

Your

W E D D I N G D A Y



The
Rochford

HOTEL

Distinguished

W E D D I N G S

The Rochford Hotel is licensed to host Civil Ceremonies in either the Wedding Pavilion or the Hotel's conservatory depending on your wishes. If you would like to be married at The Rochford Hotel you will be required by law to book the registrar yourselves at Essex County Council.

Any fees relating to the registrar should be paid directly to the Registrar's Office. Whether you choose to marry in Church or at the Hotel our bridal suite is available from midday for you to get ready in and enjoy your wedding night complimentary. For Brides marrying at the Hotel this alleviates the need for the traditional wedding cars and even more importantly, the fact that once the dress is on you don't have to sit down, preventing any possible creasing prior to walking down the aisle!

After your ceremony our secluded gardens provide an ideal backdrop for your wedding photographs and a relaxed environment for your guests to be tray served reception drinks and canapés of your choice.





Wedding Day Diary...

To help with your wedding agenda, we have outlined below a typical wedding day which would give some indication of the time you should allow in your planning. This itinerary should be used for guidance, the wedding co-ordinator will be happy to advise depending on your special requirements.

- 2.00 p.m Guests begin to arrive for pre-ceremony drinks in the Lobby Bar
- 2.30 p.m The Service Commences
Mother of the Bride escorted as last guest
Arrival of the Bride
A Selected Reading
The Marriage Ceremony
The Signing of the Register
Song: Chosen by yourselves, accompanied by the pianist
Bride and Groom depart to grounds for photographs to the music of their choice
Bucks Fizz reception served in the gardens accompanied by fresh strawberries as photos are taken
Bridal party receives guests
Wedding Breakfast commences with pianist accompaniment
Speeches and Toasts
Cutting of the Cake
- 7.30 p.m Evening guests begin to arrive
Start of evening entertainment
Bride and Groom's first dance
- 8.30 p.m Evening Buffet
- 11.30 p.m Bar Closes
- Midnight Entertainment concludes



(Hotel Reception will be pleased to assist any guests requiring transport for their homeward journey)

Sample Expense Analysis...

We have compiled the following, to assist you in identifying the approximate costing likely to be incurred on a typical Saturday wedding, in April, at The Rochford Hotel. We have tried to ensure that all possible expenses have been taken into consideration, and are calculated on fifty guests for the breakfast, and a total of 120 guests for the evening.

Venue Hire Charge	£750.00
Wedding Breakfast Set Menu (£49.50 x 50)	£2475.00
Bucks Fizz Reception Drink	
Three Course Meal	
Tea, Coffee with Mints	
Half Bottle of Wine	
A Glass of Sparkling Toast Wine	
Evening Buffet (£12.95 x 90)	£1165.50
Evening Disco	£295.00
Total	£4685.50

* As previously advised, this example has taken into account all primary costs, however, we would be happy to provide a detailed quotation based on your specific requirements and numbers.

** Venue hire charges vary depending on the day of the week and the time of year. We only hold one wedding per day, however, if you would wish to book the Hotel and all its bedrooms exclusively then please enquire with our co-ordinators for the additional hire charge.



Menu

Reception Drinks & Canapes

Prosecco	£4.95
Bucks Fizz	£3.75
Pimms & Lemonade	£5.25
Kir Royale	£5.25
Champagne	£6.50
Sparkling Wine	£3.75
Mulled Wine	£4.25
Red, White or Rosé Wine	£3.65
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A Selection of Canapés	£5.95
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Fresh Strawberries	£1.35



The Wedding Breakfast

All our Wedding Breakfasts are served with a selection of Granary, White Breads & Butter

Starters

Home-made Soup of your choice	£5.75
Country Farmhouse Pate served with chutney & toast	£6.85
Tomato & Buffalo Mozzarella topped Bruschetta, drizzled with Basil infused olive oil	£6.95
Smoked Salmon parcel with a light crème fraiche, horseradish & chive sauce	£8.35
Fanned Honey Dew Melon served with Parma Ham & garnished with fresh Strawberries	£7.25
Prawn Cocktail	£7.55
Julienne of Beef & Potato Salad	£7.25

Main Courses

Chicken Supreme with a creamy White Wine Sauce	£16.50
Roast Sirloin of Beef with traditional Yorkshire Pudding	£23.65
Loin of Pork with Calvados Sauce & Caramelised Apple	£17.55
Bangers & Mash with Onion Gravy	£18.25
Roast Turkey with Chipolata Sausage, Sage & Onion Stuffing & traditional Gravy	£17.50
Poached Salmon with a White Wine & Dill sauce	£20.95
Oven Roasted Chicken Breast with wrapped Sausage & Herb Stuffing	£18.25
Roast Rump of Lamb	£20.75

All served with your choice of Fresh Vegetables & Potatoes £3.95

We will be more than happy to cater for any special dietary requirements you or your guests may have.

Desserts

Strawberry Pavlova	£6.50
Home-made Blackberry & Apple Crumble & Custard	£6.50
Sticky Toffee Pudding with Toffee Sauce	£7.25
Lemon Tart	£6.75
Cheesecake	£7.25
Profiteroles served with hot Chocolate Sauce	£6.25
Fresh Fruit Salad	£6.95
Crème Brulée	£7.25
A trio of Desserts	£9.45
Cheese board per table (per person)	£8.25

Tea, Coffee with Mints £1.95

We have Children's menus available from £16.50 including unlimited soft drinks during the wedding breakfast. Please speak to our wedding co-ordinator for further information.



Set Menu

Bucks Fizz Reception Drink

Home-made Soup

Chicken Supreme with a creamy White Wine Sauce

Served with fresh Seasonal Vegetables & New Potatoes

Profiteroles served with a hot Chocolate Sauce

Tea, Coffee & Mints

1/2 Bottle of House Wine

A Glass of Sparkling Toast Wine for your Speeches

£49.50 per person

Wines & Champagnes

Price per bottle

White

Post Tree – Chenin Blanc	£13.95
St Jacques – Sauvignon Blanc	£14.95
St Jacques – Chardonnay Reserve	£14.95
Le Versant – Viognier	£17.95

Rosé

Post Tree – Pinotage Rose	£13.95
St Jacques – Grenache Rose	£14.95

Red

Post Tree – Shiraz	£13.95
St Jacques – Merlot Reserve	£14.95
St Jacques – Pinot Noir	£14.95
Finca La Linda – Malbec	£17.95

Sparkling Wines & Champagnes

Philippe Du Blanc	£18.50
Santa Eleni Prosecco	£21.50
Gran Bach Brut NV	£24.50
Moet Brut NV	£55.00
Moet Rose Brut NV	£65.00
Veuve Clicquot Yellow Label NV	£64.00
Laurent Perrier Rose NV	£70.00



The Finger Buffet Selection

Selection of freshly prepared sandwiches made from white & granary bread with a choice of fillings:

Sugar Baked Ham

Beef & Horseradish

Coronation Chicken

Egg & Cress

Cheddar Cheese & Chutney

Roasted Vegetables & Cream Cheese

Poached Salmon & Lemon Mayonaise

Tuna & Sweetcorn

Prawns & Marie Rose Sauce

(Please choose 4 sandwich fillings listed above, which will count as one item selection)

Crudités, Crisps & Dips

Vol-Au-Vents

Roasted Vegetable Quiche

Cornish Pasties

Garlic & Mushroom Palmiers

Ham & Dijon Croissants

Sausage & Herb Pastries

Mediterranean Roasted Vegetable Wraps

Pizzette Squares

Smoked Salmon &
Cream Cheese Bagels

Herbed Pitta, Crisps, Nachos & Dips

Indian Selection including Onion Bhajis &
Vegetable Samosas

Naan Bread with Coronation Chicken

Chicken Satay Skewers

Lamb Kofta with Riata

Spring Rolls

Crunchy Chicken Goujons

Honey Glazed Cocktail Sausages

Piglets in Blankets

Scotch Eggs

Please select from the listed options

6 items £12.95

7 items £14.95

8 items £16.95

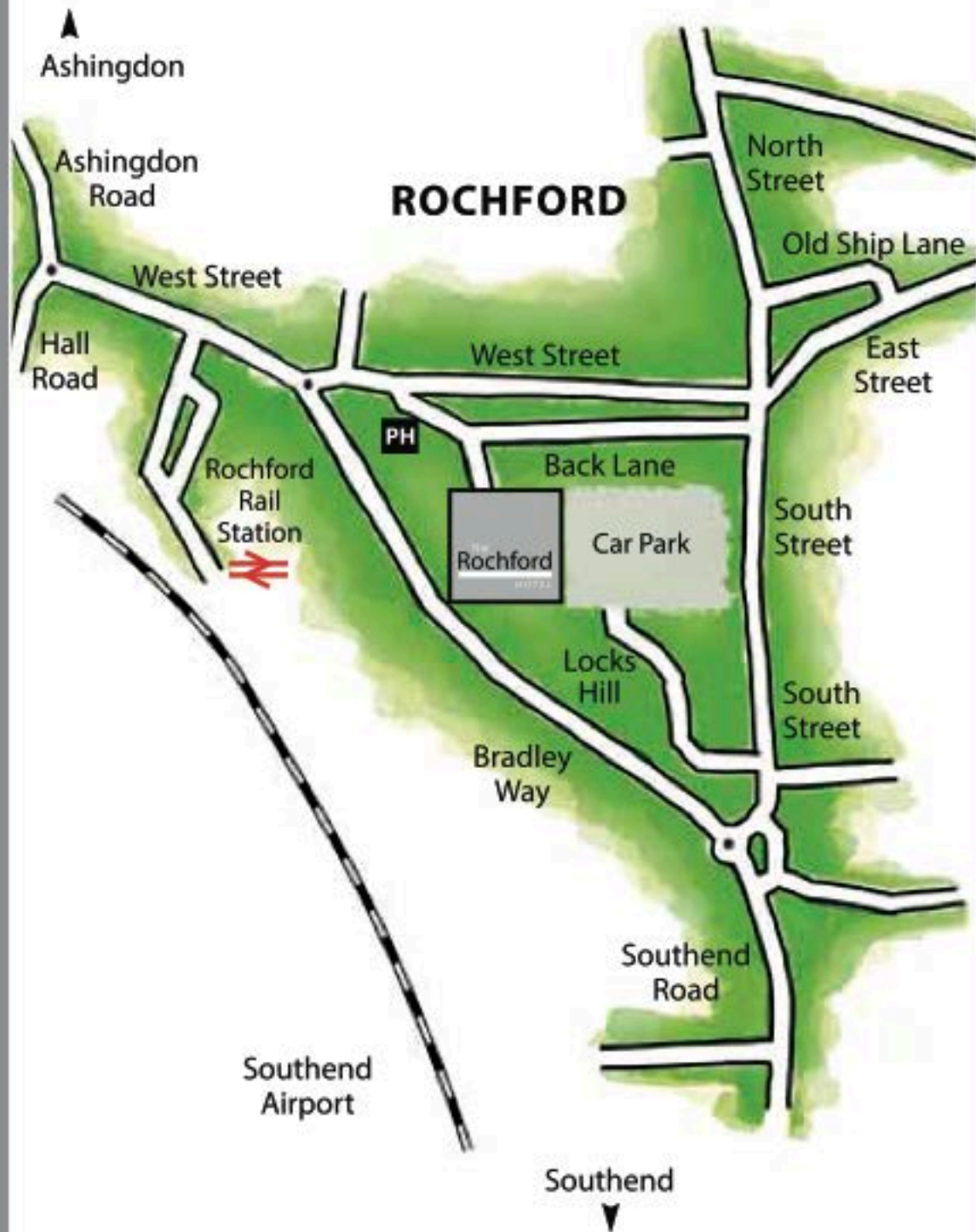
10 items £18.95

Our

LOCATION



Entrance to Hotel's car park is located along Back Lane



The
Rochford
HOTEL

BRADLEY WAY
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ESSEX SS4 1BU

TELEPHONE: 01702 544393
E: info@therochfordhotel.co.uk
www.therochfordhotel.co.uk

Terms & Conditions

1. A provisional booking can be held for a period not exceeding 10 days. A booking cannot be confirmed until a deposit has been paid.
2. Approximately 10 weeks prior to your wedding, you will be invited to attend a consultation with our wedding co-ordinators. At this time your day will be discussed in full detail, and your menu requirements confirmed. A pro-forma invoice will be forwarded to you within ten days.
3. Payment of the pro-forma invoice must be made 21 days prior to the wedding.
4. Any additional expenses incurred on the day are to be settled at the conclusion of the wedding. Visa, MasterCard or Cash are the only acceptable means of payment.
5. Table plans must be submitted 7 days prior to the wedding. Numbers at this stage will be final and must not fall below 75% of the numbers on the wedding confirmation.
6. All prices include V.A.T. at the current rate.
7. All functions held on Saturdays between 1st May and 30th September, are subject to a minimum spend of £2500 for the food content of the wedding breakfast and evening buffet.
8. Where additional guests are invited to attend your evening reception a minimum spend of £7.00 per person will be required on food. This will be based on 75% of the total number of guests.
9. Should you need to transfer your wedding date this is possible on the proviso that we have more than six months notice and your date is subsequently re-let. In the event of cancellation and or us being unable to re-let your date the hotel can retain your deposit to cover its reasonable losses. The Company will attempt to mitigate any such claim with your written permission.
10. In the event of a cancellation or a postponement taking place within six months of the function the hotel will be permitted to recover its estimated losses. These will be based on the information provided on the wedding confirmation sheet. For guidance purposes they are likely to be as follows. At six months notice, but not less than four months 25% of the estimated bill. At four months notice, but not less than three months 50% of the estimated bill. Less than three months notice 75% of the estimated bill. This will include an estimated spend on the evening bar. The company will always try to mitigate any such claim with your written approval.
11. Cancellations or a postponement of a wedding will only be accepted in writing with at least one signatory of the bridal couple. Cancellation is only accepted on the date of receipt of that letter for the purposes of condition 9 & 10. Postponement is only accepted on the date of the receipt of the signed supplementary postponement terms with both signatories of the couple for the purposes of conditions 9 & 10.
12. It is not the Hotel's responsibility to liaise with the District Registrar, with regards to services held at The Rochford Hotel, and we accept no liability for a wedding ceremony not taking place howsoever caused except when the Hotel or it's employees have been negligent.
13. The ceremony time can not be amended from that stated on the wedding confirmation unless written consent is received from the Hotel.
14. The Hotel strongly recommends that all Wedding parties should consider taking an appropriate insurance policy to insure their Wedding Day.
15. The Management also reserves the right to alter its published prices for V.A.T. and duty imposed on them by the Government's budget, without prior notice.
16. It is regretted that due to logistical restrictions, wedding cake cannot be served as dessert or with coffee. In normal circumstances, it will be removed during the course of the evening, cut and presented to guests during your evening reception.
17. All Entertainers performing at the Hotel will need to provide evidence of their own Public Liability insurance and that all of their equipment has a current satisfactory Portable Appliance Test certificate. For bridal parties that have secured the recommended services of the Hotel, the criteria has already been met. This legislation has been adopted from the Local Authority in an attempt to ensure that guests safety is maintained when a Music and Dance Licence is in operation.
18. To comply with the licensing regulations our bars will close at 11.30pm. Music must conclude by midnight and drinking up time is 12.30am. A residence bar does not exist, however, room service is available for alcoholic beverages.
19. It is regretted that corkage charges are not permissible to comply with duty paid requirements under Licencing Regulations.
20. No compulsory service charge will be levied against your final invoice, any gratuity is entirely optional and left at your own discretion.

Friends of The Rochford Hotel

Chair Covers

LJ Events Ltd
Email: info@ljeventsltd.co.uk
www.ljeventsltd.co.uk

Florist

Fiori
Email: fioriflorist@aol.com
www.fioriflorist.co.uk

Registration Services

Essex County Council
Tel: 0345 603 7632

DJ Entertainment

Midnight Star Entertainments
Email: paulthedj@blueyonder.co.uk
www.midnightstarentertainments.co.uk

Sweet Rose Bakery

rosehillier@outlook.com

Pianist

Contact: Paul Bleach
Email: pianoman@blueyonder.co.uk

Photography

Lindrum Photography
Email: sales@lindrum.co.uk
www.lindrum.co.uk

Paul's Studio
Email: info@paulsstudio.co.uk
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