*

*The balance of any account is payable on the day of receipt of invoice, or (if earlier) the day of the event. Amounts invoiced (including VAT) must be paid in full without any set-off or counter claim.*

### 3 Interest

*We reserve the right to charge interest on overdue sums at the rate at 2.5% per month (compounded monthly).*

### 4 Cancellation

*If you wish to cancel a booking then you must notify us in writing. If you cancel any booking for any reason then the following amounts shall be payable (account being taken of any deposit retained):-*

*Notice of Cancellation received less than 28 days prior to the function – 100% of the total estimated charge for food, beverages, room hire and bedroom charges at the time of cancellation.*

*Notice of Cancellation received more than 28 days but less than 56 days prior to the function – 50% of the total estimated charge for food, beverages, room hire and bedroom charges at the time of cancellation.*

*Notice of Cancellation received more than 56 days prior to the function – 25% of the total estimated charge for food, beverages, room hire and bedroom charges at the time of cancellation or £500 whichever is the greater.*

*If you cancel a booking that we have made on your behalf with any third party for entertainment, equipment, photographers, flowers or similar items then you will be required to reimburse us for any cancellation charges that we may be required to pay to such third party.*

*We reserve, without liability, the right to cancel your booking at any time due to fire, flood, breakdown of plant, labour shortages, industrial disputes or any other matter beyond our reasonable control.*

5 Final Numbers and Requirements

Final numbers and any further requirements should be notified to us not less than 30 days prior to the function. We will endeavour to accommodate such additional numbers or further requirements but this will be dependant on the size of the room and the nature of any further requirements.

The final numbers will be the minimum on which charges (including cancellation charges) are calculated. No charges will be made for any reduction in final numbers of less than 10% of the original numbers estimated at the time of booking. We will charge the price per head for any reduction in final numbers over and above 10% of the original numbers estimated at the time of booking.

We reserve the right to change any room allocated to your function based on the final numbers advised to us.

Not less than 30 days prior to the function you need to advise us of any special dietary requirements that any of your guests may have.

6 Prices

We reserve the right to change prices but will give you not less than 56 days notice of any change in prices affecting your function. If prices are changed then you have the right to cancel your function at any time within the following 30 days and your deposit will be returned and no cancellation charges shall apply.

The above does not apply to our Bar Tariff where the charges that will apply will be those currently applying in our bars at the time of your function.

7 Conduct of Guests etc

You are responsible for the orderly conduct of guests attending any function and you must ensure that nothing is done which would constitute a breach of law or in any way cause a nuisance or be an infringement of or render possible forfeiture or endorsement of any licence for the sale of alcohol or for music & dancing.

Any damage done to the hotel or its fixtures and fittings by guests attending your function will be payable by you. Disruptive guests will be required to leave the hotel. In extreme cases of misbehaviour, we reserve the right (without any liability to you) to stop a function and require all guests to leave.

No wines, spirits or other beverages or food may be brought into the hotel for consumption by guests without our prior approval and we reserve the right to levy a corkage charge for any such wines or spirits approved by us..

Functions are required to finish at the time agreed when the booking was made. Any extension to such times is in our sole discretion and a charge may be levied.

You shall be required to indemnify us against all costs, charges, claims, expenses, demands and liabilities incurred by, or made against us as a result of the negligence or wilful default of you or your guests

8 Items left at the Hotel

We will assist you so far as possible with the storage of your own equipment for the function but cannot accept any liability for any loss or damage to such equipment whilst at the hotel. Any such items must be removed from the hotel within 24 hours of the end of the function.

If you have any questions or concerns about the above or the arrangements for your function then please speak to your function co-ordinator as soon as possible.

When paying your Deposit please enclose a copy of these Terms and Conditions duly signed below

**I/We have read, understood and accept these Terms and Conditions**

.....

Date ..... 200...

.....

**Signed**

.....

**Print Name(s)**