



Meetings & Events

BEST WESTERN
Donnington Manor Hotel



Welcome

Best Western Donnington Manor is conveniently situated in a village location, Dunton Green, and yet is just minutes away from the M25 & M26 and the town centre of Sevenoaks.

For those travelling by rail Dunton Green Station is a 3 minute drive away and has a direct link to Charing Cross in Central London.

The hotel has 58 spacious bedrooms which are all fully air-conditioned. Indigo Bar & Lounge and the original 15th Century Chartwell Restaurant are always a pleasant place to meet and dine.

Our professional team has put together menus and packages that will ensure your conference or function is a total success and at a sensible price.

We have 4 conference and banqueting suites, catering for small meetings or private dinners to over two hundred guests. Best Western Donnington Manor Hotel is the only hotel in Sevenoaks that is able to offer all of the following key facilities:

- Adequate on-site parking for 120 cars and free parking in all surrounding areas
- Ground floor and Lift facilities (also suitable for disabled use) to all suites and all benefiting from Air Conditioning
- All conference rooms and bedrooms have high speed internet facilities, with WI-FI in public areas and conference rooms
- Ground floor disabled facilities and DDA compliant lift

FREE WI-FI AND HSIA ACCESS IN ALL SUITES AND MEETING ROOMS



Conference

Day Delegate Package - minimum of 10 delegates

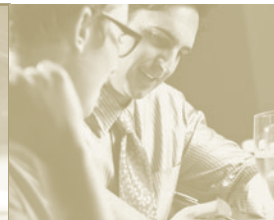
- Tea / coffee on arrival
- Mid-morning tea / coffee with Danish pastries
- Two course hot and cold buffet lunch
- Afternoon tea / coffee with cakes
- Hire of main conference room
- Flipchart and screen
- Cordials, sweets and water
- Pads, pens and name cards
- Free on-site parking

£45.00 per person
- inclusive of VAT

Executive Day Delegate Package - minimum of 10 delegates

- Tea / coffee with bacon croissants on arrival
- Mid-morning tea / coffee with Danish pastries
- Two course Table d'Hôte lunch in restaurant
- Afternoon tea / coffee with cakes
- Hire of main conference room
- Flipchart and screen
- Cordials, sweets and water
- Pads, pens and name cards
- Free on-site parking

£55.00 per person
- inclusive of VAT



Conference

24 hour Residential Delegate Package - minimum of 10 delegates

- Tea / coffee on arrival
- Mid-morning tea / coffee with Danish pastries
- Two course hot and cold buffet lunch
- Afternoon tea / coffee with cakes
- Hire of main conference room
- Flipchart and screen
- Cordials, sweets and water
- Pads, pens and name cards
- Evening meal (2 Course À la Carte)
- Overnight accommodation
- Full English breakfast
- Free on-site parking

£145.00 per person
- *in a single room*
inclusive of VAT

£85.00 per person
- *sharing a twin room*
inclusive of VAT



Room Hire Charges

	<i>Per day:</i>	<i>Per half day / evening:</i>	Equipment charges	
<i>Riverhead Suite</i>	£750	£450	<i>Flipchart / pad / pens</i>	free of charge
<i>Knole Suite</i>	£400	£250	<i>Additional flipcharts</i>	£10
<i>Cromwell Suite</i>	£400	£250	<i>Screen</i>	free of charge
<i>Fathoms Suite</i>	£250	£175	<i>Television and DVD</i>	£100
<i>Syndicates</i>	£125	-	<i>Microphone / PA</i>	£75
			<i>Car parking for 120 cars</i>	free of charge
			<i>Data projector</i>	£100
			<i>Additional equipment</i>	POA

(all rates are per day)



Room Dimensions & Capacities

suite	level	floor area	height	reception	theatre	classroom	boardroom	dinner-dance	U-shape	cabaret
Riverhead Suite	1	21.3m x 10.97m	3.35m	200	180	70	50	120	40	60
Knole Suite	2	7.8m x 6m	3.35m	50	50	20	30	-	26	30
Cromwell Suite	G	9.75m x 7.62m	3.35m	50	50	20	34	40	32	30
Fathoms Suite	1	6m x 4.5m	3.35m	-	-	-	10	-	-	-
Syndicate	v	v	v	-	-	-	6	-	6	6





Delegate Buffet Lunch

Example

Selection of Cold Roast Beef, Ham and Turkey

Assorted Salads with Dressings

Selection of 2 Hot Dishes

Vegetarian Hot Dish

Cheese and Onion Bread

Potatoes of the Day

Choice of Desserts

Freshly brewed Tea or Coffee

£20.95 per delegate

Buffet Selector

Choose from the Following:

Homemade Quiche Lorraine (can be Vegetarian on request)

Selection of Bridge Rolls (Salmon and Mayonnaise, Tomato and Cheddar Cheese, Chicken and Bacon, Fine sliced Ham and Mustard, Prawn Marie Rose with Roquette, Egg Mayonnaise and Watercress)

Homemade Savoury Sausage Rolls

Oven Roasted Potato Wedges

Barbecue Chicken Wings

Tortilla Chips with a Sour Cream Dip

Deep Fried Brie

Mini Burgers and Homemade Relish

Mini Jacket Potato with Various Toppings

Homemade Fish Goujons

Homemade Chicken Goujons

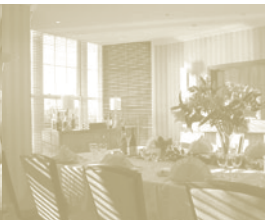
Mini Fish Cakes

Chicken Skewers

Tomato and Mozzarella Skewers

£16.95 per person for six items.

Each additional item **£2.25** per person.



Breakfast Meetings

We are delighted to be able to offer the following facilities for a breakfast meeting

- Exclusive use of one of our function rooms
- Room Hire
- Use of a flipchart and screen
- Fruit Juice
- Cereals
- Full English Breakfast
- Freshly brewed Tea and Coffee
- Toast and Preserves

Either served at your table or carvery style, depending on numbers

£18.95 per person

Further servings of tea / coffee are **£2.25** per person

All rooms benefit from air conditioning and there is ample free parking on site.



Afternoon Tea

**For something a little bit lighter,
afternoon tea may be more appropriate**

- Selection of Cakes
- Scones served with Jam and Cream
- Selection of fresh Bridge Rolls - served with Potato Crisps
- Warm Savoury Sausage Rolls
- Homemade Quiche Lorraine (Vegetarian option upon request)
- Served with freshly brewed Tea and Coffee

£15.95 per person





Welcome Drinks and Canapés

Selection of four Canapés	£5.95
Champagne	£6.50
Sherry	£3.10
Bucks Fizz	£4.25
Pimms No.1	£4.25
Glass of House Wine (175 ml)	£3.90
Malt Whisky	£4.30
Large bottle of Mineral Water	£4.20
Orange Juice	£1.60
Tea, Coffee and Biscuits	£2.75
Bottled Beers	£3.50

All per person and per glass unless stated.

Banqueting Menu - Starters

All priced at £6.95

Duck Liver Pâté

with homemade Fruit Chutney and Toasted Brioche

Hot Roasted Vegetable and Goats Cheese Tart

with a Tomato Dressing

Home Cured Salmon

with a Cucumber and Dill Dressing

Fresh Tuna Loin in Filo Pastry

with Salsa Verdi and Mixed Leaves

Fresh Asparagus

with a Hollandaise Sauce and Brown Bread and Butter

Classic Prawn Cocktail

with Marie Rose Sauce and Brown Bread and Butter

Marinated Wild Mushroom and Roquette Salad

with Shaved Parmesan

Assorted Parisienne of Melon

with Raspberry Sorbet and Minted Syrup





Soups

All priced at £4.25

French Onion with Cheese Straws

Leek and Potato

Tomato and Basil

Cream of Vegetable

Broccoli and Stilton

Classic Minestrone

Cream of Cauliflower

Fish Course

All priced at £8.95

Lemon Sole Fillet filled with fine Vegetables
set on a White Wine and Dill Sauce

Crab and Prawn Creole
*with mixed Peppers, Garlic, Onions, Chilli
and a Tomato Sauce*

Warm Oak Smoked Trout
with a Rocket Salad and Citrus Dressing

Mixed Fish Skewer
with a Pernod and Fennel Butter

Seared Smoked Salmon
with a Horseradish Cream and Watercress Salad

Can be served as a main at
£7.00 per person supplement



Main Course

Main Courses

All priced at £15.95

Roast Quail

with Chanteray Carrots, New Potatoes and Red Wine Sauce

Rib of Beef

with Yorkshire Pudding, Chateau Potatoes, Green Beans, Roasted Vine Tomatoes and a Red Wine Jus

Organic Corn-fed Chicken Supreme

with a Blue Cheese and Crispy Bacon Sauce and Sautéed New Potatoes

Apricot and Sage Stuffed Leg Of Lamb

with Dauphinoise Potatoes, Green Beans and a Rosemary Gravy

Pork Fillet

with Mashed Potatoes, Green Beans and a Grain Mustard Gravy

Grilled Sea Bass

with a Roquette Salad and Crushed New Potatoes

Pan Fried Red Mullet Fillet

with Grilled Vegetables, Parmentier Potatoes and a Tomato and Basil Sauce

Traditional Roast Turkey

with Chateau Potatoes, Baton Carrots and Cranberry Gravy

Please choose an additional Vegetable from the following:

Baton Carrots, Buttered Wine Cabbage, Courgette Chips, Green Beans, Cauliflower Mornay, Buttered Broccoli, Peas, Mashed Swede.

Vegetarian Selection

Leek, Chive and Smoked Cheddar Pie

with a Herb and White Wine Cream Sauce

Asparagus and Mushroom Risotto

with Shaved Parmesan and Truffle Oil

Roasted Vegetables and Tomato Tagliatelle

with Herb Oil

Wild Mushroom, Spinach and Gruyere Cheese Pancake

with Roquette Salad



Desserts

Desserts

All Priced at £6.95**

Hot Pear and Almond Tart
with Luxury Movenpick Vanilla Ice Cream

Raspberry Creme Brulée

Amaretto Chocolate Mousse

Summer Pudding
with Clotted Cream

Lemon Tart and Lemon Sorbet

Sticky Toffee Pudding
with a Hot Caramel Sauce and Strawberry Ice Cream

Fruit Jelly and Cream

Caramel Panna Cotta

Kent and Sussex Cheese Platter £8.95
with Crackers and Grapes

Hot Apple Pie and Custard

Homemade Profiteroles
with a warm Belgian Chocolate Sauce

Coffee/Tea and After Eight Mints

Children under 10 eat half price regardless of menu

Please choose 1 menu for all your guests

A choice menu can be provided but must be pre-ordered with exact breakdown of numbers on each course and a table plan given showing where these choices are going.

All of our menus are served with locally baked cheese and onion bread.

Gluten free and dairy free menus can be catered for at no extra charge.

**** Unless marked**

Best Western Donnington Manor Hotel Terms & Conditions for Conferences, Banqueting, Functions & Events

In these terms and conditions (“terms”), which apply to all bookings, the expression “the Hotel” means the Hotel specified in the Clients confirmation and “the Client” means the person, firm or company booking the Hotel.

1 Booking Confirmation

- 1.1 Any booking is provisional until the Hotel receives a signed copy of these terms from the Client or written confirmation of booking from the Client, of which will be deemed to be the Client’s acceptance of these terms.
- 1.2 Payment of the deposit will also be deemed as acceptance of these terms.

2 Numbers

- 2.1 Provisional minimum numbers will be required at the time of booking and the Hotel’s minimum charge will be based on those numbers.
- 2.2 Day and residential conference packages are based on a minimum of 10 persons and the size of the function space allocated is based on the expected number of attendees.
- 2.3 At least 36 days prior to arrival, the Client will provide the Hotel with up to date guest numbers and if appropriate, a rooming list.
- 2.4 At least 28 days prior to arrival, the Client will provide the Hotel with final guest numbers. The final charge to the Client will be calculated using this number or the actual number attending, whichever is the greater, provided that the minimum charge is exceeded.
- 2.5 If the actual number attending a conference is 90% or less of the final number booked, the Hotel may change the allocated function space.
- 2.6 All functions, weddings, banquets etc. will agree to a minimum charge for the hire of the Riverhead Suite. Details on request.
- 2.7 90% of all guests must be catered for on evening buffets.

3 Cancellation & Postponement

- 3.1 Cancellations or postponements of the event will result in the charges as below becoming due. In each case, the percentage charged is based on the advance notice of cancellation given and applies to the estimated total cost of the booking.

Conferences:

up to 40 days	25%
from 40 days to 7 days	50%
Less than 7 days	100%

Weddings, banquets & other functions:

from 28 weeks to 16 weeks	50%
from 15 weeks to 6 weeks	75%
less than 6 weeks	100%

- 3.2 The Hotel will try to re-let the allocated conference or function space and any related bedrooms and a reduction of the cancellation charge may be made at the Hotel’s discretion.

- 3.3 In addition to the charges payable Clause 3.1 the Client agrees to reimburse the Hotel for any costs incurred by it arising from the consequential cancellation of the Hotel’s arrangement with third parties.
- 3.4 Clients will be subject to the cancellation charges in Clause 3.1 if bedrooms reserved by the booking are not taken up or cancelled.
- 3.5 A charge will be made for anticipated lost bar revenue.

4 Changes and Cancellation by the Hotel

- 4.1 The Hotel reserves the right, without prior notice, to change the Client’s assigned room(s) for one(s) of equal suitability without affecting any minimum or other charge.
- 4.2 The Hotel may cancel the booking at any time and without liability to the Client if:
 - 4.2.1 The Client is more than 28 days in arrears with payment to the Hotel.
 - 4.2.2 The Client is unable to pay the debits as they fall due.
 - 4.2.3 Any part of the Hotel is closed or unable to operate for the specified designation.

5 Deposits

- 5.1 For weddings, banquets and social functions, deposits are payable as follows:

On booking a wedding	£750
On booking a function	£750
28 days before the event	the outstanding balance
- 5.2 For bookings other than those in Clause 5.1, such as conference and meetings, the Hotel reserves the right to require payment of a deposit at any time prior to arrival, the amount being determined by the Hotel. In all cases, if the Client fails to pay a deposit within seven days of being requested to do so then the Hotel may treat the booking as cancelled.
- 5.3 In the event of cancellation by the Client, any deposit paid will be non-refundable.

6 Prices & Payment

- 6.1 Prices quoted are subject to variation up to 12 weeks prior to arrival after which, except for variations due to Client requirements, they may only vary due to changes in Value Added Tax or other reasons outside the Hotel’s control, in which case they will be immediately notified to the Client.

- N.B No bedrooms are automatically held for you. You must confirm any accommodation requirements in writing and must have received our accommodation contract back signed by the hotel.

- 6.2 Payment is by cash, cheques, bankers draft or such credit cards as are recognised by the Hotel and to limits accepted by the Hotel from time to time. 2% surcharge applies to all debit/credit cards.
- 6.3 Credit facilities with the Hotel are available to corporate accounts. Completed credit application forms are required at least 28 days prior to the date from which credit is required. The Hotel is under no obligation to grant credit. Credit facilities are not offered to private individuals.
- 6.4 All sums payable under this agreement are due for payment on presentation of the invoice. In the event of any query relating to the invoice, the Client must notify the Hotel within 7 days of the invoice date and the Client's obligation to pay any outstanding balances immediately will not be affected.
- 6.5 The Hotel reserves the right to charge interest at a rate of two percentage points per year above HSBC Bank base rate on any outstanding balance.

7 Corkage

- 7.1 No wines, spirits, beers or food may be brought into the Hotel or its grounds by the Client, guests or representatives, for consumption or sale on the premises without the express written consent of the Hotel and for which a charge will be made by the Hotel and indemnity forms completed.

8 Etiquette and Controls

- 8.1 The Hotel reserves the right to judge acceptable levels of noise or behaviour of the Client, guest or representatives and the Client must take all necessary steps for corrective action. In the event of failure to comply with management requests, the Hotel reserves the right to terminate the booking or stop any event without being liable for any refund or compensation.
- 8.2 It is the Hotel's policy not to discriminate on the grounds of race, colour, nationality, creed, sex, marital status, ethnic origin or disability. The Client, its guests and all sub-contractors engaged by or on behalf of the Client are expected to adhere to this policy, and the Hotel reserves a right, without incurring any liability to the Client, to remove from the Hotel any person or persons offending against this policy.
- 8.3 The Hotel and the events it hosts, are subject to statutory controls, including those relating to fire, licensing and entertainment, and must be strictly observed by Clients and their guests and representatives. If for any reason an event is closed by an outside official source, the Hotel will not be liable for compensation in any way.

9 Outside Services

- 9.1 Prior consent of the Hotel must be received for any entertainment or services contracted by the Client.
- 9.2 The Client will ensure that any outside contractor reports to the Hotel Duty Manager and signs a contractor indemnity form. The Hotel may in its absolute discretion refuse access to any contractor.
- 9.3 Prior consent of the Hotel must be received for any display to be fixed and all displays must comply with statutory codes and regulations.

10 Liabilities

- 10.1 Other than for death or personal injury caused by negligence, the Hotel, its manager and staff will not be liable for any loss, damage or expense to any person or thing however caused.
- 10.2 Unless the Hotel is liable under Clause 10.1, the Client will indemnify the Hotel from and against any and all liability and any claims, costs, demands, proceedings and damages resulting or arising from the booked event or function, the Client, its guests and any outside contractor.
- 10.3 The Client is responsible for any damage caused to the allocated rooms, furnishings, utensils and equipment in them by any act, default or neglect of the Client, its guests or sub-contractors and shall pay to the Hotel on demand the amount required to make good or remedy any such damage. (This includes bedrooms).

11 General

- 11.1 The Hotel's name, telephone and facsimile numbers, logo and the name Best Western Donnington Manor Hotel and derivatives must not be used in any advertising or publicity without the express prior written consent of the Hotel's General Manager.
- 11.2 This contract is not assignable by the Client without prior written consent of the Hotel.
- 11.3 Any notice or invoice under these terms will be duty served on either party if delivered to their address as last notified in writing to the other party.
- 11.4 This contract will be constructed in accordance with English Law and the Hotel and Client submit to the non-exclusive jurisdiction of the English courts.

N.B We recommend you take out insurance on your event.



Events that take place at Best Western Donnington Manor Hotel

Conferences
Dinner Dances
Private Parties
Christenings
Wakes
Weddings
Banquets
Christmas Parties
'Its a Knockout' Events
BBQs
Charity Events
Auctions
Property Exhibitions
Children's Parties
Barmitzvahs
Formal Balls
Lodge Meetings
Cabaret Nights
Murder Mystery Evenings
Car Shows



Weddings

AT BEST WESTERN DONNINGTON MANOR HOTEL

- A charming Tudor style country house with stunning gardens & air conditioned modern bedroom wing.
- Licensed for Civil Marriages, Renewal of Vows, Naming Ceremonies & Civil Partnerships.
- Fully self contained & air conditioned 120 seater suite.
- Excellent Menu choices using fresh local produce.
- Fine Wines & Full Bar Facilities (24hours for residents)
- Complimentary Executive Room for the Bride & Groom & discounted rates for your guests.
- Personal & Professional Service.
- Private Group Breakfast Dining Rooms available free of charge.
- Table Flowers & 2 Bouquets included in Package.
- Engraved Cake Knife as our gift to you.
- Brochure states ALL prices. Nothing hidden.



Contact Sarah Francis, Wedding & Events Manager on **01732 468510**



BEST WESTERN DONNINGTON MANOR HOTEL

London Road, Dunton Green, Sevenoaks, Kent TN13 2TD
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russell harper photography

Event photography at the
Donnington Manor Hotel

*On-site photo printing
Online photo galleries*



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The mobile disco event specialist



At Switched On Sounds we have been providing a mobile entertainment service for the last 10 years. Based in North-West Kent we mainly cover the surrounding areas i.e. Kent, Essex, Sussex, Surrey and London, however we are prepared to travel further afield.

From the smallest private party to the largest of corporate function or wedding, we can adapt the aural and visual characteristics to suit any venue. Professional sound and lighting systems enable us to create the perfect ambient or night-club-like environment, together with an experienced DJ, handpicked to suit your event. We are fully insured with P.L.I (personal liability insurance) and all our equipment is P.A.T (portable appliance test) tested.

Telephone: 07763581265 or 01732456249

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DIRECTION BY RAIL
London Charing Cross, London Bridge or Victoria to Sevenoaks takes approximately 25 minutes. Trains run every 20 minutes until 2320. Take a taxi to hotel.

DIRECTIONS FROM WEST INCLUDING HEATHROW AND GATWICK
Same as from North and East (details below) except at exit roundabout take the 1st exit.

DIRECTIONS FROM THE NORTH AND EAST
M25 to Junction 4 (A21 Bromley/Orpington). At exit take roundabout, 2nd exit. At roundabout take the 1st exit signposted to Dunton Green. Go straight over next roundabout. Past Garden Centre. Past Lay-by. Turn at next left, signposted Otford. At T Junction turn right down hill and the Hotel is on left hand side after approximately 1/2 mile.

WE ARE SUPPORTERS OF



Best Western Donnington Manor Hotel
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