

# *Congratulations*

May we congratulate you on your forthcoming wedding and extend our very best wishes for the future.

Each and every wedding is as individual as you are and your wedding day will undoubtedly be one of the most exciting days you will experience.

This nineteenth century Victorian-Edwardian 4-star hotel nestled by the famous Leas Promenade in the west end of Folkestone, has been tastefully modernised, retaining its old-world elegance and charm.

Our luxurious and well-appointed banqueting rooms offer views across the English Channel and have been stylishly decorated to create the perfect ambience for your wedding celebration. The Premier Room which has direct access to the terrace and private gardens provides an idyllic setting for photographs and can accommodate up to 120 guests for your wedding breakfast and 200 for the evening reception.

Our smaller function rooms are perfect for more intimate events and the personal service and attention you will receive from our highly experienced Wedding Co-ordinator and staff, together with the excellent cuisine on which we pride ourselves, will make your day one to remember.

The Radnor Room is licensed to hold civil weddings and partnerships accommodating up to 70 guests, enabling you to host your entire day under one roof.



Call our Wedding Co-ordinator on **01303 255301** or email [events@theburlingtonhotel.com](mailto:events@theburlingtonhotel.com) to arrange a show around of our facilities and for your free non-committal quotation.

## OUR SERVICES

When booking your Wedding Breakfast and Evening Reception at the Burlington Hotel, you will receive the following benefits:

### EXPERIENCED WEDDING CO-ORDINATOR SERVICES

A BEAUTIFUL 4-STAR VICTORIAN BUILDING IN FOLKESTONE'S WEST END  
OVERLOOKING THE FAMOUS LEAS PROMENADE & THE ENGLISH CHANNEL

FULL USE OF THE HOTEL'S GARDENS & INDOOR AREAS FOR STUNNING PHOTOGRAPHS

FREE VENUE HIRE OF OUR WEDDING BANQUETING SUITE  
SUBJECT TO TERMS DETAILED ON THE WEDDING INFORMATION PAGE

FREE USE OF OUR WHITE TABLE LINEN, NAPKINS, CUTLERY, CROCKERY & GLASSWARE

FREE HIRE OF OUR CAKE STAND & KNIFE AND ANTIQUE EASEL TO DISPLAY YOUR TABLE PLAN

FREE MENU TASTING FOR THE BRIDE & GROOM

COMPLIMENTARY OVERNIGHT ACCOMMODATION IN A STANDARD ROOM  
FOR THE BRIDE & GROOM WITH FULL ENGLISH BREAKFAST  
UPGRADE TO A DELUXE ROOM WITH FRESH FRUIT, CHOCOLATES, BOTTLE OF BUBBLY & FLOWERS FOR A SUPPLEMENT

There are many advantages to hosting your big day at a hotel over a private hall or a barn. We can act as a self-contained 'one-stop-shop' for most of your needs. You could avoid expensive venue hire charges or sourcing your meal requirements from a separate third-party catering company at premium rates.

With 60 en-suite bedrooms your guests can relax and enjoy celebrating the night with you instead of worrying about the costs and logistics of getting home.

Whilst organising a wedding can be a daunting task, our experienced Wedding Co-ordinator will be on-hand to assist you with every aspect of planning your special day. Whether you favour a traditional celebration or something more contemporary, they will be there to advise and guide where necessary and to ensure that your event is a truly special and memorable one.



# WEDDING INFORMATION

## ROOM HIRE

Civil Ceremonies can be held in the Radnor Room at a charge of 650,00.  
No other room hire fees are charged when food and beverage pre-orders total 4,500,00. Should your event not reach this amount, a 700,00 charge will apply to hire out the banqueting suite.

## FOOD & DRINKS

If you would like more than one choice per course, a supplementary charge will apply however some special dietary requirements will be allowed at no additional cost.

Children aged 12 years or less can be served ½ portions of the chosen wedding breakfast meal at ½ price. Alternatively, you can choose 2 courses from our children's menu at a reduced price available upon request. All food and drink packages can be tailored to meet your individual tastes and needs, please ask for further details if you would like a bespoke menu quotation.

The hotel must be informed of any dietary or allergen requirements for guests attending the event in writing once all menu options have been confirmed at least a month prior to your event.

## CORKAGE

Still wines are charged at 16,00 per 75cl bottle. Champagnes and sparkling wines are charged at 25,00 per 75cl bottle. All Magnums, larger and litre bottles are charged on a pro-rata basis. Corkage will not be refunded on unused bottles.

## DISCO

The Hotel can provide a disco at a cost of 450,00.  
A 150,00 license fee applies should the customer wish to provide their own disco. All discos must adhere to the sound level restrictions set by the hotel.

## LICENSE

The hotel has a license extension until Midnight. This can be extended to 1am on Saturday's upon written application for 400,00 to include music and bar service.

## ACCOMMODATION

A complimentary standard double room is provided for the Bride and Groom including breakfast the following morning when food and beverage pre-orders total 4,500,00.  
For a supplementary charge, this can be upgraded to one of our Deluxe Rooms or Junior Suites with a bottle of bubbly, flowers, chocolates and fresh fruit.

## WEDDING GUESTS

Check-in time is usually from 15.00. Whilst every effort is made to allow for an earlier check-in, no guarantees can be made until the day of arrival. Check-out time is 11.00am prompt. If late check-out has not been prearranged, and guests vacate rooms after 11.00am, additional charges will be incurred.

## ACCOUNTS

A non-refundable deposit of 1,000,00 is required to confirm the reservation together with written confirmation. The final balance must be paid 1 month prior to the date, together with confirmed final numbers.

Please note that **all deposits and pre-payments are non-refundable**. We strongly suggest that couples take out wedding insurance from a reputable supplier before any supplier deposits are paid to cover all eventualities including cancellation or rearrangement due to death, illness or failure of suppliers.

All prices and terms in our Wedding Pack are inclusive of VAT at the prevailing rate, are subject to our **Schedule of Conditions** which is available upon request and to change without prior notice.