

# Congratulations!

Firstly we would like to take this opportunity to congratulate you on your forthcoming wedding and wish you all the very best for your future together.



## Why Choose The Borough Arms Hotel?

The Borough Arms Hotel has long been associated with a warm and friendly atmosphere. Our good reputation comes from the efficient organisation of all manner of events and celebrations.

Your Wedding is not just a special day it is one of the most important events in your life and here at The Borough Arms Hotel it will be treated as such. Allow us to plan and organise your Ceremony/Partnership, Wedding Breakfast and Evening Reception with complete confidence.

Whether your wedding Reception is a small intimate occasion or a larger gathering up to 120, The Borough Arms Hotel has the experience, expertise and the facilities you require.

Flexibility is our forte, it's your day and we will endeavour to meet your every request to make it a memorable occasion for you.





## Holding your Civil Ceremony/Partnership At The Borough Arms Hotel

We are fully licensed to hold Civil Ceremonies & Partnerships where the Registrar and Superintendent Registrar of Newcastle under Lyme perform your ceremony at the hotel.

Many couples choose this facility for both the convenience of holding all their celebrations in one place and of course to add a personal touch to their wedding.

Your ceremony can include personal touches – perhaps a favourite poem can be read out, a favourite song played, you could choose to have a harpist or pianist play as you walk down the aisle.

The room can be decorated as you wish - you may like a floral archway, have rose petals down the red carpeted aisle, or topiary trees blooming with white lilies and cascading with ivy.

Or how about a balloon arch, balloon topiary trees or posies in colours to match your bridal wear? The choices are endless and if you need any help or ideas please do not hesitate to ask.

You may like to incorporate a theme to the room through music and decorations to make a spectacular show and memorable occasion for all. The choice is yours as long as you have the agreement of any inclusions with the registration officers and that there is no religious aspect to your choices.

If you decide you would like to hold your Civil Ceremony/Partnership at the Borough Arms Hotel you will need to contact the Registrar for the district of Newcastle under Lyme - or of course we can check on availability for you. Most importantly you need to organise a time and date when both the Registrar and the Hotel function rooms are free.

Room Hire Charge for The Baker Room, which will accommodate up to 40 guests theatre style, is £115.00. The King Room that will accommodate up to 90 guests theatre style is £185.00.

Once you have planned your date simply contact us at the Hotel where we will happily check availability for you. For more details pick up the leaflet, 'Getting Married in Staffordshire' a Guide to Civil Weddings and Civil Partnerships in England and Wales, available from all Registry Offices.

# Planning your Wedding Reception

We have a professional team of staff to organise every aspect of your Wedding Reception. We will help with your choice of menu, wines, seating arrangements, flowers, decorations, toasts and etiquette, organise your entertainment, or assist with any other special request you may have.

## Menus

We have enclosed a selection of our most popular banqueting menus. These are only suggestions and should you have any specific requirements we are always happy to be of service. Naturally, we can cater for special dietary needs such as for diabetics and we can provide a sumptuous vegetarian banquet for 75 - or of course - for just one or two guests amongst your party.

## Wines

We offer a range of drinks and wine packages to suit your budget, if you require a full banqueting wine list please let us know.

## Bar & Drinks

Private bar facilities are available and drinks may be charged to the wedding account or on a cash basis. The function bar serves until late at the discretion of the Duty Manager.

## Function Facilities & Capacities

The Borough Arms Hotel has a choice of two function rooms for your wedding reception depending on the size of your party. The rooms can be opened up into one large room suitable for a function of up to 120 people for an Evening Reception, allowing for dance floor and entertainment/disco area and buffet tables.

## The Ostler Restaurant

For smaller gatherings our elegant hotel restaurant is the perfect setting for your Wedding Breakfast. The Ostler Restaurant is available for private daytime bookings up to 5.00pm.

## Decorations

Should you wish to decorate your tables or Civil Ceremony/Partnership rooms with flowers and/or balloons we would be happy to help you with your arrangements.

## Table Plan, Place Cards & Menu Cards

If you wish we can help you arrange a suitable layout and table plan. Place cards need to be delivered to the Hotel prior to the date of your Reception. Menu cards can be provided upon request at a small charge.



## Silver Cake Stand & Knife

A round or square silver cake stand and knife are available for use on the day. Your cake should be delivered either on the morning of your wedding or the day before to the hotel where it can be stored in our dry stores until your function room is ready. The hotel cannot be held liable for any damage to the cake during transit, on each occasion cakes will be checked in the presence of the delivery person for any damage.

## Entertainment

Our Resident DJ provides the evening entertainment at a cost of £235.00 until late at the discretion of the Duty Manager

## Master Of Ceremonies

We can arrange for our toastmaster to make your wedding day that little bit extra special at a competitive charge. Our Toastmaster has in his armoury all the attributes of a professional, which will ensure the success of your special day.

## Disabled Access

The Hotel has ground floor access for less abled guests via the Gladstone Bar entrance situated at the front of the Hotel. The Disabled Toilet is situated directly opposite the function rooms.

## Baby Changing

Baby changing facilities can be found in the Disabled Toilet

## Car Parking

The Hotel has free parking facilities for up to 40 cars, with space for 200 cars in the adjoining public car park (Charges may apply – please check on tariff board before leaving vehicle).

## Children

We make a half price reduction on banqueting menus for children aged between 4-10 years. Children under the age of 4 are free of charge.

## Prices

All prices quoted on the enclosed tariff are per person and fully inclusive of VAT. All prices quoted are valid until 31.12.2012 and may be subject to change without prior notice.

## Final Details

Eight weeks before the date of your Wedding we invite you to make an appointment with our Wedding Co-ordinator to discuss the final details of your Reception.

## Numbers

We do ask you to advise us of confirmed numbers attending 4 weeks in advance of your Reception. These numbers will be the minimum number that will be charged for.

## Booking your Wedding Reception

We strongly advise you to ring and make an appointment with our Wedding Co-ordinator or the Duty Manager to discuss any details, check availability and view our facilities. Provisional reservations are held for a period of 14 days, pending formal confirmation by means of a non-refundable deposit of £495.00. Final settlement of the account is due 4 weeks prior to your Reception.

### Inclusive Extras (Applicable only when Day & Evening Reception booked)

- ❖ Function room hire charges day and evening (minimum 50 guests applies to evening only)
- ❖ Changing room facilities
- ❖ Floral decoration for the top table & choice of colour napkins
- ❖ Printed table plan
- ❖ Use of the silver cake stand and cake knife
- ❖ Red carpet on arrival
- ❖ Special overnight accommodation rates for your guests
- ❖ 10% discount Sunday to Thursday weddings – food only (excluding December)
- ❖ Complimentary Suite for the Bride & Groom inclusive of Breakfast (Subject to any drinks package being booked)

### DRINKS PACKAGES

We have put together 3 highly popular Drinks Packages designed to assist you in compiling an accurate and precise budget for your Wedding Reception.

#### Bronze - £9.95 per guest

- ❖ A glass of Bucks Fizz or non-alcoholic punch on arrival
- ❖ A glass of Red or White House Wine with the meal
- ❖ A glass of Sparkling Wine for the Toast

#### Silver - £11.95 per guest

- ❖ A glass of Mulled Wine or non-alcoholic punch on arrival
- ❖ A glass of Red or White House Wine with the meal
- ❖ A glass of Sparkling Wine for the Toast

#### Gold - £13.95 per guest

- ❖ A glass of Kir or non-alcoholic punch on arrival
- ❖ Two glasses of Red or White House Wine with your wedding breakfast
- ❖ A glass of Champagne for the Toast

# Staying Over at The Borough Arms Hotel

Many of our wedding parties find they have relatives and friends traveling from all corners of the country who may require overnight accommodation. As part of your Wedding Package we offer reduced overnight accommodation rates for your guests.

Single Room with en-suite facilities - £49.00

Double Room with en-suite facilities - £65.00

Family Room with en-suite facilities – prices on request

All rates are inclusive of full English breakfast and VAT, per room per night.

\*Please note rates are subject to change without prior notice.

We can also supply a letter for you to enclose with your wedding invitations enabling your guests to book their accommodation direct with the hotel, giving you one less task to worry about.

If you are taking advantage of one of our Wedding Drinks Packages, then accommodation on your Wedding Night as Bride and Groom is complimentary, as is full English breakfast the following morning (see Drinks Package for details).





## EXAMPLE OF WEDDING ETIQUETTE

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
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- |           |                  |     |                |
|-----------|------------------|-----|----------------|
| 1.        | Best Man         | 6.  | Bride          |
| 2.        | Chief Bridesmaid | 7.  | Bride's Father |
| 3.        | Groom's Father   | 8.  | Groom's Mother |
| <b>4.</b> | Bride's Mother   | 9.  | Bridesmaid     |
| 5.        | Groom            | 10. | Bridesmaid     |

### The Wedding Timetable

#### FROM TWO YEARS

Decide the date and place of Wedding  
 Once this decision is reached: -  
 Book Reception Venue  
 Book Photographer  
 Book Videographer  
 Book Transport  
 Book Toastmaster, if required  
 Book Reception entertainment

#### FROM TWELVE MONTHS

Decide on number of guests and make a list  
 Order Invitations  
 Book Honeymoon and if necessary, apply for Passport  
 Decide on Bridesmaids, Best Man and Ushers  
 Order Wedding cake and Bridal Favours

#### FROM SIX MONTHS

Compile Wedding present list  
 Choose Wedding dress and veil  
 Choose Bridesmaids dresses and head-dresses  
 Once colour scheme is decided, order flowers for:-  
 Bouquets, Church and Reception if required  
 Bridegroom, Best Man, Fathers and Ushers should  
 arrange hire of suits

#### FROM THREE MONTHS

Send out invitations - RSVP date to be before  
 6 weekly meeting with Wedding Co-ordinator  
 Arrange outfits for Mums  
 Choose Hymns and choice of music  
 Minister to approve - once done, arrange for the  
 'Order of Service' sheets to be printed  
 Arrange calling of Banns  
 Choose Wedding Rings

#### FROM EIGHT WEEKS

Meeting with Wedding Co-ordinator  
 Confirm travel and hotel bookings  
 Choose presents for Bridesmaids,  
 Best Man and Ushers  
 Chase any outstanding invitations

#### FROM FOUR WEEKS

Confirm Reception numbers to Hotel  
 and pay balance  
 Make hairdressing/Beauty Salon  
 appointments  
 Give Florist total number of buttonholes  
 and addresses for flowers to be delivered  
 Confirm details with Photographer,  
 car hire etc  
 Last minute buys for Honeymoon  
 Write thank you letters for presents as  
 they arrive and make a note of 'who sent  
 what' for future reference  
 Final fitting of Wedding dress

#### FROM TEN TO SEVEN DAYS

Practice make-up  
 Take head-dress to Hairdresser to decide  
 on hairstyle  
 Meet with the Best Man, Bridesmaids  
 and Ushers to finalise arrangements.  
 Give 'Order of Service' sheets to Vicar  
 Start to pack for Honeymoon

#### ONE TO TWO DAYS

Take place cards, decorations etc and  
 overnight luggage to Borough Arms  
 Hotel.  
 Delegate as much as possible  
 Final packing for Honeymoon

ARRANGEMENTS WILL VARY ACCORDING TO EACH COUPLE. ABOVE IS ONLY A GUIDE TO EASE THE  
 PLANNING OF YOUR OWN VERY SPECIAL WEDDING DAY

# Wedding Breakfast Menus

(Choose one main course option only)

## MENU A - £23.95

Chef's Own Homemade Soup  
Topped with Crispy Croutons

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Roast Staffordshire Turkey with  
Bacon Roll & Stuffing  
Or  
Roast Topside of Beef  
Served with Yorkshire pudding &  
Roast Gravy

Served with Seasonal Vegetables &  
Potatoes

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Homemade Sticky Toffee Pudding  
Served with Custard

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## MENU B - £25.95

Fan of Melon  
With Fruit Coulis

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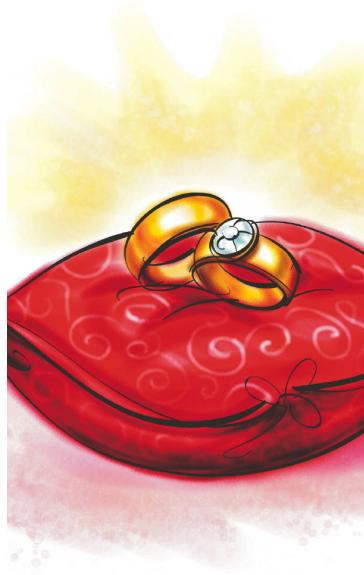
Pan Fried Breast of Chicken Served  
in a Rich Chasseur Sauce  
Or  
Roast Leg of Welsh Lamb Served on  
a Minted Potato Cake with  
Rosemary & Redcurrant Jus

Served with Seasonal Vegetables &  
Potatoes

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Vanilla Crème Brûlée  
Served with Homemade Shortbread  
Biscuits

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## MENU C - £27.50

Smoked Haddock, Crushed Potato &  
Cheddar Tart  
Served with a Lemon Dressed Salad

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Medallions of Pork Served Coated  
with Dijon Mustard & White Wine  
Cream Sauce

Or

Fillet of Salmon Veiled with Dill &  
White Wine Sauce

Served with Seasonal Vegetables &  
Potatoes

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Individual Apple & Toffee Crumble  
Served with Crème Anglaise

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Freshly Brewed Coffee & Mints

## Vegetarian Main Course Selection

For any of the banqueting menus chosen vegetarian or vegan guests can choose from the following selections. Should any of your guests have any additional dietary requests we will be happy to make arrangements, but please advise us in advance.

Mushroom, Brie & Cranberry Wellington  
Wrapped in Puff pastry & Slowly Baked



Sweet & Sour Stir Fried Vegetables  
Served with a Timbale of Basmati Rice



Tortellini Pasta  
Served in a Rich Italian Style Tomato Sauce



Spinach & Ricotta Pancakes  
Filled Pancakes of Wilted Spinach & Creamy Ricotta



# Evening Wedding Buffet Menus

## BUFFET A - £10.50

Assorted Sandwiches on White & Wholemeal  
Bread  
Roast Beef  
Roast Turkey  
Roast Ham  
Cheese & Tomato (V)  
Egg & Cress (V)  
Tuna Mayonnaise & Sweetcorn

Assorted Pizza Slices

Breaded or Tandoori Chicken Drumsticks

Homemade Cocktail Sausage Rolls

Onion Bhajis

Potato Wedges & Dips

## BUFFET C - £14.95

Selection of Open Rolls & Sandwiches  
With A Variety of Fillings

Potato Wedges

Assorted Pizza Slices

Staffordshire Oatcakes

Vegetable & Meat Samosas

Chicken Satay Skewers

Sesame Prawn Toast

Potato Salad

Coleslaw Salad

## BUFFET B - £12.50

½ Selection of Assorted Sandwiches & ½  
Open Rolls:-  
Cheese & Pickle (V)  
Cottage Cheese & Pineapple (V)  
Roasted Vegetables (V)  
Ham & Tomato  
Turkey & Stuffing  
Beef with Dijon Mustard

Thick Cut Chips

Homemade Cocktail Sausage Rolls

Savoury Mini Quiches & Vol Au Vents

Vegetable & Meat Samosas

Goujons of Chicken with BBQ Sauce

Coleslaw Salad

## CHEF'S FORK BUFFET - £21.50

Selection Of Cold Meats To Include:-  
Ham, Roast Beef & Turkey

Poached Salmon Squares with Lemon  
Mayonnaise

Hot-Minted New Potatoes

Coleslaw Salad

Waldorf Salad

Pasta Salad

Choose One Hot Dish of your Choice

- Lamb Curry with Rice
- Chicken A La King with Rice
- Beef Bourguignon

Selection of Bread Rolls & Butter

Assorted Pickles & Dips

## **BUFFET SELECTOR**

You may create your own Buffet by choosing a minimum of 5 items from the selector below

All item prices are per person

Breaded or Tandoori Chicken Drumsticks	£2.30
Onion Bhajis	£1.70
Plaice Goujons	£2.50
Chicken Goujons	£2.70
Garlic Bread	£1.70
Garlic Bread with Cheese	£1.90
Sesame Prawn Toast	£2.05
Cheese & Bacon Oatcakes	£2.65
Cheese & Mushroom Oatcakes	£2.65
Assorted Sandwiches	£3.95
Assorted Open Rolls	£4.05
Assorted Open Rolls & Sandwiches	£4.35
Mini Quiches	£2.45
Homemade Cocktail Sausage Rolls	£1.80
Thick Cut Chips	£1.90
Assorted Vol Au Vents	£2.10
Vegetable & Meat Samosas	£2.10
Chicken Satay Skewers	£2.60
Potato Wedges & Dips	£2.10
Assorted Pizza Slices	£2.10

### Salads:-

Coleslaw Salad	£0.95
Potato Salad	£0.95
Waldorf Salad	£0.95
Mixed Salad	£0.95
Pasta Salad	£0.95

## **BUFFET DESSERT SELECTOR - £2.95 per person**

**(Choose and order any 2 of the following)**

Chocolate Fudge Cake

Profiteroles

Strawberry Cheesecake

Lemon Tart

## **CIVIL CEREMONY COSTS 2012 – 2013**

Staffordshire County Council Registration Service  
Tel: 01782 297580 or 0300 1118001

### **Hotel Charges**

#### **Hire of Function Room for Ceremony**

King Room – Hire £185.00

Baker Room – Hire £115.00

### **Registrars Booking Fee**

2013 – A non-refundable fee of £50.00 is payable to secure your chosen date and is in addition to the charges detailed below

### **Registrars Charges – Monday to Saturday**

2012 - £303.50 (includes Marriage Certificate fee of £3.50)

### **Registrars Charges - Sunday & Bank Holidays**

2012 - £353.50 (includes Marriage Certificate fee of £3.50)

Each person has to give their notice of intention to marry to their local Registry Office.

NB: The earliest time for service is 11:30am

The latest time for service is 5:15pm

# Wedding Terms and Conditions

## Deposits & Payments

A non-refundable deposit of £495.00 is required within 14 days of a provisional booking being made. The balance of the account must be settled no later than four weeks before your reception at which time we will require the precise numbers of guests attending your reception. These numbers will be the minimum chargeable or 90% of the original number given, whichever is larger.

Any food, drink or services not mentioned in the contract but asked for at the Hotel will be paid for when the bill for such items is presented.

## Cancellations

There is no charge if you find it necessary to cancel the function more than six months before the event if we are successful in re-letting the room for a similar function. Otherwise the following charges will apply which include the estimated total of room hire, pre-booked food and beverages.

Between 6 & 4 months prior to the event	25%
Between 3 & 1 months prior to the event	75%
Less than 1 month prior to the event	100%

Cancellation must be made in writing to the Hotel and will only be deemed to take effect from the date received at the Hotel. Postponement will be treated as a cancellation and the same Terms and Conditions will apply.

We have to retain the right to cancel the booking without obligation in the unlikely event of fire, disputes with employees, alterations or decorations that are not ready on time or by the order of any Public Authority.

## General

Any materials, mechanical or electrical equipment brought in by you or at your request, must be brought to the attention of the Hotel in writing. You will need the Hotel's consent before they can be brought in and they must comply with all current relevant regulations. In the unlikely event of any problem, you will be liable for any damage or injury arising from the use of the equipment, unless it has been caused by the negligence of the Hotel's employees.

We regret that we cannot be held responsible for the security of your property, though we will do all we can to look after it. Because of Fire Regulations you cannot let off any incendiary or explosive devices in or around the Hotel.

Prices are inclusive of VAT at 20% and due to market fluctuations may be subject to change without notice.

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