



Borough Arms  
Hotel

# Weddings at the Borough Arms Hotel

Your guide to booking, organising  
and hosting your dream day

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2027

# Congratulations!

A Wedding at The Borough Arms Hotel is a memorable and cherished occasion.

We know how important it is that your wedding is a truly spectacular day and we offer every couple a bespoke service.

From the ceremony, to the wedding breakfast and evening reception, be inspired by the opportunity to add your own twist and let your personality shine through.

With years of experience in hosting weddings of every style and size, we understand that no two celebrations are ever the same.

Our flexible approach allows you to shape the day exactly as you wish, while we quietly take care of the planning, coordination and behind-the-scenes details, so that all you have to do is relax and enjoy the day with your family and friends

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, attentive team will also be on hand to meet your every need on your special day.



# About Us

170 years of Hospitality...and Counting!

Welcome to the Borough Arms Hotel, a friendly, privately owned hotel in the heart of the market town of Newcastle-under-Lyme. Known for our charm and attentive personal service, we offer a thoughtful blend of modern comfort and traditional hospitality, creating a warm and welcoming setting for every guest.

As a fully licensed civil wedding venue - and proudly LGBTQ+ friendly - our experienced team will guide you through every stage of your special day with calm expertise, careful attention and genuine care, ensuring that everything runs smoothly from beginning to end.

A place to gather, celebrate and feel truly looked-after.



## Room Capacities

Baker Room (Ceremony): 40 maximum

King Room (Ceremony): 90 maximum

Baker Room (Wedding Breakfast): 20 maximum

King Room (Wedding Breakfast): 70 maximum

Combined (Evening Reception): 120 maximum



\*Please note that ceremony room capacities are inclusive of the Bride & Groom, and Registrars



# Dazzling Package

MONDAY - THURSDAY

3 Course Wedding Breakfast for 40 guests  
Evening Reception Buffet for 80 guests

Highly Personal and Dedicated Wedding Co-Ordinator

Complimentary Double Room including Full English Breakfast

Red Carpet on Arrival

Colour Co-ordinating Paper Napkins

Use of Silver Cake Stand and Knife

Function Suite Hire

Bar Extension until 12.30am

Discounted Accommodation Rates for the Wedding Party

Free On-Site Parking

£2395.00



## Additional Guests?

Wedding Breakfast.....£36.50 per person

Evening Reception Buffet.....£18.25 per person



# Spectacular Package

FRIDAY & SUNDAY

3 Course Wedding Breakfast for 40 guests  
Evening Reception Buffet for 80 guests

Highly Personal and Dedicated Wedding Co-Ordinator

Complimentary Bridal Suite including Full English Breakfast

Red Carpet on Arrival  
Welcome Drink on Arrival for your Day Guests  
Colour Co-ordinating Paper Napkins  
Use of Silver Cake Stand and Knife  
Table Numbers and Table Plan

Function Suite Hire  
Bar Extension until 12.30am

Discounted Accommodation Rates for the Wedding Party  
Accommodation Letters to be sent with Invitations  
Free On-Site Parking

**£3625.00**



**Additional Guests?**

Wedding Breakfast.....£40.00 per person  
Evening Reception Buffet.....£21.25 per person



# Royal Package

SATURDAY

3 Course Wedding Breakfast for 40 guests  
Evening Reception Buffet for 80 guests

Highly personal and dedicated Wedding Co-ordinator

Complimentary Bridal Suite including Full English Breakfast

Red Carpet on Arrival

Welcome Drink on Arrival for your Day Guests

Glass of House Wine with Wedding Breakfast

Glass of Prosecco for the Toast

Organza Bow with White Chair Covers for Wedding Breakfast

Colour Co-ordinating Paper Napkins

Use of Silver Cake Stand and Knife

Table Numbers and Table Plan

Function Suite Hire

Bar Extension until 12.30am

Discounted Accommodation Rates for the Wedding Party

Accommodation Letters to be sent with Invitations

Free On-Site Parking

## £4795.00



### Additional Guests?

Wedding Breakfast.....£42.50 per person

Evening Reception Buffet.....£22.50 per person



# Twilight Package

ALL YEAR ROUND

## 40 Civil Ceremony and 80 Evening Guests

Highly Personal and Dedicated Wedding Co-Ordinator  
Complimentary Double Room including Full English Breakfast  
Red Carpet on Arrival

Chair Covers with Organza Sash (Ceremony Only)

Hire of Baker Room for Civil Ceremony (up to 40 guests)

Welcome Drinks and Canapes for 40 Guests

Evening Reception Buffet for 80 guests

Resident DJ playing until 12.30am

Use of Silver Cake Stand and Knife

Bar Extension until 12.30am

Discounted Accommodation Rates for the Wedding Party  
Accommodation Letters (to send out with invitations)

Free On-Site Parking

# £2895.00

Additional guests - £35.00 per person



## Additional Ceremony Room Hire for Civil Ceremony

King Room ( up to 90 Guests).....£120.00

\*Twilight events available on Saturdays outside of the peak season  
(1st May - 30th September)



# Evening Package

80 Guests

Highly Personal and Dedicated Wedding Co-Ordinator  
Complimentary Double Room including Full English Breakfast  
Red Carpet on Arrival  
Evening Reception Buffet for 80 Guests  
Resident DJ playing until 12.30am  
Use of Silver Cake Stand and Knife  
Function Suite Hire  
Bar Extension until 12.30am  
Discounted Accommodation Rates for the Wedding Party  
Accommodation Letters (to send out with invitations)  
Free On-Site Parking

£2195.00

\*Additional guests charged at £19.50 per person (maximum 120)

\*Evening Only events available on Saturdays outside of the peak season (1st May - 30th September)



## Bespoke Options

*Looking for something a little different?*

Our team is happy to work with you to create a bespoke celebration that reflects your vision, pace and priorities.



# Self-Catered Weddings

Max. 100 Guests

Room Hire Charge for Function Suites from 10:00am to 12.30am

A Section of our Kitchen  
Event Host for the Day + 1 Member of Service Staff

Private, Staffed Bar until 12:30am  
Corkage Charge

Basic Set-up of Tables & Chairs, inc. White Linen Tablecloths

One Complimentary Bedroom

£2195.00



**Please Note:**

**Any Outside Catering Company is to supply Public Liability Insurance,  
Food Hygiene Certificates (Level 2) and EHO Rating**

**Crockery, Cutlery and Glassware can be provided at a supplementary charge  
of £3.50 per person.**

**Extra Service Staff can be provided at an additional charge**

\*Self Catered events available on Saturdays outside of the peak season  
(1st May - 30th September)



# Wedding Breakfast

## FIRST COURSE

Create your own wedding day menu from our selection of time-honoured favourites.

First, let's choose one soup option and one starter option...

### **Homemade Soup served with Crusty Bread Roll & Butter**

Oven Roasted Tomato | Basil Oil (VG)

Broccoli & Stilton | Chive Cream

Leek & Potato | Crispy Leeks

Market Vegetable | Heart Shaped Croutons

Wild Mushroom | Truffle Oil

### **Starters**

Goats Cheese & Red Onion Tart | Balsamic Dressed Rocket

Duck Liver Pate | Red Onion Jam | Ciabatta Toast

Traditional Prawn Cocktail | Baby Gem Lettuce | Granary Bread

Mushroom Bruschetta | White Wine Cream | Crispy Rocket

Tandoori Chicken Skewer | Mint Yoghurt | Red Onion & Rocket Salad

Spring Onion and Sweetcorn Crab Cakes | Sweet Chilli Dip



If you would like to offer your guests a soup and a starter course, please speak to your Wedding Co-Ordinator about 4-Course options



# Wedding Breakfast

## MAIN COURSE

Next Up...The Main Event.

Choose two main courses and a vegetarian option that are going to make your menu feel really special.

### Main Courses

Traditional Topside of Beef | Yorkshire Pudding | Stock Gravy

Slow Braised Steak | Yorkshire Pudding | Stock Gravy

Pan Fried Chicken Breast | Fondant Potato | Mushroom &

Tarragon Cream Sauce

Roast Turkey Breast | Sausage Meat Stuffing | Pigs in Blankets | Stock

Gravy

Crispy Pork Belly | Mashed Potatoes | Black Pudding | Cider Gravy

Fillet of Seabass | Crushed New Potatoes | Pea Cream | Samphire

\*\*Fillet of Salmon | Fondant Potato | Bearnaise Sauce

\*\*Leg of Welsh Lamb | Minted Mashed Potatoes | Mint & Rosemary Gravy

\*\* Supplement of £3.50 per person

### Vegetarian Options

Cajun Sweet Potato Roulade | Sautéed New Potatoes | Green

Beans | Garlic Aioli

Roasted Vegetable Tart | Tomato & Thyme Sauce

Wild Mushroom Risotto | Crispy Leeks | Truffle Oil



# Wedding Breakfast

## DESSERT

A final treat to round off the meal.

Choose two options to complete your menu.

Sticky Toffee Pudding | Toffee Sauce | Vanilla Ice Cream

Apple Pie | Vanilla Custard

Mixed Berry Crème Bruleé | Shortbread Biscuits

Double Chocolate Brownie | White Chocolate Sauce

Lemon Tart | Meringue Kiss | Raspberry Coulis

Oreo Cheesecake | Oreo Ice Cream

Shortbread Hearts | Whipped Cream | Fresh Strawberries

All Followed by Freshly Brewed Tea, Coffee & Mints



### Children's Menu

Children Under 10 can choose from either a half-size portion of the wedding breakfast options, or from the following:

Chicken Nuggets | Chips | Your Choice or Beans or Peas

Pizza | Chips | Your Choice or Beans or Peas

.....  
Assorted Ice Creams | Strawberry Sauce

**£17.50 per child**



# Wedding Breakfast

## Dietary Information

(V) Vegetarian, (VG) Vegan, (GF) Gluten Free

(\*GF) Can be adapted to be Gluten Free

Please speak to a member of our team for further details on meeting your guests' dietary requirements



## Expanded Menu

To add extra options to your menu, or to add a 4<sup>th</sup> course - please speak to your Wedding Co-Ordinator for full details



# Buffet Menu

## Sandwiches

**Select 5 sandwich options on White & Wholemeal Bread (\*GF)**

Roast Beef  
Honey Roast Ham & Tomato  
Coronation Chicken  
Cheese & Onion (V) (\*VG)  
Egg Mayonnaise & Chive (V)  
Tuna Mayonnaise & Sweetcorn  
Roasted Vegetables (VG)  
Turkey Breast

## Savouries

**Select 7 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  
Onion Bhajis (VG)  
Assorted Pizzas (\*VG)  
Vegetable Spring Rolls with Sweet Chilli Dip (VG)  
Pasta Salads: Cajun Mayo or Tomato Arrabiatta (VG) (\*GF)  
Pork Pie & Pickled Onions  
French Fries (VG) (GF)  
Potato Wedges (VG) (Gf)  
Cheese & Onion Rolls (V)  
Cocktail Sausages  
Crisps, Coleslaw & Mixed Salads (VG) (GF)

# Buffet Menu

## Dessert

A final treat to complete meal. Select two options:

Chocolate Fudge Cake

Strawberry Cheesecake

Lemon Tart

Black Forest Gateau

£4.95 per person



## Something Extra Special?

Canapes (min. 20 guests).....£9.50 per person

Fresh Fruit Platter (min. 10 guests).....£9.00 per person

Cheese Board (min. 10 guests).....£10.00 per person

Mini Dessert Platter (min. 10 guests).....£7.50 per person

Late Night Bacon / Sausage Baps with French Fries.....£9.00 per person

Wedding Cake can be sliced and served on a complimentary basis

A Cover charge will be applicable for any additional items brought in by

Wedding Party - please speak to your wedding coordinator for details.



## Dietary Information

(V) Vegetarian, (VG) Vegan, (GF) Gluten Free

(\*GF) Can be adapted to be Gluten Free



# Optional Extras

FOR 2027

## Beverages

- Bottle of House Wine (White, Red or Rose) - £22.95 per bottle
- Prosecco - £5.50 (glass) or £27.95 (bottle)
- Champagne - £64.95 per bottle
- Bucks Fizz - £4.00 per glass
- Bottle of Beer (Corona or Peroni) - £4.30 per bottle
- Pimms & Lemonade - £5.00 per glass
- Jug of Orange Juice - £15.00 each
- Jug of Cordial - £5.00 each

## Corkage

- Wine @ £10.00 per bottle
- Sparkling Wine @ £15.00 per bottle

Function Suite also has a full stocked and staffed bar. Please speak to your Wedding Co-ordinator if you wish to establish a tab for your guests.



## Accommodation Rates

### **Wedding Rates (inc. Breakfast)**

- Single Room - £69.00 per night
- Double or Twin - £95.00 per night
- Family Room - £140.00 per night



# Optional Extras

FOR 2027

## Decorations

Chair Covers with Organza Sashes - £4.25 per chair  
Supply of own Venue Dresser - £50.00 administration charge

For available venue dressing options, please speak to your  
Wedding Co-Ordinator for further information



## Entertainment

Resident DJ (Playing until 12.30am) - £360.00  
(Applicable to Dazzling, Spectacular & Royal Packages)

Supply of own Entertainer - £50.00 administration charge

Supply of own photo booths - £40.00 administration charge



## Room Hire Charges

Baker Room - £185.00

King Room - £310.00

# It's in the Diary!

## A GUIDE TO OUR BOOKING PROCESS

Arrange a viewing appointment

View function suites and discuss package options

Provisionally book your preferred date  
and time (we will hold this for 14 days)

Book Registry Office

### **Pay £1000.00 deposit to secure your date**

Sign Booking Agreement

Book Planning Meeting / Decide on Decorations

Decide on Menus to send out with invitations

### **6 Months Prior: Pay 50% of remaining balance**

2 Months Prior: Final Details Meeting

### **Pay Remaining Balance & Confirm Details**



# Frequently Asked Questions

## ◆ Who books the Registrars?

The Registrars are booked and paid for by you.  
Please contact Staffordshire County Council Registration Service on 0300 111 8001.

## ◆ How many people can sit on the top table?

Ideally, between 4 and 10 guests.  
A sweetheart table for the Bride & Groom can also be arranged.

## ◆ Can we have confetti?

Yes, although we would advise using bio-degradable confetti so as not to pollute the local environment if any were to carry outside.

## ◆ Can we have a photo booth?

Yes! We welcome photo booths, and they can be set up for the evening celebration - either in the Baker Room or at the back of the Gladstone Bar

## ◆ Can we use candles?

No. Naked flames and explosive devices are not permitted at the hotel.  
LED lights powered via the mains electricity or by battery are allowed.

## ◆ What time can we check into our rooms?

The Bride & Groom can check into their complimentary room from 9am.  
Guests may check-in from 2pm, although early check in from 12 noon is available for a fee of £10.00 per room.  
All guests should check out by 11am.  
Late Check-Out (12pm) can be arranged for a fee of £10 per room

# To-Do before “I Do”

## A GUIDE TO ORGANISING YOUR DAY

### GETTING STARTED (12 Months +)

- ♡ Set a budget with a payment plan, and allocate who is paying for which services / items
- ♡ Set Date & Time
- ♡ Book venue
- ♡ Book Registrar
- ♡ Book Photographer and/or Photo Booth
- ♡ Book entertainment
- ♡ Secure Wedding Insurance
- ♡ Send out “Save the Date” Cards
- ♡ Appoint Bridesmaids and Groomsmen
- ♡ Choose a Theme and Colour Scheme
- ♡ Compile a Guest List

### 9-12 MONTHS

- ♡ Book florist and choose your flowers
- ♡ Order the dress!

### 6-9 MONTHS

- ♡ Order wedding cake
- ♡ Order Bridesmaid dresses / Groom & Best Man's suits
- ♡ Order invitations and wedding favours
- ♡ Set Wedding Breakfast Menu

# To-Do before “I Do”

## A GUIDE TO ORGANISING YOUR DAY

### 6-9 MONTHS (Continued)

- ♡ Book Hair & Make Up Trials
- ♡ Plan Stag & Hen Parties
- ♡ Book Honeymoon (don't forget to check your passports!)
- ♡ Book a planning meeting with your venue / wedding co-ordinator
- ♡ Decide on gift list
- ♡ Arrange Transportation
- ♡ Book any overnight accommodation

### 3-6 MONTHS

- ♡ Buy Rings
- ♡ Book Venue Dressing / Order any other decorative items
- ♡ Send out Invitations along with Menu and RSVP / Menu Choice

### 2-3 MONTHS

- ♡ Dress Fittings
- ♡ Choose Music for Ceremony & First Dance
- ♡ Buy the Guest Book
- ♡ Arrange Gifts for Bridal Party / Groomsmen
- ♡ Book your “Giving Notice” appointment at the Registry Office

# To-Do before “I Do”

## A GUIDE TO ORGANISING YOUR DAY

### 1-2 MONTHS

- ♡ Final details meeting with venue and co-ordinator
- ♡ Complete menu choices
- ♡ Write speeches
- ♡ Choose two witnesses
- ♡ Set seating plan
- ♡ Host Stag & Hen Parties - Have Fun!

### FINAL MONTH

- ♡ Collect Dress & Suits
- ♡ Confirm with all suppliers, florist and photographers etc...
- ♡ Now is the time to host a Bridal Shower!
- ♡ Deliver decorations and table favours to the venue

# Preferred Suppliers

## **WEDDING INSURANCE**

Wedinsure - customer@wedinsure.co.uk | T: 0800 005 1261

Wedinsure offers wedding insurance to protect your big day from cancellations, supplier failures, and more. And with policies starting from just £38.99 and 10 tiers of cover to choose from, it's a small price to pay for peace of mind. Voted Wedding Insurance Provider of the Year 2025.

\*Ask us for your our affiliate code!

## **WEDDING CAKES**

Kerry Harvey - kerryharveycakedesigns.com | T: 07759 915535

## **PHOTOGRAPHY**

E L Norman - info@elnorman.co.uk | T: 01782 616331

## **PHOTO BOOTHS**

Daniel Morrison - info@pictureblastevents.co.uk | T: 0800 193 3333

## **HAIR**

Nicola Byatt - byattnicola@me.com | T: 07538 201955

## **MAKEUP**

Emma Shackleton - contactemmashackleton@gmail.com

## **BALLOONS**

Celebrations Balloons - T: 01782 715764

## **FLORIST**

Donna's Designs - T: 07539 862531



# Cancellation Policy

1. All payments made are non-refundable and non-transferrable.
2. All cancellations must be made in writing to the Borough Arms Hotel and will only be deemed to take effect from the date received.
3. Postponements are accepted at the discretion of hotel management. Please speak to your Wedding Co-Ordinator for more information
4. We retain the right to cancel the booking without obligation in the unlikely event of fire, flood, damage to the building or by the order of a Public Authority
5. All items and services procured from outside vendors are at your own risk. The Borough Arms Hotel will not be held responsible in the event of cancelled, delayed, incorrect or damaged goods or services.

**\*\*For full terms and condition, please refer to your booking agreement**