



At Roffey Park we can tailor make your wedding to your exact requirements.

We have a number of inclusive packages that make it easy for you to plan your perfect wedding day ensuring everything that you need is included. We have 60 ensuite bedrooms, a licensed ceremony room for up to 120. We can also cater for up to 120 in our Sieff Restaurant for formal dining. Our lounge and bar is suited for celebrating the night away with an area for dancing and comfortable seating. And when you just want to relax we have 40 acres of grounds to stroll in, a heated swimming pool, sauna, steam room and jacuzzi to enjoy.

All of our weddings at Roffey Park are organised on an exclusive use basis so you and your guests will be the only ones here on the day.

Our experienced wedding planners will be your point of contact from first meeting to the big day to provide continuity and reassurance.

We have compiled a selection of sample menus but if you would like to mix and match dishes to create a bespoke menu we are happy to advise and price accordingly.

Every dish is prepared fresh in our kitchens by a team of professional Chefs using agreed and specific tried and tested recipes. We therefore can help with all dietary requirements and offer help and advice about allergens with the help of our handy allergen matrix. We must advise though that in any busy kitchen we cannot absolutely guarantee that all ingredients are completely free from contact with allergens.

We have an excellent wine list to choose from and happy to suggest suitable accompanying wines for your chosen menu.

Contact us:



01293 854045
01293 851644



venue@roffeypark.com



Wedding Packages

Prices per person for events in 2020 based on a minimum of 50 guests.

	Platinum	Diamond	Gold	Silver
Wedding planner throughout	✓	✓	✓	✓
Menu tasting	✓	✓	✓	✓
Brides changing room	✓	✓	✓	✓
Ceremony room	✓	✓		
Use of AV equipment	✓	✓	✓	
Chair covers and drapes	✓	✓		
Reception Canapes	✓	✓	✓	✓
Reception drinks	✓	✓	✓	✓
Wedding Breakfast	✓	✓	✓	✓
Chair covers & table linen	✓	✓	✓	✓
Bespoke Table Menus	✓	✓	✓	✓
Half a bottle of wine pp	✓	✓	✓	✓
Evening Bar & Lounge	✓	✓	✓	✓
Disco and dancefloor	✓	✓	✓	
Evening Buffet*	✓	✓	✓	✓
Evening Bar drinks	✓	✓	✓	
Tea & Coffee available throughout	✓	✓	✓	
Bedrooms included (per 2 people)	✓			
24hr Exclusive Use of Roffey Park	✓			
12 hr Exclusive use		✓	✓	✓
Bedrooms bookable (10 rooms minimum)	✓	✓	✓	✓
Residents use of leisure facilities	✓	✓	✓	✓
	£150	£110	£100	£85

At Roffey Park, we love to talk about food. Please contact us to discuss your requirements in more detail by telephoning [01293 854045](tel:01293854045) or email venue@roffeypark.com

Summary of pricing and sundry information

Packages

Platinum £150 per person

Includes everything including bedrooms for guests and 24 hr exclusive use – midday to midday.

Diamond £110 per person

Excludes guest bedrooms

Gold £100 per person

Excludes guest bedrooms and the ceremony room

Silver £85 per person

Excludes the guest bedrooms, ceremony room, disco and bar tab.

- Reception drinks to be selected to the value of £10 per person
- Menus selected from menus 1-4
- Evening buffets from healthy, hearty or Sussex farmers
- Wines from the Roffey Park house selection
- Bar tab includes drinks total to the value of £10 per person
- Upgrades available on wedding menus, evening buffets, champagne, wines and drinks – priced as chosen

If booked separately from packages:

Double or Twin Room (2 persons) plus breakfast	£100
Single occupancy plus breakfast	£80
Ceremony room	£500
Menus from	£35
Evening Buffet for extra evening guests	£18
Exclusive use venue hire - 12 hours	£1500
Minimum pre booked revenue for exclusive use	£5000

Child pricing

Age	Platinum	Diamond	Gold	Silver
12-16	£100 when sharing parents room	£75	£75	£70
3-12	£50 when sharing parents room	£30	£25	£20
Under 3	Free	Free	Free	Free

- All prices quoted are inclusive of VAT at the rate on the day of your event.
- We are licensed to 1.00 am Guests are asked to respect the tranquillity of our neighbours so we will ask guests to be inside after 10pm. Roffey Park reserves the right to control music volumes at all times.
- Music to finish by midnight.
- A minimum of 10 bedrooms must be booked if accommodation is required.
- Check in the previous day is from 2.00pm (unless agreed otherwise)
- Sunday breakfast is available from 8.00-10.00 am. Room check out is at 11.00 am and the use of the leisure facilities are available until noon. The car park is locked on closing so please ensure cars are not left in the car park after this time
- We always try to ensure that your event co-ordinator stays with you throughout the planning stages and on the day, however when this isn't possible, we will ensure a smooth transition to another co-ordinator.
- For events booked more than one year in advance Roffey Park reserves the right to raise prices in line with inflation if necessary.
- Roffey Park expects guests to behave in an orderly and respectful manner to staff and other guests at all times and therefore reserves the right to refuse service or in extreme cases remove individuals whose behaviour falls short of normal standards of respect.

Wedding Breakfasts

MENU ONE

Tuscan bean minestrone soup with garlic crostini

Roulade of fresh and smoked salmon with pink grapefruit and rocket salad

Smooth chicken liver parfait with toasted brioche and homemade prune chutney

Braised lamb shank on parsnip mash with roasted roots and minted jus

Fillet of cod with pea purée, lemon oil and garlic potato

Baby aubergine and shallot tarte tatin with herb tomato sauce, pesto roasted plum tomatoes and cavolo nero

Rich Belgian chocolate tart with amaretto ice cream

English strawberry pavlova served with vanilla Chantilly cream and caramel crackling

Passion fruit panna cotta

Sussex cheese plate - Brighton Blue, Sussex Charmer and Golden Cross

Coffee and chocolates

MENU TWO

Garden pea and watercress soup herb crème fraîche

Cured tuna niçoise style with tomberries and caperberries

Antipasti plate of olives, sun blush tomatoes, artichokes and buffalo mozzarella

Honey and soy glazed salmon on wilted bok choy with shiitake mushrooms and spring onions

Chargrilled breast of chicken on roasted provençal vegetables with tomato and basil sauce

Vegan beetroot burger topped with caramelised red onions and vegan cheese in a brioche bun with mixed salad and hand cut chips

Black cherry chocolate fudge brownie and white chocolate sundae

Baked American blueberry cheesecake

Rum and raisin crème brûlée

Sussex cheese plate - Brighton Blue, Sussex Charmer and Golden Cross

Coffee and chocolates

MENU THREE

Traditional smoked salmon served with pickled shallot rings, lemon and capers

Terrine of corn-fed chicken, roasted peppers and chorizo with aubergine relish

Brighton blue cheese mousse with onion bread croutons, red grapes, walnuts and rocket

Roasted rump of lamb on baby ratatouille with herb fondant potato, green beans and basil jus

Fillet of hake on wilted green, leeks, red onion and salsa verdi

Giant samosas of curried lentils served on Bombay potato salad with minted yogurt dressing

Roffey rhubarb and custard délice

Dark chocolate marquise with praline crumble and coffee custard

Raspberry and meringue roulade

Sussex cheese plate - Brighton Blue, Sussex Charmer and Golden Cross

Coffee and chocolates

MENU FOUR

Curried cauliflower soup served with mini onion bhaji

Cod and smoked haddock fish cake on creamed leeks with chive cream

Ham hock terrine with fresh piccalilli

Loin of pork wrapped in Parma ham with caramelised red onion, garlic fondant potato and cider sauce

Halibut steak served with saffron potatoes, sugar snaps and salsa verdi

Spinach and mushroom puff pastry parcel with Madeira sauce

Coffee profiteroles filled with caramel crème fraîche and caramel sauce

Trio of strawberry desserts

Exotic fruit with Cointreau sabayon and passion fruit sorbet

Sussex cheese plate - Brighton Blue, Sussex Charmer & Golden Cross

Coffee and chocolates

Wedding Breakfast BBQs

THE MEADOW BBQ

Garlic and herb chicken
Homemade beef burger
Tiger prawn, salmon and red onion skewer
Halloumi and red pepper skewer
Baked potatoes with Sussex charmer cheese and spring onions
Beetroot, red onion and pomegranate salad
Cauliflower, herb and cucumber cous cous
Roasted Mediterranean vegetables
Seasonal salad leaves
Fresh bread
Selection of desserts from the portfolio

CELEBRATION BBQ

Seasoned swordfish brochettes
Chilli and lime salmon fillets
Slow roast charred New York strip loin
Minty lamb rump
Pork & leek sausages
Wok stir-fried prawns with ginger, garlic and chilli
Vegetarian paella
Baked potatoes with red onion and Monterey Jack cheese
Squash and courgette jambalaya
Grilled sweetcorn
Red cabbage coleslaw
Roasted pepper, aubergine and courgette salad
French beans with shiitake mushrooms and nutmeg
Beetroot, red onion and pomegranate salad
Mixed seasonal leaves
Selection of desserts from the portfolio

Evening Buffets

HEARTY BUFFET

Salmon, coriander and lime brochettes with a lime crème fraîche

Sweet chilli marinated chicken strips with red onion

Vegetable samosas with sweet chilli

Goats cheese and cherry tomato quiche

Apple and rosemary sausage roll

Selection of bloomer and wrap sandwiches to include meat, fish and vegetarian choices

Hot and spicy potato wedges with sour cream

Rum and raisin crème brûlée

HEALTHY BUFFET

Butternut and spinach tortilla

Smoked mackerel, caper and red onion bruschetta

Salad of fregola and roasted vegetables

Tandoori chicken skewers

Plum tomato filled with aubergine relish

Teriyaki salmon skewers

Smoked salmon, red onions and cream cheese wrap

Exotic fruit skewer or fresh berries

SUSSEX FARMERS BUFFET

Honey roasted ham carved from the joint with chutneys and relishes

Goats cheese and cherry tomato quiche

Sussex Charmer and Brighton Blue cheeses

Hot new potatoes

Fregola and roasted vegetable salad

Tomato and basil salad

Rustic bread

Coffee profiteroles filled with caramel crème fraîche and caramel sauce

Canapés

Crispy breaded tiger prawns

Searched yellow fin tuna with wasabi and pickled ginger

Filo parcel of wild mushrooms and truffle oil

Peppered leek and goats cheese tart

Baby sweet pepper and tomato pizza topped with mozzarella

Sushi nori rolls with shiitake mushrooms and asparagus

Spiced mini Cornish crab cake

Balsamic dressed bocconcini mozzarella and baby plum tomato skewer

Roulade of fresh and smoked salmon with keta caviar

Homemade savoury sausage and apple puff pastry rolls

Roffey Park Wine Selection

Whites

	175ml glass	750ml bottle
Sauvignon Blanc, Duc de Chapelle, France 2017/18 An aromatic Sauvignon Blanc, grassy in style with zesty lemon and lime character.	£5.00	£21.00
Chenin Blanc Dry, Tulbagh, South Africa 2018 The palate is ripe, with tropical fruit flavours in abundance with notes of lemon, lime, green apple and white peach.	£5.00	£21.00
Flint Valley, Denbies, Surrey, UK 2017 English wines are really getting rather good! Zesty, flinty dry white from the UK's biggest vineyard in Dorking just a few miles from here.	£5.50	£22.00
Viognier, La Playa, Chile 2017/18 Vibrant tropical flavours flash across the tongue before expanding on the palate with a long, dry and pleasant finish. Big flavour and excellent with white meats and fish.	£6.00	£24.00
Rioja Blanco, 'Barrel fermented', Fincas de Azabache, Spain 2017 This white Rioja is well balanced, fresh and lively with an aroma of citrus fruits and vanilla. The palate is soft with flavours of lemon, green apple, peach and vanilla.	£6.00	£24.00
Chardonnay, De Wetshof Estate Bon Vallon, South Africa 2018/19 This beautiful Chardonnay is a fresh and expressive, unwooded version. The nose is delicate with aromas of lemon, honeysuckle blossom and peach.		£26.00
Sauvignon Blanc, Turning Heads, Marlborough, New Zealand 2018 The Turning Heads Wine Company has produced a typically vibrant aroma of ripe gooseberries, herb and nettle aromas to accentuate the Marlborough calling card.		£28.50
Mâcon-Lugny 'Les Genièvres', Louis Latour, France 2016/17 Classic well-balanced white burgundy, providing weight and complexity and with a long lingering fresh finish.		£30.00

Champagne and Sparkling Wine

	175ml glass	750ml bottle
Hindleap Rosé, Bluebell Vineyard Estates, Sussex UK 12% abv This elegant sparkling rosé has been tenderly crafted from the classic Champagne grape varieties of Pinot Noir, and Pinot Meunier grown on the chalky Sussex Downs next to the Bluebell railway to give a crisp fresh fruitiness. Hints of red berries on the nose and a succulent citrus palate. An absolute gem from the best sparkling wine region in the UK and far superior to many more expensive Champagnes.		£40.00
Laurent-Perrier La Cuvée Champagne, NV Absolute classic Champagne. It is round and full in the mouth, with hints of vanilla and biscuits on the finish.		£50.00
Prosecco Spumante Extra Dry 'Borgo del Col Alto', NV The clean fruity aromatic bouquet contains hints of flowers, honey and apple leading to a well-balanced, light and fresh palate.		£25.00
Prosecco available in individual bottles	200ml	£6.00

Rosé

175ml glass 750ml bottle

Cinsault Rosé, La Vigneau, Languedoc, France 2017

A beautiful coral pink colour leads to an inviting palate of summer fruits; strawberry, raspberry and cherry and a mouth filling creamy texture.

£5.50 £22.00

Coteaux d'Aix en Provence Rosé 'Essenciel', France 2017

Essenciel rosé wine has a rose-petal colour and is elegant and dry with aromatic fruit aromas derived from a vibrant blend of Cabernet and Syrah.

£25.00

Reds

175ml glass 750ml bottle

Cabernet Merlot, Duc de Chapelle, France 2017/18

An easy drinking blend of Cabernet Sauvignon for body, backbone and blackcurrant flavours, with the Merlot adding soft plummy taste.

£5.00 £21.00

Shiraz, Hamilton Heights, Australia 2017/18

Bright ruby red in colour, this Aussie Shiraz is bursting full of inviting blackcurrant and blackberry aromas on the nose.

£5.00 £21.00

Pinot Noir, Whale Point, Australia 2017/18

This is an excellent version of a Pinot Noir from South East Australia. The nose is full of soft red berry aromas with a soft palate of juicy red fruits and supple tannins.

£5.50 £22.00

Vega Tinto, Douro Valley, DFJ Vinhos, Portugal 2015

Rich and full bodied but very smooth in the mouth with plum, cherry and mineral elements and complex with a firm grip of tannins, typical of the region. Big wine for fine food.

£6.00 £24.00

Malbec, Avanti, Argentina, 2017

Ever popular grape variety giving an intense red fruits aroma. Fermented in oak barrels to give a fuller flavour.

£24.00

Merlot, La Playa Block 10 Reserve, Chile 2016/17

Garnet red in colour producing complex aromas on the nose of vanilla and toasted oak, sparked by ripe black plums and sweet cherry jam.

£26.00

Bardolino Rosso, Gorgo, Italy 2017

Italian reds have gone out of fashion a bit lately but this wine is undoubtedly the star of the list! It is absolutely delicious! Medium bodied with hints of cherries, blackcurrants and black pepper giving a long, soft fruity finish. Can be drunk with or without food.

£26.00

Rioja Reserva, Fincas de Azabache, Spain 2013

Azabache Reserva exhibits all the intense plummy fruits you would expect of a great Rioja with hints of blackberries, mulberries, vanilla and spice leaving a soft and well-rounded taste.

£30.00

Taylors Late Bottled Vintage Port, Oporto, Portugal

Port has gone out of fashion in recent years but surely it's worth reminding yourself how delicious this is with a plate of cheese?

£5.50
(100ml)

Booking Agreement

Thank you for your enquiry regarding use of Roffey Park's facilities for your celebrations. The following terms and conditions are designed to ensure that both parties clearly understand their contractual and legal obligations. Please read the information provided below before signing a contract with Roffey Park Services Ltd ("RPS", "we", "our", or "us"). We would also be happy to answer any further queries that you may have. Please do not hesitate to contact your event planner.

Roffey Park's core function is as a residential management training centre - developed as a perfect place for senior executives, professionals and managers to reflect and learn. However, our facilities, set in an idyllic rural environment, also lend themselves to use for private events. We are always concerned with the well-being of your visitors and ask all those using our facilities to consider and respect the needs and comfort of all those around them. Roffey Park operates a no smoking policy, which includes all bedrooms. Guests and visitors are requested to use the designated smoking areas.

How do I confirm my event?

You will need to provide all the necessary information in relation your event, allowing us to make a full assessment of our ability to provide the facilities and services you require. Once you are in a position to confirm the date, a signed copy of the terms of contract is to be returned with the non-refundable deposit to secure your booking. All bookings will be confirmed back to you in writing within 10 days of receipt of the terms of contract, and payment.

Please note that the booking will not be secured until Roffey Park Services Ltd receives the required payment. Whilst we will endeavour to keep your required facilities free until the booking is secure, please note that Roffey Park reserve the right to cancel the booking or resell the facilities until the booking has been secured.

How do I make an amendment to my confirmed event?

Any amendments to the arrangements listed in the event planner may be notified verbally to Roffey Park Services Ltd but must be confirmed within 3 working days in writing. Any reduction in the duration of the booking or the contracted value will be subject to our cancellation terms pertaining at the point of time when the amendment is made. Where you require additional services, the amendment will be subject to our approval, allowing us to assess our ability to provide the additional services required. It is obviously in everyone's interests that changes are made at the earliest opportunity.

How do I make an amendment during my event?

Verbal amendments made during the course of the event will only be accepted from you or your nominated contact and where you have agreed to pay for any additional services provided. Whilst we will use our reasonable endeavours to meet your needs, amendments during the event will only be accepted if they can be accommodated by Roffey Park Services Ltd. If more than the confirmed number of people attend your event and we are able to accommodate them, you will be charged according to the number of people attending.

How do I pay?

We reserve the right to require a non-refundable deposit in order to secure your booking. Any deposit specified to you, must be received within 7 days of the date of invoice. Until the deposit is received Roffey Park Services Ltd reserve the right to cancel your booking or resell the facilities. A balance of payment of 50% based on final chargeable numbers (numbers on the event planner) is due for settlement 3 months prior to the event, with the final account due 1 month prior.

What do I do if I wish to make a complaint?

We are committed to providing high quality facilities and excellent service, however should you be less than satisfied with any aspect of the event, this should be reported to a member of the Roffey Park's Facilities team at the earliest opportunity whilst on the premises. Alternatively, if the issue becomes known after you have departed, by telephone to Nigel Dean, Head of Roffey Park Services Ltd. on 01293 851644 or by email to nigel.dean@roffeypark.ac.uk . We will guarantee you a response within 7 working days of the complaint being made and will endeavour to rectify the problem or situation to the best of our abilities.

Terms of Contract

1. I have read and agree the terms contained in the Booking Agreement detailed overleaf.
2. I understand that for exclusive use of the facilities there is a minimum revenue requirement of £5,000 on pre booked food and beverage sales.
3. Roffey Park Services Ltd has requested a non-refundable deposit of 25%.
4. I agree to the payment of contracted costs in full, no later than 1 month prior to the event. If I require additional services, I will confirm my agreement to pay for any additional services requested by me or my nominated contact. If requested by Roffey Park Services Ltd, I agree to provide a credit card number and to permit pre-authorisation of payment.
5. I understand and agree that all prices quoted are inclusive of VAT at 20% and subject to the rate prevailing at the time of the services being provided.
6. I agree to Roffey Park Services Ltd's cancellation policy and agree to pay the appropriate percentage of the total original fee if I should cancel or reduce the contractual value of the event within the following timescales:
 - Up to 6 months before the date booked loss of deposit only.
 - Up to and including 3 months before the event 50% of total estimated bill based on numbers in Event Planner.
 - Between and including 0-3 months before the event 100% of total estimated bill based on contracted numbers.Notwithstanding the foregoing, if I have paid a deposit to Roffey Park Services Ltd which is of higher value than the relevant percentage detailed above then I understand that the whole of the deposit will not be refunded.
7. I understand and agree that in the unlikely event that Roffey Park Services Ltd should need to change the event arrangements for any reason, then Roffey Park Services Ltd will endeavour to offer alternative, comparable facilities at no extra cost or liability. In these circumstances, I may accept the alternative or cancel the contract and accept a return of the deposit, or any monies paid in advance. I accept that Roffey Park Services Ltd will not be subject to any other liability, arising from the amendments or cancellation.
8. I note that Roffey Park Services Ltd may only cancel or terminate the event in the following circumstances:
 - Roffey Park Services Ltd, subsequent to the signing of the contract, has reason to believe the booking might prejudice the reputation of Roffey Park Institute.
 - Where Roffey Park Services Ltd receives evidence of any adverse alteration, in the opinion of Roffey Park Services Ltd in the client's financial situation.
 - Should any of the guests, attending the event behave in any way considered by Roffey Park to be detrimental, offensive and contrary to normal, expected standards of behaviour. In this instance, Roffey Park Services Ltd will retain all monies paid and render an account to the client for all additional charges and/or damages incurred.
 - Roffey Park Services Ltd will not be liable for any failure or delay in providing facilities, services, food or beverages as a result of events or matters outside our control, such as, but not limited to, fire, storm, explosion, flood, or Acts of God.
9. I accept that it is my responsibility to ensure that any Agent or other person engaged by me to book Roffey Park's facilities on my behalf makes me aware of the terms of the contract. If I have booked Roffey Park through an agent or other person on my behalf these terms will be binding (whether or not the agent has notified of me of these terms) if they have been sent to the Agent before Roffey Park Services Ltd has issued a booking confirmation.
10. I accept that I am responsible for the cost of any third party services or activities that have been arranged independently.
11. I am aware that there are areas of open water within the premises of Roffey Park Institute and will advise my guests to take appropriate care whilst on site.
12. I understand and agree that only food and beverages provided by Roffey Park Services Ltd may be consumed on the premises – unless explicitly agreed within the event planner.
13. I agree that Roffey Park Services Ltd is not liable for any loss or damage to property owned by or in custody of me or my guests. I accept the advice that I should arrange adequate insurance cover.
14. I accept that I am responsible for complying with all licensing, health and safety and environmental regulations relating to Roffey Park and understand there will be volume restrictions for any entertainment and guests need to be indoors after 22.00.
15. I understand that any variation of these conditions shall not be effective unless in writing and signed on behalf of Roffey Park Services Ltd and me.

The Client

Signed

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Name (block letters)

.....

Date

.....

Company (where appropriate)

.....

Roffey Park Services Ltd

Signed

.....

Name (block letters)

.....

Date

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Position

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