



MERCURE  
HOTELS

# True Love Stories

— Start Here —

Mercure Box Hill Burford Bridge Hotel

Ceremonies | Receptions | Celebrations



## Congratulations From Us All At Mercure Box Hill Burford Bridge Hotel

Now you're planning your big day, Mercure Box Hill Burford Bridge Hotel is the perfect setting for your wedding. Nestled at the foot of the glorious Box Hill, this stunning venue provides a unique backdrop to make your photographs stunning and your day unforgettable.

Our breath-taking interiors combine with a picturesque setting to provide an idyllic location for your dream wedding.

We know that choosing the right venue is one of the biggest decisions for your wedding. So allow our experienced team to help plan every detail perfectly.

Imagine turning up to our exceptional venue knowing you have the photo opportunity of a lifetime. We know that choosing the right venue is one of the biggest decisions for your wedding, so allow our experienced team to help you plan every detail perfectly. We're proud to host all types of weddings from marriages to civil partnerships to the renewal of vows. Whether you're planning an intimate reception for your closest family and friends, or a lavish multi-day celebration with 180 guests, we're here to ensure you get hitched without a hitch.



## Venue & Ceremony

Nestled at the foot of the iconic Box Hill, our hotel is the perfect year-round venue. Our modern interiors and scenic views, provides an elegant, rustic charm for your big day.

We have two delightful rooms for you to choose from.

The historic, 17th Century Tithe Barn boasts the original fireplace and rustic beams. With high ceilings, private bar and direct access to our landscaped gardens, you and your guests are sure to be wowed.

The Garden Room is perfect for smaller more intimate weddings and private dining.

For your first night as a married couple, your package includes a complimentary overnight stay including breakfast the following day.

Start your new life together in style.

### Registrar

You will need to contact Leatherhead Registry Office to book your date. Contact can be made up to two years in advance.

Please note: you will need to pay the Registrar's fees directly as we are unable to arrange this on your behalf.

### Registrar's Office

01372 832806

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### Tithe Barn

Licensed for 50 - 180 people for ceremonies and for banquets.

### Garden Room

Licensed for 10 - 50 people for ceremonies and for banquets.

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### A Chance To Relax

We are also pleased to offer preferential accommodation rates for your guests which can also be extended prior to and after your wedding for those guests wishing to take advantage of a longer stay and explore the stunning beauty of the North Downs.



## Wedding Celebrations

*'Laughter is brightest where food is best'* - IRISH PROVERB

### The Wedding Breakfast

We are here to make your first meal as a married couple special. Our chefs are passionate about serving the finest, freshest food. We can suggest seasonal menus as a starting point, and go from there to design three courses that will delight your guests – including catering for any dietary requirements, such as vegetarian, vegan and gluten free. Whether you begin with a drinks reception and canapés or start the celebrations with your wedding breakfast, we have two rooms available.

### Evening Celebrations

Both Tithe Barn and Garden Room provide the perfect backdrop for your evening celebrations.

Depending on your plans, you can either relax and enjoy the remainder of your day in our Bridal Suite or we can organise a DJ, and provide a dance floor. You can also keep your guests fed throughout the evening with a finger food buffet. Your Wedding Planner will be on hand to advise, coordinate and prepare even the smallest of details for you, making sure your day goes exactly as you want it to.

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#### **Tithe Barn**

Licensed for 50 - 180 people for ceremonies and for banquets.

#### **Garden Room**

Licensed for 10 - 50 people for ceremonies and for banquets.

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## Your Perfect Day

To ensure your dreams become a reality, our venue and team is dedicated to making your special day as perfect and individual as you are.

There are endless possibilities when choosing our venue for your special day. We will help you plan your perfect, bespoke wedding down to even the finest of details. We will help you organise your wedding day with the minimum of fuss and maximum enjoyment, to ensure your wedding is just how you imagined it, from your wedding breakfast to your evening reception.

“ *The team were a pleasure to work with from booking, until the big day. Knowing that everything was being set up and organised while I was able to relax and get ready in the morning, was such a relief and a weight off my shoulders! I'm usually someone who likes to check every detail so was lovely to be in the knowledge that everything was taken care of.*

*Becca & Ryan 08.04.23*





## Your Wedding Planner

We'd love to be your partner for your big day.

So why not come and meet us?

We'll show you around the hotel, answer the many questions you're sure to have at this exciting time and offer you our wealth of advice on everything from the most beautiful backdrops for photos to room dressing that brings your dream to life.

To arrange your visit and discuss your plans with our Wedding Planner, please call **01306 884 561**

or email [h6635-sb2@accor.com](mailto:h6635-sb2@accor.com)

Burford Bridge Hotel, Box Hill, Surrey RH5 6BX

**Parking:**

We have free parking for wedding guests.

## FAQs

### **Can I provisionally hold a wedding date?**

Yes, we can hold the date for up to 2 weeks

### **What is the cancellation policy?**

Please refer to our Terms & Conditions or speak to your wedding planner for more details

### **Who organises the registrar?**

The couple will need to liaise directly with the local registry office. Details can be found in our wedding brochure or please ask your wedding planner

### **Should I take out wedding insurance?**

Yes, we strongly recommend you do so, however it is at your own discretion

### **Can you recommend a local photographer, cake maker and entertainment?**

Yes, please speak to your wedding planner to send across a list of our local recommended suppliers

### **Can we have our own DJ or band?**

Yes, however they must provide us with public liability insurance

### **Do you offer a wedding tasting?**

Yes, please speak to your wedding planner to organise this

### **Is there a charge for the bridal suite?**

The bridal suite is complimentary on the night of your wedding.

### **Is there onsite parking?**

Yes, we have 100 spaces available free of charge

### **Is there wheelchair access?**

We do have accessible bedrooms and access throughout the venue

## Making a difference ...Sustainability

This is something that is extremely important to all of us here at Mercure Box Hill Burford Bridge Hotel. We are aware of our responsibility towards the environment and have made several efforts to reduce our carbon footprint and give back to the local community. We are conscious about trying to recycle as many materials as possible from our office paper to plastic bottles and our wasted food products – we are dedicated to a more sustainable way of working.

For further information please speak to your wedding planner.



# The Wedding Day

## TIMELINE

Say 'Yes'!

**12+ Months Before the Wedding:**

- Create a budget
- Book a venue
- Book the registrar/church
- Begin booking suppliers
- Book your wedding insurance
- Start planning your guest list
- Begin thinking about a theme
- Send out Save the Dates

**6-12 Months Before the Wedding:**

- Send out Wedding Invitations
- Book hotel rooms
- Choose your wedding party
- Buy your wedding day attire
- Book your honeymoon

**3-6 Months Before the Wedding:**

- Purchase your wedding rings
- Order your wedding cake
- Hair & Make-up Trial
- Wedding favours

**4 Months Before the Wedding:**

- Your Burford Bridge Wedding Menu Tasting

**1-2 Months Before the Wedding:**

- Finalise your guests food choices, create a spreadsheet
- Finalise your seating plan
- Last dress fitting and alterations to be made

**6 Weeks Before the Wedding:**

- Your Burford Bridge Final Details Meeting

Relax and enjoy,  
**HAPPY WEDDING DAY!**

Remember to attend Burford Bridge Wedding Fairs throughout planning to get inspiration and ask any questions you have to your Wedding Coordinator.





MERCURE  
HOTELS

Just The Way  
You Are  
PACKAGE

Mercure Box Hill Burford Bridge

Ceremonies | Receptions | Celebrations

H6635-sb2@accor.com · 01306 884561

We would love to make your perfect day come true. Speak to reception to get started with our Wedding Co-ordinator.

Includes 70 day guests and up to 30 extra evening guests

- ♥ Ceremony, Wedding Breakfast & Evening Room Hire
- ♥ One glass of prosecco per person after the ceremony
- ♥ Three course wedding breakfast
- ♥ Half a bottle of wine per person during your wedding breakfast
- ♥ One glass of prosecco to toast
- ♥ Evening Buffet of Bacon/Fish/Sausage/Egg Baps, Wedges and Salad

- ♥ Chiavari Chairs
- ♥ £550 ceiling Décor Voucher
- ♥ White table linen, napkins, crockery
- ♥ Cake stand and cake knife
- ♥ Menu Tasting for Two
- ♥ Stay in the bridal suite on the night of your wedding for the happy couple
- ♥ Wedding Co-ordinator to give you guidance throughout

Available	Monday - Thursday & Sunday	Friday	Saturday
<b>1st May – 30th September</b>	£9,800	£10,200	£11,000
<b>1st October – 30th April</b>	£8,000	£9,000	£9,800

**Additional Guests**

Children (4-12)	£50
Extra Day Guests	£140
Extra Evening Guests	£25 per adult £15 per child

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# A Thousand Years PACKAGE

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We would love to make your perfect day come true. Speak to reception to get started with our Wedding Co-ordinator.

Includes 70 day guests and up to 30 extra evening guests

- ♥ Ceremony, Wedding Breakfast & Evening Room Hire
- ♥ Two glasses of prosecco per person after the ceremony
- ♥ Three canapés per person
- ♥ Three course wedding breakfast
- ♥ Half a bottle of wine per person during your wedding breakfast
- ♥ One glass of prosecco to toast
- ♥ Evening Wedding Buffet

- ♥ Chiavari Chairs
- ♥ £550 ceiling Décor Voucher
- ♥ Professional Toastmaster
- ♥ DJ & Photobooth
- ♥ White table linen, napkins, crockery
- ♥ Menu Tasting for Two
- ♥ Stay for two the night prior to your wedding including breakfast
- ♥ Stay in the bridal suite on the night of your wedding for the happy couple
- ♥ Wedding Coordinator to give you guidance throughout

Available	Monday - Thursday & Sunday	Friday	Saturday
<b>1st May – 30th September</b>	£10,300	£11,100	£11,900
<b>1st October – 30th April</b>	£9,500	£10,100	£10,700

## Additional Guests

Children (4-12)	£50
Extra Day Guests	£170
Extra Evening Guests	£25 per adult £15 per child

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# Can't Take My Eyes Off Of You PACKAGE

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H6635-sb2@accor.com · 01306 884561

We would love to make your perfect day come true. Speak to reception to get started with our Wedding Co-ordinator.

Includes 70 day guests and up to 30 extra evening guests

♥ Ceremony, Wedding Breakfast & Evening Room Hire

♥ Cocktail drinks reception

♥ Wedding Breakfast - Grazing Mixed Grill or Afternoon Tea

♥ Half a bottle of wine per person during your wedding breakfast

♥ One glass of prosecco to toast

♥ Live Band for Evening Entrainment

♥ Evening Food- Charcuterie Board & Cheese Tower

♥ £550 ceiling Décor Voucher

♥ Chiavari Chairs

♥ White table linen, napkins, crockery

♥ Menu Tasting for Two

♥ Stay for two the night prior to your wedding including breakfast

♥ Stay in the bridal suite on the night of your wedding for the happy couple

♥ Wedding Co-ordinator to give you guidance throughout

Available	Monday - Thursday & Sunday	Friday	Saturday
<b>1st May – 30th September</b>	£12,300	£13,400	£14,000
<b>1st October – 30th April</b>	£11,600	£12,300	£12,800

Additional Guests	
Children (4-12)	£50
Extra Day Guests	£170
Extra Evening Guests	£25 per adult £15 per child