

AVISFORD  
PARK  
ARUNDEL

WEDDING BROCHURE



# Introduction

There couldn't be a more romantic location for the biggest day of your life, than Avisford Park. The grand Georgian mansion dating back to 1166 is set within 89 acres of stunning Sussex countryside, close to Arundel on the edge of the South Downs.

Weddings at Avisford Park are the epitome of elegance and charm and the perfect place to start married life. We are licensed to hold civil ceremonies in a number of beautiful locations both inside and outside, the choice is yours. The Grand Hall, Henty Suite, Terrace Room and Pergoda on the Linkway

Lawns offer the perfect location for your ceremony, we can also accommodate a Marquee for your wedding breakfast within our beautiful grounds. So whatever the weather, whatever the season, your day will remain flawless.

The picturesque setting is located close to Arundel, between historic Chichester and Brighton, on the edge of the South Downs, just a 90-minute drive from London Heathrow, an hour from London Gatwick and 50 minutes from Southampton Airport.

Whether your wedding is an understated gathering or a lavish celebration, we can cater for your ideas no matter the size. What's more, our experienced team is prepared for all kinds of weddings, so you can trust us to help you and your partner's dream come true on your big day.

With a number of special spaces to hold your ceremony, we can cater for up to 180 guests for a traditional wedding breakfast, and as many as 250 for your evening reception, so no matter the size of your guest list, we can work with you to accommodate all of your wishes.

At Avisford Park we think of all the little things so that you don't have to. Both you and your guests can also enjoy making the most of everything this beautiful hotel has to offer; unwind in our Health Club, with its fitness centre, indoor and outdoor pool, sauna and steam room. Or maybe the bride and groom would like to soothe their nerves ahead of the big day with a relaxing treatment or a round of golf.

It's little wonder that no two weddings are the same at Avisford Park, this truly is a wedding venue that offers everything you've ever dreamed of and more. The only limits are your imagination.



# Essential Information

For more information on holding your  
Wedding Ceremony or Wedding Breakfast at Avisford Park contact:

The Wedding Co-ordinator  
Telephone: 01243 558303  
Email: [sales@avisfordparkhotel.com](mailto:sales@avisfordparkhotel.com)

## CIVIL CEREMONIES

Avisford Park offers a variety of stunning event spaces for your  
Civil Marriage Ceremony and Partnership.

SUITE	PRICES (INCLUDE VAT)
Terrace Room	from £300
Henty Suite	from £350
Grand Hall	from £350
Link Way Lawns	from £450
Ground Hire for Marquee	from £2,000

If you decide to hold your Wedding Ceremony with us within the same suite as the  
Wedding Breakfast, no additional suite hire charges will apply.  
If an alternative room is used, suite hire charges will apply.

The arranging of a local registrar to conduct the civil ceremony will be your  
responsibility. Please contact your local Registrar's Office to arrange.

Superintendent Registrar  
Chichester Registrar's Office  
Edes House  
West Street  
Chichester  
West Sussex  
Tel: 01243 642122

# *The Grand Hall*

With its high ceiling and private entrance, The Grand Hall boasts a magnificent setting for a truly grand wedding and is available on an exclusive basis.

The Grand Hall has a ceremony licence, enabling you to hold your wedding ceremony in its elegant surroundings. This impressive suite of rooms also boasts a terrace area and its own private bar, which is a perfect receiving area for your guests.

## SUITE FEATURES

Private Entrance  
High Ceiling  
Air Conditioned  
Ground Floor  
Private Bar/Reception Area

## CEREMONY LICENCE

Ceremony – 200 Guests  
Wedding Breakfast – 180 Guests  
Evening Reception – 250 Guests

# *The Henty Suite*

With its natural daylight and stunning views of our grounds, the Henty Suite is the perfect space to celebrate in style.

The Henty Suite has a private bar for your guests and its own ceremony licence, enabling you to hold your wedding ceremony in the elegant surroundings of this room.

## SUITE FEATURES

Natural Daylight  
Air Conditioned  
Ground Floor  
Private Bar

## CEREMONY LICENCE

Ceremony – 80 Guests  
Wedding Breakfast – 80 Guests  
Evening Reception – 120 Guests

# *The Ballroom*

The Ballroom is located on the first floor and is a traditional room with natural daylight.

The Ballroom is a beautiful room with stunning chandeliers and original features. The Ballroom only has access via a staircase.

## SUITE FEATURES

Listed Room  
Natural Daylight  
High Ceilings  
Grand Chandeliers  
Situated on the First Floor

## NOT LICENSED

Wedding Breakfast – 60 Guests

# *The Terrace*

Originally the Library, The Terrace depicts the traditional atmosphere of the hotel. Located on the ground floor with close proximity to the main reception.

The Terrace has direct access to the hotel's patio area, overlooking the beautiful lawns and extensive gardens of the hotel. The perfect setting for a more intimate wedding.

## SUITE FEATURES

Natural Daylight  
Air Conditioned  
Access to Patio and Gardens  
Ground Floor

## CEREMONY LICENCE

Ceremony – 80 Guests  
Wedding Breakfast – 60 Guests

# Wedding Packages

## WEDDING PACKAGES ARE INCLUSIVE OF THE FOLLOWING:

- Dedicated Wedding Co-ordinator
- Menu and wine tasting for two people
- Event Manager on the day
- Red Carpet for arrival
- Arrival drink
- Three-course wedding breakfast with coffee and mints
- Half a bottle of wine per person
- Glass of sparkling wine for a toast
- Room hire
- Hire of our cake stand and knife for the day
- White table linen and napkins
- Dance floor
- Ample car parking facilities
- A complimentary bedroom Suite for the Bride and Groom on their wedding night
- A complimentary bottle of Champagne in Bride and Groom guest room
- Evening buffet for day guests

## UPGRADES

For additional courses, upgrades on drink packages, or pricing for additional evening guests, please call the Wedding Co-ordinator at Avisford Park on 01243 558303.

## OPTIONAL EXTRAS

Canapés, cheese course, chair covers, table centre pieces, room decoration, photo booth, entertainment and many other special touches can be arranged.



# AVISFORD PARK ARUNDEL

## Classic

Classic Packages are Inclusive of the Following:

Exclusive Use of the Terrace Room for your Ceremony

Exclusive Use of a Reception Room of your Choice

A Glass of Sparkling Wine for You and Your Guests on Arrival

Three Course Meal with Coffee and Mints

½ Bottle of House Wine Per Adult

A Glass of Sparkling Wine for You and Your Guests for the Toast

£10pp Evening Finger Buffet – A Choice of 4 Buffet Options

White Linen Tablecloths with White Linen Napkins

Chair Covers with a Coloured Sash of Your Choice

Name Cards, Table Plan with Table Numbers, Personalised Table Menus

Complimentary Wedding Menu Tasting for the Couple

A Bedroom Suite on the Night of the Wedding for the Couple

Special Accommodation Rates for Your Guests

Dedicated Wedding Co-Ordinator to Assist with the Planning Process

An Event Manager on the Day of Your Wedding

Use of our Cake Stand/Cake Knife

An Invitation to Return for a 3-Course Meal on Your 1st Anniversary

**£85 Per Person**

**£20 Per Evening Guest**

Based on minimum numbers of 50 day guests

# AVISFORD PARK ARUNDEL

## Indulgence

Indulgence Packages are Inclusive of the Following:

A Bedroom Suite the Night Before the Wedding

Exclusive Use of the Terrace Room for your Ceremony

Exclusive Use of a Reception Room of your Choice

A Glass of Champagne for You and Your Guests on Arrival

2 Canapés of your Choice Per Person

Four Course Meal with Coffee and Mints

½ Bottle of House Wine Per Adult

A Glass of Champagne for You and Your Guests for the Toast

Evening Finger Buffet – A Choice of 4 Buffet Options

White Linen Tablecloths with White Linen Napkins

Chair Covers with a Coloured Sash of your Choice

Name Cards, Table Plan with Table Numbers, Personalised Table Menus

Complimentary Wedding Menu Tasting for the Couple

A Bedroom Suite the Night of the Wedding for the Couple

Special Accommodation Rates for Your Guests

Dedicated Wedding Co-Ordinator to Assist with the Planning Process

An Event Manager on the Day of Your Wedding

Use of our Cake Stand/Cake Knife

An Invitation to Stay on Your 1st Wedding Anniversary in a Superior Double Room with  
Dinner and Breakfast

**£109 Per Person**

**£20 Per Evening Guest**

Based on minimum numbers of 50 day guests



# AVISFORD PARK ARUNDEL

## Intimate

Intimate Packages are Inclusive of the Following:

Exclusive Use of the Terrace Room for your Ceremony and Reception

A Glass of Champagne for You and Your Guests on Arrival

2 Canapés of your Choice Per Person

Three Course Meal with Coffee and Mints

½ Bottle of House Wine Per Adult

A Glass of Champagne for You and Your Guests for the Toast

Chair Covers with a Coloured Sash of your Choice

White Linen Tablecloths with White Linen Napkins

Name Cards, Table Plan with Table Numbers, Personalised Table Menus

Complimentary Wedding Menu Tasting for the Couple

A Bedroom Suite the Night of the Wedding for the Couple

Special Accommodation Rates for Your Guests

Dedicated Wedding Co-Ordinator to Assist with the Planning Process

An Event Manager on the Day of Your Wedding

Use of our Cake Stand/Cake Knife

An Invitation to Return for a 3-Course Meal on Your 1st Anniversary

**£75 Per Day Guest**

Based on minimum numbers of 20 day guests

# AVISFORD PARK ARUNDEL

## Revelry

Revelry Packages are Inclusive of the Following:

- A Bedroom Suite the Night Before the Wedding
- Exclusive Use of the Terrace Room for your Ceremony
- Exclusive Use of a Reception Room of your Choice
- A Mojito for You and Your Guests on Arrival
- 3 Canapés of your Choice Per Person
- Cheese and Charcuterie Platters on The Tables to Share  
Followed by a Selection of Ice Creams
- Buckets of Craft Beer and Cider on The Tables to Share
- A Glass of Pimped-up Prosecco for You and Your Guests for the Toast
- Traditional BBQ
- Chair Covers with a Coloured Sash of your Choice
- White Linen Tablecloths with White Linen Napkins
- Name Cards, Table Plan with Table Numbers, Personalised Table Menus
- Complimentary Menu Tasting for the Couple
- A Bedroom Suite the Night of the Wedding for the Couple
- Special Accommodation Rates for Your Guests
- Dedicated Wedding Co-Ordinator to Assist with the Planning Process  
An Event Manager on the Day of Your Wedding
- Use of our Cake Stand/Cake Knife
- An Invitation to Stay on Your 1st Wedding Anniversary in a Superior Double Room with  
Dinner and Breakfast

**£95 Per Person**

**£25 Per Evening Guest**

Based on minimum numbers of 50 day guests

# AVISFORD PARK

ARUNDEL

## Wedding Menu 1

Please choose one of the following starters, mains and desserts for your Wedding

### Starters

New Potato and Fennel Soup  
With Warm Focaccia Bread

Ham Hock and Pea Terrine  
Tamarind Chutney, Mustard Cress and Melba Toast

Prawn Cocktail  
Baby Gem Lettuce, Cucumber and Marie Rose Sauce

### Mains

Roast Chicken Supreme  
Roast Potatoes, Seasonal Vegetables and Wild Mushroom Sauce

Pan Fried Salmon  
Herb Mashed Potato, Steamed Broccoli and Hollandaise Sauce

Mushroom and Spinach Wellington  
Apricot and Sage Stuffing, Roast Potato, Glazed Carrots and Truffle Sauce

### Desserts

Chocolate Brownie  
Chantilly Cream and Chocolate Sauce

Strawberry Cheesecake  
With Glazed Strawberries and Mango Coulis

Exotic Eton Mess  
With Crushed Meringue and Dragon Fruit

An additional £7.50 for an upgrade to 4 courses

*All our food is prepared in a kitchen where nuts, gluten and other food allergens are present. Our menu descriptions do not include all ingredients. If you have a food allergy or intolerance, please let us know before ordering. Full allergen information is available, please ask a team member for details.  
An optional 12.5% service charge will be added to your bill.*

# AVISFORD PARK ARUNDEL

## Wedding Menu 2

Please choose one of the following starters, mains and desserts for your Wedding

### Starters

Sweet Potato and Coconut Soup  
With Warm Focaccia Bread

Duck, Orange and Pistachio Terrine  
Tamarind Chutney, Red Sorrel and Melba Toast

Smoked Salmon and Avocado Parcel  
Horseradish Cream and Beetroot Puree

### Mains

Roast Sirloin of Beef  
Roast Potatoes, Seasonal Vegetables and House Jus

Baked Cod Loin  
North African Chickpea, Borlotti Bean and Tomato Stew

Risotto Primavera  
Broad Beans, Grilled Asparagus and Pea Velouté

### Desserts

Chocolate and Orange Tart  
And Chantilly Cream and Orange Crisps

Honeycomb Cheesecake  
With Fruit Coulis and Crushed Honeycomb

Lemon Meringue Pie  
With Crushed Meringue and Lemon Curd

An additional £7.50 for an upgrade to 4 courses  
This menu is available at an additional £7.50

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# AVISFORD PARK ARUNDEL

## Wedding Menu 3

Please choose one of the following starters, mains and desserts for your Wedding

### **Starters**

Leek and Potato Soup  
With Warm Focaccia Bread

Smoked Chicken and Cashew Terrine  
Cucumber Chutney, Micro Herbs and Melba Toast

Caprese Salad  
Heirloom Tomatoes, Mozzarella, Basil Crisps and Herb Oil

### **Mains**

Confit Duck Leg  
Herb Mashed Potato, Braised Red Cabbage and Mango Sauce

Pan Fried Sea Bass  
Sautee New Potatoes, Spring Greens and Sauce Choron

Spiced Root Vegetable Tagine  
Carrot, Parsnip and Turnip in a Mild Ras El Hanout Sauce

### **Desserts**

Chocolate Fudge Gateaux  
Orange Cream and Chocolate Drops

Eton Mess Cheesecake  
With Fruit Coulis and Crushed Meringue

Fruit Pavlova  
Fruit Coulis and Chantilly Cream

### **Sorbet**

Luscious Lemon  
Crisp Champagne  
Rippling Raspberry

This menu is available at an additional £10

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# AVISFORD PARK ARUNDEL

## Buffet Menu

Please choose four of the following for your Buffet Menu  
Includes Chef's Salad and Bread Rolls  
£35 per person

Thai Chicken/Vegetable Curry  
With Coconut Rice and Coriander

Beef & Mushroom Keema  
With Pilaf and Garlic Naan

Penne Pasta Pomodoro  
With Garlic, Fresh Tomato, Olive Oil & Basil Leaf and Parmesan Croute

Chargrilled Chicken Burger  
With Fresh Rocket & Garlic Mayo in a Brioche Bun

Beef Patty Burger  
With Mature Cheddar in a Brioche Bun

Garlic & Herb Field Mushroom Burger  
In a Brioche Bun

BLT  
With Bacon, Lettuce, Tomato, Fresh Rocket and Smoked Mayo in a Brioche Bun

Brighton Sausage Hot Dog  
With Fried Onions, Sweet Mustard in a Hot Dog Bun

Slow Cooked Pork Shoulder Tortilla  
With Moroccan Spices, Garlic Dressing and Tomato

Classic Chicken Caesar Salad  
With Cos lettuce and Croutons

Niçoise Salad  
With Spanish Olives, Crunchy Greens and Friendly Tuna

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An optional 12.5% service charge will be added to your bill.*

# AVISFORD PARK ARUNDEL

## **BBQ Menu**

Includes Chef's Salad and Jacket Potatoes

£35 per person

Homemade Beef Patty Burger  
Brighton Pork Sausage  
Hot and Spicy Chicken Skewers  
Marinated Chicken Wings  
Sweet Chilli Glazed Pork Ribs  
Roasted Corn on the Cob  
Crushed Bean Burger with Salsa (V)

## **Cheese and Antipasti**

£30 per person

Selection of Sussex Cheeses  
Italian and Spanish Cured Meats  
Homemade Pickles  
Miller Crackers  
German Crackers Day Baked Breads  
Farm Made Chutneys, Seedless Grapes, Relish, Sussex Butter

## **Ploughman's Feast**

£30 per person

Sussex Pork Pie  
Free Range Scotch Egg  
Hand Carved Maple Glazed Ham  
Mature English Cheddar  
Farm Made Slaw, Pickled Onions, Piccalilli, Green Salad, Rustic Torn Bread Selection.

## **Hog Roast**

£25 per person

Served with White Floury Baps, Stuffing  
Homemade Apple Sauce and Mixed Green Leaf Side Salads

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An optional 12.5% service charge will be added to your bill.*

# Enquiry Form

The wedding of \_\_\_\_\_ and \_\_\_\_\_ (the Hirers)

Date of Wedding:

Ceremony Room:

Number of Guests:

Ceremony Time:

Reception  
Drinks / Bar:

Number of Guests:

Time:

Drinks Required:

Canapés:

Wedding Breakfast  
Room:

Number of Guests:

Time:

Menu Requirements:



# Enquiry Form

Drink Requirements:

Toast:

Evening Celebrations  
Room:

Number of guests:

Evening Celebrations  
Commence:

Evening food:

Additional items  
Required

Number of Bedrooms  
Required:

Name:

Email:

Home Address:

Telephone Number:

# Terms & Conditions

All bookings made by the customers in respect of rooms and/or services at the Avisford Park Hotel, Arundel, are accepted upon the following terms and conditions.

All bookings will be confirmed by the Hotel in writing.

Any person named in a booking confirmed by Hotel shall be considered the Hirer. Where two or more persons are so named they shall each be considered the Hirer and shall be jointly and severally liable under these Terms and Conditions. References to the Company and the Hotel are references to Avisford Park Hotel Limited, trading as Avisford Park Hotel.

At the time of the booking, the Hirer shall state as accurately as possible the number of persons expected to attend the event and shall agree that such numbers will not decrease by more than 10%. In the event of any decrease in expected numbers, the Hotel may in its absolute discretion as it shall think fit.

- a) cancel the booking forthwith without any liability whatsoever on its part
- b) re-quote for the event based on the new number & Conditions

Allowances will be made if the numbers have to decrease as a result of Government guidelines and restrictions to wedding celebrations.

If the final numbers are less than permitted then a cancellation charge will apply. Should the number of guests attending significantly increase/decrease the Company reserves the right to provide alternative accommodation and space of an appropriate size to the event.

The Company reserves the right to cancel any booking forthwith and without any liability on its part in the event of any damage or destruction of the Avisford Park hotel by fire or other cause, any shortages of food supplies, strikes, lock-outs or industrial action, or any other cause beyond the control of the Company which shall prevent it from performing its obligations in connection with any booking.

## Payment terms

A provisional booking for the date of your choice will be held for up to 14 days or until another enquiry is received for the same date.

A non-refundable, non-transferable confirmation payment of £500 to be paid within 14 days of the contract being issued to confirm the date. The initial confirmation payment must be accompanied by a signed copy of these terms and conditions.

PAYMENT	AMOUNT %	DATE DUE	AMOUNT
Confirmation payment	£500 initial confirmation payment	At time of booking	£500.00
6 months prior	50% of the remaining estimated balance		
1 month prior	The full remaining balance is due, including any significant changes to the original estimate total.		
Extra charges on departure		Paid on Departure	

# Terms & Conditions

Any additional costs must be settled on the day of the wedding. A credit/debit card may be given in advance in order that the balance can be charged to the account.

## Cancellations

In the unfortunate event of a function being cancelled by the Hirers, for whatever reason, the following charges will apply: A cancellation fee is calculated as a percentage of the total booking value.

- 6 or more months prior to the event – loss of deposit
- Between 6 calendar months and 1 calendar months before the event 50% of the estimate total balance is due
- Less than 1 calendar month before the event - 100% of the estimate total balance is due.

In all instances, notification of cancellation must be made in writing and will be effective on the date received by the Company.

A minimum number of guests must be confirmed to the hotel at the time of booking. It is this figure which will act as the chargeable number of guests to be paid for. Final numbers must be given to the hotel at least 14 days before the event and be no less than 90% of the original number.

The hotel reserves the right to reallocate the room originally stated, should it be deemed necessary. Account bar charges will be required to be paid on departure.

## Food, Beverage and Bar Services

The Hotel shall solely supply all food & beverage items as agreed. Prior permission must be agreed in writing if you wish to supply your own food & beverage items, in which case corkage charges will apply.

For non-residential events the bar will close at midnight unless a bar extension has been requested and agreed. Only Residents of the hotel can continue to purchase from the main hotel bar after midnight, at the duty managers discretion.

## Other Terms

Engagement of External Contractors - Should you wish to employ the services of any external contractor this shall be confirmed with the Hotel first. The Hotel reserves the right to refuse such a request. The Hirers hereby undertake to indemnify the Company against claims made against it resulting from any act of default of such external contractor. All external contractors shall be in the possession of an up-to-date public liability insurance.

The Hotel accepts no responsibility or liability for the theft, loss or damage of any property of yours, your Guests or any other person connected with to you. Items left or deposited in cloakrooms or elsewhere at The Hotel, at our surrounding property or with the Avisford Park Team are left or deposited at the owner's risk.

The Hotel accepts no responsibility or liability for any injury, loss or damage caused by negligence for which you or one of your party is responsible.

Subject to the following paragraph, our total liability in contract, tort (including negligence), breach of statutory duty, misrepresentation restitution or which otherwise arises in any way in connection with your booking shall be limited to the total price paid.

Nothing in these terms and conditions limits or excludes our liability for death or personal injury resulting from Our negligence or arising as a result of fraud or fraudulent misrepresentation.

# Terms & Conditions

Nothing shall be affixed to any part of the Avisford Park hotel premises by any means whatsoever without the prior written consent of the Hotel.

You and your guests shall be responsible for the orderly and safe conduct of the function and shall have regard to any regulations imposed.

All prices are liable to fluctuate and specific charges will only be guaranteed for a period of 6 months prior to the function. Any prices quoted in writing or otherwise shall be liable to amendment in the case of a change in the rate of Value Added Tax, or any other tax directly effecting the charges quoted.

Any complaint arising out of the hiring must be made in writing to the Hotel within 21 days of the function. The Hotel will not give consideration to such complaints unless received in such manner and within such time limit and shall thereafter be entitled to claim the full sum due in respect of the event.

If the contracted event cannot go ahead as a result of Covid-19 restrictions/guidelines, the option to postpone the contracted booking to an alternative date, within 12 months of the original date, will be offered.

If the contracted event is able to take place and government guidelines/restrictions do not prevent the event from taking place then postponement will not be offered and all monies paid to the Company will be lost to cancellation.

This agreement is subject to the English law. These terms and conditions supersede all previous agreements.

We highly recommend that you take out wedding insurance for the full amount of your wedding, including suppliers fees etc. We are in no way affiliated with any wedding insurers.

All areas of the hotel including guest rooms and suites are non-smoking.