

# *Borough Arms Hotel*

A Wedding at the Borough Arms Hotel is a memorable and cherished occasion.  
Why not hold your civil marriage ceremony at our venue too?

We know how important it is that your wedding is a truly spectacular day and we offer every couple a bespoke service. Be inspired by the opportunity to add your own unique twist to your big day and let your personality shine through.

You will have the undivided attention of our dedicated wedding co-ordinator who will ensure that those finer details come together to make the day of your dreams a reality.

Our friendly and attentive service team will be on hand to meet your every need on your special day.



Tel: 01782 629421

email: [info@borough-arms-hotel.co.uk](mailto:info@borough-arms-hotel.co.uk)

# *Borough Arms Hotel*

## **2020 Evening Wedding Package (Available Sunday – Friday)**

**£1,275.00**

**This Amazing Offer includes the following: -**

- Designated Wedding Co-ordinator
  - Red Carpet on arrival
  - Varied Hot & Cold Finger Buffet for 80 guests**
  - Resident DJ playing until 12.30am
  - Hire of Private Function Suite
  - Use of Silver Cake stand & Knife
  - Accommodation Letters (To send out with invitations)
  - Free on-site parking
  - Bar Extension until 12.30am
  - Complimentary Double Room including Full English Breakfast
  - Discounted accommodation rates for the wedding party
- Additional guests over 80 for the evening reception can be added @ £12.50 per person (Maximum Capacity 120)



# Borough Arms Hotel

## Evening Buffet Menu

Assorted Sandwiches on White & Wholemeal Bread  
With a Variety of Fillings  
Homemade Cocktail Sausages  
Cheese Oatcakes (V)  
Coleslaw Salad  
Mixed Salad  
Potato Wedges & Dips

## Plus 3 additional items from the following:

Chicken Drumsticks (Choice from BBQ, Tandoori, Breaded or Peri Peri)  
Southern Fried Chicken Goujons & BBQ Dip  
Lamb Kofta with Mint Yoghurt  
Lamb Samosas & Minted Yoghurt  
Vegetable Samosas & Minted Yoghurt (V)  
Fish Goujons & Tartare Dip  
Cheese & Bacon Oatcakes  
Onion Bhajis (V)  
Vegetable Spring Rolls with Sweet Chilli Dip (V)  
Thick Cut Chips  
Potato & Shallot Salad  
Penne Pasta Spicy Arrabbiata Salad

## Desserts

You may add a choice of two desserts (listed below) to the above buffet for only £3.00 per person extra

Chocolate Fudge Cake

Strawberry Cheesecake

Lemon Tart

Black Forest Gateaux



# *Borough Arms Hotel*

## **Optional Extras to Compliment**

### **Civil Ceremony Room Hire**

Baker Room (up to 40 guests) £110.00

King Room (up to 90 guests) £185.00

### **Wedding Beverages**

Bottles of House Wine (White, Red & Rose) £17.50 a bottle

Prosecco £22.95 a bottle

Champagne from £38.50 a bottle

Canapes @ £6.50 per person

Cheese Board @ £6.50 per person

### **Overnight Accommodation Rates for Guests**

Upgrade to Bridal Suite @ £100.00

Single Room from £49.00 per night inclusive of full English breakfast

Double/Twin Rooms from £65.00 per night inclusive of full English breakfast

Family Rooms from £89.00 per night inclusive of full English breakfast

### **Accessories**

Chair covers with organza sash from £3.25 each

Table runners and crystals from £3.50 each

(Full decoration price list available on request)





**Civil Ceremony Costs 2020-2021**  
**Taking place at Hotel**

Staffordshire County Council Registration Service  
Tel – 0300 1118001

**Booking Fee**

A non-refundable fee of £100.00 is payable to secure your chosen date and time.  
This fee is in addition to the charges detailed below.

Visiting Registrar's Charges – Monday to Saturday  
£525.00 (includes one copy of Marriage Certificate)

Visiting Registrar's Charges – Sunday & Bank Holidays  
£575.00 (includes once copy of Marriage Certificate)

NB: The earliest time for ceremony is 10.00 am  
The latest time for ceremony is 6.00 pm

**Taking place at local Registry Office**

**Booking Fee**

A non-refundable fee of £75.00 is payable to secure your chosen date and time.  
This fee is in addition to the charges detailed below.

Registrar's Charges – Monday to Friday  
£275.00 (includes one copy of Marriage Certificate)

Registrar's Charges – Saturday  
£300.00 (includes once copy of Marriage Certificate)

NB: The earliest time for ceremony is 10.00 am  
The latest time for ceremony is 4.30 pm

Each person has to give their notice of intention to marry to their local Registry Office  
within 12 months of the date of their ceremony at a cost of £35.00 (each)

Above costs are valid from April 1<sup>st</sup>, 2020 until March 31<sup>st</sup>, 2021

# Borough Arms Hotel

## Wedding Terms & Conditions

### Deposits & Payments

A non-refundable deposit of £250.00 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.

### Existing Bookings

Please note that the prices stated in this wedding brochure are not applicable to any existing bookings for 2018.