

## The Anchor Hotel

Church Square, Shepperton, Surrey TW17 9JZ

Tel: 01932 242748

Wedding Coordinator: 01932 237 652

[www.anchorhotel.co.uk](http://www.anchorhotel.co.uk)

*Thank you for considering the Anchor Hotel as a venue for your forthcoming Wedding Reception and please accept our congratulations.*

*Enclosed in this brochure should be everything you need to know about Wedding Receptions 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 Coordinator.*

*The Disraeli Room is our main banqueting room and can seat a maximum of 70 guests for a served Wedding Breakfast and up to a 130 guests for your Evening Buffet Reception. We offer a 10 % discount for weddings Sunday to Friday.*

*We have put together a Wedding Package which will include everything that you need for your special day, there are no hidden extras.*

*The Anchor Hotel is licensed to hold Civil Marriage / Partnership Ceremonies. The Disraeli room can host 70 guests and the Oliver room can host 40 guests for a more intimate ceremony.*

*Should your guests have special dietary requirements, our Wedding Coordinator 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 years and 12 years, offering a more appropriate children's menu and charged at a reduced price. Children over 12 years will be charged at full price and children under 3 years are complimentary.*

*For the Bride and Groom, we are pleased to offer a complimentary Club 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 £79.00 per room</i>
<i>Double or Twin Bedded Rooms</i>	<i>From £60.00 per room</i>
<i>Single Rooms</i>	<i>From £50.00 per room</i>

*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 Coordinator.  
Please quote the name of the wedding when booking.*

## ***Our Wedding Package***

*As this is the most important day of your life, our Wedding Coordinator 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 Coordinator to help you plan your day*
- \* Pre wedding menu tasting for the Bride and Groom*
- \* A personal welcome from a member of our Management Team*
- \* Tables dressed with white linen and napkins*
- \* Our Banqueting Manager will act as Master of Ceremonies throughout your reception*
- \* Use of our cake stand and knife*
- \* Reduced priced meals for children under 12 years*
- \* Special dietary requirements catered for*
- \* Complimentary accommodation for the Bride and Groom on the night of your wedding in one of our Club rooms overlooking the Thames with Full English Breakfast in the morning at our Sister hotel - Warren Lodge Hotel*
- \* Preferential Bed and Breakfast rates for your guests, subject to availability*

## ***Civil Ceremony Room Hire Charges***

*To hire one of our rooms for a Civil Marriage / Partnership Ceremony the following charges will apply:*

<i>The Oliver room - maximum of 40 guests</i>	<i>£150.00</i>
<i>The Disraeli room - maximum of 70 guests</i>	<i>£250.00</i>

*To arrange a Civil Marriage / Partnership Ceremony the wedding couple are advised to contact Weybridge Registry office to confirm dates before paying a deposit.*

## **Drinks Packages**

### **Package A**

*Glass of bucks fizz on arrival  
½ Bottle of Castelbello per person  
Glass of sparkling wine for the toast*

**£18.95 per person**

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

### **Package B**

*Glass of bucks fizz on arrival  
½ Bottle of Solstice Pinot Grigio  
or  
½ Bottle of Mill Cellars Shiraz per person  
Glass of sparkling wine for the toast*

**£21.95 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>£4.95</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>£2.95</i>		

### **Extras**

<i>Jugs of Orange Juice</i>	<i>£6.00 per jug</i>
<i>Still or Sparkling Mineral water</i>	<i>£3.70 per bottle</i>

## ***Canapé Packages***

*Why not treat your guests to canapés with their arrival drink*

### ***Selection A***

*3 pieces for £4.50 per person*

*5 pieces for £6.50 per person*

*Mini cherry tomato and black pudding skewers*

*Pigs in blankets*

*Sun blushed tomato and mozzarella*

*Olive tapenade on crostini*

*Roasted mediterranean vegetables with goat's cheese tartlets*

### ***Selection B***

*3 pieces for £6.50 per person*

*5 pieces for £8.50 per person*

*Smoked salmon and crème fraiche*

*Seared tuna on crostini*

*Chicken liver parfait with red onion chutney on toast*

*Asparagus wrapped in parma ham*

*Stilton and watercress pâté on toast*

## ***Menu Prices***

*Menu A - £24.00 per person*

*Menu B - £26.00 per person*

*Menu C - £28.00 per person*

*Menu D - £30.00 per person*

*Menu E - £32.00 per person*

*Evening buffet menu from £10.00 per person*

*Children under 12 years will be charged at half price*

*Children under 3 years are complimentary*

## ***Menu Selection***

### ***Menu A***

*Vegetable soup with herb croutons*

\* \* \*

*Chicken breast filled with leek and bacon stuffing  
served with roast potatoes and seasonal vegetables*

\* \* \*

*Lemon tart with chantilly cream*

\* \* \*

*Coffee and mints*

***£24.00 per person***

### ***Menu B***

*Traditional prawn cocktail topped with marie rose sauce and served with buttered brown bread*

\* \* \*

*Roast turkey with pigs in blankets and gravy  
served with roast potatoes and Seasonal vegetables*

\* \* \*

*Profiteroles topped with hot chocolate sauce*

\* \* \*

*Coffee and mints*

***£26.00 per person***

**Menu C**

*Tomato and mozzarella salad drizzled with balsamic dressing*  
\* \* \*

*Roast pork with apricot stuffing  
served with roast potatoes and seasonal vegetables*  
\* \* \*

*Strawberry cheesecake with clotted cream*  
\* \* \*

*Coffee and mints*

**£28.00 per person**

**Menu D**

*Chicken liver pâté with red onion chutney and melba toast*  
\* \* \*

*Poached fillet of salmon with a hollandaise sauce  
served with new potatoes and seasonal Vegetables*  
\* \* \*

*Mixed berry pavlova*  
\* \* \*

*Coffee and mints*

**£30.00 per person**



***Menu E***

*Melon with red berry coulis*

*\* \* \**

*Traditional roast topside beef with yorkshire pudding  
served with roast potatoes and seasonal vegetables*

*\* \* \**

*Vanilla pannacotta with shortbread crumble*

*Coffee and mints*

***£32.00 per person***

*A selection of cheese and biscuits is available at an extra charge of £3.95 per person*

*Cheese platters for table*

*£30.00 - per table of 10 people*

## ***Vegetarian Selection***

*Chargrilled vegetable terrine with balsamic roasted cherry tomatoes*

*Baked mushrooms with basil cream, garlic and topped with cheese*

*Avocado and tomato salad with marinated olives and feta cheese*

*Grilled halloumi and olive kebab on a rocket salad*

\* \* \*

*Butternut squash and goat's cheese risotto topped with parsnip crisps*

*Stir fried vegetable filo parcel shallow fried onto a sweet tomato coulis*

*Courgette, aubergine and fennel tart with a rich tomato sauce*

*Mushroom wellington laid onto provencal sauce*

***All served with seasonal vegetables and potatoes***

***Please choose on dish from each course to create your menu***

## ***Children's Menu***

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

*Plain melon or garlic bread*

\* \* \*

*Sausages with chips and beans*

*Chicken nuggets with chips and beans*

*Pizza and chips*

\* \* \*

*Ice cream*

## ***Evening Buffet Menu***

***4 items - £10.00 per person***

***6 items - £12.50 per person***

***8 items - £14.00 per person***

***Please select items to create your evening buffet***

*Selection of sandwiches*  
*Spicy chicken drumsticks*  
*Barbeque Chicken Wings*  
*Mini sausages*  
*Sausage rolls*  
*Goujons of plaice*  
*Selection of mini pizzas*  
*Mini vegetable kebabs*  
*Vegetable samosas*  
*Spring Rolls with sweet chilli dip*  
*Deep fried breaded mushrooms with blue cheese dip*  
*Mini baked potatoes with sour cream and chives*  
*Cajun potato wedges with sour cream*  
*Vegetable crudités with assorted dips*  
*Bread sticks with houmous*

*Salad bowls: £15.00 each - serves 10 people*

*Greek salad*  
*Homemade coleslaw*  
*Homemade potato and chive*  
*Spicy rice*

*For desserts or cheeseboards please ask for details*

## ***Anchor Hotel Terms and Conditions***

*In these Terms and Conditions 'we' or 'us' means Shepperton Hotels Limited trading as Anchor Hotel 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.*

*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 or £500.00 (whichever is the greater) is required.*

*DEPOSITS ARE NOT REFUNDABLE, IF YOU CANCEL YOUR FUNCTION, 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 – deposit retained.*

*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.*

# Your Wedding Day

## 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 dependent 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 and 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**

Signed .....

Date .....

.....

Print Name(s) .....