

*Chalk Lane Hotel*

*Wedding Brochure*

Your wedding day should be one of the happiest and most memorable days of your life as a couple, and here at the Chalk Lane Hotel, we understand that you want a day that is personal to you in every possible way.

Our professional and dedicated team are committed to ensuring that your dream day becomes a reality and that your expectations are not only met, but exceeded.

The Chalk Lane team are here to give you the level of support and guidance you require, with our experience and knowledge of planning and running weddings available to you whenever you should need it.

As a small, privately owned hotel, we are in the perfect position of being able to tailor our wedding package to meet your budget, style and vision. We can offer you the flexibility you need to meet your exact requirements and create the wedding day you've always wanted.

If you would like to take a look around, or wish to meet with us to discuss your requirements, please do not hesitate to call us on 01372 721179, or email our banqueting team at [banqueting@chalklanehotel.com](mailto:banqueting@chalklanehotel.com)



# Our Wedding Package

At the Chalk Lane, we tailor make a package to suit your needs and budget. Therefore we invite you to make an appointment with our experienced team in order to view our facilities and discuss in detail exactly what you want for your special day. We can then offer suggestions and price a bespoke package for you to meet your budget.

## A typical package content:

- One arrival drink of sparkling wine per guest
- Hire of the function suite (including exclusive use of the terrace area)
- Three course set menu with coffee and mints
- Half a bottle of house wine per adult
- One glass of sparkling wine per guest for speeches and toasts
- Cake stand and decorative knife for photos
- All tables decorated with tea lights
- Red carpet for Bride and Groom's arrival
- Hire of microphone for speeches
- Complimentary food tasting for Bride and Groom prior to menu selection

- Complimentary Four Poster bedroom and breakfast for the Bride and Groom
- Evening DJ and Disco

*\*All final invoices are inclusive of VAT. A service charge of 12.5% will be added to the final bill and shared among our staff*

## Optional extras include...

**Canapé selection on arrival** – If you want to treat your guests to a small nibble with their arrival drinks, just let us know your budget and we'll create a selection of delicious canapés for you.

**Evening buffet** – If you have additional guests joining you in the evening, we can offer you a selection of finger buffet ideas.

**Drinks upgrade** – If you would like additional arrival drinks or wine with the meal, would like to upgrade to Champagne for speeches, or would like some alternative welcome drinks (Pimms, Mulled Wine, Kir Royal etc), please just let us know and we will advise you on cost.

# *Frequently Asked Questions*

## **Is your venue licensed to carry out civil weddings?**

Yes. We can accommodate a ceremony of up to 100 people in the Epsom Room (£150 facility hire and set up) and 35 in the Chessington Room (£250 facility hire). To book a registrar, or for more information on Ceremony Fees, contact Leatherhead Register Office on 01372 832806.

## **How many guests can you accommodate?**

We can accommodate up to 100 people for the sit down wedding breakfast, and between 150 and 200 total for the evening party (depending on the time of year). If you are planning a smaller wedding, we can seat up to 35 in one of our smaller private rooms.



## **Do you allow confetti to be thrown?**

Yes, provided the floor / outside terrace is dry.

## **How many parking spaces are available?**

We can accommodate up to 50 cars in our car park.

## **Do you include a cake stand and knife?**

Yes. Both round and square stands are available.

## **Are there separate rooms provided for the meal, evening reception and bar?**

No, everything is held within the same space.

## **Do you allow candles to be lit in the reception room?**

Yes. We provide tea lights on all tables as part of our package, but you're also welcome to supply your own candles should you wish.

## **How many people can be seated at each table?**

Our round tables can seat up to 10 people, while the traditional long top table can seat up to 14.

**Do you charge corkage?**

No. All beverages must be purchased at the hotel.

**What time will the bar close?**

The bar will close at midnight. After that, hotel residents are welcome to move to the reception lounge and order drinks until 1am.

**What time do you insist music finishes?**

The DJ or band must finish at midnight.

**When can we have access to the room to begin setting up decorations?**

It all depends on what is booked at the hotel in the few days leading up to your wedding. The latest you will be given access will be the morning of the wedding. However, table favours and decorations can be left with our team and we will set them up for you.

**Generally, what are the timings for a wedding reception?**

All weddings differ, but this should give you a good guideline of what to expect on the day:

13:30 Service at your chosen church

15:00 Arrival drinks and photos

16:00 Sit down wedding breakfast (including speeches and the cutting of the cake)

18:30 Approximate finish time of the meal

19:00 Evening reception begins

21:15 Finger buffet served

00:00 Finish

**Do you have a PA system that can be used for speeches?**

Yes. Our wedding co-ordinator will also happily take on the role of toast master for you.



# Wedding Reception Planning Checklist

## First thing's first...

- Decide on a realistic budget
- Start thinking about your guest list, as this will influence your venue options
- Pick a date and ensure that venue and church / registrar are booked in plenty of time
- Choose your maid of honour, bridesmaids and best man... they might come in handy with wedding planning help!

## Getting to grips with the details...

- Research photographers, florists, cakes, cars and bands / DJs. Book when you find the one you like to avoid disappointment
- Buy a dress. You'll need to fit in at least three fittings before the wedding, so make sure you have plenty of time
- Choose invitations. These are normally sent out about two months ahead of the big day
- Decide on whether you want to set up a gift list, or whether you would prefer people to contribute towards your honeymoon

- Start thinking about honeymoon destinations
- Get shopping for bridesmaids outfits and decide on outfits for the groom and groomsmen

## Nearer the time...

- Meet with your photographer to go through the shots you'd like and visit the venue together
- Get your marriage license
- Buy your wedding rings
- Send out as many final payments as you can
- Start the seating plan for your wedding breakfast. Final numbers and table plan are often required by the wedding venue one week before the wedding
- Confirm times for hair and make-up on the day
- Make an appointment with the hotel to go through final details of the day (number of guests, menus, timings etc). Ideally, this meeting should take place two weeks prior to the wedding

# *Getting in touch...*

If you would like to arrange an appointment to discuss your requirements, would like to come in and have a look around, or would simply like to ask some questions, please do not hesitate to get in touch...

## **Address**

Chalk Lane Hotel, Chalk Lane, Epsom, Surrey, KT18 7BB

## **Phone**

01372 721179

## **Email**

[Banqueting@chalklanehotel.com](mailto:Banqueting@chalklanehotel.com)

## **Web**

[www.chalklanehotel.com](http://www.chalklanehotel.com)

We also have a full list of wedding suppliers, including photographers, car hire, florists, DJ and bridal wear shops which we will happily pass on. Please just ask!

*All photographs featured throughout the brochure are by Photographer Anna Rosell.*

