



# SHIP HOTEL

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## WEDDING PACKAGES

Thank you for considering the BEST WESTERN Ship 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 BEST WESTERN Ship 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.

Our Thames Suite can host for up to 120 guests for a seated Wedding Breakfast and up to 200 for your Evening Buffet Reception. We do, however, ask that there is a minimum of 50 adult guests attending for a Saturday function.

Should you prefer to tailor a bespoke wedding package as an alternative, our Wedding Coordinator will work closely with you to plan your day.

## CEREMONIES

The BEST WESTERN Ship is licensed to hold Civil Marriage / Partnership Ceremonies.

The Thames Suite can host ceremonies for up to 120 guests.

However, if you would prefer a more intimate event we can host a ceremony for up to 70 guests in our Windsor Suite or up to 50 guests in our Hampton Suite.

## ROOM HIRE RATES.

A Room hire charge for the Thames suite of £500.00 will be applicable for Weddings taking place on either a Friday or Saturday between May and September.

Sunday to Thursday Weddings will incur a reduced room hire charge of £300.00.

Between October and February a reduced room hire charge of £300.00 will apply to all days of the week.

If you would like to have your ceremony at the BEST WESTERN Ship Hotel, there is an additional room hire charge starting from £275.

## ACCOMMODATION

We are also pleased to offer discounted rates of 12% off our best available fully flexible rate on the evening of the wedding for friends and family of the wedding couple so that they may relax and enjoy the occasion to its fullest, without having to think about transport home after the evening.

# WEDDING PACKAGES

## SILVER PACKAGE

**£45.00 PER PERSON**

### TO INCLUDE:

Red Carpet  
Use of our Silver Cake Stand and Knife  
White Table Linen & Napkins  
Welcome Reception offering a Glass of Bucks Fizz or Orange Juice  
Elegant 3 Course Plated Menu served with a Bread Roll, Coffee and Minted Chocolates  
Half Bottle of House Wine per Guest  
Sparkling Wine Toast for All Guests  
Toast Master of Ceremonies  
Private Function Bar  
Complimentary Club Executive Bedroom for the Bride & Groom  
Complimentary Name Cards and Table Plan if Required  
Complimentary car parking

## GOLD PACKAGE

**£69.00 PER PERSON**  
**TO INCLUDE:**

Red Carpet  
Use of our Silver Cake Stand and Knife  
White Table Linen & Napkins  
Welcome Reception offering a Glass of Prosecco, Bucks Fizz, Pimms or Orange Juice  
Selection of Canapés - 3 Pieces per Guest  
Elegant 3 Course Plated Menu served with a Bread Roll, Coffee and Minted Chocolates  
Half Bottle of House Wine per Guest  
Sparkling Wine Toast for all Guests  
Private Function Bar  
Chair Covers and Coloured Sash  
Crystal Globe Centrepieces with Tea Lights  
LED Starlight Backdrop  
Complimentary Club Executive Bedroom for the Bride & Groom  
Complimentary Bottle of Prosecco for Bride & Groom in their Bridal Suite  
Complimentary Car Parking

## PLATINUM PACKAGE

**£84.00 PER PERSON**

### TO INCLUDE:

Red Carpet  
Use of our Silver Cake Stand and Knife  
White Table Linen & Napkins  
Welcome Reception offering 2 Glasses of Prosecco, Bucks Fizz, Pimms, or Orange Juice  
Selection of Canapés - 5 Pieces per Guest  
Elegant 3 Course Plated Menu with Coffee and Minted Chocolates  
Half Bottle of House Wine per Guest  
Sparkling Wine Toast for all Guests  
Complimentary Menu Tasting Dinner for 2  
Private Function Bar  
Chair Covers and Coloured Sash  
Crystal Globe Centrepieces with Tea Lights  
LED Starlight Backdrop  
4 Item Evening Buffet (Additional Evening Guests Charged at £15.95 per person)  
Complimentary Club Executive Bedroom for the Bride & Groom  
Complimentary Bottle of Prosecco for Bride & Groom in their Bridal Suite  
Complimentary Car Parking

## CANAPÉ MENU

**£2.00 each**

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

Chicken Liver Parfait with Red Onion Chutney on Toast

Asparagus wrapped in Parma Ham

Smoked Salmon and Crème Fraiche

Seared Tuna on Crostini

Olive Tapenade on Crostini

Sun Blushed Tomato and Mozzarella

Stilton and Watercress Pâté on Toast

## **WEDDING MENUS**

For a truly memorable Wedding Reception, a plated sit down Wedding Breakfast is the perfect choice.

**You are welcome to select one starter, one main course with a vegetarian choice and one dessert from the following choices.**

### **SILVER PACKAGE MENU CHOICES**

#### **STARTERS**

Carrot & Cumin Soup with Coriander Crème Fraîche

Ardennes Pâté with Homemade Piccalilli & Melba Toast

Smoked Mackerel Mousse with Roasted Pepper Salsa & Rustic Bread

Tomato & Ricotta Salad with Pickled Red Onions & English Parsley Pesto

#### **MAIN COURSES**

Chargrilled Chicken Breast with Savoy Cabbage, Peas, Leeks, Crushed Potatoes & Chicken Jus

Roasted Pork Loin with Cider Reduction, Roast Potatoes & Seasonal Vegetables

Oven baked Haddock with Roasted Fennel & New Potatoes, Tomatoes & Sauce Vierge

Stir Fried Vegetable Filo Parcel Shallow Fried onto Sweet Tomato Coulis

#### **DESSERTS**

Profiteroles with a Warm Dark Chocolate Sauce

Glazed Lemon Tart with Honey Cream

Seasonal Berry Vacherin Meringue with Vanilla Cream

Espresso Crème Brulée with Homemade Shortbread

#### **Tea, Coffee & Minted Chocolates**

### **CHILDREN'S MENU**

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

#### **STARTERS**

Plain Melon or Garlic Bread

#### **MAINS**

Sausage, Mash & Beans

Fish Goujons, Chips & Beans

Pizza & Chips

#### **DESSERT**

Ice Cream

Fruit Salad

## **GOLD PACKAGE MENU CHOICES**

### **STARTERS**

English Garden Pea Soup with Minted Sour Cream

Poached Ham Hock with Parma Ham and Apple Purée

Prawn & Avocado Salad

Baked Field Mushrooms with Melted Goat's Cheese & Tomato Chutney

### **MAIN COURSES**

Roast Chicken Breast with Streaky Bacon, Roasted Root Vegetables, Fondant Potato and Jus Gras

Grilled Salmon with Ratatouille, Pesto Potato Cake & Basil Oil

Pan fried Pork Fillet with Celeriac Purée, Confit Shallots, Cocotte Potatoes & Red Wine Jus

Mushroom Wellington laid onto Provencal Sauce

### **DESSERTS**

Lemon, Vanilla & Honey Cheesecake

Red Wine Poached Pear with Cornish Clotted Cream

Chocolate & Chilli Brownie with Chantilly Cream

Pineapple Carpaccio with Mint Sugar & Ginger Syrup

### **Tea, Coffee & Minted Chocolates**

## **CHILDREN'S MENU**

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

### **STARTERS**

Plain Melon or Garlic Bread

### **MAINS**

Sausage, Mash & Beans

Fish Goujons, Chips & Beans

Pizza & Chips

### **DESSERT**

Ice Cream

Fruit Salad

# PLATINUM PACKAGE MENU CHOICES

## STARTERS

Wild Mushroom Soup with White Truffle Oil

Dressed Cornish Crab with Pink Grapefruit, Frisée & Radish Salad

Chicken Liver Parfait with Spiced Pear Chutney

Roasted Beetroot & Goat's Cheese with Pistachio & English Pear

## MAIN COURSES

Roast Topside of British Beef with Roast Potatoes, Seasonal Vegetables & Roast Beef Gravy

Cod Loin wrapped in Streaky Bacon with Wild Mushrooms, New Potato Fricassée & Chive Butter

Roast Chicken Breast with Parma Ham, Tomato & Mozzarella Mousse,  
Mediterranean Vegetables & Fondant Potato

Roasted Butternut Squash with Girolle Mushrooms & Feta Risotto

## DESSERTS

Dark Chocolate & Hazelnut Tart with Vanilla Ice Cream

Seasonal Berries with Champagne Jelly & Cornish Clotted Cream

Warm Pear Frangipane with Crème Anglaise

Selection of Cheeses with Biscuits & Apple Chutney

**Tea, Coffee & Minted Chocolates**

## CHILDREN'S MENU

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

### STARTERS

Plain Melon or Garlic Bread

### MAINS

Sausage, Mash & Beans

Fish Goujons, Chips & Beans

Pizza & Chips

### DESSERT

Ice Cream

Fruit Salad

## EVENING BUFFET MENUS

Once the dancing has started, the bar is open and your evening guests have arrived to celebrate with you, our Evening Buffet Menus provide a perfect snack to keep the party going.

4 items - £12.00 per person  
6 items - £15.95 per person  
8 items - £20.95 per person  
10 Items - £25.95 per person

### **Please select items to create your Evening Buffet:**

Selection of Sandwiches  
Grilled Chicken Skewers in Lemon and Coriander Marinade  
Homemade Chicken Satay with Peanut Dip  
Spicy Chicken Drumsticks  
Barbeque Chicken Wings  
Cocktail Sausages in Honey and Sesame Seeds  
Mini Fish And Chips with Tartar Sauce  
Thai Fishcake with Sweet Chilli Dip  
Filo wrapped King Prawns  
Selection of Mini Pizzas  
Deep Fried Breaded Mushrooms with Blue Cheese Dip  
Mini Tomato, Mozzarella and Pesto Bruchettas  
Mini Baked Potatoes with Sour Cream and Chives  
Cajun Potato Wedges with Sour Cream  
Mini Roasted Vegetable and Goat's Cheese Tarts  
Mini Vegetable Kebabs  
Indian Savoury Selection  
Vegetable Samosas  
Spring Rolls with Sweet Chilli Dip  
Vegetable Crudités with Assorted Dips  
Bread Sticks with Houmous

### **Salad Bowls: £15.00 each - serves 10 guests**

Greek Salad, Homemade Coleslaw, Homemade Potato and Chive, Spicy Rice

**For dessert or cheeseboards please ask for details**

# BEST WESTERN Ship Hotel Terms and Conditions

In these Terms and Conditions 'we' or 'us' means Shepperton Hotels Limited trading as BEST WESTERN Ship 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 at 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.



**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).....**