



Borough Arms
Hotel

Evening Wedding Package 2025

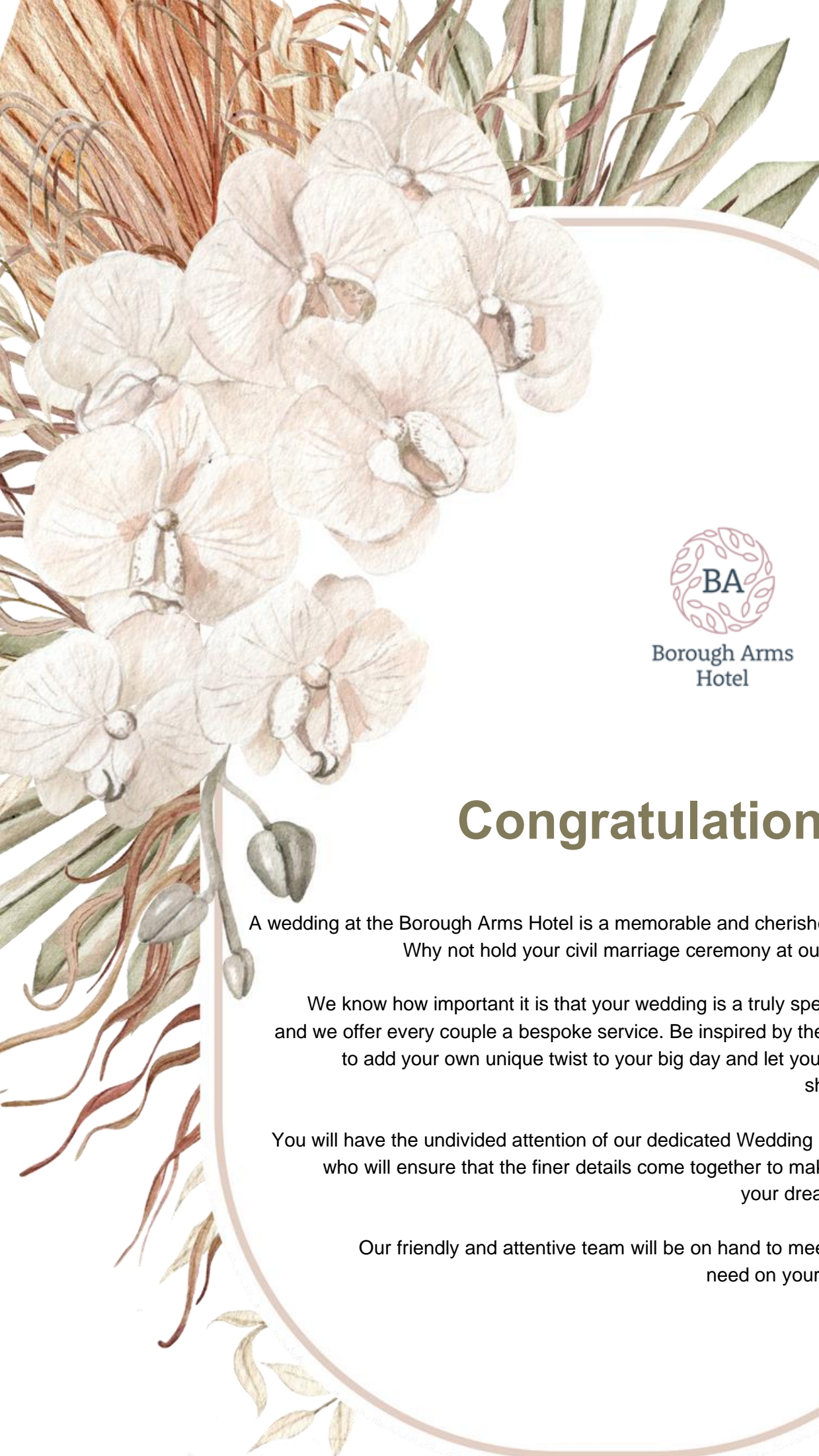
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Borough Arms
Hotel

Congratulations!

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 the finer details come together to make the day of your dreams a reality.

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



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Evening Wedding Reception Package 2025 For Weddings on a Sunday to Friday £1,925.00

Included in this package:

Evening Reception buffet for 80 guests

Highly personal and dedicated Wedding Co-ordinator

Complimentary Double Room including Full English Breakfast

Red Carpet on arrival

Resident DJ playing until 12.30am

Use of silver cake stand and knife

Bar extension until 12.30 am

Function Suite hire

Discounted accommodation rates for the wedding party

Accommodation Letters (To send out with invitations)

Free on-site parking

Evening Reception buffet – additional guests at £17.50 per person
(Maximum Capacity 120)



Evening Buffet Menu



Buffet Option 1

5 Sandwich Options and 7 Buffet Options

Select Sandwich Options on White and Wholemeal Bread (*GF)

from the following:

Roast Beef & Horseradish

Honey Roast Ham & Wholegrain Mustard

Coronation Chicken

Cheese & Onion (V) (*VG)

Egg Mayonnaise & Chive (V)

Tuna Mayonnaise & Sweetcorn

Roasted Vegetables (VG)

Turkey & Stuffing

Select Buffet Options from the following:

Chicken Drumsticks - BBQ, Tandoori or Roasted

Southern Fried Chicken Goujons with BBQ Dip

Lamb Kofta with Minted Yoghurt

Vegetable Samosas with Minted Yoghurt (*VG)

Oatcakes - Cheese, Cheese & Bacon or Cheese & Mushroom (V)

Onion Bhajis (VG)

Assorted Pizzas (*VG)

Vegetable Spring Rolls with Sweet Chilli Dip (VG)

Pasta Salads – Cajun Mayo or Tomato Arrabbiatta (VG) (*GF)

Pork Pie & Pickled Onions

French Fries (VG) (GF)

Potato Wedges (VG) (GF)

Cheese and Onion Rolls (V)

Cocktail Sausages

Mixed Salads (VG) (GF)

V-Vegetarian, VG-Vegan, GF-Gluten Free, * - can be adapted

We can accommodate many types of dietary needs – see a member of our team for further details

Buffet Option 2

Hot Roast Baps (*GF)

With a selection of Beef, Pork and Five Bean Burgers (VG)

Served with Fries, Coleslaw, Pasta Salad and Mixed Salad

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Dessert

£4.50 per person

Chocolate Fudge Cake

Strawberry Cheesecake

Lemon Tart

Black Forest Gateaux

Bespoke buffet menus are available – please see a member of our team for further details

Optional Extras

Civil Ceremony Room Hire

Baker Room (maximum of 40 guests) £165.00

King Room (maximum of 90 guests) £275.00

Wedding Beverages

Bottles of House Wine (White, Red & Rose) £21.95 per bottle

Prosecco £26.95 per bottle

Champagne from £63.50 per bottle

Canapes £8.95 per person

Cheese Board £8.95 per person

Overnight Accommodation Rates for Guests

Single Room from £62.50 per night inclusive of Full English breakfast

Double/Twin Rooms from £85.00 per night inclusive of Full English breakfast

Family Rooms from £125.00 per night inclusive of Full English breakfast

Suites from £210.00 per night inclusive of Full English breakfast

Decorations

Chair covers with organza sash from £3.95 each

Table runners with crystals or petals from £5.50 each

(Full decoration price list available on request)



Ceremony Price List 2024/5

For Ceremonies taking place at the Borough Arms Hotel

Staffordshire County Council Registration Service
Tel – 0300 1118001

Non-refundable Booking Fee: £100

Standard Ceremony Fees 2023-2024:

Standard Ceremony Fee – Monday-Friday: £525
Standard Ceremony Fee – Saturday: £550
Standard Ceremony Fee – Sunday and Bank Holidays: £575

Standard Ceremony Fees 2024-2025:

Standard Ceremony Fee – Monday-Friday: £525
Standard Ceremony Fee – Saturday: £550
Standard Ceremony Fee – Sunday and Bank Holidays: £575

NB The earliest time for a Ceremony is 10.00 am
The latest time for a Ceremony is 5.00 pm

For Ceremonies taking place at a Registry Office

Non-refundable Booking Fee: £75

Standard Ceremony Fees 2023-2024:

Standard Ceremony Fee – Monday-Friday: £275
Standard Ceremony Fee – Saturday: £300
Standard Ceremony Fee – Sunday & Bank Holiday: £350

Standard Ceremony Fees 2024-2025:

Standard Ceremony Fee – Monday-Friday: £275
Standard Ceremony Fee – Saturday: £300
Standard Ceremony Fee – Sunday & Bank Holiday: £350

NB The earliest time for Ceremony is 10.00 am
The latest time for Ceremony is 4.30 pm

The above is payable to Staffordshire County Council

Each person must 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 per person.

Above costs are valid from 1st April 2024 to 31st March 2025



Wedding Terms & Conditions

Deposits and Payments

1. A non-refundable deposit of £750.00 is required within 14 days of a provisional booking.
2. Any balance must be settled no later than four weeks before your wedding date.
3. We require the precise numbers of guests attending no later than four weeks before your wedding date. (These numbers will be the minimum charge or 90% of the original number given, whichever is larger.)
4. Any food, drink, or services not in the contract must be paid for at the time of request.

Cancellations

1. Cancellation more than six months before the planned wedding do not incur any charge as long as we are successful in re-letting the room for a similar function. Otherwise, the charges below will apply which include an estimate of room hire, pre-booked food and beverages:
 - Between 6 and 4 months prior to the event 25%
 - Between 3 and 1 months prior to the event 75%
 - Less than 1 month prior to the event 100%
2. Cancellation must be made in writing to the Borough Arms Hotel and will only be deemed to take effect from the date received. Postponement will be treated as a cancellation and the same Terms and Conditions apply.
3. We 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

1. Any materials, mechanical or electrical equipment owned by you or your guests and used at our hotel, must be brought to the attention of the Hotel in writing. You will need our consent prior to the Wedding, and they must comply with all current relevant regulations. In the unlikely event of any issues, 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 Borough Arms Hotel's employees.
2. All property left on our premises is at the risk of all guests: we cannot be held responsible for any losses.
3. Incendiary or explosive devices or the use of candles in or around the Borough Arms Hotel is forbidden.
4. Prices are inclusive of VAT at 20% and due to market fluctuations may be subject to change without notice.

