

*Cotswold Lodge*  
COTSWOLD LODGE  
HOTEL  
★★★★



Weddings  
*at*  
COTSWOLD LODGE

01865 512121  
66a Banbury Road  
Oxford, OX2 6JP

# Congratulations!

## ON YOUR WONDERFUL NEWS

At Cotswold Lodge Hotel, we have spent over 40 years hosting weddings with warmth and thoughtful attention to detail.

With on-site parking and 49 elegant bedrooms available at preferential rates, your guests will feel perfectly looked after.

Our Norham Suite hosts up to 100 day guests and 20 evening guests, with space for live music or a DJ. French doors open onto a private courtyard, ideal for spring and summer champagne receptions, or a relaxed evening BBQ or Hog Roast.

Should you wish to explore the venue or discuss your vision, our wedding coordinator will be delighted to arrange a personal show-round and help you shape your perfect day.

TO BEGIN PLANNING YOUR DAY



01865 512121

events@cotswoldlodgehotel.co.uk





## Civil Ceremonies & Partnerships

The Cotswold Lodge Hotel is a licensed wedding venue. Our Norham Suite is a large and elegant function room offering natural daylight and seating for up to 100 people.

Please note that you are responsible for booking the registrar to attend on the day. The Cotswold Lodge Hotel is unable to arrange this on your behalf.

For wedding ceremonies at the hotel we offer an all-inclusive ceremony package for £600.00. This price is subject to a required attendance rate of 15 people and includes:

3-hours room hire  
Chairs with covers and sashes of your choice of colour  
Dedicated Wedding Planner  
Use of our Bluetooth speaker for your entry music

# The Wedding packages

## Silver Wedding

A glass of house cocktail on arrival

A selection of 2-canapes served with the arrival drinks

Three course Wedding Breakfast

OR

Hog Roast with a glass of wine  
Glass of Prosecco to toast

## Gold Wedding

A glass of Rose Prosecco on arrival

A selection of 3-canapes served with the arrival drinks

Three course Wedding Breakfast with a glass of wine

Glass of Sparkling wine to toast

Evening finger buffet DJ and dance-floor until 11.30pm

1 night in the Bridal Suite on your wedding night with Breakfast in the morning

## Platinum Wedding

A glass of Peach Bellini on arrival

A selection of 4-canapes served with the arrival drinks

Three course Wedding Breakfast with half a bottle of house wine

Glass of Champagne to toast

Evening hot & cold buffet with alcoholic fruit punch  
DJ and dance-floor until 11.30pm

1 night in the Bridal Suite on your wedding night

The minimum attendance rate for any wedding package is of 30 people.

Adjustments can be made to meet your every need.

# Drinks Options

We offer the choice of 3 different alcoholic drinks packages and a nondrinkers package to suit every taste and budget. You also have the option to operate a free pour in which case you would choose the number of bottles to be used from our drinks list. Get in touch with the wedding coordinator if you want to have a look at our drinks list for additional options and individually priced items.

## *Child Drinks (up to 12-year-old)*

Unlimited Jugs of fruit squash throughout the day.

## *Drivers and Non-Drinkers*

A glass of fruit punch on arrival Mineral water and elderflower presse



## *The Sparkly Package*

A glass of Peach Bellini on arrival

½ Bottle of house wine served with meal

A glass of Champagne to toast

## *The Bubbly Package*

A glass of Rose Prosecco on arrival

A glass of house wine served with meal

A glass of sparkling wine to toast

## *The Chilled Package*

A glass of house cocktail on arrival

A glass of house wine served with meal

A glass of Prosecco to toast

# Terms & Conditions

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## *Booking Deposit and Contract*

Once an enquiry has been made, the hotel will be holding your chosen wedding date for 14 days. After this, a 20% deposit payment is required to secure your wedding day. Upon deposit stage you will receive a booking contract to read, sign and return within 7 days. The contract will outline the basic details of your wedding day, but still enable you to amend details of your final plan. If accommodation is booked, this will also show the room rates inclusive of any discounts.

## *Payment and Cancellation*

Payments can be made to your account at any time in the run up to your wedding day. 50% of the estimated total balance is due 6 months prior to your wedding day. However, if your wedding has a short booking time, instalments can be discussed at the time of booking.

All deposits are refundable from the time of booking up to 28 days before the wedding day.


There will be no charge for cancellations of wedding items made up to 28 days before the wedding day. All such changes must be advised to the hotel in writing.

Any cancellations notified to the Cotswold Lodge Hotel less than 28 days before the wedding day will not be refunded. If the hotel has been instructed to book any external suppliers, any cancellation fees levied by them will be payable by yourselves.

Under COVID-19 circumstances and in the event of a cancellation of the wedding day, the hotel gives you the possibility to postpone or reschedule the wedding day up to 12 months. Any arrangements and monies already paid will be carried-forward to the postponed or rescheduled date.

Full estimated balance must be paid 14 days before the wedding day. Failure to clear balance may result in the cancellation of the wedding day, without notice or refund of any monies already paid.

Any additional charges must be settled on departure, no credit facility is available. To benefit from the contracted bedroom rates, guests must book with the hotel directly. Booking through third parties or websites will be charged at the rates booked and cannot be amended. Rooms will be provisionally held for an agreed length of time, after this point any unnamed rooms will be released and the contracted rate may no longer be available.



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## *Catering*

The hotel provides all catering in house for wedding events, no outside caterers are permitted. Food and drinks pre-orders, as well as your final wedding breakfast table plan are due 14 days before the wedding day, alongside final payment.

## *Corkage*

We are happy for guests to offer their own wines, however, there will be a corkage fee of £20 for wine and £25.00 for Champagne per opened bottle. The prices quoted are for standard bottles. All other drinks must be purchased within the hotel.

## *Confettis*

Bio-degradable confetti and rose petals are permitted to be thrown within the hotel grounds. Rice is not permitted.

## *Fireworks*


As the Hotel is located in a conservation area, fireworks, sky lanterns and sparklers are not permitted within the Cotswold Lodge Hotel or grounds.

## *Civil Ceremony*

If booking a civil ceremony, you are responsible for checking and booking the registrar to attend on the day. The Cotswold Lodge Hotel is unable to arrange this on your behalf.

## *Noise*

All music must stop on or before 11.30pm unless agreed in writing by the General Manager. Noise must be kept at a reasonable level as deemed by the Duty Manager; the Duty Managers' decision is final.



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## *Flowers*

Let us take care of your wedding flowers. Our flower arrangements are ordered from a local partnered florist. Each flower arrangement is made with seasonal and British flowers in accordance to your colour theme and preferences. If you would like to know more about available flower arrangements and costings, please get in touch with the wedding coordinator. All glassware and other stands and urns are on loan and will have to be returned on departure.

## *Car Parking*

The Cotswold Lodge Hotel has ample parking for residents. We do not reserve parking and it is available on a first-come basis. Nonresident wedding guests can park, subject to availability after 3 pm.

## *Insurance*

We strongly recommend you take wedding insurance to cover for any unknown circumstances. We can suggest a company or you can find your own independently. Do your research carefully and check what is covered by the policy. This should cover all aspects of your wedding day and honeymoon. Any damage, accidental or otherwise, caused by yourselves or the guests of your wedding will be charged to you.

