



THE BIRCH HOTEL

# Your Wedding

*at The Birch Hotel*

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A warm, characterful setting for a wedding day that feels completely your own.

Haywards Heath, West Sussex





# Your day, your way



Your wedding day is one of life's most important celebrations. At The Birch Hotel, our wedding team is here to help you create a day that feels relaxed, personal and beautifully organised.

The hotel combines original Victorian character with welcoming function spaces, landscaped grounds, guest bedrooms and free parking.

“From your first enquiry to the big day itself, we will help you shape a celebration that works for you.”

Preferential bedroom rates are available for wedding guests, subject to availability.



# Saying “I Do”



## The Sussex Room

An elegant room licensed for Civil Marriage and Partnership Ceremonies, accommodating up to 60 guests. The room leads directly to the lawn, giving you a lovely setting for photographs after the ceremony.



## The Courtyard Room

A light and airy reception space with a conservatory feel. It can accommodate up to 80 guests for the Wedding Breakfast and up to 120 guests for the evening reception.

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Room capacities and availability are subject to final confirmation with the hotel.



# The Diamond Package

## CURRENT PACKAGE PRICING

Based on 55 daytime guests and catering for 70 evening guests

2026

**£10,266.50**

Adult extra guest £116.25  
Child extra guest £50.00

2027

**£10,779.83**

Adult extra guest £122.06  
Child extra guest £52.50

2028

**£11,318.82**

Adult extra guest £128.16  
Child extra guest £55.13

**£500 NON-REFUNDABLE DEPOSIT REQUIRED TO SECURE YOUR DATE**

2027 prices are 5% above 2026. 2028 prices apply a further 5% increase to 2027.

## Your package includes

- Ceremony and reception room hire
- One reception arrival drink per guest
- Three-course Wedding Breakfast with tea or coffee and chocolate mints
- Two glasses of house red or white wine per adult
- One glass of sparkling wine for the speeches
- DJ and evening entertainment
- Evening buffet for 70 guests
- Top-table flower arrangement and five table flower centrepieces
- Chair covers and coloured sashes for 55 chairs
- Cream or red aisle runner
- White table linen and napkins
- Cake stand and cake knife
- Table-number/name stands
- Wooden adjustable easel for your table plan
- Wooden laminated dance floor
- Bridal get-ready arrangements
- Bride and Groom accommodation including breakfast for one night
- Dedicated Wedding Planner
- Preferential bed and breakfast rates for your guests



# Wedding Breakfast Menu

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## Starters

### Choice of Homemade Soup (V)

Tomato & basil, leek & potato, broccoli & Stilton, or carrot & coriander

### Fanned Seasonal Melon (V)

Citrus fruits, red fruit coulis and orange zest confit

### Heritage Tomato & Mozzarella Salad (V)

Basil pesto dressing

### Home-Made Ham Hock Terrine

Piccalilli, dressed leaves and toasted sourdough

### Smoked Chicken & Cashew Nut Thai-Style Salad

### Melon Slices with Italian Prosciutto Ham

## Mains

### Baked Fillet of Scottish Salmon

Herb crust and dill cream sauce

### Pan-Fried Chicken Breast

White wine and tarragon cream

### Slow-Roasted Loin of Pork

Apple sauce and crackling

### Roasted Sirloin of British Beef

Yorkshire pudding and red wine & thyme jus

### Leek & Mature Cheddar Cheese Tartlet (V)

Chive cream sauce

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Please advise the hotel of all dietary requirements and allergies when confirming your menu choices.



# Desserts & Evening Buffet

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## Desserts

### Baked Vanilla Cheesecake

Fresh strawberries and fruit coulis

### Vegan Chocolate Brownie (VE)

Raspberry coulis and vegan vanilla ice cream

### Home-Made Lemon Tart

Mango and passion fruit sorbet and whipped cream

### Individual Raspberry Pavlova

Whipped cream

### Coffee & Tea

Chocolate mints

## Evening Buffet

Cumberland sausage and bacon brioche baps

Grilled field mushroom brioche baps (V)

Falafel, hummus and salad wrap (V)

Mint raita dressing (V)

Spicy potato wedges with tomato salsa dip (V)

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Vegan and gluten-free options are available on request.

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Please advise the hotel of all dietary requirements and allergies when confirming your menu choices.



# Final touches



## Food & Drink

Canapés for arrival drinks or the evening reception

Rosé Champagne for arrival drinks and/or toasting drinks

Cheeseboard for the Wedding Breakfast or evening reception

## Upgrades

Wine upgrades for the Wedding Breakfast

Bottled beer with the Wedding Breakfast

Balloons or additional table-centrepiece styling

Speak to your Wedding Planner about availability and pricing for optional additions.

## NEXT STEPS

# Begin your celebration

To secure your preferred date, please contact The Birch Hotel to check availability. A £500 non-refundable deposit is required to secure your wedding date.

### The Birch Hotel

Lewes Road  
Haywards Heath  
West Sussex  
RH17 7SF

01444 447165  
events@birchhotel.co.uk

### Civil ceremonies

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

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

## Booking information

The £500 non-refundable deposit secures the confirmed wedding date. 50% of the contractual amount is due no later than six months before the event, with the final balance due no later than three months before the event.

Minimum numbers, cancellation provisions and the hotel's full Terms & Conditions apply. Package contents, prices, menu choices and availability are subject to final confirmation at booking.





# Wedding Terms

Updated working draft - 2026

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## 1. Your agreement

These terms form part of the agreement between The Birch Hotel ("the Hotel") and the person or persons making the wedding booking ("the Client"). The signed wedding agreement, confirmed package, agreed menus and any written amendments together form the contract. If there is any inconsistency, the most recently agreed written confirmation will apply.

## 2. Securing your date

A £500 non-refundable deposit is required to secure the agreed wedding date. A booking is provisional until the Hotel receives both the signed agreement and the deposit. The deposit will be credited against the final contract value but is non-refundable except where required by law or where the Hotel cancels and no suitable alternative is accepted.

## 3. Prices

Package prices are those confirmed in writing for the booked wedding year. The brochure currently shows 2026 pricing, with 2027 increased by 5% and 2028 increased by a further 5%. Optional extras, additional guests or supplier charges will be confirmed separately. Prices are inclusive of VAT at the prevailing rate unless stated otherwise.

## 4. Payment schedule

Unless otherwise agreed in writing, 50% of the contractual amount is due no later than six months before the wedding. The final balance is due no later than three months before the wedding. Additional charges agreed after final payment, including extra guests or approved additions, must be paid by the deadline shown on the Hotel's invoice.

## 5. Guest numbers

The Client must provide final guest numbers, menu choices and dietary requirements by the date requested by the Wedding Planner. Charges will be based on the final confirmed number or any applicable package/minimum number, whichever is greater. Increases after the final confirmation date are subject to capacity and availability.

## 6. Changes to your booking

Requests to change the date, rooms, package, timings, menu or other agreed arrangements must be made in writing. Changes are subject to availability and may change the price. A date change is not confirmed until accepted by the Hotel in writing.



# Cancellations & responsibilities

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## 7. Cancellation by the Client

Cancellations must be made in writing and take effect when received by the Hotel. The Hotel's existing cancellation schedule is: between 9 and 6 months before the wedding - 50% of the contractual amount; between 6 and 3 months - 75%; within 3 months - 100%. The £500 deposit remains non-refundable. Any cancellation charge will be applied in accordance with applicable consumer law and will not exceed losses the Hotel is legally entitled to recover.

## 8. Cancellation or changes by the Hotel

The Hotel may make reasonable operational changes where necessary, including changes to an assigned function room or facilities, provided the overall service is not materially reduced. If the Hotel cannot host the wedding for reasons within its control, it will discuss a suitable alternative or refund amounts due in accordance with the Client's legal rights.

## 9. Client responsibilities

The Client and guests must comply with licensing, health and safety, fire, security and other reasonable Hotel requirements. Children must be appropriately supervised. Guests must not bring food, drink, hazardous items or equipment onto the premises without prior written permission. The Hotel may refuse or stop unsafe or unlawful activity.

## 10. External suppliers

All external suppliers, entertainers and contractors must be approved by the Hotel in advance and comply with the Hotel's access, insurance, electrical safety, fire and operating requirements. The Client is responsible for ensuring suppliers provide any documentation requested by the Hotel by the stated deadline.

## 11. Damage & loss

The Client is responsible for reasonable costs arising from damage to the Hotel's property caused by the Client, guests or suppliers, except to the extent caused by the Hotel. Personal belongings remain the responsibility of their owners. Any damage charge will reflect the reasonable cost of repair, replacement or cleaning.

## 12. Conduct

The Hotel may require any person whose behaviour is abusive, threatening, unsafe, illegal or seriously disruptive to leave the premises. The Hotel will act reasonably when exercising this right and will take account of the safety and enjoyment of guests, staff and other visitors.



# Food, service & the unexpected

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## 13. Food, allergies & dietary needs

The Client must tell the Hotel about allergies, intolerances and dietary requirements by the final menu deadline. The Hotel will take reasonable care when preparing and serving food, but guests with severe allergies should discuss their requirements directly with the Hotel. Menus and ingredients may change where products are unavailable, and a suitable alternative of comparable quality will be offered where reasonably possible.

## 14. Alcohol & licensing

Alcohol may only be supplied and consumed in accordance with the Hotel's premises licence and applicable law. The Hotel may refuse service to anyone who appears intoxicated or where service would be unlawful. No alcohol may be brought onto the premises without prior written agreement.

## 15. Timings & access

Event timings, supplier access, music finish times and room vacating times must follow the final function schedule and licensing requirements. Any requested extension is subject to availability, licensing and additional charges. The Hotel cannot guarantee early access unless agreed in writing.

## 16. Events beyond reasonable control

Neither party will be responsible for failure or delay caused by circumstances genuinely beyond its reasonable control, such as serious utility failure, extreme weather, fire, flood, government restrictions, industrial action or other comparable events. The affected party must communicate promptly and take reasonable steps to reduce the impact. Where the wedding cannot proceed, the parties will discuss postponement, alternative arrangements and any refund due under applicable law.

## 17. Hotel liability

The Hotel will provide its services with reasonable care and skill. Nothing in these terms excludes or restricts liability where it would be unlawful to do so, including liability for death or personal injury caused by negligence, fraud, or the Client's statutory consumer rights. The Hotel is not responsible for losses that were not caused by its breach or were not reasonably foreseeable when the contract was made.

## 18. Complaints

Please raise any concern with the Wedding Planner or duty manager as soon as possible so the Hotel has an opportunity to resolve it. If the matter is not resolved during the event, the Client should contact the Hotel in writing with the details and supporting information as soon as reasonably practicable.



# Privacy, notices & acceptance

## 19. Privacy & personal information

The Hotel will process personal information for booking administration, event delivery, payment, legal and operational purposes in accordance with applicable UK data protection law and its Privacy Policy. The Client should only provide guest information that is necessary for the booking and should make guests aware when their details are shared with the Hotel.

## 20. CCTV

CCTV may operate in and around the Hotel for security, safety and crime prevention. Where footage contains identifiable individuals it is handled in accordance with applicable data protection requirements and the Hotel's retention and access procedures. Further information is available from the Hotel on request.

## 21. Photography & publicity

The Hotel will not use identifiable wedding photographs supplied by the Client for promotional purposes without appropriate permission. Separate arrangements may apply to photographers or videographers engaged by the Client, who remain responsible for their own permissions and data protection obligations.

## 22. Registrar arrangements

Couples wishing to use a registrar at the hotel should contact the registrar at: West Sussex Register Office, Southgate Avenue, Crawley, RH10 6HG. The legal ceremony is arranged separately from the Hotel booking and remains the Client's responsibility.

## 23. Notices & governing law

Formal notices concerning cancellation, postponement or a material contract change should be sent in writing to the contact details stated in the wedding agreement. The contract is governed by the law of England and Wales. Nothing in these terms removes any mandatory consumer rights.

## 24. Agreement

The Client confirms that they have read and understood the wedding agreement, package details and these Terms & Conditions. Any amendment must be agreed in writing by the Hotel and the Client.

### CLIENT ACCEPTANCE

Client name: \_\_\_\_\_

Wedding date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

*Working draft updated for 2026. The Hotel should obtain legal review before issuing these terms as a binding consumer contract.*