

*Your Wedding
at
The Birch Hotel*

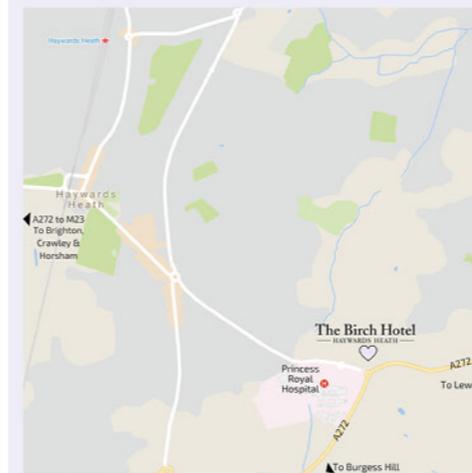


How to find us

The Birch Hotel is an independent hotel in the Mid-Sussex town of Haywards Heath. The hotel has 51 en-suite bedrooms and these are available at preferential rates for your guests. There is also ample free parking.

The hotel is located on the A272 which gives easy access to the A23/M23. It is 5 miles from Burgess Hill, 12 miles from Horsham, 12 miles from Crawley, 13 miles from Lewes and 14 miles from Brighton.

For satnav devices our postcode is RH17 7SF



The Birch Hotel
— HAYWARDS HEATH —

The Birch Hotel
Lewes Road, Haywards Heath West
Sussex, RH17 7SF

01444 447165
events@birchhotel.co.uk
www.birchhotel.co.uk



Congratulations on your engagement

Your wedding day is the most important day of your life and we want to make sure that everything runs perfectly for you. We offer a wedding package, that can be customised to your requirements or alternatively we can create one for you that is entirely bespoke.



The Birch Hotel has the right blend of elegance and charm to give the perfect setting for your wedding. Its original Victorian features include wood-panelled walls and a grand staircase that will make the ideal backdrop to your just-married photos.

You will be looked after by our experienced weddings manager from the time of your enquiry to the big day itself so you can be sure that nothing will be forgotten in the planning of your perfect wedding.



Saying I Do

The elegant Sussex Room is licensed for Civil Marriage and Partnership Ceremonies and can accommodate up to 60 guests. The room leads directly to a lawn area outside where photos can be taken.

Meaningful Moments

The Courtyard Room is our centrepiece for wedding receptions. Featuring a light and airy conservatory area.

It can accommodate up to 80 people seated for the Wedding Breakfast and then quickly transforms to a party venue with room for up to 120 guests for the Evening Reception.





The Diamond Package

This package has been created to ensure that you have a minimum of stress in planning your wedding day. If you prefer, we can design a bespoke package especially for you.

The Diamond Package includes:

- ♥ Ceremony and Reception room hire
- ♥ One glass of bucks fizz per adult for your reception drinks
- ♥ Orange juice for children for your reception drinks
- ♥ Three course Wedding Breakfast with tea or coffee and chocolate mints for 55 guests
- ♥ Two glasses of our house D'Vine red or white wine per adult
- ♥ One glass of Prosecco for speeches
- ♥ Disco by our DJ until 12am
- ♥ Evening buffet reception for 70 guests
- ♥ One Top Table flower arrangement and five table flower centrepieces
- ♥ Chair covers and coloured sashes for 55 chairs
- ♥ Cream or Red aisle runner for the ceremony room or outside the wedding reception room
- ♥ White table linen and napkins
- ♥ Use of silver table number/name stands
- ♥ Silver round or square cake stand and cake knife
- ♥ Wooden adjustable easel for your table plan
- ♥ Wooden laminated dance floor
- ♥ Preferential bed and breakfast rates for you and your guests

All dietary requirements can be catered for, please inform us when booking.



Wedding Breakfast Menu

We offer superb catering which ranges from seated wedding breakfasts to buffet style dishes, all of which will be pre-planned with you, and of course, any dietary needs can be met. To create your menu simply select one option per course. Please let your guests know what you have chosen in case they have any dietary requirements.

Starters

Choice of Home-made soup: tomato and basil, leek and potato, broccoli and stilton, carrot and coriander (v)

Fanned seasonal melon with citrus fruits, red fruit coulis and orange zest confit (v)

Heritage tomato and mozzarella salad with a basil pesto dressing (v)

Home-made ham hock terrine with a spicy tomato chutney and sliced sourdough bread

Baked goats cheese and caramelised onions in filo pastry, dressed salad leaves, chives, sun blushed tomato dressing (v)

Smoked chicken and cashew nut Thai style salad

Traditional prawn cocktail salad with a marie rose dressing

Melon slices with Italian prosciutto ham

Beetroot Gravdax of Salmon with lemon & caper dressing with a wholemeal slice

Mains

Baked fillet of Scottish salmon with a herbed crust and dill creamed sauce

Pan fried chicken breast in a white wine and tarragon cream

Poached chicken breast in a white wine tomato, mushroom, and bacon sauce

Slow roasted loin of pork with apple sauce and crackling with a cider jus

Roasted sirloin of British beef with a Yorkshire pudding and red wine, thyme jus

Roast leg of British lamb served with a minted rosemary jus

Leek and mature cheddar cheese tartlet with a chive cream sauce (v)

Mushroom risotto with parmesan shavings (v)

Butternut squash and chickpea curry with flatbread and rice (v)

Desserts

Baked vanilla cheesecake with a fresh strawberries and fruit coulis

Profiteroles filled with chantilly cream served with a warm chocolate sauce

Chocolate heaven torte with a raspberry coulis and whipped cream

Home-made lemon tart with mango and passion fruit sorbet and whipped cream

Individual raspberry pavlova with whipped cream

Coffee and tea served with chocolate mints



Evening Buffet Menu

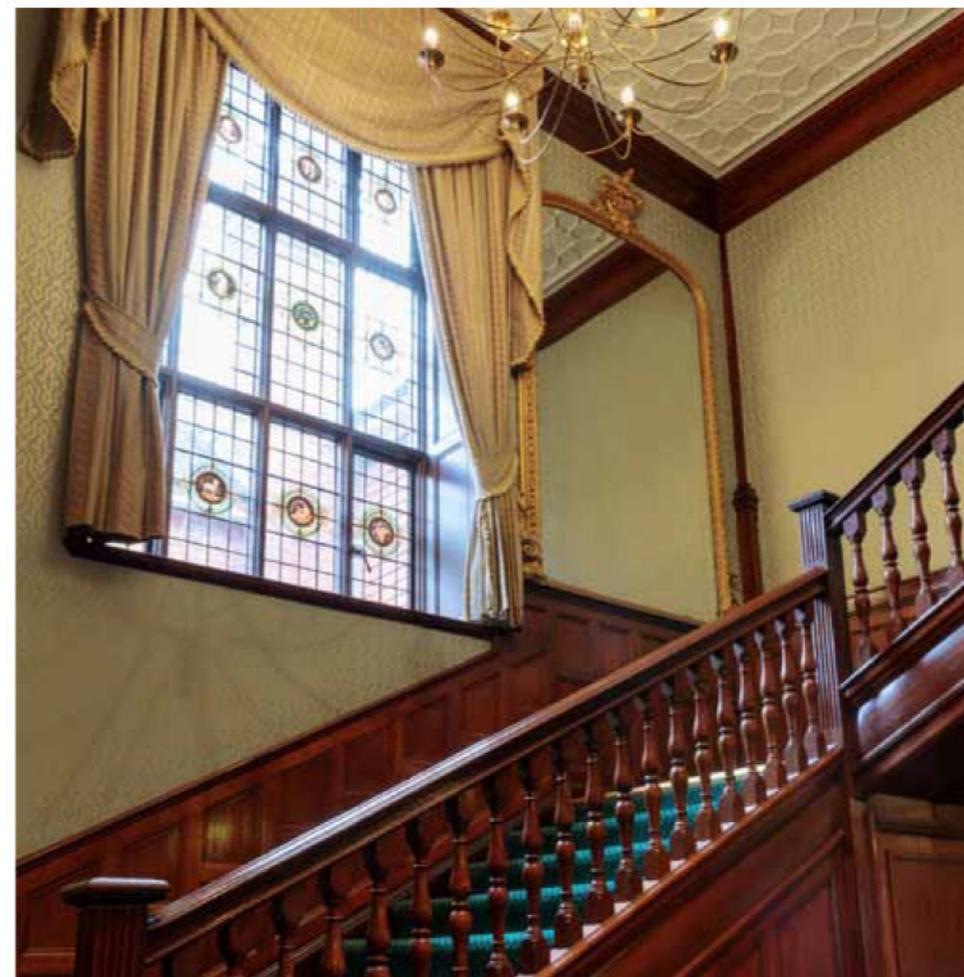
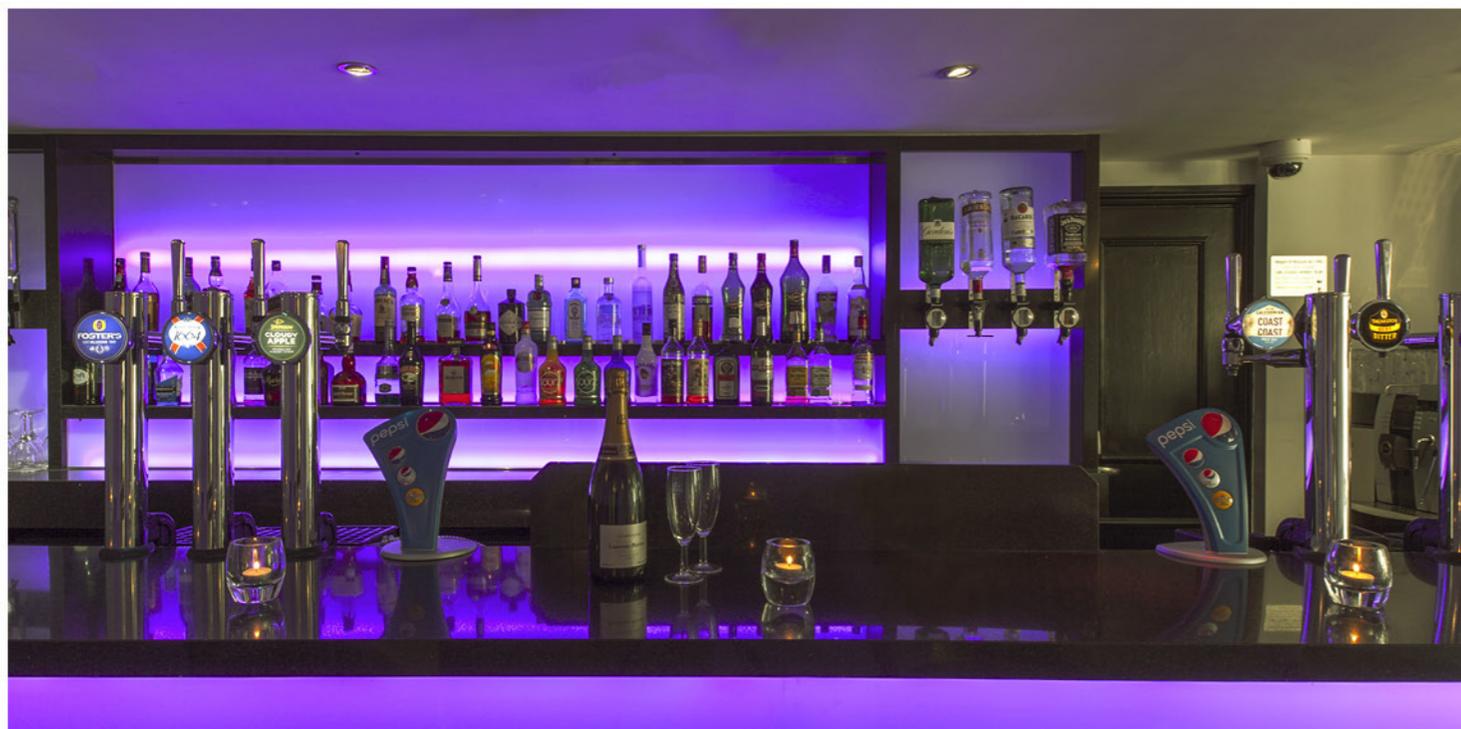
- ♥ Cumberland Sausage and Bacon Brioche Baps
- ♥ Grilled Field Mushroom Brioche Baps (V)
- ♥ Falafel, Hummus and Salad Wrap with Mint Riata dressing (V)
- ♥ Spicy Potato Wedges with Tomato Salsa Dip (v)

Vegan and Gluten free options available upon request

Final Touches

Make your day even more unique by choosing any of the upgrades below. If you have any special requests you want to add them just let us know.

- ♥ Canapés for Arrival Drinks or Evening Reception
- ♥ Rosé Champagne for Arrival Drinks and/or Toasting Drinks
- ♥ Cheeseboard for the Wedding Breakfast or the Evening Reception
- ♥ Upgrade wines for the Wedding Breakfast
- ♥ Add Bottled Beer to the Wedding Breakfast
- ♥ Choose Balloons as centrepieces to decorate the tables



Next Steps

To ensure you get the date you want for your special day, you should check the availability with the Hotel.

Once confirmed, contact the registrars to book them and then you can book the wedding with the Hotel. If you are just wanting a Civil or Partnership Marriage Ceremony, we are happy to accommodate this; there is a Room hire charge for these events. For further information contact our wedding co-ordinator.

Regrettably we cannot book the registrars for you.

Couples wishing to use a registrar at the hotel should contact the registrar at:

West Sussex Register Office,
Southgate Avenue, Crawley,
RH10 6HG

01243 642122
ceremonies@westsussex.gov.uk

Terms & Conditions for Weddings at the Birch Hotel

1.0. DEFINITIONS

- "Client" - the person(s) or organisation making the booking for the Event;
"Hotel" - The Birch Hotel, Lewes Road, Haywards Heath, West Sussex RH17 7SF;
"Conditions" - the terms and conditions set out below which form part of and are deemed incorporated into the Contract;
"Contract" - the signed contract entered into for the provision of the Facilities which incorporates these Conditions
"Contractual Amount" - anticipated charge for the facilities and services.
"Event" - the wedding, banquet or other function for which the booking has been made by the Client;
"Facilities" - the provision of function room hire, suites and/or supply of food and beverages by the Hotel for the Client;
"Venue" - The Birch Hotel, Haywards Heath at which the Event is to take place.
"Group Leader" - The person making the booking.

2.0. CONTRACT

- 2.1. The Contract shall govern the contractual relationship between the Hotel and the Client in relation to the Client's booking of the Hotel's Facilities for the purposes of the Event.
2.2. In the case of any inconsistency with any order, letter, or form of Contract sent by the Client to The Hotel or any other communication between the Client and The Hotel the provisions of these Conditions shall prevail unless expressly varied in writing by The Hotel.

3.0. BOOKINGS

- 3.1. Once the Client has made the booking, the Hotel shall send the Contract to the Client. The Hotel will endeavour to send the signed Contract within 5 working days of the date on which the booking is made.
3.2. The booking shall be considered as provisional and shall not be binding on either party until the Client has paid a deposit of £500 this is a non-refundable deposit.

4.0. PAYMENT

- 4.0. A second deposit of 50% of the Contractual Amount is payable not less than 6 months before the date of the event.
4.1. The Client must pay the final balance of the Contractual Amount no less than 3 months before the Event.
4.2. Not less than 1 month before the date of the Event the Client will meet with an employee of the Hotel to discuss final details of the timing of the Event, menus, dietary requirements and (if appropriate) the number of bedrooms required.
4.3. Minimum numbers – A minimum number of attendees is agreed on the Hotel booking Contract and should numbers fall short of this figure, you will be charged as per the minimum number agreed.
4.4. The Hotel will at its discretion accept an increase to the number of persons attending the Event no later than 1 month before the Event. If the adjustment leads to further costs these shall be invoiced and paid by the Client as will any goods, services or facilities supplied by the Hotel on the day of the Event and not previously paid for. In each case these shall be paid for on the day of the Event by the Client.
4.5. Without prejudice to any other rights, the Hotel reserves the right to charge interest on overdue accounts (both before and after judgment) at 4% per annum above the base rate of Barclays Bank plc.
4.6. The Hotel reserves the right to increase its rates to take account of any increases in taxes or other material factors outside

The Diamond Package

The Diamond Package includes the following:

- ♥ Ceremony and Reception room hire
 - ♥ One glass of Bucks Fizz per adult for your reception drinks
 - ♥ Orange juice for children for your reception drinks
 - ♥ Three course Wedding Breakfast with tea or coffee and chocolate mints for 55 guests
 - ♥ Two glasses of our house red or white wine per adult
 - ♥ One glass of Prosecco per adult for the Speeches
 - ♥ Disco by our DJ until midnight
 - ♥ Evening buffet reception for 70 guests
 - ♥ One Top Table flower arrangement and five table flower centrepieces
 - ♥ Chair covers and coloured sashes for 55 chairs
 - ♥ Cream or Red aisle runner for the ceremony room or outside reception room
 - ♥ White table linen and napkins
 - ♥ Use of silver round or square cake stand and knife
 - ♥ Use of silver or white table number/name stands
 - ♥ Wooden adjustable easel for your table plan
 - ♥ Bridal "get ready room" with a bottle of Prosecco tea/Coffee and nibbles
 - ♥ Bride and Groom Accommodation including breakfast, one night
 - ♥ Dedicated Wedding Planner to assist with all your requirements
 - ♥ Preferential bed and breakfast rates for you and your guests
- *All dietary requirements can be catered for, please inform us when booking



Diamond Package 2024 - £7,395

10% discount offered for weddings on Thursdays and Sundays.

The Prices are valid January - December and is based on 55 guests for the Ceremony and wedding breakfast reception and catering for 70 evening guests.

If more evening guests are invited, the evening buffet can be increased for which we will offer a quote.

To book a viewing or for more information please contact our Wedding Planner on 01444 447165 or events@birchhotel.co.uk

2025 - £7,695
2026 - £7,995

Extra guests 2024
Adult £92.00 / Child £38.00

Extra Guests 2025
Adult £95.00 / Child £45.00

Extra Guests 2026
Adult £99.00 / Child £50.00

of its control. Any increases after the date of the booking will be notified to the Client in writing and will be payable by the Client in substitution for the amounts originally notified to the Client by the Hotel and the Client agrees that this will constitute a variation of the terms of the Contract accordingly.

4.7. Deposits are only refundable as detailed in clause 6.1

4.8. All prices quoted are inclusive of VAT unless otherwise stated. All accounts are payable in sterling. Payment can be made by BACS, credit/debit card or cheque payable to 'The Birch hotel'.

5.0. OBLIGATIONS OF THE CLIENT

5.1. The Client and persons attending the Event shall:

5.1.1. Comply with all licensing, health and safety and all other laws and regulations relating to the Hotel.

5.1.2. Leave promptly at the appropriate time and comply with any requests by the Hotel or its employees.

5.1.3. Not carry out any electrical or other work at the Hotel, including amplification and lighting, without the Hotel's prior written consent. The Hotel reserves the right to refuse connection of water, electricity or gas to the Client's equipment if such equipment is considered unsafe or a hazard.

5.1.4. Not bring any dangerous or hazardous items into the Hotel or its grounds and remove any such items promptly when requested to do so by a member of the Hotel or any other authorized person.

5.1.5. Not consume any food, wines, spirits or beers at the Venue not supplied by the Hotel without the Hotel's prior written consent.

5.1.6. Not act in an improper or disorderly manner.

6.0. CANCELLATION BY THE CLIENT

6.1. If the Client cancels the booking or is in breach of Clause 7.1.3 the Hotel reserves the right to impose the following cancellation charges which are accepted by the Client as a genuine pre-estimate of loss:

Cancellation Date	Cancellation Fee
Between 9 months and 6 months prior to the Event	50% of Contractual amount
Between 6- 3 months prior to the Event	75% of Contractual amount
Within 3 months of the Event	100% of Contractual amount

6.2. All cancellations must be made in writing to the Hotel and will be effective on the date the notification is received by the Hotel.

6.3. The Hotel will send the Client the invoice for the cancelled booking and payment of such invoice shall be made within 7 days of receipt.

6.4. If the Event is postponed by the Client the Hotel will endeavour to make alternative arrangements with the Client for the Event at the Venue on an alternative date within 6 months of the original date of the Event.

6.5. Where no Alternative Event is arranged within 6 months of the date of the original Event, the Hotel reserves the right to treat the Event as cancelled.

7.0. AMENDMENTS OR CANCELLATION BY THE HOTEL

7.1. The Hotel reserves the right, without prejudice, to any other right or remedy available, to terminate or suspend any Contract

forthwith or at its discretion offer alternative facilities without any further responsibility on its part in the event if:

7.1.1. If the booking might, in the Hotel's reasonable opinion prejudice its reputation;

7.1.2. If the Client is more than 21 days in arrears of payment to the Hotel;

7.1.3. If the Client becomes bankrupt or makes any voluntary arrangement with its creditors or becomes subject to an administration order or an encumbrancer takes possession of, or a receiver is appointed of any of the Client's property or assets.

7.2. Deposit refunds will be calculated in accordance with clause 6 above as if the Event was cancelled by the Client

8.0. CHANGE IN FACILITIES

The Hotel reserves the right to change the assigned event room(s) for one(s) of equal suitability without affecting the Contract price.

9.0. CLIENT'S LIABILITY FOR DAMAGE

9.1. The Client shall be liable for any damage or loss (and costs or expenses arising thereby) suffered by the Hotel as a result of the behaviour or negligence of the Client or by any of the Client's party and shall pay to the Hotel on demand the amount required to make good or remedy such damages including compensation for loss of business whilst such damage is being repaired.

9.2. The Client shall indemnify the Hotel against all loss or damage suffered by any person arising from equipment, plant, machinery and other items brought on or into the Venue by the Client or a sub-contractor working on the Client's behalf and/or any attendees at the Event.

10.0. THE HOTEL'S LIABILITY

10.1. The Hotel makes no representations and gives no warranties, statutory, implied or other as to the Facilities or as to their suitability for any particular or general purpose.

10.2. Subject to Clause 10.3 the Hotel shall not be liable for;

10.2.1. any loss of profit or other financial loss or for any indirect, special or consequential loss, damage, liability, costs or claims (whether arising out of the negligence of the Hotel or its employees, servants or agents) suffered, incurred or made by the Client in connection with the Event (including, without limitation, arising by reason of any delay or interruption in the provision of the Facilities)

10.2.2. any loss or damage to any property of the Client's, their guests, contractors or agents, or any of their Employees occurring at the Venue, unless arising out of the negligence of the hotel or its employees, Servants or agents.

10.3. Other than for death or personal injury caused by the negligence of the Hotel, without limiting the effect of the provisions of this Clause 10 the Hotel's aggregate liability to the Client for loss and damage under or in Connection with the Contract shall in no event exceed the aggregate Contract price paid and/or payable by the Client to the Hotel in respect of the Event.

10.4. Nothing in this Contract is intended to affect any statutory rights which the Client may have (whether in their capacity as a consumer for the purposes of the Unfair Contract Terms Act 1977 or otherwise) which may not lawfully be excluded by the Hotel. In the event that any of the provisions of the Contract are adjudged to be unlawful and/or to be void as going beyond what is reasonable in all the circumstances for the protection of the interests of the Hotel, such unlawful and/or void provision(s) shall be deemed to be deleted and the remaining provisions of the Contract shall continue to apply.

11.0 CCTV

CCTV is in operation in several areas within the Hotel to facilitate the prevention/detection and prosecution of fraud and other crime. CCTV footage can be viewed by authorised members of staff for up to 35 days and will also be released to the police and insurance companies if requested.

12.0. PRIVACY POLICY

Any personal information provided by the client is subject to The Hotel's Privacy Policy, and is collected by us for contractual and legal purposes. If you require a hard copy of our privacy policy, please contact The Hotel.

13.0. ADVERTISING

The Hotel's name/logo may not be used in publicity unless a proof of the promotional material has been agreed with the Hotel.

14.0. NOTICES

Any demand or notice in respect of this Contract will be made in writing and may be served on the addressee by hand or by post and either by delivering it to the address of the addressee as set out in this Contract or such other address which the addressee may notify the other party in writing. Any such demand or notice delivered by hand shall be deemed to have been received immediately upon delivery. Any such demand or notice sent by post shall be deemed to have been received at the opening of business on the first working day following the day on which it was posted even if returned undelivered.

15.0. FORCE MAJEURE

The Hotel shall not be liable by reason of its failure to perform any of its obligations under this Agreement if such failure is due to or results from breakdown of plant or apparatus fire explosion accident strike lock-out, a failure to supply the hotel with any essential services such as gas, electricity or water or any other event or cause beyond its control the Hotel be liable to the Client or be deemed to be in breach of the Contract by reason of any delay in performing or any failure to perform any or the Client's obligations in relation to the Event, if delay or failure was due to any cause beyond the Hotel's reasonable control. Without prejudice to the generality of the foregoing the following shall be regarded as causes beyond the Hotel's reasonable control Act of God, explosion, flood, tempest, fire or accident war or threat of war, sabotage, insurrection, civil disturbance or requisition acts, restrictions, regulations, by-laws, prohibitions or measures of any kind on the part of the governmental parliamentary or local authority import or export regulations or embargoes strikes, lock-outs or other industrial actions or trade disputes (whether involving employees of the Hotel's or of a third party).

16.0. WAIVER

No waiver by the Hotel of any breach by the Client of its obligations hereunder shall constitute a waiver of any subsequent breach thereof.

17.0. JURISDICTION

The Contract shall be governed by the laws of England.

Once completed and signed – please email or post a signed copy of this agreement to The Hotel.



I confirm that I have read and agreed to the terms & conditions.	
This is confirmation that I wish to proceed with this proposed agreement.	
Client name (PRINT):	
Signature:	
Wedding Date:	
Date Signed:	
We would like to use the following guest details for future reservations and marketing purposes: Name, Address, Telephone number and Email address. These details will only be used by the Birch Hotel and will not be passed onto any third parties.	
If you do want your details to be used in this way please sign below and tick the box.	
Signature	<input type="checkbox"/> Opt in