

Branksome Place

£4000.00 Wedding Package - 2011

Introduction

Menu Selector

Drinks Package & Wine List

Wedding Tariffs

Accommodation

Terms & Conditions

Branksome offers a complete, personal service to ensure your wedding day is a day to remember.

Branksome Place, Haslemere, Surrey, GU27 3PN

www.deverevenues.co.uk

Main switchboard 0844 980 2302

Branksome is the ideal location for your wedding Day. Set in 32 acres of wooded Surrey countryside, and surrounded by National Trust Land, Branksome is also conveniently located within five minutes of the A3 and Haslemere Train Station. The main house was built at the turn of the century and was once the home of Lord Aberconway.

£4000.00 Wedding Package

Civil Ceremony for 50 people
3 Course Wedding Breakfast with Coffee & Mints for 50 people
Branksome Drinks Package for 50 people (non alcoholic version also available)
Evening Snacks for 50 people

Red carpet arrival
Table Plan & Placecards
White table linen, cutlery & glasses
Cake stand & knife
Master of Ceremonies – Function Manager
Bridal Suite with a bottle of bubbly (wedding night)
Wedding Co-ordinator
Menu tasting (Bride & Groom)
Discounted guest accommodation
Recommended suppliers details

Please note: any items omitted from the package will not result in a reduction in price.

This wedding package has been designed to offer you an all inclusive package for your wedding day, and is available on selected dates throughout 2011.

Wedding Co-ordinator – Esme Westcott-White
01428 664 616 / ewestcott-white@deverevenues.co.uk

Lounge

Located at the front of the main house, the lounge is a charming room with dual aspect lead windows giving this room a very light and airy ambiance. The tiled feature fireplace provides an ideal backdrop for photographs, and the stunning front door and porch allows you to capture the beauty of the main house. We are able to carry out both civil ceremonies and the wedding breakfast in this room, with seating for up to 100 for the ceremony and 65 for the sit-down meal. In the evening, the room is transformed in to the perfect location to dance the night away, with a conveniently located bar.

Restaurant

This south facing room which seats up to 110 guests for the wedding breakfast offers stunning views of the back lawn and has its own terrace and seating perfect for a summers evening. The room also has a hard floor area for dancing and entertainment.

Stirling Suite

Located in the left wing of the main house designed by James Stirling in the seventies this side of the building offers a very contemporary and retro feel. The Stirling Suite has wood panelled curved walls, which can be opened up to offer a view of the wing (please note that for civil ceremonies the walls must be closed and seats up to 150).

Marquee

The beautifully appointed marquee which seats up to 150, is located on the back lawn. It has two clear sided walls, which enables guests to appreciate the beautiful surroundings. The marquee is available for a supplementary charge of £1500.00

Note - heating or air conditioning will incur additional charges.

Wedding Breakfast Menu Selector

Please select one Starter, Main Course and Dessert for all your guests
(V) denotes Vegetarian

Starters

Warm bacon, chorizo and cherry tomato salad with wholegrain mustard dressing

Pesto, calamari and prawn salad with sweet chilli jam

Roasted tomato and basil soup with balsamic croutons (V)

Main courses

Roasted supreme of salmon on herb crushed new potatoes, spinach & lemon butter sauce

Breast of corn fed chicken, fondant potato, creamed Savoy cabbage with bacon, & red wine sauce

Tenderloin of pork on celeriac herb mash, glazed carrots and calvados sauce

Mixed wild mushroom risotto with white truffle oil and parmesan shavings (V)

Desserts

Warm chocolate brownie with chocolate sauce & pistachio ice cream

Bailey's crème brulee with shortbread biscuit

Glazed lemon tart with summer fruit compote

Freshly Brewed Coffee with Mints

Please note all of dishes may contain nuts or traces of nuts.

All of our foods may contain G.M. foods

Children's Menu

Chicken fillets in breadcrumbs (made in House from fresh chicken), with chips & baked beans

Ice Cream

Note - we can serve a half portion of the adults meal if preferred

Evening Snack

Bacon Rolls for 50 guests

Branksome Drinks Package

1 x glass of Prosecco per person for the arrival drink

½ bottle house wine per person with wedding breakfast

1 x glass of Prosecco per person for the toast

Children/Non Drinkers

1 x glass of Appletizer per person for the arrival drink

2 glasses Orange Juice per person with wedding breakfast

1 x glass of Appletizer person for the toast

Wedding Upgrades

Cold Canapés - £7.95 per person with a choice of 4 canapés

Quails egg, cherry tomato and cayenne pepper
Chicken liver parfait with orange
Mozzarella, basil, tomato cracker
Smoked salmon blini
Caramelised onion and goats cheese tartlette
Ham, mustard and lettuce pin wheel

Hot Canapés - £7.95 per person with a choice of 4 canapés

Chicken sate and peanut dip
Fish and chip filo basket
Honey and mustard chipolatas
Sesame prawn toast
Duck spring rolls
Cranberry and mango wontons

Sorbet Course - £3.65 per person

Lemon and lime
Orange, mint and black pepper
Champagne
Vodka and lime

Wedding Upgrades Continued

Evening Buffet

Chips served with Ketchup & Mayonnaise - £2.60 per person
Sage and onion sausage rolls - £2.60 per person
Mini Bacon and tomato quiche - £2.60 per person
Tomato, basil, mozzarella and ham bruschetta - £2.60 per person
Honey and mustard chicken wings - £2.60 per person
Battered prawns and sweet chilli dip - £2.60 per person
Salmon brochettes - £2.60 per person
Scampi and tartare sauce - £2.60 per person
Battered calamari - £2.60 per person
Crudités and dips - £2.60 per person
Vegetable spring rolls and sweet and sour sauce - £2.60 per person
Mini cheese and tomato quiches - £2.60 per person
Potato wedges and sour cream - £2.60 per person

Extra Guests

Extra day guests will be charged at £60.00 per person
Extra children attending during the day will be charged at £22.00 per person
Extra evening guests will be charged at £4.50 per person

Should guest numbers exceed 60 attending during the day, an additional venue hire charge will apply.

Civil Ceremony

Civil Weddings can take place in the Maritime lounge or the Stirling Suite from 15:30 on Fridays, and from mid-day on Saturdays and Sundays.

Note: For Weddings held on a Bank Holiday weekend or New Years Eve, a £10.00 supplement per person will apply.

If you would like your civil ceremony to take place at Branksome, this will be conducted by the Guildford Registrar. The availability and charges for the service can be obtained directly from the registry office. Please note that the registrar's fees must be paid in addition to our ceremony room hire fee. These are paid direct to the Guildford Registrar.

**The Superintendent Registrar
The South Western Registration District
Register Office
Artington House
Portsmouth Road
Guildford
Surrey
GU2 5DU
Telephone: 0300 200 1002**

Please note that we accept payment by cash, cheque or credit/debit card. However credit card payments will be subject to the following charges:

**Amex – 1.5%
Diners Card – 1.5%
Other Credit Cards – 1.5%**

All prices quoted include VAT at the standard rate. We reserve the right to increase rates for subsequent years.

Accommodation

60 bedrooms with en-suite facilities are available for your guests. Accommodation is available in single & double rooms. Room price includes the following-

Full English Breakfast
Colour Television
Ironing Centre
Direct Dial Telephone
Tea/ Coffee Making Facilities
Tennis
Croquet
Gymnasium(over 16's)

Accommodation Rates

Single
£65.00 per room per night

Double
£75.00 per room per night

Some of our rooms can accommodate Z beds.

Special two night weekend breaks are available.

For more information and bookings please call Reservations on 01428 664600

www.devervevenues.co.uk
Main Switchboard -0870 6091141

Terms & Conditions of Reservations 2011
£4000.00 Wedding Package

The Terms & Conditions apply from the date of the confirmation letter from Branksome. Please read carefully the following terms & conditions which now apply to your booking before signing the booking agreement.

Booking Date

A provisional booking will be held for a maximum of 14 days. After this period written confirmation along with the return of this copy of the Terms and Conditions of Reservation, duly signed by yourself, a statement of anticipated numbers attending the event and a deposit of £1000 is required. Cheques should be made payable to "De Vere Venues Ltd". The deposit can only be refunded if the date you have booked can be resold.

Venue

Please note that access to the House on the day of your wedding is after 10:30am on Saturday and Sunday. Weddings that are booked for a Friday can not take place prior to 3.30 pm. To ensure your day is extra special only 1 Wedding takes place at Branksome per day. We retain the right to use other parts of the site for other businesses. De Vere Venues will treat each event separately and where other events are taking place on the site we will ensure neither one has an affect on the other. De Vere Venues retains the right to move your wedding to another area of the hotel without notice, including in the event of bad weather.

Guest numbers

The package includes a sit down meal for up to 50 people. No discount will be offered if minimum numbers are below 50. The final number of guests is required no less than 6 weeks before the event.

Payment Terms

We ask you to adhere to the following

On confirmation	£1000 required
6 weeks before the event	Final numbers required
4 weeks before the event	Final payment required

The amount chargeable to the customer will be calculated on this final number or on the number who actually attend whichever is the greater. Any extra costs should be settled within 7 days of the event. No refund can be made after the event should numbers have fallen below the minimum required on the date of the event.

Cheques should be made payable to "De Vere Venues Ltd".

Please note that you will be charged a handling fee for paying by credit card, please see the brochure or your wedding co-ordinator for current charges.

Cancellations

In the case of the cancellation of an event, Branksome must be notified in writing. The company, De Vere Venues, will retain the deposit. If the date is not resold for another wedding the client will be liable to a cancellation fee. The cancellation charges are detailed below:

More than 6 months notice of cancellation...deposit will be retained, unless date resold for another wedding

4 to 6 months notice..... deposit plus 20% of anticipated revenue

2 to 4 months notice...deposit plus 40% of anticipated revenue

1 to 2 months notice...deposit plus 75% of anticipated revenue

Less than 1 month's notice...deposit plus 100% of anticipated revenue

Food & Beverage Services

The bar will close at 00.00 on Monday to Saturday and 23.30 on Sundays. The management team reserves the right to withdraw bar services at its discretion.

The venue does not permit food of any nature to be provided by any other party than De Vere Venues, nor does it allow corkage. A minimum of 85% of the evening guests must be catered for with the evening buffet. Any buffet food will be removed after 1.5 hours. The management reserves the right to withdraw any item from the menu or wine listed and to make appropriate alternative substitutes. All bar accounts should be settled before or on the evening of the event. Credit Card details will be required prior to the Wedding. The Venue will assist in the Storage of equipment, but De Vere Venues is not responsible for food or items e.g. Cake, presents etc brought onto the premises.

Health & Safety

The client is responsible for ensuring all External Contractors e.g. Discos/Bands are fully covered by **public liability insurance** and can show proof of all **health and safety documentation** required by the management of the venue, including proof that all equipment is **P.A.T (Portable Appliance Testing)** tested.

There is a noise limiter in the marquee, which is set to cut out at 90 decibels.

Damage

The customer accepts responsibility for the rooms under hire, their furnishings and equipment. Any damage incurred by neglect or default on the part of the customer may result in a charge being raised to rectify such damage. We reserve the right to escort from the premises any guests who, in the opinion of the management, are causing excessive disruption or actual damage.

General

All prices quoted in this document are correct at the time of print and include service & VAT @ the standard rate, and apply to weddings held in 2011. This package is only available on selected dates.

I agree hereby to the above Terms and Conditions

Signed _____ Name (Printed) _____

Date _____ Date of Wedding _____

Bride's Name _____ Groom's Name _____

Address _____

Telephone Number (Home) _____ (Work/Mobile) _____

Anticipated Numbers Wedding Breakfast / Ceremony / Evening _____