

Congratulations on your Engagement!

Situated in stunning Kent countryside, Chelsfield Lakes provides the perfect backdrop for your wedding. Amongst landscaped gardens and a picturesque lakes, sits a peaceful and stunning looking golf course, certain to enchant and delight on your special day.

Whatever your wishes for your celebration, Chelsfield Lakes takes pride in its hospitality and our experienced team will help you make your occasion a memorable one. We will work closely with you to make sure everything is perfect, right down to the finest detail.

The Clubhouse has its own private bar for your exclusive use and can seat up to 140 for your wedding breakfast and can cater for up to 200 people as the celebrations move into the evening. Our Head Chef has created a range of delicious menu suggestions for you to choose from and with fresh, locally sourced produce, your first meal as newly-weds will be unbeatable. Our wedding packages are designed to take as much stress out of organising your day as possible and your dedicated Wedding Co-ordinator will be with you every step of the way to ensure your day is perfect. If you have very specific requirements for your day, we are more than happy to discuss a tailor-made package that will meet your wishes.

We are also a licensed Civil Marriage venue so if you are not having a church wedding, you and your guests can celebrate the entire day at one venue!

Located close to the motorway, Chelsfield Lakes is easy to get to and is within easy reach of the M25 junction 4 and the A20 from Central London. There is also plenty of free parking on-site for your guests.

McGill Wedding, 8th June 2013

"We would like to thank all the staff at Chelsfield Lakes for their hard work and effort in making our wedding day so special. Everything we requested was done without hesitation which meant that the attention to detail was superb. The food was delicious and the set-up of the function room was just as we had requested; staff were friendly and helpful especially when attending to our elderly guests. The golf buggy with "just married" signs was a lovely touch for when we went off by ourselves for our photographs. Overall an unforgettable day!"

Christina and Richard McGill, June 2013

Wedding Packages

Vista Package

40 Guests

Package Includes:

- ❖ *Three Course Wedding Breakfast*
- ❖ *Half a Bottle of House Wine Per Person*
- ❖ *One Glass of Sparkling Wine to Toast the Bride and Groom*
- ❖ *Use of Cake Stand and Knife*
- ❖ *Private Room*

from £1,795

Additional Guests at £40 per person

Additional Room Hire Fee Applies

Lace Package

50 Day Guests, 80 Evening Guests

Package Includes:

- ❖ *Three Course Wedding Breakfast*
- ❖ *Half a Bottle of House Wine Per Person*
- ❖ *One Glass of Sparkling Wine to Toast the Bride and Groom*
- ❖ *Use of Cake Stand and Knife*
- ❖ *Freshly Brewed Coffee and Mints*
- ❖ *5 Item Evening Finger Buffet*
- ❖ *Use of Popcorn Machine*
- ❖ *Private Room Hire*

from £3,395

Additional Day Guests at £55 per person

Additional Evening Guests at £17.95 per person

Satin Package

50 Day Guests, 80 Evening Guests

Package Includes:

- ❖ *One Reception Drink Per Person*
- ❖ *Nibbles on Arrival*
- ❖ *Three Course Wedding Breakfast*
- ❖ *Half a Bottle of Wine Per Person*
- ❖ *One Glass of Sparkling Wine to Toast the Bride and Groom*
- ❖ *Freshly Brewed Coffee and Mints*
- ❖ *Use of Cake Stand and Knife*
- ❖ *Chair Covers and Sashes*
- ❖ *6 Item Evening Finger Buffet*
- ❖ *Use of Popcorn Machine*
- ❖ *Private Room Hire*

from £4,295

Additional Day Guests at £70 per person

Additional Evening Guests at £20 per person

Silk Package

50 Day Guests, 80 Evening Guests

Package Includes:

- ❖ *One Reception Drink Per Person*
- ❖ *Canapés on Arrival*
- ❖ *Three Course Wedding Breakfast*
- ❖ *Half a Bottle of Wine Per Person*
- ❖ *Iced Water on the Tables*
- ❖ *One Glass of Sparkling Wine to Toast the Bride and Groom*
- ❖ *Freshly Brewed Coffee and Mints*
- ❖ *Use of Cake Stand and Knife*
- ❖ *Chair Covers and Sashes*
- ❖ *6 Item Evening Finger Buffet*
- ❖ *Use of Popcorn Machine and Sweet Cart*
- ❖ *Private Room Hire*

from £5,195

Additional Day Guests at £80 per person

Additional Evening Guests at £20 per person

Wedding Breakfast

Starters

- ❖ Warm Tartelette of Goats Cheese and Roast Mediterranean Vegetables
- ❖ Crayfish Tail, Smoked Salmon and Prawn Salad, Served on a Bed of Rocket and Beetroot Leaf
 - ❖ Chicken Parfait, with Mushroom Croutons, Sweet Chilli Jam and Red Amaranth
- ❖ Antipasti: Prosciutto/Bresaola/Salami, Mozzarella, Sundried Tomatoes, with Toasted Ciabatta
 - ❖ Pulled Confit of Duck with Sauternes and Mandarin Jelly, Dressed Baby Leaves

Soups

- ❖ Carrot and Coriander Soup with Black Pepper Croutons
- ❖ Seasonal Vegetable Soup with Crisp, Golden Croutons
 - ❖ Roast Tomato and Balsamic Vinegar Soup

Sorbets

- ❖ Champagne
- ❖ Raspberry
- ❖ Lemon

Mains

- ❖ Pan Fried Farmed Seabass on Pomme Mousseline and Asparagus with Citrus Beurre Blanc
- ❖ Roast Breast of Duck on a Root Vegetable and Cumin Mash, Served with Caramelised Kumquats and a Herb Jus
- ❖ Roast Sirloin of Beef, Yorkshire Pudding Red Wine Jus Chateau Potatoes and Seasonal Vegetables
(£2.50 Supplement)
- ❖ Mushroom and Nut Wellington with Spinach and Crushed Thyme Carrots, New Potatoes and Rich Vegetable Sauce
 - ❖ Roast Loin of Cod with Dressed Mixed Leaves, Parmesan Shavings and New Potatoes
- ❖ Pan Roasted Supreme of Chicken, on a Bed of Crushed New Potatoes, Sugar Roasted Baby Carrots, and A Wild Mushroom Jus
 - ❖ Roasted Loin of Pork, Served with Mediterranean Vegetable, Delmonico Potatoes

Desserts

- ❖ Lemon Roulade with Raspberry Sauce
- ❖ Warm Sticky Toffee Pudding, Butterscotch Sauce, Clotted Cream
 - ❖ Hand Cut Fresh Fruit Salad with a Mango Sorbet
 - ❖ Double Chocolate Torte, Served with Chantilly Cream
 - ❖ Baked Strawberry Cheesecake with Vanilla Ice Cream
 - ❖ French Apple Tart, with Crème Anglaise
- ❖ A Selection Of Fine Cheeses and Biscuits (£2.50 Per Person Supplement)

FINGER BUFFET MENU

Selection of Sandwiches

Gammon Ham and Tomato
Cheddar Cheese, Red Onion and Mayonnaise
Egg Mayonnaise and Baby Spinach
Roast Beef and Horseradish
Tuna Mayonnaise and Cucumber
Spicy Chicken and Sweet Pepper

Buffet selection

Mini Quiches Selection
Cream Cheese, Dill and Smoked Salmon Tartelette
Cumberland Sausage Roll
Vegetable Spring Roll with Soya Sauce
Vegetable Samosa with Sweet Chilli Sauce
Honey Roasted Cocktail Sausages
Stuffed Yorkshire Puddings With Bolognaise and Parmesan
Chinese Chicken Skewers
Pork Loin Barbeque Skewers
Selection of Crolines: Roast Vegetable, Feta Cheese, Stilton and Apple
Cheese and Garlic Dough Balls
Breaded Mozzarella Finger
Chipotle Battered King Prawns "Spicy"
Breaded Mushrooms with Garlic Mayonnaise
Breaded Red Hot Cream Cheese Stuffed Jalapeno Peppers
Barbeque Chicken Wings
Breaded Chicken Goujons with Lemon Pepper Mayonnaise
Barbeque Pork Spare Ribs

Canapes

Beef and Horseradish Bite
Smoked Salmon and Cream Cheese Blinis
Creamy Cucumber and Gherkin Crostini's
Chicken Liver Parfait Toasts

"On arrival"

Selection of Crisps and Peanuts

Buffet Desserts

Spanish Filled Churros
Mini Lemon Tarts
Chocolate Caramel Salted Bites
Mini Victoria Sponge

Wedding Package Details

Included in all packages

- ❖ Exclusive use of the Clubhouse and Main Bar
 - ❖ Dedicated Wedding Co-Ordinator
 - ❖ White Linen Tablecloths and Napkins
- ❖ Late Bar License Until 1am (Friday and Saturday)
 - ❖ Free Parking
 - ❖ Free Wi-Fi
- ❖ Use of a Golf Buggy for On-Course Photography

Additional Services

Private Room Hire for Civil Ceremony	£250
Evening entertainment	from £300
Chair cover and sash	£3 per chair
Photography	POA
Hair and Make-up	POA
Wedding cars	POA
Florists	POA
Balloons and room decoration	POA

Children's Package

To ensure your younger guests feel as much a part of your special day as the adults, we have put together a Children's Package which will allow them to join in the celebrations whilst still ensuring they get 'just what they want'. After all, a happy child means happy parents and that means more enjoyment for everyone. The Children's Package is available for children 9 years of age and under and is charged at just £20 per child.

- ❖ Welcome Drinks – Fresh Orange Juice
- ❖ Three Course Wedding Breakfast: -
*(Homemade Soup and Toast,
Chicken Goujons or Fish Fingers and French Fries,
Ice Cream with Wafer and Toffee Sauce)*
- ❖ Sparkling Apple Juice for Toast
- ❖ Evening Finger Buffet

*children numbers do not count towards to total number of covers in the Wedding Packages.

Wedding Partners

All of our Wedding Partners are well established and local to Chelsfield Lakes Golf Centre.
We are confident in recommending their services to ensure your 'Big Day' is as perfect as you wish it to be.

Photography

Purple Vision Photography
W: www.purplevisionphotography.com
E: info@purplevisionphotography.com
T: 0208 850 4421

Cars

AA Executive Cars (est. 1977)
W: www.aaexecutive.co.uk
E: tom@aaexecutive.co.uk
T: 0208 308 1500

Cakes

Cakes by Nichola
W: www.cakesbynichola.co.uk
E: info@cakesbynichola.co.uk
T: 0208 460 8375

Hair and Make-up

Andrea Lewis
W: www.andrealewis.co.uk
E: andrea.lewis4@talktalk.net
M: 07903 070169

Room Decorations

We've Got it Covered
W: www.wevegotitcovered.co.uk
E: wevegotitcovered@gmail.com
M: 07899 971996

Flowers

Daysies Florist
W: www.daysiesflorist.co.uk
E: daysiesflorist@yahoo.co.uk
T: 0208 303 7764

Please sign two copies, returning one and retaining one for your own records

WEDDING TERMS AND CONDITIONS

The booking of any facilities at 'Chelsfield Lakes Golf Centre' (hereafter referred to as "The Centre" or "We") is accepted by Chelsfield Lakes Golf Centre upon agreement by the 'Client' (hereafter referred to as "You") to the following terms and conditions. Any amendment to these 'Terms and Conditions' can only be made with the expressed written confirmation of The Centre's General Manager and any such amendment will be held on file in conjunction with these terms and conditions.

1. Confirmation & deposits

1.1 When a provisional booking has been made, written confirmation is required no later than 2 weeks after the provisional booking, together with a deposit of 10% of the "Estimated Event Value" (hereafter referred to as the 'EEV') or £500, whichever is greater. The EEV is calculated based on Your estimate of numbers attending, inclusive of evening guests. This deposit is NON-REFUNDABLE. The Centre's terms and conditions are also required to be signed and returned within 2 weeks of the provisional booking. The Centre reserves the right to cancel any provisional booking not confirmed by the agreed date – but The Centre will endeavour to contact You prior to taking this action.

1.2 These booking conditions, together with Your written confirmation in respect of your booking, constitute a contract between You and The Centre and the contract shall come into effect as of the date shown on the written confirmation.

2 Payment & settlement of account (Reference Payment Structure)

2.1 We require 50% of the EEV to be paid not later than 16 weeks prior to the event date.

In the case of a wedding being booked less than 16 weeks in advance, the deposit payment of £500 is due within 2 weeks of making the booking and a second payment of 50% of the EEV is due 4 weeks after payment of the deposit. In all cases, the balance (final payment) of the account is due no later than 3 weeks prior to the wedding. Any additional costs incurred on the day are to be settled before departure.

3 Guaranteed Numbers Attending

3.1 We request that the final number of guests attending the wedding reception and / or any evening event be confirmed to the Centre, no later than 3 weeks in advance of the event date. The numbers provided at this point are then considered the 'guaranteed minimum number'. The charge to the client will be either the actual number attending the Wedding Reception or the guaranteed minimum number, whichever is greater.

3.2 All guests will be served the same Wedding Breakfast. The only exception being those guest with medical dietary requirements. Your chosen Wedding Breakfast Menu, comprising one selection for each course purchased, must be provided to the Centre with your confirmed final numbers. If menu choices are not provided in time, the Centre reserves the right to make your menu selections on your behalf.

4 Alterations

4.1 In the event of unforeseen circumstances or a significant alteration in numbers, The Centre reserves the right to change the use of facilities to another suitable room. Every effort will be made to discuss the change with you.

4.2 Wedding and function packages stated in the written contract of agreement cannot be subsequently substituted for a lower value of package without the expressed written consent of The Centre. The Centre will reserve the right to alter the facilities used or cancel the event if the alteration to the event is deemed to be significantly detrimental to The Centre's ability (for whatever reason) to successfully run the event. The Centre confirms they will make every attempt to discuss this with the client before alterations are made.

4.3 In the case of any alterations or cancellations made under point 4.2, cancellation fees, as described below, will be in effect.

4.4 In the case that an alteration needs to be made to the booking as a result of the reasonable means of The Centre to source specific products or services due to circumstances beyond its reasonable control, The Centre will provide an alternative product or service of equivalent value and notify the client in advance of any such alteration.

5 Cancellations

5.1 In the event of a Wedding being cancelled, by either party, fees will be levied by the Centre, as prescribed below.

5.2 Any deposit paid, will be retained by the Centre. At the sole discretion of the Centre, a deposit may be transferred to another date within the following 12 month period, so long as the cancellation is made at least 12 weeks before the scheduled event.

6 Insurance

6.1 The Centre will take all necessary care, but cannot take responsibility for the damage or loss of any items belonging to any 3rd party, before, during or after an event. You should arrange your own insurance to cover any personal items that will be used or present at your event. Please note that any contract of insurance has to be made by you directly with the insurance company. For your convenience, we suggest you contact a company specialising in Wedding Insurance.

7 Security

7.1 Additional security requirements, over and above the existing service provided by The Centre, can be arranged by The Centre upon request. Such requirements will carry an additional charge.

8 Prices

8.1 All prices provided by The Centre are current at the time of going to print. The Centre reserves the right to amend any and all food and beverage prices, should supply costs to The Centre increase substantially. Notice of any such changes will be provided in writing to you.

8.2 All prices provided by The Centre include VAT at the current rate. Any changes, either increase or decrease, in VAT or any other Government taxes, will be passed directly to you.

9 General

9.1 The Client shall cover The Centre against any loss, damage, cost or expense caused to or suffered by the Centre, its property or grounds or any agents, guest or employee arising as a result of the deliberate, casual or accidental act of the Client, his agent, employee or guest of the Wedding.

9.2 The Centre shall not be liable for any loss or damage to the property owned by, or in the custody of the Client or his agents, employees or guest. Guests' vehicles are parked in the Centre's car park(s) entirely at the risk of the owners and their guests.

9.3 The Client will not arrange for the delivery of any goods or material to The Centre without prior agreement with The Centre.

9.4 The Client shall not bring on to site (The Centre) any flammable, explosive, toxic or hazardous material nor shall he or his agent, employee or guests, commit any act or erect any structure, which may endanger The Centre, or any persons within it. Clients are responsible for ensuring that all measures necessary for the good health and safety of their employees, agents and guests are employed and enforced.

9.5 The Centre does not allow the consumption of drinks (alcoholic or otherwise) or foods not purchased directly from The Centre to be consumed on its grounds.

9.6 The Client agrees to take full responsibility, and reimburse The Centre, for the cost of repair arising from any damage to the property, contents or grounds by their employees, agents or guests.

9.7 The Centre reserves the right to impose a charge of £250.00 for any soiling / staining of any of its materials or property caused by irresponsible behaviour.

9.8 The Client is responsible for ensuring that any Band/DJ/Musician or other arranged third party, arranged/employed by them comply with all statutory Health and Safety and Insurance requirements. Any additional requirements imposed by The Centre's management team will be explained at the time of booking or at a time that such requirements become necessary.

9.9 The Centre must comply with certain insurance/licensing and statutory regulations and requires the Client to co-cooperate fully in meeting these.

9.10 All events must end at the time stated in the contract, failing which The Centre reserves the right to charge additional room hire and any staff costs arising as a result.

9.11 All prices quoted include VAT (at the prevailing rate) unless otherwise stated.

9.12 The Centre shall not be liable for the failure to comply with any terms or condition of Contract where compliance is prevented, hindered or delayed by any cause beyond its control including, but not limited to, fire, storm, explosion, flood, Act of God, action of any Government or Government Agency, labour shortage, electrical power failure, interruption of supplies or industrial action.

9.13 All quoted prices are current at the time of being published. The Centre reserves the right to amend food and beverage prices, should costs increase substantially due to seasonal fluctuations for which prior notice will be given where possible. All quoted prices may be adjusted to allow for changes in either VAT or other government taxes and currency fluctuations. Incremental price changes may occur on the 1st of April each year.

10 Contracted Suppliers

10.1 Any independent suppliers contracted by the client, with the prior agreement of The Centre, must comply with all Health and Safety legislation and must hold valid Public Liability Insurance. Documental evidence must be provided to The Centre upon request.

10.3 If independent suppliers do not provide the necessary documentation when requested, The Centre reserves the right to deny them access to The Centre and may suspend the booking at any time.

Payment Structure (All Deposits are Non-Refundable)

At the point of making a booking for an event more than 5 months from such date	Non-refundable Deposit Greater of 10% EEV or £500	Payable within 2 weeks of making the provisional booking
2 nd Payment	50% of the EEV	Not later than 16 weeks prior to event date
Final Payment	Remaining balance of EEV	No later than 3 weeks prior to the event

Cancellation Penalties

Time of Cancellation

Any time after payment of deposit
Between 2nd payment and 8 weeks of event
Between 8 and 3 weeks before the event is due to take place
3 weeks before the event date

Charge Payable by You

Deposit
25% of the total booking value
50% of the total booking value
100% of the total booking value

I have read and agree with the above Terms and Conditions

Event Date / Provisional Numbers / Estimated Booking Value

Bride (Signature / Print Name / Date)

Groom (Signature / Print Name / Date)

Wedding Co-ordinator (Signature / Print Name / Date)