



# THE COUPLES AREA

*Everything you need to know about your special day at Sandford Springs*

*Featuring Chris Kemp Photography, Shelley Daniel Photography & Annabel Farley Photography*



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## *Your Wedding Journey, What Happens Next?*

As you have now booked your wedding here with us at Sandford Springs, we have put together a time schedule to ensure the run up for your special day goes as smoothly as possible.

### *Couples area*

The best place to start is the couples area. Here we have put together key information needed to plan your special day. You will receive your link at the time of booking your wedding.

### *6 months prior to your day*

Prior to your wedding day, we should arrange your menu tasting to allow for your decision and also for any changes that you may see fit to make. Please note that our menus are subject to change up until your wedding tasting.

Upcoming wedding tasting dates: Thursday 12th October 2023 | Thursday 29th February 2024

### *3 months prior to your day*

We should have confirmed your menu choice with any dietary alternatives agreed.

### *1 month prior to your day*

We ask for a finalised order of the day, from arrival to the first dance, including timings for all catering.

### *7 days prior to your day*

We should have received your table plan, including numbers, dietary requirements and any children's portions.





## *Frequently Asked Questions*

*Will you help plan my day?*

Robin and Louise, our experienced wedding co-ordinator's can help you plan the entire event from flowers to photographs, ensuring that you will have a day that you will always remember.

*Do you have recommended suppliers?*

We have a unique, well thought through recommended supplier list. You can find this via the 'Recommended supplier list' button.

*What is your maximum capacity?*

Wedding receptions can be held for a maximum of 140 guests and with a number of different spaces available we can offer intimate settings for smaller weddings. Evening celebrations are available for up to 200 guests. Our ceremony room seats a maximum capacity of 100 people.

*Do you have minimum guest numbers?*

Our minimum number is 30 people if your wedding is during the week and 70 if your wedding is on the weekend.

*Can our guests use confetti?*

Yes, we ask that you and your guests use biodegradable confetti.





# Hotel Frequently Asked Questions

*When do guests need to pay by?*

Payment is due 7 days prior to arrival.

*How do guests pay?*

Payment can be made via debit card over the phone by calling Sandford Springs on 01635 296800

*How many guests can stay overnight?*

The maximum number of guests that our hotel can accommodate is 80 adults and 6 children. Please note that this is dependant on availability.

*Do you have any family rooms?*

Yes, we have superior bedrooms with 2 Z beds for 2 adults and 2 children under the age of 12. We also have interconnecting bedrooms for 2 adults and 2 children over the age of 12. We have a total of 4 interconnecting bedrooms.

*Do you have travel cots?*

Yes, we have four travel cots available.







*What time can we access bedrooms?*

Check in at the Sandford Springs Hotel is from 3pm

*Can early access be arranged?*

An early check in can be arranged by our Hotel Manager.

*Please note that this will be dependant on hotel availability and there will be an added charge.*



*What time is departure?*

Check out at the Sandford Springs Hotel is by 11am

*Is breakfast included?*

A buffet breakfast is available from 7:30AM – 10:30AM prior to departure. on weekends and 7:00am-10:00 on weekdays.

*If you would not like breakfast included please ensure that you book a 'room only' bedroom.*



*Is smoking permitted?*

Smoking is strictly prohibited in the Sandford Springs Hotel. Smoking is only permitted in designated areas outside.

*Are pets allowed?*

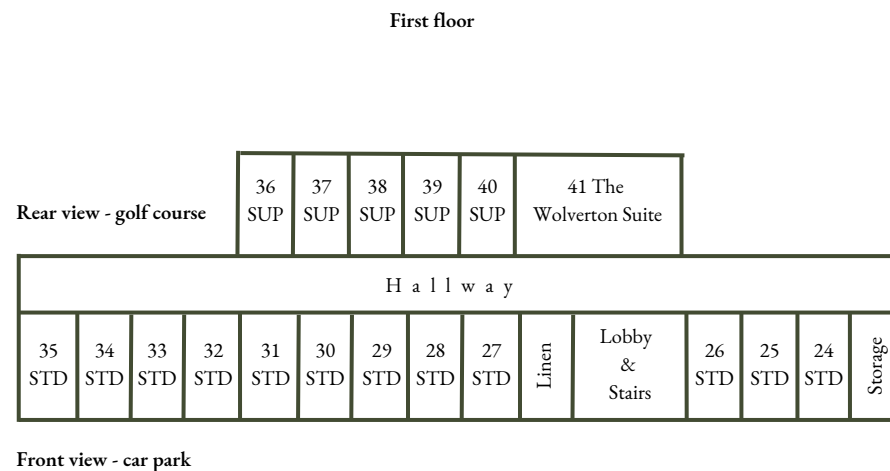
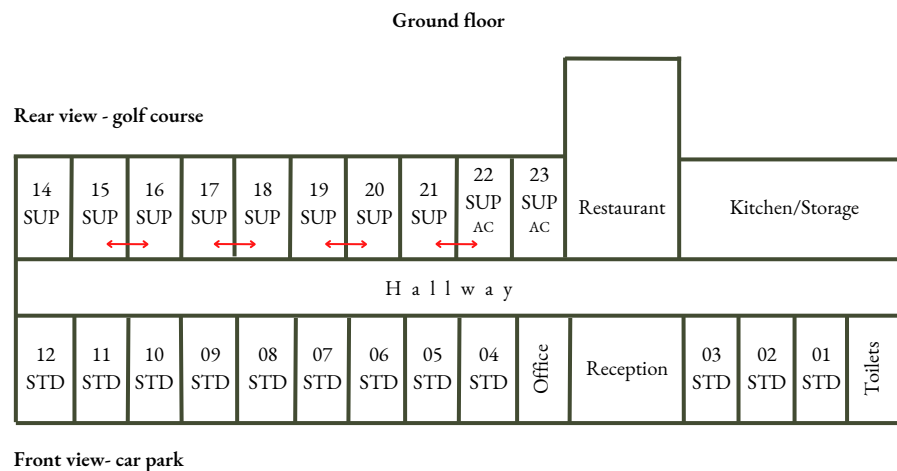
Unfortunately, we are unable to accommodate pets onsite.

# Hotel Bedrooms

Our 4 Star Hotel comprises of 23 standard rooms, 15 superior rooms and 1 spacious suite all with en-suite bathroom facilities. Many of the hotels spacious bedrooms offer stunning views across the Woods course where you can relax and watch the world go by. The rooms also include free Wi-Fi, room service, air conditioning, hot beverage facilities, a television and hairdryers. Attention to detail, thoughtful extras and above all comfort, contribute to a restful stay at our 4\* hotel in Hampshire.

Please see below for our hotels floor plan.

SUP = Superior bedroom | STD = Standard bedroom | ↔ = Interconnecting bedroom





# Key Timings



**Ceremony**

2pm



**Reception drinks**

2:45pm



*Photos are taken in between your reception drinks and receiving line*



**Receiving line**

4:45pm



**Wedding breakfast**

5pm



**Toast and speeches, followed by tea and coffee in the Sandford Lounge**

6:30pm



**Evening guests**

7:00pm



**Cake cutting and first dance**

8pm



**Evening buffet**

8:30pm



**End of the day**

12am





# Function Room Information & Key Measurements

## *The Clockhouse Suite*

The Clock House offers an impressive setting for your civil ceremony with a vaulted ceiling, open beams and views of the Kingsclere countryside. It provides seating for up to 100 guests with views overlooking the golf course.

## *The Garden Suite*

The Garden Suite offers a large space with a bespoke dance floor specially made underneath the raised ceiling. It provides seating for up to 140 guests with views across the golf course.

## *The Sandford Lounge*

This bright open room is the perfect place for pre wedding drinks, welcome drinks and receiving line into the Garden Suite. With full length windows offering panoramic views across the golf course, the Sandford Lounge is a relaxed area to enjoy your reception with friends and family prior to your wedding breakfast.

### **Key measurements for the Clockhouse Suite:**

Width: 4.5m  
 Length: 15m  
 Area: 67.5m  
 Ceiling height minimum: 2m  
 Ceiling height maximum: 3m  
 Door height: 2m  
 Door width: 1.5m  
 Elevator height: 1.9m  
 Elevator Width: 0.9m  
 Floor level: L1  
 Shape: Rectangular

### **Key measurements for the Garden Suite:**

Width: 15.5m  
 Length: 14.6m  
 Area: 226.3m  
 Ceiling height minimum: 2.38m  
 Ceiling height maximum: 10m  
 Door height: 2m  
 Door width: 1.65m  
 Elevator height: 2m  
 Elevator Width: 0.9m  
 Floor level: Ground  
 Shape: Circular

### **Key measurements for the Sandford Lounge:**

Width: 10m  
 Length: 13.7m  
 Area: 137m  
 Ceiling height minimum: 2.38m  
 Ceiling height maximum: 2.71m  
 Door height: 2m  
 Door width: 1.65m  
 Elevator height: 2m  
 Elevator Width: 0.9m  
 Floor level: Ground  
 Shape: Rectangular

# Preferred Suppliers

## Photography / Videography

**Shelley Daniel | Photography**  
shelley.daniel@sky.com | shelley-photography.co.uk

**Annabel Farley | Photography**  
annabel@annabelfarleyphotography.co.uk | annabelfarleyphotography.co.uk

**Chris Kemp | Photography**  
chris@chriskemp.co.uk | chriskemp.co.uk

**Russel | Videography**  
info@brideandzoom.co.uk | brideandzoom.co.uk

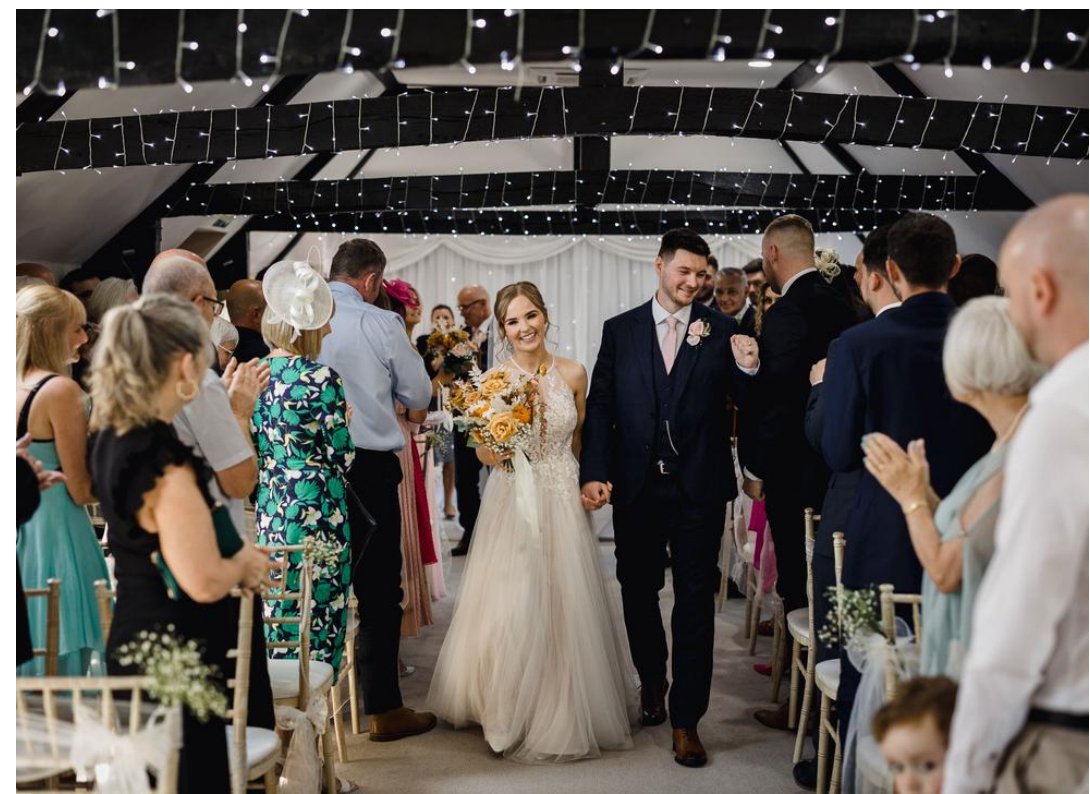
## Decorations & Entertainment

**Events 4 U | Decorations**  
sales@balloonsforu.co.uk | eventsforu.co.uk

**The Wedding Package Company | Decorations**  
lorna@theweddingpackagecompany.co.uk

**Absolute Entertainment | Photo Booth**  
absolute.entertainment18@gmail.com

**Steven Honeyball | DJ**  
dj@stevenhoneyball.co.uk | stevenhoneyball.co.uk







**Liam Swan | Photo Booth**

[liam@laxuk.com](mailto:liam@laxuk.com)

**Dazzlin Events | DJ & Photo Booth**

[darrenpaulrichards@gmail.com](mailto:darrenpaulrichards@gmail.com) | [dazzlin.co.uk](http://dazzlin.co.uk)

**Robert Bone | Magician**

[robert@robertbone.co.uk](mailto:robert@robertbone.co.uk) | [robertbone.co.uk](http://robertbone.co.uk)

**Red Hat Magic | Magician**

[danny@redhatmagic.co.uk](mailto:danny@redhatmagic.co.uk)

**No Strings Attached | Band**

[theband@nostringsattached.co.uk](mailto:theband@nostringsattached.co.uk) | [nostringsattachedband.co.uk](http://nostringsattachedband.co.uk)

**Kieron Cox | Acoustic, Guitarist & Vocalist**

[kieronjamescox@hotmail.co.uk](mailto:kieronjamescox@hotmail.co.uk) | [kieroncox.com](http://kieroncox.com)

**Blossom Belle | Florist**

[belleray17@gmail.com](mailto:belleray17@gmail.com) | [blossom-belle.co.uk/about-belle](http://blossom-belle.co.uk/about-belle)

**Suzanne Glew | Cakes**

[suzanneglew@yahoo.com](mailto:suzanneglew@yahoo.com)

**Polly's Parlour | Ice Cream Van**

[pollysparloursouth@gmail.com](mailto:pollysparloursouth@gmail.com) | [pollys-parlour.co.uk](http://pollys-parlour.co.uk)

*Accessories / Clothing*

**Sofi Designs Bridal | Dresses**

[sales@sofi-designs.co.uk](mailto:sales@sofi-designs.co.uk) | [sofi-designs.co.uk](http://sofi-designs.co.uk)





**Wedding Dress Barn | Wedding Dresses**

weddingdressbarn@yahoo.com | theweddingdressbarn.co.uk

**White Rose Bridal Rooms | Wedding Dresses**

info@whiterosebridalrooms.com | whiterosebridalrooms.com

**House of Boemia | Wedding Dresses**

houseofboemia@gmail.com | houseofboemia.co.uk

*Beauty / Relaxation***Truly Colours & Truly Images | Makeup**

gini@trulycolours.co.uk | trulycolours.co.uk

**Laurabella | Spa**

kingsclere@laurabella.co.uk | laurabella.co.uk

**NW Makeup | Hair & Makeup**

nwmake-up.co.uk

**Rachel Maslin | Makeup**

hello@rachemaslin.com | rachemaslin.com

**AlidaK | Hair**

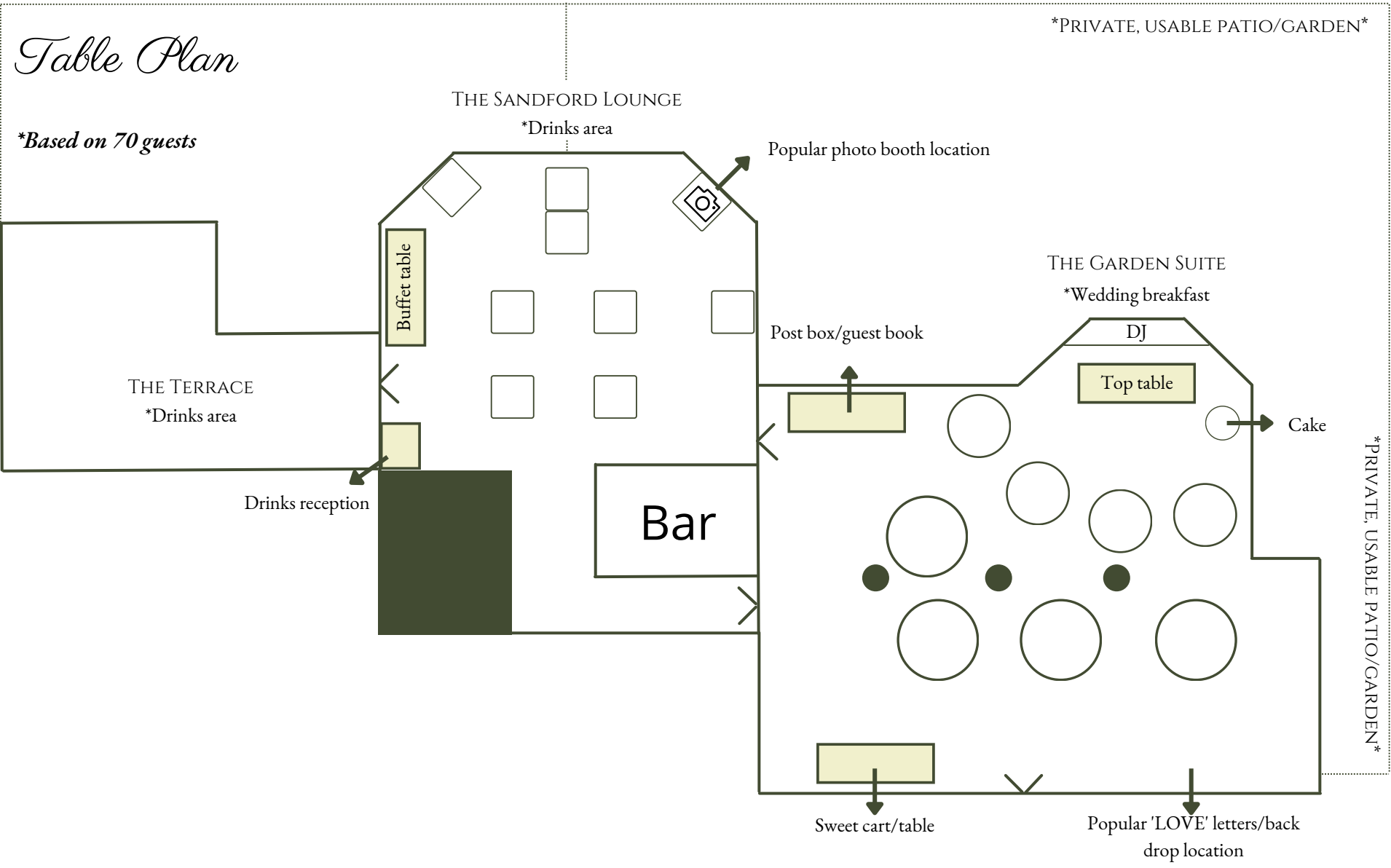
alidak.winchester@gmail.com | alidakhair.com





# Table Plan

*\*Based on 70 guests*



\*PRIVATE, USABLE PATIO/GARDEN\*

\*PRIVATE, USABLE PATIO/GARDEN\*

# How To Find Us

## Our Address

Sandford Springs Hotel & Golf Club  
Kingsclere, Hampshire, RG26 5RT

## From the M3 travelling from the East, North or South

Exit M3 at Junction 6. Follow the signs for Newbury on the A339. Continue for 8 miles. Sandford Springs is located on the right at the foot of the Kingsclere bypass.

## From the M4 travelling from the East

Exit M4 at Junction 12. Follow the A4 towards Newbury for approximately 3 miles. Take the A340 (first exit) at the roundabout towards Aldermaston, continue through Aldermaston village and, after passing the AWE complex on the left, take the third exit at the roundabout, the B3051. Follow the B3051 for several miles until you approach the T-junction at Kingsclere on the A339. Turn left and Sandford Springs is situated on the left.

## From the M4 travelling from the West

Exit M4 at Junction 13. Head south on the A34 until you reach Tot Hill Services. Take the first exit at the roundabout here and follow signs for Newbury. At the next roundabout, take the A339 to Basingstoke. Travel through Headley until you reach the Kingsclere bypass. The Club is on the left at the far end of the bypass.





## *Local Taxi Services*

**Alpha Cars | Basingstoke**

01256 444444

**Delta Cars | Basingstoke**

01256 242428

**Abbott's Cars | Basingstoke**

07585 807058

**Cabco | Newbury**

01635 33333





