



# ROYAL WELLS HOTEL

TUNBRIDGE WELLS

## YOUR WEDDING

*Mount Ephraim, Tunbridge Wells, Kent, TN4 8BE*  
*T: 01892 511 188 - E: [royalwells@shepherd-neame.co.uk](mailto:royalwells@shepherd-neame.co.uk)*  
[www.royalwells.co.uk](http://www.royalwells.co.uk)



# ROYAL WELLS HOTEL

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## THE VENUE

Dear.....

Many congratulations on your engagement and thank you for considering the Royal Wells Hotel as a venue for your big day.

A heartfelt welcome awaits you at the Royal Wells Hotel - the perfect setting for your most special celebration. We understand that choosing a venue for your wedding can be a daunting task. With that in mind, our dedicated Wedding and Events Managers, together with their experienced team, will guide you through all of the necessary arrangements to ensure that your wedding is planned to perfection.

Situated overlooking the common, the Royal Wells Hotel, or the Wells as it is affectionately known, is a stones throw away from the town centre, you can hardly imagine a more perfect setting for your wedding. The hotel owes its regal title to Queen Victoria, who made frequent visits as a young princess in the early nineteenth century. She later granted the use of her Coat of Arms, which are proudly displayed at the top of the hotel.

The Royal Wells Hotel is licensed to hold civil ceremonies for up to 80 guests in the Alexandra Suite and the Garden. The Hotel boasts two function suites suitable for your wedding breakfast, both of which have natural daylight, air conditioning and their own private bar. The hotel also offers a variety of individually designed, en-suite accommodation including 3 feature rooms.

Should you have any questions or if you wish to view our venue, please do not hesitate to contact us. We would be delighted to hear from you.

Best wishes

*Steve Collins*

General Manager

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## OUR FUNCTION SUITES

### THE ALEXANDRA SUITE & CONSERVATORY

The smaller of our two function suites, The Alexandra Suite & Conservatory is an ideal venue for a more intimate Wedding Breakfast and Evening Reception. This elegant room is light and airy with a view over the common and town to be savoured.

It has its own private bar and the Conservatory is a great place for your DJ or Band to set up for your Evening Reception.

This room is ideal for a fully contained wedding breakfast and reception, whether you require a formal sit down wedding breakfast or an informal buffet. The Alexandra Suite can accommodate up to 40 guests on circular tables including a top table if desired. The room can easily be converted and holds up to 60 guests for your Evening Reception.

### THE EPHRAIM SUITE

The largest of our function suites the modern, light, ground floor Ephraim Suite has its own private bar with ample room to hold both a DJ and a Band for your Evening Reception.

The Ephraim Suite can accommodate up to 100 guests on circular tables, including a top table for your Wedding Breakfast and up to 130 guests for your Evening Reception.

We are licensed for DJs and live music in both of our suites and can happily provide contact details of recommended artists that have performed here before.



# ROYAL WELLS HOTEL

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## CIVIL MARRIAGES & PARTNERSHIPS

The Royal Wells Hotel is licensed to hold Civil Ceremonies with up to 80 guests in The Alexandra Suite, where you will be able to exchange your vows in an idyllic setting on your special day.

A set up and hire charge fee of £200.00 is payable to the hotel for all ceremonies held here. If you are only having a ceremony at the hotel the hire charge fee is £400.00

### CEREMONY CHARGES

All fees due to the registrar are separate to any charges made by the hotel, and can be found at their website:

[www.akentishceremony.com/civil-partnership/fees-and-conditions/](http://www.akentishceremony.com/civil-partnership/fees-and-conditions/)

### BOOKING A CEREMONY

If you wish to marry at the Royal Wells Hotel, we will make the booking with the local register office once you have booked with us. Your date and time of marriage are guaranteed so don't worry, you don't need to confirm the availability of a Celebrant & Registrar before you book the venue.

Once the register office has the booking they will send you confirmation. An appointment will then be made for you to meet and discuss your arrangements with a member of their Ceremony Team, who will guide you through all the legal preliminaries to the wedding and make sure that these are successfully completed.



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## OUR WEDDING PACKAGES

We have 3 inclusive wedding packages for you to choose from, incorporating a range of menus, each offering something slightly different to help you cater for differing tastes and fit varying budgets. Should you not find anything that suits your requirements we would be more than happy to discuss alternative options.

All of our carefully selected packages include:

- The services of our dedicated Wedding Coordinator
- A red carpet to welcome you and your friends upon arrival
  - The use of linen table cloths & napkins
  - The use of a silver cake stand and knife
  - 4 Course wedding breakfast as standard
  - Complimentary wedding menu tasting
    - Buffet at the evening reception
- Complimentary bridal suite for the bride & groom on their wedding night\*

Once you have chosen your preferred wedding package, why not personalise it by adding canapés, creating a wedding day perfectly tailored for you?

Our devoted team are ready to work with you to help you make your day exactly as you wish. Our packages have been designed to help simplify your planning; however, should you have any special dietary requirements please discuss this with your Wedding Coordinator and we will endeavour to cater for your every need.

We also have menus for your young wedding guests, designed specifically with them in mind.

*\*Subject to availability*



# ROYAL WELLS HOTEL

TUNBRIDGE WELLS

## THE PACKAGES

### GOLD

Welcome drink  
4 course wedding breakfast  
(Gold)  
1/2 bottle of wine per person  
Glass of sparkling wine with toast  
Evening finger buffet  
(China)

Additional evening guests £13.95 per head

**£59.95 PER HEAD**

### EMERALD

Welcome drink  
4 course wedding breakfast  
(Emerald)  
Mineral water on tables  
1/2 bottle of wine per person  
Glass of sparkling wine with toast  
Evening finger buffet (China)

Additional evening guests £13.95 per head

**£74.95 PER HEAD**

### DIAMOND

Welcome drink  
4 course wedding breakfast  
(Diamond)  
Mineral water on tables  
1/2 bottle of wine per person  
Glass of sparkling wine with toast  
(China)

Additional evening guests £13.95 per head

**£84.95 PER HEAD**

### GOLD

Sunday - Thursday

Welcome drink  
4 course wedding breakfast  
(Gold)  
1 glass of wine per person  
Glass of sparkling wine with toast  
Evening finger buffet (China)

Additional evening guests £9.95 per head

**£49.50 PER HEAD**



# ROYAL WELLS HOTEL

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## GOLD MENU

*Please choose 1 dish from each of the following courses\**

### STARTERS

Seasonal Soup  
*With crusty bread*

Chicken Liver Parfait  
*Served on toasted shards with dressed leaves & balsamic onion chutney*

Feta, Beetroot and Caramelised Walnut Salad (v)

### MAINS

Roasted Pork Loin  
*With caramelised apple and wholegrain mustard sauce*

Sautéed Chicken Breast  
*With creamy mushroom, onion & parsley sauce*

Oven Baked Cod Loin  
*Garlic & herb crusted with roasted red pepper coulis*

*All served with a selection of seasonal vegetables and potatoes*

### DESSERTS

Zingy Double Cream Citrus Sponge Fool  
*Topped with crystallised orange*

Chocolate Brownie  
*Served with clotted cream & chocolate sauce*

Baked Vanilla Cheesecake  
*An oaty biscuit base, topped with golden brown baked vanilla cheesecake,  
with blueberry compote and clotted cream*

\*\*\*

Coffee & Mints

*\*For your entire party*



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## EMERALD MENU

*Please choose 1 dish from each course\**

### STARTERS

Seasonal Soup  
*With crusty bread*

Chicken Liver & Forest Mushroom Parfait  
*Served on toasted shards with balsamic onion chutney*

Prawn, Mango, Chilli & Coriander Salad  
*With balsamic dressing*

Baked Halloumi & Balsamic Onion Confit Tart (v)  
*Wheat berry, apricot, apple & cranberry salad with red wine dressing*

### MAINS

Roast Topside of Beef  
*Served with Yorkshire pudding and red wine gravy*

Roasted Pork Belly  
*With caramelised apple & wholegrain mustard sauce*

Oven Roasted Chicken Breast  
*Stuffed with mozzarella & basil wrapped in bacon and served with roasted red pepper coulis*

Pan Seared Cod Loin  
*Served with crayfish & dill butter cream sauce*

*All served with a selection of seasonal vegetables and potato*

### DESSERTS

Chocolate Brownie  
*With sweet black cherry compote, clotted cream & chocolate flake*

Coconut & Lime Posset  
*With mango and passion fruit compote & shortbread biscuits*

Blackberry & Apple Eton Mess  
*With crushed meringue, whipped cream & raspberry coulis*

\*\*\*

Coffee & Mints

*\*For your entire party*





# ROYAL WELLS HOTEL

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## DIAMOND MENU

*Please choose 1 dish from each course\**

### STARTERS

Seasonal Soup  
*With crusty bread*

Pressed Ham Hock Terrine  
*With spring onion & leek purée*

Stilton, Chicory & Radicchio Salad (v)  
*With figs and caramelised walnuts*

Crab, Coconut & Salmon Fishcake  
*With seasonal leaves & mint, lime, coriander & chilli sauce*

### MAINS

Roast Leg of Lamb  
*With lemon stuffing, red wine & mint jus*

Striploin of Beef  
*With Yorkshire pudding, horseradish & mustard jus*

Roasted Chicken Breast  
*Stuffed with mushroom mousse & wrapped in pancetta with a tarragon cream sauce*

Pan Fried Sea Bream Fillet  
*With roasted fennel, orange & citrus butter sauce*

*All served with a selection of seasonal vegetables and potato*

### DESSERTS

Vanilla Cheesecake  
*With pecan brittle and salted caramel sauce*

Warm Honey Poached Pear  
*With vanilla crème brûlée & toffee sauce*

Lemon Posset  
*With berry compote and shortbread fingers*

\*\*\*

Coffee with mints

*\*For your entire party*



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## VEGETARIAN & VEGAN OPTIONS

The following main course dishes have been designed specifically for your vegetarian guests. Please select one of the following dishes in place of your chosen main course.

### VEGAN STARTERS

Beetroot, Samphire & Courgette Fritters

*With seasonal leaves and basil pesto*

Tandoori Spiced Cauliflower, Broccoli & Onion Fritters

*Served with mango chutney & seasonal leaves*

Tempura Vegetables

*With sweet chilli dipping sauce, toasted sesame seeds, red chilli & spring onions*

### VEGAN & VEGETARIAN MAINS

Persian Red Quinoa, Squash & Pistachio Nut Roast

*With sumac roasted Brussels sprouts, fennel & broccoli with red pepper & tomato sauce.*

Porcini Mushroom & Truffle Mezzaluna Parcels

*With rocket, feta, roasted pine nuts and a herb & red wine vinegar oil.*

Asparagus, Pea & Cheese Ravioli

*With soya & green beans and a herb pesto*

Courgette, Pistachio & Mushroom Nut Loaf

*With creamy peppercorn sauce & seasonal vegetables*

Fig, Cashew Nut & Carrot Rosti (vg)

*With roasted forest mushrooms & herb pesto*

Blue Cheese, Spinach & Cranberry Risotto

Wild Mushroom & Thyme Risotto

Butternut Squash & Sweet Potato Gnocchi (vg)

*With roasted pepper coulis*

Lemon & Asparagus Gnocchi (vg)

*With mint pesto*

Tofu & Vegetable Rendang Malaysian Curry

*Served with basmati rice, toasted almonds & warm chapati bread*



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## YOUNG GUESTS

Here at the Royal Wells Hotel we want to ensure that everyone has a fabulous day to remember, including your young wedding guests. With them in mind we have created a special 'Young Guests' menu for those 12 years of age and under.

*Please choose 1 dish from each course*

### ARRIVAL DRINK

Apple / Orange juice

### STARTERS

Seasonal Soup  
*With crusty bread*

Italian Spianata Bread  
*With garlic butter*

Vegetable Sticks  
*With red pepper houmous*

### MAINS

*Roast Beef & Yorkshire Pudding*

Roast Chicken Breast

Tomato & Herb Pasta  
*With dressed leaves*

*All served with a selection of seasonal vegetables and potato*

### DESSERTS

Meringue Nest  
*Filled with raspberry ripple ice cream & raspberry coulis*

Triple Chocolate Cookie  
*Topped with clotted cream ice cream and drizzled with warm chocolate sauce*

**£15.00**  
**PER HEAD**



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## FINGER BUFFETS

### CHINA

*Selection of sandwiches served  
on white or granary bread*

Pulled Salt Beef & BBQ Mustard  
Maple Roasted Ham & Tomato  
Prawn Marie Rose

Cheddar Cheese & Balsamic Onion Marmalade

Mini Yorkshire Puddings  
*Filled with roasted chicken, lemon stuffing  
& cranberry mayonnaise*

Braised Leek Welsh Rarebit Toasts (v)

Seasoned Rock Salted Chips (v)  
*With smoky tomato mayonnaise*

Cocktail Sausages  
*With Bombay curry glaze*

Plaice Goujons  
*Served with tartare sauce*

**£13.95 PER HEAD**

### SILVER

*Selection of open sandwiches*

Crayfish in Szechuan Pepper & Sriracha Sauce

Pulled Salt Beef & BBQ Mustard

Whipped Brie, Tomato & Smashed Avocado

Mini Cheese Burgers Sliders  
*With smoky tomato & onion chutney*

Seasoned Rock Salted Chips (v)  
*With smoky tomato mayonnaise*

Crispy Coated Chicken Fillets  
*With Indian sweet chilli sauce*

Feta, Spinach and Pine Nut Parcels (v)

**£15.95 PER HEAD**

### BUFFET ADD ONS

*In addition to all our finger buffets you can enhance  
your selection with the following dishes*

Kentish Cheese Board  
£7.95 per head



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## CANAPÉS

*Homemade canapés make an ideal accompaniment to your reception drinks.*

Fresh Fig, Walnut & Stilton Bon-Bon Sticks (v)

Smoked Salmon & Dill Blini's

Roasted Mediterranean Vegetable & Goats Cheese Canapé Cups (v)

Fried Sesame Feta & Watermelon Sticks

Baby Plum Tomatoes, Basil, Olive & Mozzarella Skewers (v)

Crispy Bacon & Braised Leek Welsh Rarebit

Aromatic Seared Salmon Phaenang on Rye Bread

Confit Chicken Parfait & Roasted Mushroom Blini's

Balsamic Mushroom, Herb & Tapenade Canapé Cups (v)

Chicken, Caramelised Shallot & Asparagus Canapé Cups

*Please select 3 of the above to be served with your reception drinks*

**£7.95  
PER HEAD**

*Additional choices will be charged at £2.95 per person, per item*

## SWEET CANAPÉS

*Ideal for finger buffets @ £2.95 each per person*

Mini Chocolate Churro Shots

Lemon Curd & Ginger Cheesecake Lollipops

Chocolate Brownie, Raspberry & Marshmallow

*Please choose 1 option for all you guests*



# ROYAL WELLS HOTEL

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## OUR GIFT TO YOU

Book your wedding breakfast with us to take advantage of our complimentary gift to you.

Enjoy a night to remember in our Honeymoon suite\* with Full English breakfast served in your room.

If you wish to take advantage of this gift from us, please advise your Wedding Coordinator when booking your wedding. We will be happy to show you our hotel rooms and make the necessary arrangements.

*\* Subject to availability*

## OUR ACCOMMODATION

Our hotel offers your guests a wide selection of individually designed en-suite rooms, from singles to feature rooms. All of our rooms offer televisions, direct dial telephones, complimentary Wi-Fi, tea and coffee making facilities and hair dryers.

All our prices are inclusive of full English breakfast.  
*(Please ask your Wedding Coordinator for the tariff list.)*

Rooms are available from 14.00hrs on the day of check in and guests are requested to vacate their rooms by 11.00hrs on the day of check out. However if your guests wish to explore the surrounding area, we are able to offer a left luggage facility\*.

*\* Subject to availability*



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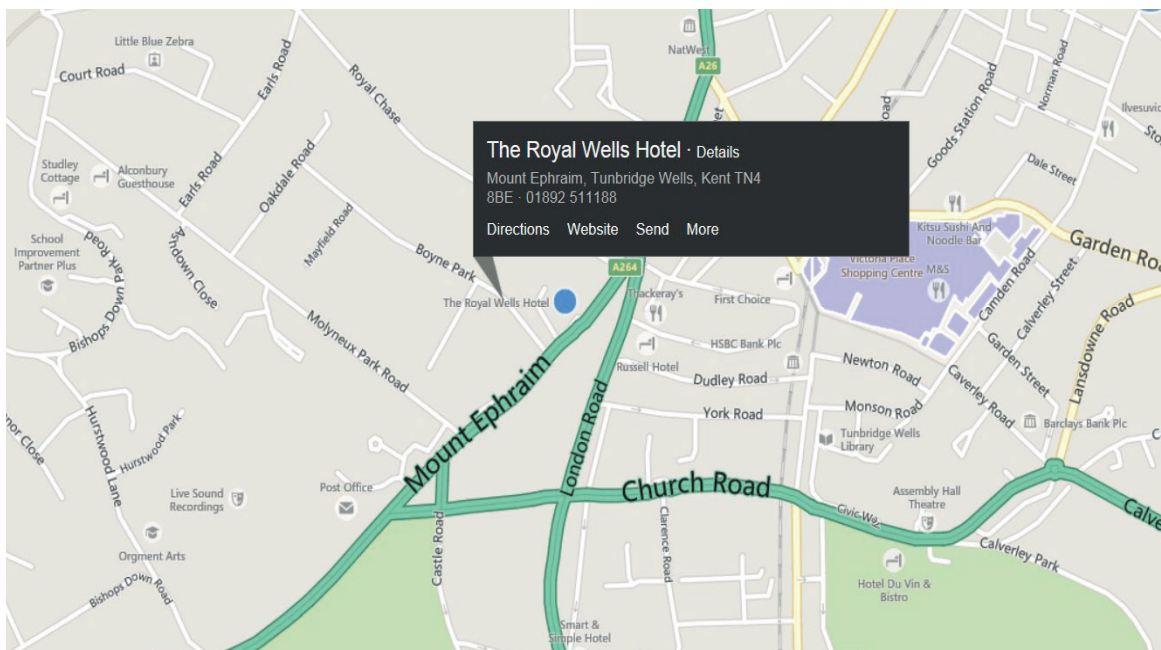
## WHERE WE ARE

The Royal Wells Hotel is conveniently accessed by both road and rail and is approximately 45 minutes from London, 13 miles from the M25 motorway.

The nearest train station is approximately a 10 minute walk.

To find us by road, please enter the following postcode into your Sat Nav  
TN4 8BE

The hotel boasts its own private car park for 20 cars.



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## WEDDING CHECKLIST

### AS SOON AS POSSIBLE

Book your wedding with us  
Block book our accommodation  
Book the church if required  
Send save the date cards

### 1 YEAR

Book the photographer/videographer  
Book the cars  
Book the evening entertainment  
Compile your guest list  
Book your honeymoon  
Go dress shopping

### 6 MONTHS

Organise a florist  
Hire suits  
Shop for wedding rings  
Order the cake  
Order your stationery  
Organise hen & stag parties  
Send invitations

### 3 MONTHS

Book hair and make up  
Order the favours

### 6 WEEKS

Finalise details with the photographer,  
cars, florist and entertainers  
Buy gifts for the bridesmaids & groomsmen  
Write the order of service

### 1 MONTH

Finalise your guest list  
Arrange your seating plan  
Organise rehearsals for the ceremony  
Break in your shoes

These are just a few of the many things you will need to do before your big day. Once these are complete all that is left to do .....

*.....is relax and enjoy  
your day!*





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## APPOINTMENTS

### 6 MONTHS PRIOR TO YOUR WEDDING DAY

Your Wedding Coordinator will contact you to arrange a meeting to discuss any questions or queries you may have for your wedding day.

### 3 MONTHS PRIOR TO YOUR WEDDING DAY

Your Wedding Coordinator will arrange a meeting with you to discuss the running order of your day and your preferred menu choices.

### 6 WEEKS PRIOR TO YOUR WEDDING

Your Wedding Coordinator will meet with you to finalise the running order, guest numbers and any other finer details.

### THE DAY BEFORE

Deliver the table plan, all items for the tables, ceremony music and the over night bag for the bride and groom

\*\*\*

If you have any questions or queries between each meeting with your Wedding Coordinator please do not hesitate to contact us.

*Please see our wedding checklist for further information*





# ROYAL WELLS HOTEL

TUNBRIDGE WELLS

## THE SMALL PRINT

### *Wedding and Banqueting Terms and Conditions:*

The following terms and conditions of contract shall apply to all bookings for wedding and banquet functions (functions) Reference to The Company shall be The Hotel

One signed copy to be retained by the client and one copy to be returned to The Hotel

### *Deposits, Payments & Confirmation:*

Provisional dates must be confirmed in writing within 14 days along with a signed acceptance of our Terms & Conditions , otherwise the date will be released and re-offered for sale

A non refundable deposit of £500.00 is required at the time of booking and a further 50% of outstanding non refundable deposit is required 12 weeks prior to the event.

The customer shall notify The Hotel in writing not less than 14 days prior to the function, the final number of guests anticipated attending the function

Full payment of charges must be made at least 14 days prior to the commencement of the function

The final amount payable by the customer shall be calculated on this final number or the number that actually attended, whichever is greater. If additional guests are added to attend the function after 14 days prior to the function, full payment will be required for those additional guests prior to the function

The Company reserve the right to charge interest at 2% above Bank Of England interest base rate for each day on any outstanding balances and all subsequent days thereafter

### *Cancellation Policy:*

In the unlikely event of you cancelling your wedding we reserve the right to apportion the following charges

On confirmation of the event a non refundable deposit of £500.00 is paid

For cancellations less than 4 weeks prior to the start date the charge will be 100%

Any deposits paid will be deducted from the amount of any outstanding monies due

### *General Conditions:*

*Licensing and Statutory Regulations:* Functions held within the hotel are subject to Statutory Regulations. All such regulations must be strictly observed. Details of any such regulations can be provided on request.

*Third Party Insurance:* The Company shall not be liable for any loss or damage suffered by the customer, except in respect of death or personal injury caused by the Company's negligence. This agreement does not affect any rights which The Company has under the Hotel Proprietors Act 1956 where the act applies

*Damage:* The customer shall be responsible for any damage caused to the allocated rooms or furnishings, utensils and equipment therein by any act, default or neglect of the customer, subcontractor or guests of the customer and shall pay The Company on demand the amount required for making good or remedying any such damage

Please be aware that all areas of the Royal Wells Hotel are non smoking



# ROYAL WELLS HOTEL

TUNBRIDGE WELLS

## THE SMALL PRINT - CONTINUED

*Food and Drink:* We cannot allow food or drink, other than that purchased on the premises be consumed with the hotel

All our food is prepared in a kitchen where nuts, gluten and other food allergens are present, if any guest has or you have a food allergy or intolerance, please let us know in advance

Please notify us in advance if you require wheelchair access or the use of high chairs

*Finishing Times:* Functions are required to finish at an agreed time when the booking is made. Extensions to this time are at the sole discretion of The Company and are subject to The Licensing act and Statutory Regulations previously mentioned

*Alterations to Bookings:* These are required to be made in writing and are subject to approval by The Company

*External Suppliers:* These are always subject to approval by The Company and may be subject to additional Terms and Conditions. The company reserve the right to object to the employment by customers and guests of any third party supplier.

A copy of the public liability insurance certificate for any live entertainment or DJ is required

*Force Majeure:* If the Hotel is prevented or hindered from carrying out any of its obligations here under circumstances beyond its control including (without prejudice) government intervention, local planning decision, strikes by Company Employee's or Company Supplier's, labour disputes, accidents, Acts of God, national or local disasters, Acts of terrorism, then The Company's liability to the Client shall be no greater than the amount paid to the Company by the client in respect of the function

All prices quoted are inclusive of VAT.

Please note the contents of this brochure are subject to change.

The hotel reserves the right to cancel any function if any of the above terms are not adhered to

We accept the above terms and conditions associated with our booking and agree we are bound by them

Please sign below and return a copy to the Hotel

*Site Copy*

Event Date .....	Minimum No. of Guests .....
Signed.....	Signed.....
On behalf of The Hotel	On behalf of the Client .....
Name (Printed) .....	Name (Printed) .....
Position .....	Position .....
Date.....	Date.....

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Full payment of charges must be made at least 14 days prior to the commencement of the function

The final amount payable by the customer shall be calculated on this final number or the number that actually attended, whichever is greater. If additional guests are added to attend the function after 14 days prior to the function, full payment will be required for those additional guests prior to the function

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Please sign below and return a copy to the Hotel

*Client Copy*

Event Date .....	Minimum No. of Guests .....
Signed.....	Signed.....
On behalf of The Hotel	On behalf of the Client .....
Name (Printed) .....	Name (Printed) .....
Position .....	Position .....
Date.....	Date.....

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