

*Your
Wedding
Day*

The Anchor Hotel

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Thank you for choosing The Anchor Hotel as a venue for your forthcoming Wedding Reception and please accept our congratulations.

Hopefully enclosed in this brochure will be everything you need to know about Wedding Receptions here at The Anchor Hotel. However should there be any details that you wish to discuss that are not included in the brochure, please do not hesitate to contact our Wedding Co-ordinator.

The Disraeli Room is our main banqueting room and can sit a maximum of 60 guests for a served Wedding Breakfast and up to a 130 guests for your Evening Buffet Reception. We offer a 15% discount for weddings Sunday – Friday.

To make things as clear as possible, we have put together a Wedding Package which will include everything that you need for your Wedding Function – there are no hidden extras.

The Anchor is licensed to hold Civil Marriage/Partnership Ceremonies and can cater for any number of guests, from 4 to 70. Should you require any further information on this, please do not hesitate to contact us.

Should your guests have special dietary requirements, our Wedding Co-ordinator will be only too 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 12, offering a more appropriate Children's Menu. Children over 12 will be charged at full price and children under 3 are free.

For the Bride and Groom, we are pleased to offer a complimentary Executive bedroom overlooking the Thames at our Sister Hotel The Warren Lodge, which is just across the square, 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 guest's bedrooms are made as early as possible, to avoid disappointment.

We do hope that you will choose The Anchor 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 is required, along with a signed copy of our terms and conditions.

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 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>Family Rooms</i>	<i>From £54.00 per room</i>
<i>Double or Twin Bedded Rooms</i>	<i>From £44.00 per room</i>
<i>Single Rooms</i>	<i>From £34.00 per room</i>

Children under 5 years sharing a room with their parents are free. Travel cots can be provided on request.

All above rates include Full English Breakfast

All rooms are subject to availability at the time of booking

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

Should you wish to make a booking, please contact your Wedding Co-ordinator. Please quote the name of the wedding when booking.

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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*
- * If required, our Banqueting Manager will act as Master of Ceremonies throughout your reception*
- * Use of our cake stand and knife*
- * Reduced Priced Meals for the Under 12's*
- * Special Dietary Requirements catered for*
- * Complimentary accommodation for the Bride and Groom on the night of your wedding in one of our Executive Rooms overlooking the Thames with Full English Breakfast the following morning at our Sister Hotel – The Warren Lodge.*
- * Preferential Bed & Breakfast rates for your guests. Subject to availability*

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Canapé Selection

Why not treat your guests to canapés with their arrival drink

3 pieces @ £3.50 per person

5 pieces @ £4.50 per person

Smoked Salmon and Crème Fraiche

Chicken Liver Parfait, with Red Onion Chutney on Melba Toast

Sun Blushed Tomato and Mozzarella

Asparagus wrapped in Parma Ham

Roasted Mediterranean Vegetables with Goat's Cheese Tartlets

Seared Tuna on Crostini

Drinks Packages

'A'

*Glass of Bucks Fizz on arrival
½ Bottle of Fortant House Wine per person
Glass of Sparkling Wine for the Toast*

£18.50 per person

Supplement of £2.00 per person to upgrade to champagne for the toast

'B'

*Glass of Bucks Fizz on arrival
½ bottle of Pinot Grigio or
½ bottle of Arium Crianza per person
Glass of Sparkling Wine for the toast*

£22.50 per person

Supplement of £2.00 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>Additional Bucks Fizz</i>	<i>£3.45</i>		
<i>Pimms</i>	<i>£3.95</i>		
<i>Kir Royal (sparkling wine)</i>	<i>£4.95</i>	<i>with Champagne</i>	<i>£5.95</i>
<i>Alcoholic Fruit Punch</i>	<i>£3.95</i>		
<i>Non Alcoholic Fruit Punch</i>	<i>£2.25</i>		

Extras

<i>Jugs of Orange Juice</i>	<i>£6.00 per jug</i>
<i>Still or Sparkling Mineral water</i>	<i>£2.95 per 1 litre bottle</i>

Menu Prices

Menu A @ £21.00 per person

Menu B @ £22.50 per person

Menu C @ £25.50 per person

Menu D @ £27.50 per person

Menu E @ £29.50 per person

Wedding Breakfast Buffet @ £32.00 per person

Evening Buffet Menu from £10.00 per person

Children under 12 years will be charged at ½ price

Children under 3 years are Free

Civil Ceremony Room Hire Charge's

To hire one of our Rooms for a Civil Ceremony / Civil Partnership the following charges will apply...

<i>The Oliver Room (maximum of 30 guests)</i>	<i>£125.00</i>
<i>The Disraeli Room (maximum of 70 guests)</i>	<i>£175.00</i>

To arrange a Civil Ceremony/Partnership the Wedding Couple are advised to contact Weybridge Registry office to confirm dates before paying a deposit.

Menu Options

Menu A

Roast Plum Tomato Soup with Croutons

** * **

Traditional Roast Chicken served with Stuffing, Roast Potatoes & Seasonal Vegetables

** * **

Hot Apple Pie with Cream

** * **

£21.00 per person

Menu B

Traditional Prawn Cocktail topped with Marie Rose Sauce & served with Buttered Brown Bread

** * **

Chicken Breast filled with Caerphilly Cheese, Leek & Bacon Stuffing served with Roast Potatoes & Seasonal Vegetables

** * **

Lemon Tart with Cream

** * **

£22.50 per person

Menu C

Tomato & Mozzarella Cheese Salad drizzled with Balsamic Dressing

** * **

Roast Pork with Apricot Stuffing served with Roast Potatoes & Seasonal Vegetables

** * **

Profiteroles filled with Chantilly Cream & Topped with Hot Chocolate Sauce

** * **

Coffee and Mints

£25.50 per person

Menu D

Peppered Mackerel & Beetroot Salad served with Horse Radish

** * **

Traditional Roast Beef or Beef Wellington served with Yorkshire Pudding, Roast Potatoes & Seasonal Vegetables

** * **

Passion Fruit Bavarios with Cream

** * **

Coffee and Mints

£27.50 per person

Menu E

Melon & Red Berry Compote

* * *

Poached Fillet of Salmon topped with a Hollandaise Sauce, served with New Potatoes & Seasonal Vegetables

* * *

Meringue Nest filled with Chantilly Cream & Red Berries

Coffee & Mints

£29.50 per person

Wedding Breakfast Buffet

Please Choose a Starter from the Wedding Package Menu

* * *

Roast Norfolk Turkey

Honey Glazed Ham

Seafood Platter

Cheese & Tomato Quiche

Mixed Leaf Salad

Coleslaw

New Potatoes

Tomato & Onion Salad

Rice Salad

* * *

Please choose a Dessert from the Wedding Package Menu

* * *

Coffee and Mints

£32.00 per person

A selection of Cheese & Biscuits is available at an extra charge of £3.50 per person if required.

Supplements

Soup Course £3.25 per person

Sorbet Course £2.95 per person

Fish Course £4.95 per person

Cheese Course £3.50 per person

Cheese Platters for table £25.00 (per table of 10)

Vegetarian Menu

Caesar Salad with Parmesan Croutons

Avocado and Tomato salad with Marinated Olives and Feta Cheese

Baked Mushrooms with Basil Cream and Garlic, topped with Cheese

* * *

Mushroom Wellington laid onto Provencal sauce

Asparagus and Wild Mushroom Risotto topped with Parmesan Crisp

Marinated Provence Vegetables seared and topped onto Mornay sauce

Stir Fried Vegetable Filo Parcel shallow fried onto a Sweet Tomato Coulis

All the above served with Seasonal Vegetables and Potatoes

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

Children's Menu

Children can either have smaller portions of the Adults meal or you can choose a special menu just for them

Plain Melon or Garlic Bread

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Sausage, Chips & Beans

Chicken Nuggets Chips & Beans

Pizza & Chips

* * *

Ice Cream

Evening Buffet Menu

Buffet One

*Chicken Drumsticks
Selection of Assorted Sandwiches
Vegetable Samosas
Potato Wedges
Breaded Cream Cheese filled Jalapenos
Bowls of Crisps & Peanuts*

£10.00 per person

Buffet Two

*Selection of Assorted Sandwiches
Mini Pizzas
Onion Baijs
Pigs in Blankets
Filled Potato Skins
BBQ Chicken Wings
Spinach & Feta Goujons*

£12.50 per person

Salad Bowls: £15.00 each (serves 10)

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

For dessert or cheeseboards please ask for details

Terms and Conditions

In these Terms and Conditions 'we' or 'us' means Shepperton Hotels Limited and 'you' refers to the person or organisation booking the Function

Save where expressly varied in writing by us, any booking taken by us is taken subject to these Terms and Conditions. Payment of your deposit shall be regarded as your acceptance of these Terms and Conditions. However, where you are dealing with us as a 'private individual' rather than as a 'business' your statutory rights are not affected by these Terms and Conditions.

1 Deposits

Until the Company receives your deposit and confirms the booking in writing, any booking is only provisional and the Company reserves the right to cancel any such provisional booking at any time and for any reason.

Deposits are payable as follows:-

Where the function is more than 2 months away a deposit of 25% of the estimated total cost of the function, or £500.00 (whichever is the greater) is required.

Where the function is less than 2 months away a deposit of 50% of the estimated total cost of the function is required.

DEPOSITS ARE NOT REFUNDABLE IF YOU CANCEL YOUR FUNCTION AND CANCELLATION CHARGES MAY APPLY (SEE CLAUSE 4). THEREFORE WE STRONGLY RECOMMEND THAT YOU TAKE OUT ADEQUATE INSURANCE AGAINST THE CANCELLATION OF YOUR FUNCTION

2 Settlement of Accounts

A pro-forma account for the full estimated cost of the function will be sent to you and must be settled, in full, no later than 30 days before the function. If we do not receive settlement of the pro-forma account at least 30 days prior to the date of the function then we shall be entitled to treat the booking as having been cancelled by you.

The cost of any subsequent additional extras agreed between you and us must be settled in full prior to the day of the function. Any last minute extras agreed by us on the day are payable immediately.

The balance of any account is payable on the day of receipt of invoice, or (if earlier) the day of the event. Amounts invoiced (including VAT) must be paid in full without any set-off or counter claim.

3 Interest

We reserve the right to charge interest on overdue sums at the rate of 2.5% per month (compounded monthly).

4 Cancellation

If you wish to cancel a booking then you must notify us in writing. If you cancel any booking for any reason then the following amounts shall be payable (account being taken of any deposit retained):-

Notice of Cancellation received less than 28 days prior to the function – 100% of the total estimated charge for food, beverages, room hire and bedroom charges at the time of cancellation.

Notice of Cancellation received more than 28 days but less than 56 days prior to the function – 50% of the total estimated charge for food, beverages, room hire and bedroom charges at the time of cancellation.

Notice of Cancellation received more than 56 days prior to the function – 25% of the total estimated charge for food, beverages, room hire and bedroom charges at the time of cancellation or £500 whichever is the greater.

If you cancel a booking that we have made on your behalf with any third party for entertainment, equipment, photographers, flowers or similar items then you will be required to reimburse us for any cancellation charges that we may be required to pay to such third party.

We reserve, without liability, the right to cancel your booking at any time due to fire, flood, breakdown of plant, labour shortages, industrial disputes or any other matter beyond our reasonable control.

5 Final Numbers and Requirements

Final numbers and any further requirements should be notified to us not less than 30 days prior to the function. We will endeavour to accommodate such additional numbers or further requirements but this will be dependant on the size of the room and the nature of any further requirements.

The final numbers will be the minimum on which charges (including cancellation charges) are calculated. No charges will be made for any reduction in final numbers of less than 10% of the original numbers estimated at the time of booking. We will charge the price per head for any reduction in final numbers over and above 10% of the original numbers estimated at the time of booking.

We reserve the right to change any room allocated to your function based on the final numbers advised to us.

Not less than 30 days prior to the function you need to advise us of any special dietary requirements that any of your guests may have.

6 Prices

We reserve the right to change prices but will give you not less than 56 days notice of any change in prices affecting your function. If prices are changed then you have the right to cancel your function at any time within the following 30 days and your deposit will be returned and no cancellation charges shall apply.

The above does not apply to our Bar Tariff where the charges that will apply will be those currently applying in our bars at the time of your function.

7 Conduct of Guests etc

You are responsible for the orderly conduct of guests attending any function and you must ensure that nothing is done which would constitute a breach of law or in any way cause a nuisance or be an infringement of or render possible forfeiture or endorsement of any licence for the sale of alcohol or for music & dancing.

Any damage done to the hotel or its fixtures and fittings by guests attending your function will be payable by you. Disruptive guests will be required to leave the hotel. In extreme cases of misbehaviour, we reserve the right (without any liability to you) to stop a function and require all guests to leave.

No wines, spirits or other beverages or food may be brought into the hotel for consumption by guests without our prior approval and we reserve the right to levy a corkage charge for any such wines or spirits approved by us..

Functions are required to finish at the time agreed when the booking was made. Any extension to such times is in our sole discretion and a charge may be levied.

You shall be required to indemnify us against all costs, charges, claims, expenses, demands and liabilities incurred by, or made against us as a result of the negligence or wilful default of you or your guests

8 Items left at the Hotel

We will assist you so far as possible with the storage of your own equipment for the function but cannot accept any liability for any loss or damage to such equipment whilst at the hotel. Any such items must be removed from the hotel within 24 hours of the end of the function.

If you have any questions or concerns about the above or the arrangements for your function then please speak to your function co-ordinator as soon as possible.

When paying your Deposit please enclose a copy of these Terms and Conditions duly signed below

I/We have read, understood and accept these Terms and Conditions

.....

Date 200...

.....

Signed

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Print Name(s)