

Your Perfect Day



BROOK
KINGSTON LODGE HOTEL
KINGSTON UPON THAMES

A setting like no other, for a wedding like no other



Congratulations...

...on your engagement and thank you for considering the Brook Kingston Lodge Hotel, as a venue for your wedding celebrations.

Our four star hotel, provides a truly romantic setting to celebrate your special day. Steeped in history, character and charm.

Sitting on the edge of the Royal Richmond Park and just a short distance from the M3, London Waterloo and Heathrow Airport, making travel easy for your guests.

We have a beautiful central courtyard garden and the hotel is licenced to hold civil ceremonies, so your whole day can be spent at this unique venue.

Our largest function room, the Hampton Room can hold up to 180 guests. This is one of the area's most popular wedding venues, due to its private garden and close proximity to Richmond Park.

The Elegant Atrium and Hampton Room make this Surrey hotel one of the loveliest wedding venues Kingston Upon Thames has to offer. Our private courtyard garden is a fabulous backdrop to any wedding album. We have 66 bedrooms, as well as exceptional, exciting cuisine.

An exquisite venue, for a day like no other.

Your Big Day...

Planning your wedding can be daunting, with a thousand-and-one details to consider. Our wedding package is designed to take a lot of the hard work out of making your dream day a reality. All the basic elements are included, if there's anything else you want, just ask.

Our Wedding Package includes:

- Services of our dedicated Wedding Coordinator
- Red-carpet welcome
- Glass of champagne for the Bride and Groom on arrival
- Master of Ceremonies
- White table linen and napkins
- Printed menus, name cards and table plan
- Complimentary menu tasting for the happy couple
- Use of cake stand and knife
- Dance floor for your evening reception
- Complimentary wedding-night accommodation, for the Bride and Groom in one of our Bridal Suites
- Reduced accommodation rates for your guests
- 50% off your first-anniversary stay at any Brook Hotel
- VAT and all service charges

Self Catering Wedding

Our elegant banqueting suites are ideally suited self-catering weddings and functions. The Atrium Restaurant, can accommodate up to 90 guests for a sit-down meal, or 180 for a more informal reception.

In addition we are happy to give you use of the adjoining kitchens for use by your chosen caterers.

Your package includes the use of our crockery, cutlery and glassware*.

We also have free on-site parking.

When you say 'i do'

At the Brook Kingston Lodge Hotel, we have beautiful function rooms; the Hampton Room offers a cosy more intimate setting, whilst the Atrium caters for larger parties. We're licensed to hold civil wedding ceremonies and civil partnerships granted by the County Council, for up to 180 guests.

If you plan to hold your civil ceremony here, you'll need to contact the Registrar directly to arrange your desired date.

Civil Partnerships

Kingston Lodge is the perfect setting to celebrate your civil partnership. From the ceremony to the last dance, we offer event packages tailored to suit you and your partner's specific requirements and price range.

We recognise the importance of a civil partnership to those involved in your special day. Our experienced Event Coordinator's are on hand to plan every aspect of your event, making sure that every last detail is just as you wish it to be.

Extra touches

Your dedicated Wedding Coordinator is here to help with every aspect of your big day. Traditional or contemporary, simple or extravagant, eclectic or completely coordinated, we'll help you bring your vision to life.

Ceremony Room	Atrium	The Hampton Room
Max No. for Ceremony	N/A	90
Max No. for Wedding Breakfast	90	60
Max No. for Reception	180 (Both rooms combined)	

Kingston upon Thames Registry Office

Address: 35 Coombe Road
Kingston UponThames
KT2 7BA

Winter and Christmas Weddings

Christmas magic and cold crisp mornings make the Brook Kingston Lodge Hotel an ideal venue for winter weddings and civil partnerships.

Wedding Day Countdown

A quick guide to what needs doing when in the run-up to your big day and don't worry, we'll be here to help at every stage.



A year to go

- Set the date
- Book your ceremony and reception venue
- Contact your Registrar or Vicar
- Start writing your guest list

6-12 months before

- Take out wedding insurance
- Choose your wedding dress
- Hire your entertainment, photographer and transport
- Book your menu tasting
- Arrange your hen and stag parties
- Plan your honeymoon

Finalise your guest list 3-6 months before

- Set up a gift list
- Send out invitations
- Choose your flowers
- Choose the bridesmaids' dresses
- Arrange the grooms and ushers attire



1-3 months before

- Order your wedding cake
- Choose your rings
- Create your order of service

1 month to go

- Have your final dress fitting
- Hold your hen and stag parties
- Have a hair and make-up trial
- Buy gifts for the wedding party
- Write the speeches

2-4 weeks to go

- Decide on seating plan
- Confirm your final numbers
- Relax and enjoy

FAQs

Who is the contact on the day?

The Banqueting Manager will be on hand throughout to ensure everything runs smoothly.

What happens at a civil ceremony?

A civil ceremony is a non-religious ceremony, conducted by the Registrar from Kingston upon Thames County Council.

Can we book the civil ceremony with you?

No - you need to contact the Registrar yourselves to arrange your desired date. The number for our local Registrars' office is 0208 5474600.

What time does the bar close?

The bar will stay open until **12am** for non-residents. Music in the function rooms is to finish at **12:30am**

How many people can sit at each table?

The 6ft round tables in our function rooms seat between 8 and 10 guests.

Can we use the civil ceremony flowers for the top table?

Yes. This is the kind of detail you can discuss at your final meeting with the Wedding Co-ordinator, to make sure everything's just as you want it.

Can we provide our own flowers, entertainment, beverages...?

We're more than happy for you to arrange your own flowers and entertainment. All food and drink will be provided by us as part of your wedding package.

What is a wedding breakfast?

It's the first meal that you share together as husband and wife – and by tradition it's called 'breakfast' whatever time of day it is

What shape and size is your cake stand?

We have 14 inch round and square cake stands in silver.

How many people should we cater for in the evening?

The hotel requests that 90% of your evening guests are catered for with the evening buffet.

What is the etiquette for the receiving line, top table, speeches?

How you choose to run your day is entirely up to you. Traditionally, the receiving line and top table includes the Bride and Groom, both sets of parents, the Maid of Honour and the Best Man. Speeches are generally expected from the Father of the Bride, the Groom and, of course, the Best Man.

How do we make a booking?

To book the hotel for your wedding please contact the Wedding Coordinator on 0208 541 4481.

When do we pay?

We'll ask for a £500 deposit to confirm your booking, then 50% of the total cost three months prior to your wedding, with the balance due 28 days before the big day itself.

Will ours be the only wedding on the day?

This is not something we offer as standard but we do have years of experience in managing our weddings so that the bridal parties paths do not cross. We include in the wedding package an hour and a half of exclusive use of the hotels grounds for photographs.



Wedding Planner...our rooms

Civil Ceremony Room Hire

Kingston Lodge Hotel is registered to hold civil wedding ceremonies and civil partnerships granted by the County Council. Our Marriage Rooms can accommodate up to 90 guests.

Ceremony Room	Capacity	From
Hampton Room	90	£500

Please note that the prices above do not include the fee for the attendance of the Registrar - this is paid by you directly to the Registrar. You are required to give notice to the Registrar of the district of the hotel, who can be contacted on 0208 5474600.

Evening Reception Room Hire

A room hire charge for the evening reception only applies if no ceremony room has been booked. (Prices available upon request).

Name of Room	Room Hire Self - Catered	Room Hire Catered**
Atirium	£1000	£500
Hampton Room	£1500	£800

Accommodation

Wedding night accommodation for the Bride and Groom is included in the wedding package. An allocation of bedrooms will be reserved for your wedding guests, upgrades are available at £30 for a executive bedroom.

Please contact your Wedding Coordinator regarding accommodation rates. We will offer discounted rate for your wedding guests from the day you book until 28 days prior to your wedding date. Guests can book these directly with the hotel, and they will be issued on a first come first served basis.

*This price is based on the Bride and Groom using outside caterers and includes of the marquee kitchen
 **This price is based on the Bride and Groom using one of food and beverage packages available from the hotel. Not inclusive of the price of these packages.



Bon Appétit

At the Brook Kingston Lodge Hotel, enjoying food and drink is something we take very seriously.

As any of our Chefs will attest, the basis of all good food is good ingredients, so we always buy fresh, and we buy local wherever possible. Whether you're looking for a buffet or a banquet, our Chef's selected menus offer you a superb choice of dishes, ranging from English and Continental classics to innovations from the frontiers of contemporary cuisine. If you have particular favourites, requests or dietary requirements, you can ask Chef to create a bespoke menu for you (please note this may involve an additional charge). For complete flexibility, you can also make individual choices from our buffet and canapé menus. Prepared with skill and artistry, and served by our discreet but attentive waiting team, our food will be one of the highlights of your wedding, and give you plenty of moments to savour.

Wedding breakfast

Wedding Selector

To begin

Chicken liver and cognac pâté with frisse leaf
£8.50

Ham hock terrine with piccalilli and toasted brioche
£9.50

Confit belly of pork with apple and ginger compote garnished with parsnip crisps and balsamic glaze
£9.50

Prosciutto ham with ripe cantaloupe melon, baby leaf, honey and mustard dressing
£9.50

Smoked chicken with avocado and bacon salad with honey and rosemary dressing
£9.50

Butter poached haddock served on pea jelly with mint and red onion dressing
£9.50

Home cured gravalax salmon served on panache of spring vegtables with sour cream dressing
£10.00

Caramelised red onion and goat cheese tart with spiced green leaf and toasted walnut salad (v)
£10.00

Pressed duck and chicken terrine with spiced plum chutney and melba toast
£11.50

Soups

Roast tomato and basil (v)
£7.00

Broccoli and almond (v)
£7.00

Leek and potato (v)
£7.50

Roasted butternut squash (v)
£7.50

Mains

Supreme of free range chicken breast with crispy bacon, woodland mushroom and light tarragon sauce
£24.00

Roasted lion of pork with apricot stuffing, sage and apple jus with fondant potatoes
£23.00

Slow roasted prime rib of beef with honey glazed parsnip, yorkshire pudding and rich burgundy sauce with roasted potatoes
£29.00

Three bone herb crusted rack of lamb with rich port sauce, garnish of fresh redcurrant, rosemary and chateau potatoes
£32.00

Duo of salmon and cod with grilled asparagus, dill hollandaise sauce and fondant potatoes
£23.00

Pan fried seabass on wilted greens with ginger, spring onion butter, garnished with toasted sesame seeds and fondant potatoes
£25.00

Vegetarian Options

Wild mushroom and spinach risotto
£23.00

Goat cheese and butternut squash tatin
£24.00

Desserts

White chocolate and raspberry crème brûlée with homemade shortbread
£7.50

Glazed lemon tart with vanilla ice cream
£7.50

Champagne panacotta with strawberry jelly and piped shortbread
£7.50

Blood orange cheesecake with mango syrup
£7.50

Warm chocolate brownie with clotted cream and strawberry compote
£7.50

Bramley apple delice with Sultan's ice cream and tuile biscuit
£7.50

Platter of Cheese

Selection of british cheeses with celery, grapes and apple chutney

£75.00 per table of 8

Your meal includes tea and coffee

To accompany your tea and coffee include petits four

£1.50 per person



Canapés

HOT

Middle eastern falafel with tomato confit and tzatziki (v)

Mini crab cake with lemon creole mustard

Mini quiche with shallots and spinach (v)

Vegetarian samosa with tamarind and coriander sauce (v)

Jerk chicken brochette with lime, coconut and mango sauce

Duck spring rolls with hoisin sauce

Mini yorkshire pudding filled with rare roast beef and horseradish cream

Chicken tikka skewers with cucumber ribbons

COLD

Mini baguette with peppered beef, rocket and roasted garlic aioli

Smoked salmon blini

Savoury bread and butter pudding with wild mushrooms (v)

Herbed goats' cheese beggar's purse (v)

Wholemeal toast smooth chicken liver and madeira pate, fig jam

Goats' cheese, cherry tomato and basil quiche (v)

Ham hock and parsley with cauliflower pickle

Beef carpaccio on a chive blini with truffle oil and parmesan

Smoked salmon and cream cheese blinis

A selection of any four items £5.95 per person

Evening Reception

Buffets

Finger Buffet

Open face sandwiches on white or brown bread with traditional fillings:

Ham salad, cheese and tomato, tuna and cucumber, egg mayonnaise and rocket, smoked salmon

Californian wraps:

Vegetarian, chicken, hummus and salad, spring rolls with a plum sauce (v)

BBQ mini pork ribs

Fish goujons with tartare sauce

Deep-fried brie with a cranberry dip (v)

Vegetable kebabs (v)

Lamb kebab and yoghurt dip

Gourmet pizza:

margarita, pepperoni, fire-cracker

Peppered beef, rocket, parmesan, roasted garlic

Honey glazed lamb chops
(£2.50 supplement)

Lemon and coriander chicken, chutney and raita

Chicken satay with peanut dip

Skewers of parma ham and melon

Homemade sausage rolls

Smoked salmon blini, sour cream and chives

Fish and chips in a cone

Gradvalax on rye bread

Petit fish cakes with wilted leeks

Salads

Coleslaw Salad (v)

New potato and spring onion with dijon mustard (v)

Couscous and roast vegetable (v)

Thai spiced noodles (v)

Tomato, red onion and basil (v)

Tossed salad (v)

Sweet Selection

Profiteroles and chocolate dip

Mini desserts

New york cheesecake

Chocolate fudge cake and cream

Fruit trifle

Indian Selection

Onion bhaji, vegetable samosa, pakoras, lemon and coriander chicken skewer, assorted kebabs with ratia and chutney.

Menu Selector, 6 items for £12.50 per person. Extra items at £2.50 each

Antipasto Bar

A selection of grilled and marinated vegetables, bocconcini with tomatoes, prosciutto, salami, tepid grilled calamari with lemon and capers, traditional Italian crusty breads.

£15.00 per person

Hot Foods

Home prepared chicken curry with basmati rice

Lancashire hot pot and red cabbage

Penne arrabiatta (v)

£18.95 per person

Sweet Addition

Fruit platter

Profiteroles with chocolate sauce

Vanilla cheesecake with raspberry sauce

Chef's hot dessert of the day

Please add a dessert for £3.95

per person from the above

Barbeque Menus

Menu One

Corn on the cob with black pepper butter (v)

Beef burger with chilli sauce

Oriental style marinated chicken with soya dressing

Pork sausages with braised onions

Skewered halloumi and mediterranean vegetables in a chilli sauce (v)

Crispy coleslaw with sultanas (v)

Vegetable pilaf rice tossed garden salad with spring onions (v)

Tomato and red onion (v)

Pasta and roast vegetables (v)

Tuna niçoise

English strawberries with cream

£30 per person

Menu Two

Vegetable kebab marinated in chilli sauce (v)

Minute steak with peppercorn dressing

Cumberland sausages

Baked potatoes (v)

Pork ribs with garlic marinade

Fish brochette with peppers

Crispy coleslaw with sultanas

Tossed garden salad with spring onions

Plum tomato and red onion pasta and roasted vegetables

Barbecued bananas

Fruit tarts

£35 per person

Midnight Snacks

Tortilla crisps with red pepper salsa and sour cream (v)

£2.50

Spiced wedges and dips (v)

£2.50

Hot bacon rolls

£5.95

Hot sausage rolls

£5.95

Sundried tomato and mozzarel-

la ciabatta (v)

£5.95

Garlic bread (v)

£2.50

(v) Suitable for Vegetarians.

Barbecue available throughout May, June, July, August and September.

Alternative indoor arrangements will be made in the case of poor weather.

Menu Three

Marinated lamb kebab with pitta bread

Corn on the cob with black pepper butter (v)

King prawn kebab

Chicken satay with peanut dressing

Petit steak burger

Skewered halloumi and mediterranean vegetables in a chilli sauce (v)

Coleslaw (v)

Tossed garden salad with spring onions (v)

Plum tomato and pesto (v)

Pasta and seafood couscous (v)

Minted new potatoes (v)

Pear and almond tart

Barbecued bananas

£55 per person



Wedding Drinks

At the Brook Kingston Lodge Hotel, you'll find the same care, imagination and expertise has gone into our drinks and wine lists as our menus. We've put together 5 drinks packages to choose from, depending on your preferences and budget, to help celebrate your wedding day. Each package includes, per person, an arrival drink, half a bottle of red or white wine and a drink for the toast.

Package One

Reception Drink

Glass of bucks fizz made with sparkling wine on arrival

Wine

Half a bottle of white, red or rose

Toast

Glass of sparkling wine to toast the happy couple

£15.95 per person

Package Three

Reception Drink

Glass of sparkling rose on arrival

Wine

Half a bottle of white wine, red wine, rose

Toast

Glass of champagne to toast the happy couple

£22.95 per person

Package Two

Reception Drink

Glass of pimm's no.1 and lemonade with strawberries, cucumber and mint

Wine

Half a bottle of white wine, red wine, rose

Toast

Glass of sparkling prosecco to toast the happy couple

£19.95 per person

Package Four

Reception Drink

Glass of bellini on arrival

Wine

Half a bottle of white wine, red wine, rose

Toast

Glass of champagne to toast the happy couple

£25.95 per person

Package Five

Reception Drink

Glass of champagne or kir royale on arrival

Wine

Half a bottle of white wine, red wine, rose

Toast

Glass of champagne to toast the happy couple

£30.95 per person

Terms & Conditions

Booking Terms

We are happy to provisionally hold a date for 14 days with no obligation, following this time a non-refundable deposit of £500.00 to secure the date is required.

A contract and wedding policy is then issued outlining an itinerary of the day. Three months prior to the wedding, 50% of the total anticipated amount is due with full pre-payment being settled at least 28 days prior to the wedding date.

Credit card details must be provided at least 14 days prior to the wedding date to cover any additional costs on the day itself.

Civil Ceremonies

If you are having a Civil Ceremony, we recommend you contact the local Registrar prior to confirming your booking with the hotel to ensure the date and times tie in.

Accommodation

Any provisionally booked wedding bedrooms not confirmed 4 weeks prior to the wedding maybe released. Your guests may see special offers available at the Hotel on the internet - these rates are based on hotel occupancy and will vary from day to day, your guests are welcome to book these bedrooms.

Evening Buffet

90% of the evening function guests should be catered for. We recommend that you take out Wedding Insurance.

Self-catered Asian and Multi-Cultural Weddings

We are happy for you to use your own caterers and give you use of a section of the kitchen. You are required to select a responsible and professional caterer to cater for your function. The caterer should be able to full the health, safety and hygiene requirements as set out by the hotel's health and safety advisor.

All caterers will be expected to pay a £500 refundable deposit, to ensure they leave the kitchen in the same state they found it in. Your caterers are required to sign a declaration that they are responsible for all food items provided for your event and to abide by the hotels health and hygiene regulations at all times.

The caterers are responsible for providing all the necessary equipment in order to prepare and serve the meal. The hotel does not hire or loan any equipment on your behalf.

The hotel accepts no liability for any goods left on the premises before, during or after the function. Should your require waiting staff we are happy to provide this, a price is available on request.

All prices are correct at time of going to print and are subject to change prior to your wedding.

Please ask for full details of our wedding policy and terms and conditions.

Contact Us

To book or enquire about organising your perfect wedding day, call the Wedding Coordinator on **0208 541 4481** or email **kate.taylor@brook-hotels.co.uk**

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