



**THE BELL HOTEL**  
SANDWICH

**YOUR WEDDING**



# THE BELL HOTEL

SANDWICH

## THE VENUE

Dear.....

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

A heartfelt welcome awaits you at the Bell 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 Co-ordinator, together with their experienced Team, will guide you through all of the necessary arrangements to ensure that your wedding is planned to perfection.

The Bell Hotel is located right on the river Stour in the heart of Sandwich. With panoramic views of the river, you can hardly imagine a more perfect setting for your wedding.

The Bell Hotel has a licensed room for wedding ceremonies and boasts the Regency Room with private bar and dance floor, the Old Dining Room and the Laurent Perrier Club Room suitable for more intimate wedding receptions, plus a variety of accommodation including Honeymoon suites.

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

*Natasha Franz*

General Manager



# THE BELL HOTEL

SANDWICH

## OUR FUNCTION SUITES

### THE REGENCY ROOM

The Regency Room was formerly the Town's Assembly Room. This beautiful Georgian ballroom complete with Minstrels' Gallery and double height sash windows is a truly beautiful venue which offers a private bar and spacious dance floor suitable for a live band or DJ.

The Regency Room is the ideal venue for a fully contained wedding breakfast and reception, whether you require a formal sit-down wedding breakfast or an informal buffet with entertainment and dancing.

We can accommodate a wedding breakfast for up to 100 guests, including a top table if desired and the room can easily be converted to more informal seating for the evening.

### THE OLD DINING ROOM

Centrally located in the hotel, the elegant Old Dining Room is a fantastic venue catering for up to 40 people. With its large mirror feature walls and tasteful decor, the versatile Old Dining Room is suitable for your wedding ceremony, drinks receptions or smaller wedding breakfasts.

### THE TAITTINGER CLUB ROOM

Located on the ground floor of the Hotel, the Taittinger Club Room is the most cosy, private room available. With a splendid interior it is the perfect setting for intimate wedding breakfasts for up to 18 people.

*The Quay, Sandwich, Kent, CT13 9EF - T: 01304 613388*

*E: [bellhotel@shepherd-neame.co.uk](mailto:bellhotel@shepherd-neame.co.uk)*

*[www.bellhotelsandwich.co.uk](http://www.bellhotelsandwich.co.uk)*



# THE BELL HOTEL

SANDWICH

## CIVIL MARRIAGES & PARTNERSHIPS

The Bell Hotel is licensed to hold Civil Ceremonies in The Old Dining Room 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 £350.00 is payable to the hotel for all ceremonies held here.

### CEREMONY CHARGES

All fees due to the registrar are separate to any charges made by the venue 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 Bell Hotel, we will make the booking with the local register office once you have booked with us. You will then receive a confirmation by email. Your date and time of marriage are guaranteed so don't worry, you don't need to confirm the availability of a Celebrant and Registrar before you book the venue.

Once the register office has your booking you will be sent 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.



# THE BELL HOTEL

## SANDWICH

## OUR WEDDING PACKAGES

We have 4 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 Co-ordinator
- The complimentary use of our fully air conditioned function suite for the wedding breakfast and/or evening reception with cash bar and dance floor
  - The use of linen table cloths and napkins
  - The use of a silver cake stand and knife
  - 4 Course wedding breakfast as standard
    - Buffet at the evening reception
- Complimentary bridal suite for the bride and groom on their wedding night\*

Once you have chosen your preferred wedding package, why not personalise it by adding canapés, intermediate courses with your wedding breakfast or buffet upgrades 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 Co-ordinator 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/parties exceeding 40 guests*



# THE BELL HOTEL

SANDWICH

## THE PACKAGES

### EMERALD

Welcome drink  
4 course wedding breakfast  
(Emerald or Pearl)  
1/2 bottle of wine per person  
Glass of sparkling wine with toast  
Evening finger buffet (Crystal)  
Additional evening guests £11.95 per head

**£59.95 PER HEAD**

### DIAMOND

Welcome drink & canapés  
4 course wedding breakfast  
(Diamond or Jade)  
Mineral water on tables  
1/2 bottle of wine per person  
Glass of sparkling wine with toast  
Evening finger buffet (Crystal)  
Additional evening guests £11.95 per head

**£69.95 PER HEAD**

### PLATINUM

Welcome drink & canapés  
4 course wedding breakfast  
(Platinum)  
Mineral water on tables  
1/2 bottle of wine per person  
Glass of sparkling wine with toast  
Evening Finger Buffet (Crystal)  
Additional evening guests £11.95 per head

**£79.95 PER HEAD**

### EMERALD

Monday - Thursday only

Welcome drink  
4 course wedding breakfast  
(Emerald or Pearl)  
1 glass of wine per person  
Glass of sparkling wine with toast  
Evening finger buffet (Crystal)  
Additional evening guests £11.95 per head

**£46.95 PER HEAD**



# THE BELL HOTEL

## SANDWICH

### EMERALD MENU

*Please choose 1 dish from each of the following courses to create a set meal for your entire party*

#### STARTERS

Seasonal soup  
*With crusty bread*

Chicken liver & mushroom parfait <sup>(600)</sup>  
*Toasted sourdough shards and balsamic onion chutney*

Prawn, mango, chilli & coriander salad <sup>(600)</sup>  
*With balsamic dressing*

Baked halloumi & balsamic onion confit tart <sup>(600)</sup> <sup>(V)</sup>  
*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 <sup>(600)</sup>  
*Stuffed with mozzarella & basil, wrapped in bacon and drizzled with roasted red pepper coulis*

Pan seared cod loin <sup>(600)</sup>  
*Served with crayfish & dill butter cream sauce*  
*All served with a selection of seasonal vegetables and potato*

#### DESSERTS

Warm triple chocolate brownie  
*With sweet black cherry compote, clotted cream & chocolate flake*

Coconut & citrus posset <sup>(V)</sup>  
*With mango and passion fruit compote & shortbread biscuits*

Blackberry & apple eton mess <sup>(600)</sup> <sup>(V)</sup>  
*With crushed meringue, whipped cream & raspberry coulis*

\*\*\*

Coffee & mints

*Vegetarian and vegan alternatives are available*



# THE BELL HOTEL

## SANDWICH

### DIAMOND MENU

*Please choose 1 dish from each of the following courses to create a set meal for your entire party*

#### STARTERS

Seasonal soup  
*With crusty bread*

Pressed ham hock terrine <sup>(600)</sup>  
*Spring onion & leek purée & toasted sourdough shards*

Stilton, chicory & radicchio salad <sup>(600)</sup> (v)  
*With figs and caramelised walnuts*

Cornish crab, coconut & salmon fishcake <sup>(600)</sup>  
*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 <sup>(600)</sup>  
*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 <sup>(600)</sup> (v)  
*Caramel sauce and vanilla crème brûlée*

Lemon posset <sup>(600)</sup> (v)  
*With berry compote and shortbread fingers*

\*\*\*

Coffee & mints

*Vegetarian and vegan alternatives are available*





# THE BELL HOTEL

SANDWICH

## PLATINUM MENU

*Please choose 1 dish from each of the following courses to design a set meal for your entire party*

### STARTERS

Seasonal soup  
*With crusty bread*

Stilton bon bon salad <sup>(v)</sup>  
*Beetroot couscous & wheat berry salad with dressed leaves.*

Smoked salmon & prawn cocktail <sup>(600)</sup>  
*With avocado, cherry tomatoes, Marie Rose sauce & artisan sourdough*

Pressed duck & chicken terrine <sup>(600)</sup>  
*Butternut squash purée, toasted sourdough and dressed leaves*

### MAINS

Striploin of beef  
*With Yorkshire pudding & pancetta bourguignon jus*

Pan fried salmon fillet  
*Black rice & quinoa salad and a caper & dill butter sauce*

Duck leg confit  
*With blackberry & honey jus*

Roasted lamb loin chops  
*With salsa verde & pistachio dust*

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

### DESSERTS

Rich chocolate mousse <sup>(v)</sup>  
*With a caramel centre, toasted marshmallow and clotted cream*

Prosecco & elderflower jelly <sup>(600)</sup>  
*With blueberries & raspberries and chantilly cream*

Dragon & passion fruit pavlova <sup>(600) (v)</sup>  
*With a mango purée, coconut gelato & toasted coconut flakes*

\*\*\*

Coffee & mints

*Vegetarian and vegan alternatives are available*



# THE BELL HOTEL

## SANDWICH

### YOUNG GUESTS

We want to ensure that everyone has a fabulous day to remember, including your young 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 of the following courses to create a set meal for all of your young guests*

#### ARRIVAL DRINK

Apple or Orange juice

#### STARTERS

Seasonal soup  
*With crusty bread*

Garlic bread <sup>(v)</sup>

Vegetable sticks <sup>(v/vg)</sup>  
*With red pepper houmous*

#### MAINS

Roast beef & Yorkshire pudding

Roast chicken breast

Tomato & herb pasta <sup>(v/vg)</sup>  
*With dressed leaves*

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

#### DESSERTS

Meringue nest <sup>(v)</sup>  
*With raspberry ripple ice cream & raspberry coulis*

Triple chocolate cookie <sup>(v)</sup>  
*Topped with clotted cream ice cream and drizzled with warm chocolate sauce*

**£15.00**

PER HEAD



# THE BELL HOTEL

## SANDWICH

## VEGETARIAN & VEGAN

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

### STARTERS

Avocado and tofu mini toast <sup>(600)</sup> (v/vg)

*With red onion, pickled cucumber, toasted pumpkin & sesame seeds  
all finished with a drizzle of sriracha sauce*

Beetroot, samphire and courgette fritters <sup>(600)</sup> (v/vg)

*With seasonal leaves and basil pesto*

Beetroot falafel bites <sup>(600)</sup> (v/vg)

*On mango chutney with pomegranate, mint & red onion salsa, pea shoots and lemon oil*

Crispy thyme charred polenta <sup>(600)</sup> (v/vg)

*On a wild mushroom ragu, topped with rocket leaves*

Crushed avocado and sautéed mushrooms <sup>(600)</sup> (v/vg)

*On toasted sourdough with onion confit and quinoa houmous*

Kale & onion fritters <sup>(600)</sup> (v/vg)

*With spicy aubergine chutney, dressed rocket leaves, pomegranate seeds & flaked toasted almonds*

Roast tandoori spiced cauliflower florets <sup>(600)</sup> (v/vg)

*On tahini soya yoghurt topped with pickled red cabbage,  
pomegranate molasses, coriander & pumpkin seeds*

Sweet potato falafel bites <sup>(600)</sup> (v/vg)

*On mango chutney with pomegranate, mint & red onion salsa, pea shoots and lemon oil*

Tandoori spiced cauliflower, broccoli & onion fritters <sup>(v/vg)</sup>

*Served with mango chutney & seasonal leaves*

Tempura vegetables <sup>(600)</sup> (v/vg)

*Lightly battered vegetables, with a pot of sweet chilli dipping sauce,  
toasted sesame seeds, red chilli and spring onion to finish*

Vegetable gyoza <sup>(600)</sup> (v/vg)

*Crispy pastry dumplings with sweet chilli dipping sauce, dressed rocket and pickled red onions*



# THE BELL HOTEL

## SANDWICH

### VEGETARIAN MAINS

Lemon & black pepper breaded halloumi <sup>(600)</sup> <sup>(v)</sup>  
*On a vegetable risotto with heritage tomatoes,  
balsamic roasted red peppers & asparagus*

Creamy wild mushroom, cranberry and spinach Wellington <sup>(v)</sup>  
*With buttered herb new potatoes*

Persian red quinoa, squash & pistachio nut roast <sup>(600)</sup> <sup>(v)</sup>  
*With sumac roasted Brussels sprouts, fennel &  
broccoli with red pepper & tomato sauce*

Courgette, pistachio & mushroom nut loaf <sup>(v)</sup>  
*With creamy peppercorn sauce & seasonal vegetables*

Blue cheese, spinach & cranberry risotto <sup>(v)</sup>  
*With dressed leaves*

Porcini mushroom & truffle mezzaluna parcels <sup>(v)</sup>  
*With rocket, feta, roasted pine nuts and a herb & red wine vinegar oil*

Tofu & vegetable Malaysian curry <sup>(v)</sup>  
*Served with basmati rice, toasted almonds & warm chapati bread*

Asparagus, pea & cheese ravioli <sup>(v)</sup>  
*With soya & green beans and a herb pesto*

Wild mushroom & thyme risotto <sup>(600)</sup> <sup>(v)</sup>  
*Topped with pea shoots*

Potato gnocchi <sup>(v)</sup>  
*Sautéed with peas and courgette, finished with vegan cheese & rocket leaves*

Sweet potato, cannellini bean & quinoa croquette <sup>(v)</sup>  
*With rocket, heritage tomato relish, roasted onions,  
orzo pasta salad and bell pepper coulis*



# THE BELL HOTEL

## SANDWICH

### VEGAN MAINS

Barley summer stew <sup>(600)</sup> (v/vg)

*A medley of pearl barley, orange liquor, cumin & baby vegetables  
finished with sautéed spring onion & spinach*

Baked sticky aubergines with pomegranate molasses <sup>(v/vg)</sup>

*Warm beetroot & couscous in a lemon vinaigrette, dressed rocket & chard leaves,  
pickled cucumber & soya yoghurt dressing with toasted almonds*

Creamy Thai green curry risotto <sup>(v/vg)</sup>

*Topped with tempura vegetables and lime & maple toasted coconut*

Fennel & cumin roasted cauliflower 'steak' <sup>(v/vg)</sup>

*Topped with a salsa of sultanas, hazelnuts, parsley & capers,  
finished with slow braised red lentils & red pepper coulis*

Mushroom & walnut 'steak' <sup>(v/vg)</sup>

*Served with wilted spinach, roast tomato, glazed shallots & carrots,  
chunky chips, a red wine jus and parsnip crisps to finish*

Roasted vegetable tagine <sup>(600)</sup> (v/vg)

*In a sweet & spicy sauce with sultanas & apricots, toasted almonds  
and a side of lemon quinoa & pomegranate*

Soya bean & spring onion risotto <sup>(v/vg)</sup>

*With miso & maple glazed mushrooms, chargrilled bok choy and toasted cashew nuts*

Wild mushroom quinoa salad <sup>(600)</sup> (v/vg)

*With roast red peppers, beetroot, candied pecans, walnuts & mixed  
seeds finished with a creamy yoghurt & honey dressing*

Fig, cashew nut and carrot rosti <sup>(v/vg)</sup>

*Forest mushrooms and herb pesto*

Butternut squash & sweet potato gnocchi <sup>(600)</sup> (v/vg)

*With roasted pepper coulis*

Lemon & asparagus gnocchi <sup>(v/vg)</sup>

*With mint pesto*

Spaghetti with basil pesto <sup>(v/vg)</sup>

*With green beans, peas, soya beans, caramelised red onions, almonds, rocket and finished with lemon oil*



# THE BELL HOTEL

## SANDWICH

### PEARL FORK BUFFET

#### STARTERS

*Please choose 1 starter & 1 dessert which will be served for your entire party*

Seasonal soup  
*With crusty bread*

Prawn, mango, chilli & coriander salad <sup>(600)</sup>  
*With balsamic dressing*

Baked halloumi & balsamic onion confit tart <sup>(600)</sup> (v)  
*Wheat berry, apricot, apple & cranberry salad with red wine dressing*

#### MAINS

*Served from the buffet table*

Meat platter  
*Honey roasted ham, topside of beef & roast turkey*

Sweet potato & chestnut frittata (v)

Hot minted new potatoes (v)

Salad of plum tomatoes, cucumber & red onions (v)  
*With lemon & balsamic dressing*

Carrot & cranberry raita (v/vg)

Roasted vegetable quinoa salad (v/vg)  
*With herb pesto*

Warm mixed breads (v)

#### DESSERTS

Warm triple chocolate brownie  
*With sweet black cherry compote, clotted cream & chocolate flake*

Blackberry & apple Eton mess <sup>(600)</sup> (v)  
*Crushed meringue, whipped cream & raspberry coulis*

Vanilla cheesecake  
*With pecan brittle and salted caramel sauce*



# THE BELL HOTEL

## SANDWICH

### JADE FORK BUFFET

#### STARTERS

*Please choose 1 starter & 1 dessert which will be served for your entire party*

Seasonal soup  
*With crusty bread*

Pressed ham hock terrine <sup>(600)</sup>  
*Spring onion & leek purée with toasted sourdough shards*

Stilton, chicory & radicchio salad <sup>(v)</sup> <sup>(600)</sup>  
*With figs and caramelised walnuts*

Cornish crab, roasted salmon & coconut fishcake <sup>(600)</sup>  
*With seasonal leaves, mint, lime, coriander & chilli sauce*

#### MAINS

*Served from the buffet table*

Roasted sirloin & noodle salad <sup>(600)</sup>  
*With Asian slaw, wasabi mayo & roasted peanuts*

Cured salmon & beetroot Nicoise salad <sup>(v)</sup> <sup>(600)</sup>  
*With horseradish dressing*

Cumin & coriander roasted vegetables & freekah salad <sup>(v/vg)</sup>  
*With avocado, crispy kale, walnuts & pomegranate dressing*

Grilled lamb loin chops <sup>(600)</sup>  
*Pomegranate & cucumber salad, salsa verde & pistachio crumbs*

Duck fat roasted potatoes

Curried fennel, red cabbage & apple slaw <sup>(v)</sup>

Roasted vegetable pasta salad with herb pesto <sup>(v/vg)</sup>

Warm mixed breads

#### DESSERTS

Warm triple chocolate brownie  
*With sweet black cherry compote, clotted cream & chocolate flake*

Coconut & citrus posset <sup>(v)</sup>  
*With mango and passion fruit compote & shortbread biscuits*

Vanilla cheesecake  
*With pecan brittle and salted caramel sauce*



# THE BELL HOTEL

## SANDWICH

### FINGER BUFFETS

#### CRYSTAL

Selection of sandwiches

*Maple roasted ham & tomato | Prawn Marie Rose | Cheddar cheese & balsamic onion marmalade*

Fried spiced tortilla chips with houmous, salsa & guacamole for dipping

Salt & vinegar chicken wings with blue cheese dip

Seasoned chips with smoky tomato mayonnaise <sup>(v)</sup> | Hot beef & chilli sausage rolls

**£11.95** PER HEAD

#### CHINA

Selection of sandwiches

*Pulled salt beef & BBQ mustard | Maple roasted ham & tomato  
Prawn Marie Rose | Cheddar cheese & balsamic onion marmalade*

Mini Yorkshire puddings with roasted chicken, lemon stuffing & cranberry mayonnaise

Braised leek Welsh rarebit toasts <sup>(v)</sup> | Plaice goujons with tartare sauce

Cocktail sausages with Bombay curry glaze | Seasoned chips with smoky tomato mayonnaise <sup>(v)</sup>

**£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 burger sliders with smoky tomato & onion chutney

Crispy coated chicken fillets with Indian sweet chilli sauce | Feta, spinach and pine nut parcels <sup>(v)</sup>

Seasoned chips with smoky tomato mayonnaise <sup>(v)</sup>

**£15.95** PER HEAD

#### BUFFET ADD ONS

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

Dressed salmon £6.95 per head

Kentish cheese board £7.95 per head





# THE BELL HOTEL

SANDWICH

## CANAPÉS

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

Fresh fig, walnut & stilton bon bon sticks <sup>(v)</sup>

Smoked salmon & dill blini's

Roasted Mediterranean vegetable & goats cheese canapé cups <sup>(v)</sup>

Fried sesame feta & watermelon sticks

Baby plum tomatoes, basil, olive & mozzarella skewers <sup>(v)</sup>

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 <sup>(v/vg)</sup>

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 head (please choose 1 option)*

Mini chocolate churro shots

Lemon curd & ginger cheesecake lollipops

Chocolate brownie, raspberry & marshmallow



# THE BELL HOTEL

SANDWICH

## 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 balcony 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 Co-ordinator when booking your wedding. We will be happy to show you our hotel rooms and make the necessary arrangements.

*\* Subject to availability / parties exceeding 40 guests*

## OUR ACCOMMODATION

Our hotel offers your guests a wide selection of en-suite rooms, from singles to family rooms. All of our rooms offer televisions, direct dial telephones, complimentary Wi-Fi, tea and coffee making facilities and hair dryers; some even have extra touches such as river views and private balconies

All our prices are based on two people sharing with full English breakfast.  
*(Please ask your Wedding Co-ordinator for our tariff.)*

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*



# THE BELL HOTEL

## SANDWICH

## WHERE WE ARE

The Bell Hotel is conveniently accessed by both road and rail and is approximately 100 minutes from London, just 8 miles from the A2.

The nearest train station is approximately 1/3 mile away.

To find us by road, please enter the following postcode into your Sat Nav  
CT13 9EF



The Quay, Sandwich, Kent, CT13 9EF - T: 01304 613388  
E: [bellhotel@shepherd-neame.co.uk](mailto:bellhotel@shepherd-neame.co.uk)  
[www.bellhotelsandwich.co.uk](http://www.bellhotelsandwich.co.uk)



# THE BELL HOTEL

SANDWICH

## 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 and stag parties
- Send wedding 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 and 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!*



# THE BELL HOTEL

SANDWICH

## APPOINTMENTS

### 6 MONTHS PRIOR TO YOUR WEDDING DAY

Contact your Wedding Co-ordinator to arrange a meeting to discuss any questions or queries you may have for your wedding day.

### 3 MONTHS PRIOR TO YOUR WEDDING DAY

Contact your Wedding Co-ordinator to arrange a meeting with you to discuss the running order of your day and your preferred menu choices.

### 2 WEEKS PRIOR TO YOUR WEDDING

Your Wedding Co-ordinator 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 and the over night bag for the bride and groom

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



# THE BELL HOTEL

## SANDWICH

## 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 £350 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 £250.00 is paid

For cancellations between 12 weeks and 4 weeks prior to the start date the charge will be 50% of the estimated total amount of the function including any accommodation, food and beverage, and optional associated costs.

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 Bell Hotel are non smoking

CONTINUED



# THE BELL HOTEL

SANDWICH

## 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 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.....                     |

The Quay, Sandwich, Kent, CT13 9EF - T: 01304 613388  
E: bellhotel@shepherd-neame.co.uk  
www.bellhotelsandwich.co.uk



# THE BELL HOTEL

## SANDWICH

## 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 £350 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 £250.00 is paid

For cancellations between 12 weeks and 4 weeks prior to the start date the charge will be 50% of the estimated total amount of the function including any accommodation, food and beverage, and optional associated costs.

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 Bell Hotel are non smoking

CONTINUED





# THE BELL HOTEL

SANDWICH

## 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 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

### *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.....                     |

The Quay, Sandwich, Kent, CT13 9EF - T: 01304 613388  
E: [bellhotel@shepherd-neame.co.uk](mailto:bellhotel@shepherd-neame.co.uk)  
[www.bellhotelsandwich.co.uk](http://www.bellhotelsandwich.co.uk)