



Your Wedding & Event Guide...



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Chequers Hotel, 6- 8 Oxford Street, Newbury, Berkshire, RG14 1JB

01635 38000 www.chequershotelnewbury.co.uk

Something ... to Celebrate

Congratulations on your upcoming celebrations! Booking your function at The Chequers Hotel couldn't be easier.

We offer all the facilities you will need for Weddings, Birthdays, Anniversaries, Christenings and much more. For whatever your requirements our dedicated events team are on hand to help assist you from start to finish.

Whether you wish to have a private function, wedding ceremony, wedding reception, accommodation or a combination of all, our expertise is at hand.

We hope to have the opportunity to welcome you and your friends and family to The Chequers for this very special occasion. Should you wish to discuss the details further or would like to arrange an appointment to view The Chequers Hotel and Function Suites, please do not hesitate to call the wedding team on 01635 38000 where we will be only too pleased to be of assistance.

**We look forward to extending to you our personal touches and friendly professional service for which
The Chequers Hotel is renowned.**



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Civil Ceremony Only

The Chequers Hotel has two rooms licensed in which to hold civil ceremonies.

Rooms and Capacities...

Garden Room	Up to 100 guests for a civil ceremony
Carnarvon Room	Up to 55 guests for a civil ceremony
The Garden and Carnarvon Room	Combined can hold up to 120 guests for a civil ceremony

Price: £320.00

The registrar responsible for ceremonies at The Chequers hotel is:

West Berkshire Registrar Office
Shaw House
Church Road
Shaw
RG14 2DR
Telephone: 01635 279230

How to book your civil ceremony...

1. For your ceremony to take place at The Chequers Hotel, you must have two registration officers present. You may provisionally book their attendance up to 18 months prior to your ceremony date.
2. The Senior Registration Officer will complete an advanced booking form showing details of yourselves, your address and the venue of your ceremony.
3. On making a provisional booking the Senior Registration Officer will inform you of the date when you must give LEGAL notice of the ceremony and to whom.
When you attend the Registration Office to book your marriage you will have to pay a fee for giving notice. There will be another fee for the attendance of the registrars payable to the West Berkshire Registration Office one month before the ceremony.
4. According to the law there cannot be a religious ceremony or blessing related to the civil ceremony on the premises.
5. Only a civil, non-religious ceremony can be permitted by the Senior Registration Officer. Any music, readings, words or performances, which form any part of the ceremony, must be secular. The content of this ceremony must be agreed in advance with the Senior Registration Officer who will be attending the ceremony.
6. Any right of copyright for the music, readings etc permitted at the ceremony are a matter for the holder of approval.



Wedding Package

Our fixed package is designed to give you all you need for your wedding day at an affordable price.

This offer applies to all our 2018 and 2019 dates

Fixed package includes...

- Use of your chosen function room for the Wedding Breakfast; the wedding team will dress your chosen function room on the day of your wedding with the items you have provided.
- Bucks Fizz and orange juice on arrival for 50 guests
- Set three course wedding breakfast with freshly brewed coffee and petit fours for 50 guests
- One glass of house wine with the wedding breakfast for 50 guests
- Glass of sparkling wine for the toast for 50 guests
- Hotel toastmaster
- Use of our silver cake stand (round or square) and knife
- Evening buffet of five items for 100 guests
- Free car parking for your guests
- One night's accommodation in our bridal suite
- Discounted overnight accommodation for your guests (10% off daily rate)

Our Menu...

Please choose a set menu for all your guests from the options below

To Start

- Hot soup served with garlic croutons
- Chicken liver pate served with red onion marmalade and toasted brioche
- Roasted vegetable tart with spiced tomato coulis

To follow

- Chicken breast wrapped in Pancetta, tarragon cream
- (Vegetarian option available from flexible package)

To finish

- White chocolate cheesecake with dark chocolate sauce
- Trio of ice cream with caramelised filo crisps
- Dark chocolate tart with fresh berries and Chantilly cream

Your evening buffet...

Please select five items from our finger buffet menu

Price: £3000.00

No promotional discount applies to the fixed wedding package; fixed wedding packages are available for bookings from October 2017 onwards: Additional adult guests at £49.00 for the wedding breakfast, Additional £10.95 for the evening buffet

Something Tailored

Our tailor made packages are designed to give you the ultimate flexibility. Each of our packages is priced against our main course, giving you a variety of starters and desserts to choose from.

Should you have your own alternative ideas for the menu, we would be only too happy to tailor a menu to your specific needs.

Each package includes...

- Use of your chosen function room for the Wedding Breakfast; the wedding team will dress your chosen function room on the day of your wedding with the items you have provided.
(Please note: All weddings with less than 50 adult guests will be charged £320 room hire)
- Choice of drink on arrival (choose from Sparkling Wine with a Berry, Bucks Fizz, Pimms or Bottled Beer)
- None alcoholic Fruit Punch with your chosen drinks on arrival
- Three course wedding breakfast with freshly brewed coffee and petit fours
- One glass of house wine to be served with your wedding breakfast
- Glass of sparkling wine for the toast
- Hotel toastmaster
- Use of our silver cake stand (round or square) and knife
- Free car parking for your guests
- One night's accommodation in our bridal suite
- Discounted overnight accommodation for your guests (10% off daily rate)

Wedding breakfast and evening reception room capacities...

Garden Room Wedding Breakfast min 40 guests, max 100 guests
 Evening Reception max 120 guests

Carnarvon Room Wedding Breakfast min 15 guests, max 40 guests
 Evening Reception max 60 guests

Our Menus

To Start...

Please choose one option from the below selection of starters

- Chicken liver pate served with red onion marmalade and toasted brioche
- Pan fried crab cakes with a sweet chilli dressing
- Cured meat platter with served with olive tapenade and rustic bread
- Smoked Salmon parcels with salad and roasted lemon dressing
- Grilled goats cheese on a bed of rocket, cherry tomatoes and balsamic dressing
- Roasted vegetable tart with spiced tomato coulis
- Deep fried camembert served with cranberry sauce
- Chicken, mushroom and blue cheese roulade
- Mixed cheese ravioli with wilted spinach and a rich tomato sauce

Hot Soup served with garlic croutons...

- Carrot and Coriander
- Roasted tomato and sweet pepper
- Curried parsnip
- Broccoli and stilton
- Pea and ham
- Leek and potato
- Butternut squash and goats cheese
- Chicken and vegetable



To follow...

Please choose one option from the below selection of main courses in accordance with the menu package you wish to purchase

Silk Package

- Chicken breast wrapped in Pancetta, tarragon cream
- Loin of pork, homemade apple sauce and roasting juices
- Roasted fillet of salmon, prawn and dill sauce
- Grilled fillet of Seabass, homemade pesto sauce

Price: £49.00

Ruby Package

- Roast sirloin of beef, Yorkshire pudding and gravy
- Pressed belly of pork, cider jus
- Rump of lamb, rosemary and garlic sauce
- Roasted Torbay sole topped, classic caper and brown butter dressing
- Pan fried red mullet, traditional tomato and basil sauce

Price: 59.00

Diamond Package

- Classic beef wellington, red wine gravy
- Braised lamb shank, port and garlic sauce
- Fillet of pork, thyme and shallot jus
- Roasted monk fish, saffron and shellfish bisque
- Baked cod, herb crust with lemon butter foam

Price: £69.00

All dishes are served with a selection of seasonal vegetables and potatoes

Vegetarian options...

Choice of risotto:

- Wild mushroom and parmesan
- Butternut squash and pine nut
- Asparagus and blue cheese
- Mediterranean vegetables layered between thyme pastry crisps with a rich cheese sauce
- Wild mushroom stroganoff with wild rice
- Spiced vegetable and potato cakes with tomato salsa
- Penne pasta with roasted vegetables and homemade pesto



To finish...

To complete your package please choose one option for your dessert

- White chocolate cheesecake with dark chocolate sauce
- Trio of ice cream with caramelised filo crisps
- Classic Bakewell tart with vanilla custard
- Dark chocolate tart with fresh berries and chantilly cream
- Lemon cheesecake with forest berry compote
- Hot chocolate fondant with vanilla ice cream
- Passion fruit crème brulee served with shortbread biscuits
- Pineapple tart tatin with vanilla ice cream
- Mixed berry and mascarpone trifle topped with grated white and dark chocolate

Something for the Kids...

Please select one of each course for all children 12 years old and under

To start...

- Tomato soup with a bread roll
- Ham and cheese parcels
- Classic prawn cocktail

To follow...

- Roast breast of chicken with potatoes and seasonal vegetable
- Homemade fishcake with new potatoes and peas
- Penne pasta with tomato and basil sauce

To finish...

- Vanilla ice cream with chocolate sauce
- Fresh fruit salad
- Apple crumble with vanilla ice cream

Price: £16.00 per child (12 years and under)

50% OFF the package price per child (13 – 17 years)

Please Note: Children between the ages of 13 - 17 will have the same choice of starter, main and dessert as the adults

Something extra ...

Why not add some little extras to your day....

Arrival drinks...

Why not upgrade your arrival drink

- House champagne at **£2.95 per glass**
- Pink champagne at **£3.25 per glass**
- Kir Royale at **£3.50 per glass**

Canapés Menu...

On your arrival, why not offer your guests a choice of delicious appetisers served with the arrival drinks

- Smoked salmon blini with lemon and dill cream
- Roasted butternut squash stuffed with oriental style chicken
- Caramelised shallot tartlet with parmesan crisp
- Parmesan scones with cream cheese and sundried tomato
- Smoked chicken Caesar salad
- Spiced crab and coriander cake topped with mango salad

Choice of 3 canapés from above

Price: £6.50

Choice of 4 canapés from above

Price: £8.00

Additional courses...

Why not give your guests an additional course with their Wedding Breakfast

- Choice of homemade sorbet (*flavours on request*)
- A selection of British cheeses with chutney, grapes and homemade biscuits

Price: £3.50

Price: £7.95

Please Note: Prices are all per person if not otherwise stated



Something to Entertain you...

If you would like us to take the stress out of booking your entertainment our house DJ is available
7pm – 12am

Price: £350.00

Please Note: Additional hours are available on request and priced accordingly

Late licence...

Our function bar will close at 12am, if you would like us to extend our bar opening times the following is available on request

- Until 12.30am

Price: £25.00

- Until 1am

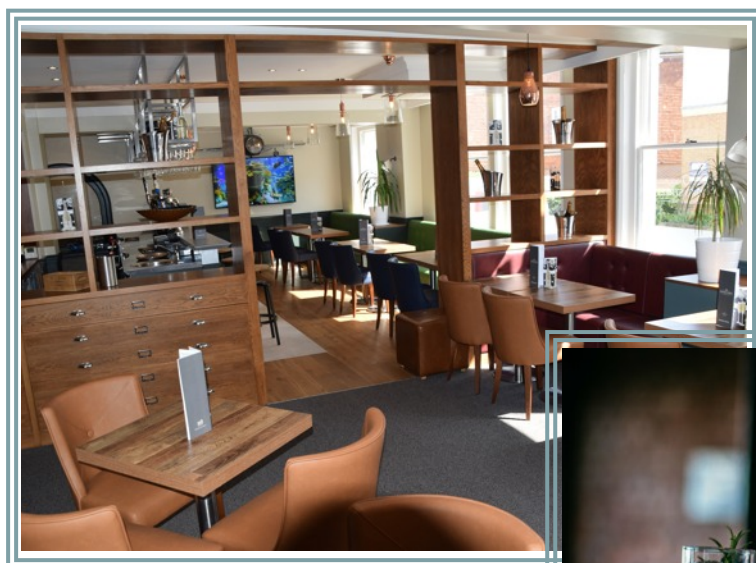
Price: £75.00

(Please Note: Latest closing time available at 1am)

Table plan & place cards...

If you would like us to create your Table Plan and the Place cards for your wedding breakfast this can be done at

£1.00 per person



Something for the evening ...

We offer a wide selection of evening choices to suit all tastes...

Evening Buffet

- Assorted sandwiches or wraps
- Homemade St John's sausage rolls
- Roasted vegetable parcels
- Marinated chicken drumsticks & chicken wings
- Homemade chicken goujons with garlic mayonnaise
- Thai style prawns in a filo pastry case
- Tempura prawns with sweet chilli sauce
- Seasonal quiche meat/vegetarian
- Halloumi kebabs
- Gruyere & leek tart

5 items from above

Price: £10.95

7 items from above

Price: £13.95

8 items from above

Price: £15.95

Please Note: Additional choices can be added at £2.00 per person per item

BBQ style

- Locally produced sausages
- Homemade 100% beef burgers or vegetable burgers
- Vegetable kebabs

Served with coleslaw, tomato and red onion, grated cheese, dressed salad leaves and bread rolls

Price: £18.00

Hot Rolls

Choose from either:

- Bacon and eggs
- Sausage
- Pork & Apple *or*
- Beef & Horseradish

Served with soft white floured baps and a selection of sauces

Price: £10.50

Soup

- Homemade soup

Served with bread rolls

Price: £6.50

Please Note: Prices are all per person if not otherwise stated

Wedding Terms & Conditions of Booking

Definitions

The 'hotel' and 'we' means **The Chequers Hotel**. The 'client' and 'your' means the organiser responsible for commissioning of and payment for the event and it will be stated as such on the contract document. Unless we agree otherwise, the contract will be personal to you and you may not assign it.

The 'contract', means the agreement between the hotel and the client for the specific booking or series of bookings. These Terms & Conditions will form part of the contract together with any other items stated in the contract. The contract will be governed by English law.

1. An initial non-refundable deposit of £500.00 is payable within one week of your provisional booking. A deposit is required to secure your booking. When paying the deposit, the client will also accept the terms & conditions of booking.
2. A further deposit of 50% of the anticipated account is required four months prior to your reception.
3. Failure to forward 50% of your outstanding account four months prior to your ceremony date, will mean we cannot guarantee that date will be available, and will without notice, cancel the date should another booking be received.
4. Numbers attending must be the numbers catered for at each stage of your day.
5. Final arrangements to be agreed no later than four weeks prior to the reception. Any reductions in numbers after this stage will be charged in full. No monies will be refunded or transferred for use to pay for other services.
6. Table plan and pre-order is required at least seven days prior to your reception.
7. Final account to be settled four weeks prior to the event. In the event of any changes to the numbers after this day, additional guests must be paid for in advance of the day of the reception.
8. In the unfortunate circumstance that you have to cancel or postpone your confirmed booking at any time prior to the event, the following cancellation policy will apply:

8 – 10 months prior to the event: 25% cancellation charge
6 – 8 months prior to the event: 50% cancellation charge
4 – 6 months prior to the event: 75% cancellation charge
0 – 4 months prior to the event: 100% cancellation charge
9. In the event of cancellation, both the initial deposit and further deposit, if it has become payable, are non-refundable. Weekday and Sunday weddings will be calculated on confirmed numbers confirmed at time of booking.
10. Any cancellations postponements or partial cancellations should be advised to the management of the hotel in the first instance verbally, and in writing thereafter
11. Should the client make significant changes to the programme or expected numbers of guests, this may result in amendments to applicable rates and/or facilities, bedrooms or function suites offered by the hotel.
12. To comply with Health & Safety regulations, all food consumed at your reception must be provided by The Chequers Hotel. Under no circumstances should any food be provided by yourselves.
13. All drinks are to be purchased from hotel stocks. Items specifically requested, which we do not normally stock, should be organised at the enquiry stage so that we can obtain the product from our suppliers. Should guests wish to provide their own wine, sparkling wine or champagne, the hotel corkage charges are as follows:

Still wine: £10.00 per 75cl bottle
Sparkling wine or champagne: £15.00 per 75cl bottle.
14. Finger buffets are not a substitute for meals but are light snacks; a minimum of 10 items must be selected if no wedding breakfast is served.
15. It is not the hotel's responsibility to store and assemble wedding cakes. Cakes are to be delivered and assembled on the day of your wedding. The cake will be disposed of if not collected on departure from the hotel.
16. It is your responsibility to collect your wedding items (table plan, name cards etc) on departure. Any items left after your special day shall be stored for 1 month only and then disposed of.
17. The hotel takes no responsibility for personal items brought to the hotel (i.e laptops, projectors). It is the owner's responsibility prior, during and after use.

Child Safety and Supervision Policy

At all ceremonies held at The Chequers Hotel, consideration has been taken for children's welfare and safety throughout the day. Children are welcome to play on our grounds, however it is the responsibility of the organiser and parents, not the hotel, to provide adequate supervision as the hotels driveway is in constant use with vehicles and the hotel is adjacent to a busy road.