

BEST WESTERN SHIP HOTEL

Monument Green, Weybridge, Surrey, KT13 8BQ

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Thank you for choosing Best Western Ship Hotel as a venue for your forthcoming Wedding Reception and please accept our congratulations.

Enclosed in this brochure hopefully will be everything you need to know about Wedding Receptions here at the Best Western Ship Hotel, however, should there be any details that you wish to discuss that are not included in the brochure, then please do not hesitate to contact our wedding coordinator.

The Thames Suite is our main banqueting room and can sit a maximum of 100 guests for a served wedding breakfast or 110 guests for a gala buffet. We do, however, ask that there is a minimum of 60 adult guests attending for a Saturday date. We can cater for smaller weddings Sunday- Friday.

To choose your menu for your wedding breakfast, please refer to the wedding breakfast packages, these are designed to offer you a variety of dishes at set prices. Similarly, choose your drinks package, these offer drinks for your guests on arrival, throughout the meal and a glass of fizz to toast the Bride and Groom at the end of the wedding breakfast.

Should your guests have special dietary requirements, our wedding coordinator will be only to 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 9, offering a more appropriate Children's Menu. Children over 12 will be charged at full price and children under 3 are on a complimentary basis.

For the Bride and Groom, we are pleased to offer a complimentary executive bedroom 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 guests bedrooms are made as early as possible, to avoid disappointment.

We do hope that you will choose the Best Western Ship 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 of £500.00 is required, along with an assigned copy of our terms and conditions.

Best Western Ship Hotel
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 Bar & Grill 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>Night of Wedding</i>	
<i>Double or Twin Bedded Rooms</i>	<i>£78.00 per room</i>
<i>Single Rooms</i>	<i>£68.00 per room</i>

<i>Night Before the Wedding</i>	
<i>Double or Twin Bedded Rooms</i>	<i>£58.00 per room</i>
<i>Single Room</i>	<i>£48.00 per room</i>

All above rates include Full English Breakfast

Rate for children sharing a room with their parents

<i>Children under 5</i>	<i>Free</i>
<i>Children under 10</i>	<i>£10.00</i>

All rooms are subject to availability at the time of booking

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

Should you wish to make a booking, please contact reservations on 01932 832305. 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*
- * 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*
- * Complimentary accommodation for the Bride and Groom on the night of your wedding, in one of our Executive Rooms with Full English Breakfast the following morning (subject to minimum number requirements)*
- * 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 @ £4.00 per person

5 pieces @ £5.00 per person

Smoked Salmon and Crème Fraiche

Chicken Liver Parfait, red onion chutney on Melba Toast

Sun Blush Tomato and Mozzarella

Asparagus wrapped in Parma Ham

Roasted Mediterranean Vegetables with Goats Cheese Tartlets

Seared Tuna on Crostini

Drinks Packages

'A'

*Glass of bucks fizz on arrival
½ Bottle of house wine per person
Glass of sparkling wine for the Toast*

£23.00 per person

supplement of £3.00 per person to upgrade to champagne for the toast

'B'

*Glass of Bucks Fizz on arrival
½ bottle of upgraded wine per person
Glass of Sparkling wine for the toast*

£26.00 per person

supplement of £3.00 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>Pimms</i>	<i>£3.50</i>		
<i>Kir Royal (sparkling wine)</i>	<i>£3.50</i>	<i>with Champagne</i>	<i>£5.95</i>
<i>Alcoholic Fruit Punch</i>	<i>£2.00</i>		

Extras

<i>Jugs of Orange Juice</i>	<i>£8.00 per jug</i>
<i>Still or Sparkling Mineral water</i>	<i>£2.95 per bottle</i>

Menu Prices

Menu A @ £34.00 per person
Menu B @ £35.00 per person
Menu C @ £36.00 per person
Menu D @ £37.00 per person
Menu E @ £39.00 per person
Menu F @ £41.00 per person
Carved Buffet @ £45.00 per person
Evening Buffet Menu from £17.95 per person

Dedicated Room Hire charge £500.00 for numbers below 60

Menu A

Ham Hock terrine, homemade onion chutney & rustic bread

* * *

*Breast of chicken with white wine & wild mushroom sauce
Served with chateau potatoes & seasonal vegetables*

* * *

Vanilla Crème Brulee

* * *

Coffee & petit fours

£34.00 per person

Menu B

*Baked Goats Cheese served with rocket salad, cherry tomatoes
& balsamic dressing*

* * *

*Breast of chicken filled with ricotta cheese, wrapped in Parma Ham, tomato sauce
served with seasonal potatoes & vegetables*

* * *

Profiteroles & warm chocolate sauce

* * *

Coffee & petit fours

£35.00 per person

Menu C

Trio of melon with fruit compote

* * *

*Fillet of salmon on a bed of creamed leeks
served with seasonal vegetables & new potatoes*

* * *

Chocolate & brandy torte with clotted cream

* * *

Coffee & petit fours

£36.00 per person

Menu D

Homemade Tomato & Basil soup with rustic bread

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*Roasted leg of lamb with redcurrant stuffing & mint jus
served with roast potatoes & seasonal vegetables*

* * *

Apple & rhubarb strudel with clotted cream

* * *

Coffee & petit fours

£37.00 per person

Menu E

Tian of mozzarella, beef tomato, basil pesto

* * *

*Tenderloin of pork wrapped in Parma Ham, Cider sauce & sage potato rosti
with seasonal vegetables*

* * *

*Brandy snap basket filled with Red Berries
served with clotted cream*

* * *

Coffee & petit fours

£39.00 per person

Menu F

*Dill cured salmon with a wholegrain sweet mustard dressing
served with rye bread*

* * *

*Roast sirloin of beef with roasted shallots, Yorkshire Pudding, red wine sauce,
roast potatoes & seasonal vegetables*

* * *

Glazed lemon tart with Chantilly cream

* * *

Coffee & petit fours

£41.00 per person

Supplements

<i>Soup Course</i>	<i>£5.50 per person</i>
<i>Sorbet Course</i>	<i>£4.00 per person</i>
<i>Fish Course</i>	<i>£7.00 per person</i>
<i>Cheese Course</i>	<i>£5.00 per person</i>
 <i>Cheese Platters for table</i>	 <i>£40.00 (per table of 10)</i>

Carved Buffet

Fan of melon with exotic fruit & iced mango sorbet

Duck and orange pate served with onion chutney & Melba toast

Roasted red pepper & tomato, basil soup with parmesan croutons

(Please select one of the above)

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Roast Norfolk Turkey
Roast Sirloin of beef
Honey Glazed Gammon
Homemade Quiche

Homemade Coleslaw
Tomato & onion salad
Potato & chive salad
Salad Nicoise
Pasta salad
Minted Hot New Potatoes

** * **

Profiteroles with warm chocolate sauce

Crème Brulee

Fresh Fruit Platter with Clotted Cream

** * **

Coffee & petit fours

£45.00 per person

Vegetarian Menus

Caesar salad with parmesan croutons

Avocado and tomato salad with marinated olives & feta cheese

Baked mushrooms with basil cream & garlic, topped with cheese

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Mushroom Wellington laid onto a Provencal sauce

Asparagus & wild mushroom risotto topped with parmesan crisp

Marinated Provence vegetables seared & topped onto Mornay sauce

Stir fried vegetable filo parcel shallow fried onto a sweet tomato coulis

All the above served with seasonal vegetables & potatoes

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

Evening Buffet Menu

8 items - £17.95 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 & 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 @ £16.00 each (serves 10)

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

For dessert or cheeseboards please ask for details

Please note that all evening guests must be catered for

Terms and Conditions

- 1. Confirmation of any booking is subject to receipt of deposits, according to the following schedule;
 - a. Where the function is 2 months away, 25% of the total amount, or £500.00 whichever is the greater; where the function is under 2 months away, 50% of the total estimated amount***DEPOSITS ARE NON-REFUNDABLE IN ANY CIRCUMSTANCES; WE STRONGLY RECOMMEND YOU TAKE OUT ADEQUATE INSURANCE FOR YOUR FUNCTION***
- 2. A pro-forma account for the full estimated amount must be settled in full, no later than 30 days before the function; the balance of any outstanding extras to be settled in full on the day of the event*
- 3. All accounts are payable on the day of receipt of invoice, or the day of the event. Amounts invoiced must be paid in full without any set-off or counter claim*
- 4. In the event of cancellation of any booking, the client shall pay a cancellation fee calculated as follows;
 - a. The total charge (of food and wine based on the last given figures of numbers attending) if notice of cancellation is received less than 4 weeks prior to the function*
 - b. 50% of the total charge (of food and wine based on the last given figures of numbers attending) of notice of cancellation is received between 4 and 8 weeks prior to the function*
 - c. £500.00 Wedding reception deposit of 25% of the total charge (of food and wine based on the last given figures of numbers attending) if notice of cancellation is received more than 8 weeks prior to the function**
- 5. The company reserves the right to charge interest at 2.5% per month, compounded monthly: interest, on all overdue accounts*
- 6. The final numbers attending the function should be notified to the company 14 days prior to the function. This number will be the minimum on which charges are calculated*
- 7. The company shall not be liable for any delay in performing or failure to perform its obligations as a result of fire, strikes or other causes beyond the control on the company*
- 8. The client shall be responsible for the orderly conduct of any function and shall ensure that nothing is done which would constitute a breach of law or in any way cause a nuisance or be an infringement or render possible forfeiture or endorsement of any licence for the sale of alcohol or for music & dancing*
- 9. In the event that the client cancels a booking that the company has made on its behalf for the entertainment, equipment or otherwise, all cancellation charges shall be met by the client*
- 10. The client shall indemnify the company against all costs, charges, claims, expenses, demands and liabilities incurred by, or made against the company as a result of the negligence or wilful default of the client or of its guests*
- 11. The Ship Hotel will not be held responsible for items left in the Hotel more than 24 hours after the wedding or function*
- 12. Payment of deposit indicates acceptance of the above terms and conditions*