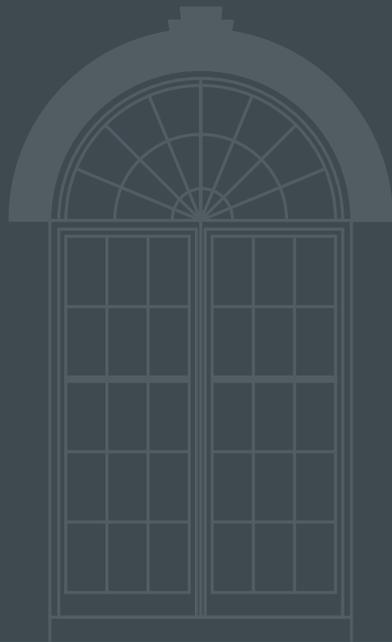


CHARLOTTE HOUSE HOTEL  
LINCOLN



## CHARLOTTE HOUSE HOTEL - LINCOLN

Charlotte House is located within the historic heart of Roman Lincoln, adjacent to the West Gate of the Castle and close to the Cathedral. Nearby are the cobbled streets of Bailgate and Steep Hill, with their eclectic mix of shops, restaurants and cafés.



Our friendly staff will work hard to ensure that your event runs smoothly and exceeds your expectations.

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Perfect for Weddings, conferences or private parties, Charlotte House is next door to the Castle away from the hustle and bustle of the city.

Charlotte House Hotel is perfect for;

- Exclusively 'yours' Weddings
- City breaks (14 individually styled rooms)
- Christenings, parties and naming ceremonies
- Conferences and meetings
- Private dining and entertaining
- Civil ceremonies and partnerships
- Christmas parties and birthday celebrations
- Graduation parties and university visits

## DRINKS ON THE TERRACE OR IN THE BAR

We have a quiet, friendly bar area for residents to enjoy and relax in after a busy day sight seeing or shopping.

Pre-dinner drinks can be enjoyed on the terrace, in our Orangery or in the Library, prior to venturing out into Bailgate where you can enjoy one of the many bistros or fine dining restaurants.

There is a great variety of cuisines from around the world and our staff are happy to make recommendations based on your preferences.

## CORPORATE EVENTS AND PRIVATE DINING

A wide variety of organisations choose us to host their events and private dinners including the Red Arrows, Lincoln Big and the Bailgate Guild.

Our friendly event team can dress the room to suit your requirements and our in-house chef can tailor a menu to your tastes. We can cater for up to 120 guests in a formal setting.

## MEETINGS AND CONFERENCES

Our experienced staff will help organise your business meeting, conference or product launch.

The layout of the hotel, with its well appointed rooms, provides excellent flexibility and natural daylight. Rooms can be arranged in boardroom, conference & cabaret configurations or to suit your individual requirements.

Coffee and refreshments can be supplied as required and our in-house chef will be happy to prepare a range of menu options for you to choose from.

We can also provide a full range of AV facilities, flip charts and notepads.

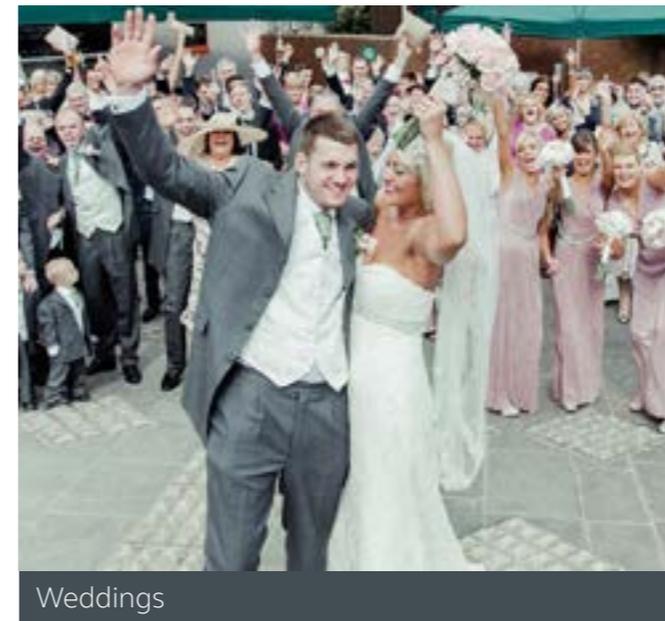
“From start to finish, including the months of organising, communicating over email, and booking rooms for hotel guests, amazing service throughout the day and night, incredible food, beautiful rooms- nothing was too much trouble!”



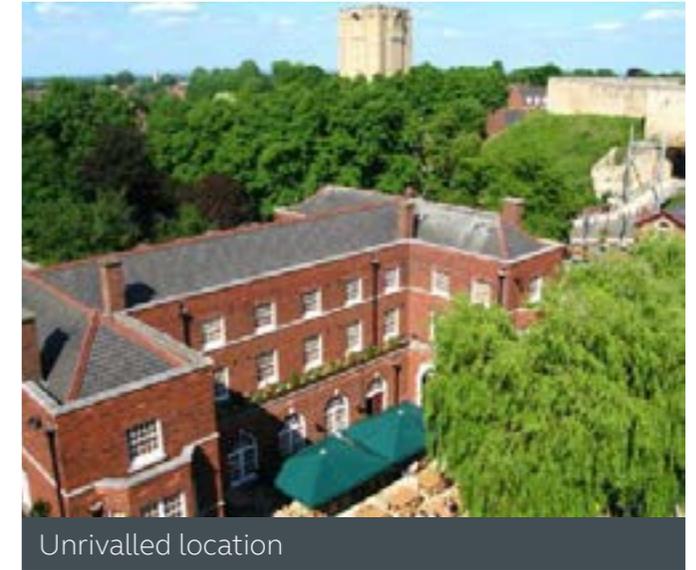
Fully Stocked Bar



Conferencing - Meeting Room



Weddings



Unrivalled location



Delicious Breakfasts



Bespoke Menus



## STAYING WITH US

Charlotte House offers fantastic accommodation located within the heart of historic Lincoln. Whether you are looking for a bed for the night, a mini break or a long holiday to enjoy the sights of Lincolnshire, Charlotte House is the perfect choice.

Within striking distance of both Lincoln Castle and Cathedral, Charlotte House occupies an enviable position within Lincoln's peaceful Lawns site.

Whether travelling for business or pleasure, Charlotte House staff will be delighted to welcome you to our wonderful venue and help ensure a comfortable stay is had by all.

## OUR ROOMS

We boast a fantastic selection of rooms and suites, all stunningly decorated. Choose from a clean crisp contemporary feel or go for a more traditional room - there's something for everyone.





## CONFERENCES

Charlotte House provides a stunning location for your business event or conference. Located in the Cathedral quarter of Lincoln, close to the Castle and Cathedral, there is ample parking for delegates and overnight accommodation if required.

The layout of the hotel, with its well appointed rooms, provides excellent flexibility and natural daylight. Rooms can be arranged in boardroom, conference & cabaret configurations or to suit your individual requirements.

### Key Facilities

Accommodates up to 120 delegates

---

AV Projector

---

Flipchart

---

WI-FI

---

Parking - Pay & Display

---

Refreshments

---

Notepads

---



“We recently had a business evening dinner and I was hugely impressed. The staff were very helpful and the food was excellent. The evening was a great success and I wouldn’t hesitate to use the venue or the team again.”

Simon Taylor, Royal Air Force Aerobatic Team, Red 7

## CORPORATE EVENTS, PRIVATE DINING AND MORE...

A wide variety of organisations choose us to host their events and private dinners, including the Red Arrows.

Our friendly event team can dress the room to suit your requirements and our in-house chef can tailor a menu to your tastes. We can cater for up to 120 guests in a formal setting and 200+ informally.

- Anniversaries
- Award Ceremonies
- Birthdays
- Christenings
- Fine Dining
- Graduations
- Prom Nights
- Weddings
- Conferences
- Afternoon Tea
- Wakes
- Christmas Parties
- NYE Celebrations

## WEDDINGS AT CHARLOTTE HOUSE

Charlotte House is the perfect venue for both your Wedding ceremony and reception. Located in Lincoln's historic Cathedral Quarter, directly opposite Lincoln Castle, the hotel enjoys an enviable position and is situated within beautiful landscaped grounds.

We have a choice of 3 stunning rooms to make your Wedding a truly remarkable occasion, including our breathtaking Orangery with 19 meter glass wall and space for formal seating of 120+ guests.

### THE LIBRARY

Hinting back to the Art Deco period in which Charlotte House was built, this room offers a real sense of grandeur and elegance; ideal for traditional Wedding Breakfasts and entertainment.

FORMAL: 60 Guests  
INFORMAL: 100 Guests



### THE TERRACE

The bright and airy south facing terrace provides a superb venue for less formal functions and is ideal for Hog-Roasts, BBQ's and buffets.

INFORMAL: 200+ Guests



### THE ORANGERY

This contemporary structure, with its 19 meter, 2 storey curtain glass wall is fully air conditioned and provides a fantastic space for both dining and entertainment.

FORMAL: 120 Guests  
INFORMAL: 250 Guests



## EXCLUSIVITY

For extra exclusivity, Charlotte House can be hired in its entirety, offering privacy and flexibility whilst creating a very personal atmosphere. Exclusive usage normally requires the hire of all 14 bedrooms. If you do not require all 14 bedrooms, surplus rooms would be offered and sold as normal.

The hotel will be closed to members of the public, ensuring our staff's fullest attention throughout your special day. Exclusive usage is normally between the hours of 12pm through to 11am the following day. Hotel guests not associated with the Wedding party would be advised of the Wedding reception and that access to the ground floor would be restricted.



## YOU'RE IN SAFE HANDS

At Charlotte House, our dedicated Events Team will be with you every step of the way; from the first meeting to the day itself.

No effort too big and no detail too small, we will ensure you have a truly magical day.

With a wealth of experience, we will help you plan, advise and guide you through every aspect of your event.

## OUR AMAZING WEDDING

- Kate

“We had an amazing day at Charlotte House. From the moment we met with hotel management, we were looked after and had full confidence as to how the day would go.

Peter especially responded to my almost constant stream of email questions quickly, efficiently and kindly. Everything ran like clockwork.

I can't sing the praises of Charlotte House enough. We had a big Wedding, 111 guests in the day and more in the evening, but they weren't phased by that at all.

We would definitely recommend this as a venue for any occasion. I've not smiled that much in one day ever before, it was so special!”





## GET READY WITH US

As part of our Wedding packages, we are able to offer a bridal suite where the bride can prepare for the big day.

The bridal suite is also available for overnight stays before or after your Wedding.



## PERFECT WEDDING

- Amanda T

“The Wedding day for our daughter Aimée to Will was made perfect by the team at Charlotte House!!

The rooms, which were spacious, perfect for getting ready for the Wedding.

Whilst the Wedding venue itself which was perfect to accommodate all the guests without being too large or too small.”



## CIVIL CEREMONIES SET UP

Charlotte House is very popular for civil ceremonies and our Events team will work with you to tailor the day to your individual requirements.

“The venue was amazing, David and Ricky were fantastic. Nothing was too much trouble, they did everything we asked and more.

They really helped take the stress away of the day and allowed us to get on and enjoy ourselves. The rest of the staff were also fantastic.

The bar was always stocked and tended and the food was amazing.

I would recommend anyone wanting to get married here that they book the entire venue, including all rooms so you get the whole day and next, morning for just you and your friends/family.” - Neal W



## WEDDING PACKAGES

From the drinks your guests will receive on arrival, to the background music during your reception, our dedicated Events Teams will work hand in hand with you every step of the way, from our first meeting until you depart from us as a married couple.

No requirement is too big and no detail is too small. We will ensure you have the perfect day.

Charlotte House offers 3 different Wedding packages for you to choose from, however we are more than happy to tailor them to suit your every desire and need.



## “FOREVER” PACKAGE

£5950

“This package includes 70 daytime guests and 100 evening guests”

Our dedicated Events Teams will work hand in hand with you every step of the way, from our first meeting until you depart from us as Married couple

No requirement is too big and no detail is too small  
We will ensure you have the perfect day

### Arrival Drinks on the Terrace

Civil Ceremony Setup

Red Carpet Treatment

Bucks Fizz or Fresh Orange Juice

### Wedding Breakfast

Served in our Magnificent Orangery with Feature Glass Wall

Beautifully dressed tables with White Linen

Choice of Delicious Two Course meal or a Classic Afternoon Tea

A Glass of House Wine for each of your Guests

Iced Water with Lemon & Lime

Ask Your Guests to place their Gifts on Your Present Table

Cake Stand & Knife

### A Toast to you

Your guests will celebrate and Raise a Toast to you  
with a Glass of Sparkling wine

### Ambience

We will provide a Selection of Background Music piped through our State of the Art Sound System,  
Our High Tech Lighting System will create the right mood throughout your day

### Cash Bar Throughout

Serving until 12.00am

### Evening Supper

Bacon & Lincolnshire Sausage Rolls with Cajun Spiced Wedges

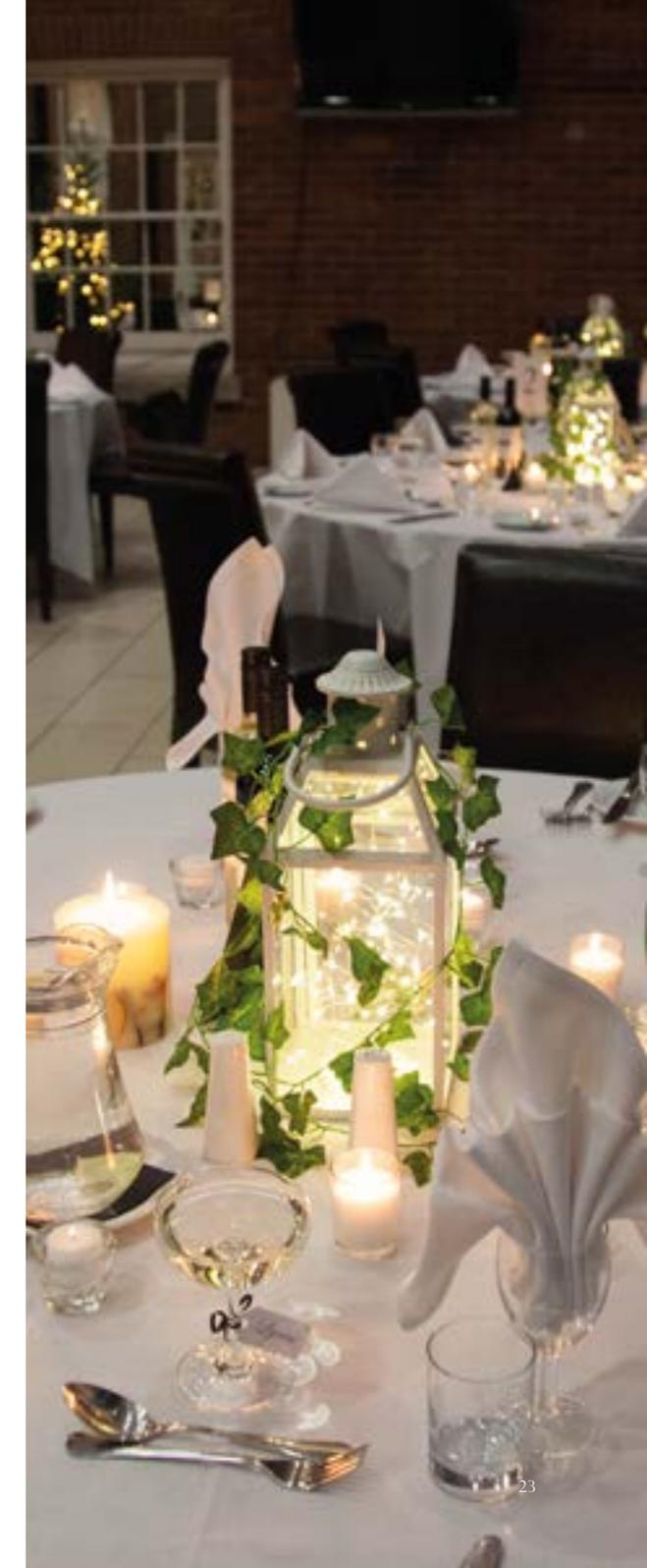
### Accommodation for the Bride & Groom

A One Night Stay in one of our well Appointed Rooms with aspects over the Castle or Lawns

In the morning you will enjoy a Lavish Breakfast in the Library

The Forever package is available Sunday-Thursday, excluding bank holidays.

**Additional Day Guests: £60.00 per head**  
**Additional Evening Guests: £15.00 per head**



## “ETERNAL” PACKAGE

£8250

“This package includes 70 daytime guests and 100 evening guests”

Our dedicated Events Teams will work hand in hand with you every step of the way, from our first meeting today until you depart from us as a Married couple

No requirement is too big and no detail is too small  
We will ensure you have the perfect day

### Civil Ceremony Setup

The Red Carpet Treatment

The Groom will await his Beautiful Bride in our Art Deco Library  
Master of Ceremonies

### Drinks Reception

Your Guests will join you on the terrace  
A Choice of Celebratory Refreshments from our Arrival Drinks Menu.  
Selection of Chef’s Handcrafted Canapés

### Wedding Breakfast

Served in our Magnificent Orangery with Feature Glass Wall  
A Sumptuous Three Course Menu Tailored by You  
Jugs of Iced Water served with Lemon and Lime  
Half a Bottle of House Wine per Person  
Ask Your Guests to Post Their Cards in our Traditional Cast Iron  
Post Box  
Cake Stand & Knife

### A TOAST TO YOU

Your Guests will Celebrate and raise a Toast to you with a Glass of Prosecco

### Cash Bar Throughout

Serving until 12.00am

### Entertainment

The Newlyweds will cut the Cake and open the Floor for the First Dance with our resident DJ playing a selection of uplifting hits through until 11.30pm.

### Evening Buffet

Welcome your Evening Guests and refuel your Day Guests with a tantalizing array of hot and cold snacks and cakes

### Accommodation for the Bride & Groom

A One Night Stay in our Bridal Suite with Complimentary bottle of Sparkling Wine and Chocolates with Aspects over the Castle and Lawns  
In the morning you will enjoy a Lavish Breakfast in the Library

**Additional Day Guests: £95.00 per head**  
**Additional Evening Guests: £19.50 per head**

## “INFINITY” PACKAGE

£9950

“This package includes 70 daytime guests and 100 evening guests”

Our dedicated Events Teams will work hand in hand with you every step of the way, from our first meeting until you depart from us as a Married couple

No requirement is too big and no detail is too small  
We will ensure you have the perfect day

### Civil Ceremony Room

The Red Carpet Treatment  
The Groom will await his Beautiful Bride in our Art Deco Library  
Master of Ceremonies

### Drinks Reception

Your Guests will join you on the Terrace  
Your choice of reception drink...please ask!  
Selection of Chef's Handcrafted Canapés

### Wedding Breakfast

Served in our Magnificent Orangery with Feature Glass Wall  
An Exquisite Three Course Menu Tailored by you  
Tea, Coffee & Petit Fours  
Still and Sparkling Mineral Water  
Half a Bottle of Premium Wine per Person  
Ask Your Guests to Post Their Cards in our  
Traditional Cast Iron Post Box  
Cake Stand & Knife

### A TOAST TO YOU

Your Guests will Celebrate and raise a Toast to you with a glass of Champagne

### Cash Bar Throughout

Serving until 12.00am

### Entertainment

The Newlyweds will Cut the Cake and open the Floor with the First Dance  
Then our D.J play an Uplifting Selection of Hits until 11.30pm

### Evening Banquet

Refuel your Day and Evening Guests with an Abundant Gala Buffet or Pork Roast

### Accommodation for the Bride & Groom

A One Night Stay in our Luxury Bridal Suite with Complimentary Bottle of Champagne and Chocolates with Aspects over the Castle and Lawns  
In the morning you will enjoy a Lavish Breakfast in the Library

Additional Day Guests: £120 .00  
Additional Evening Guests: £27.50





## RECEPTION DRINKS

Appletiser / sparkling elderflower  
/ orange juice

Bucks fizz

Prosecco / sparkling wine

Pimms and lemonade

Gin and tonic

House champagne

Kir Royale

## CANAPÉS

Cotehill blue cheese mousse (v)

Prawn cocktail

Lincolnshire sausage crostini with spiced chutney

Croque monsieur

Cherry tomato, mozzarella and basil bruschetta (v)

Spring onion & potato pakora with raita(v)

Vegetable samosa (v)

Bloody or virgin Mary

Baby salt baked jacket potato  
with sour cream and chive(v)

Mini curry bite (v)

Parma ham wrapped asparagus  
spears with aioli

## SAMPLE MENU

### Starter

Crab, prawn and chilli bon bons, dill cream and pickled cucumber

Grilled 'Golden cross', goats cheese, salt baked beetroot, rocket (v)

Beef carpaccio with caper and mustard dressing and parmesan shavings

### Mains

12 hour slow cooked feather blade of local beef,  
hasselback potato, fine beans, parsnip crisps and oxtail jus

Seabass en papillote, julienne vegetables and new potatoes

Moroccan vegetable tagine with spiced cous cous,  
sour cream and flat bread (v)

### Dessert

Lemon Crème brûlée

Blueberry & gingerbread baked cheesecake,  
vanilla ice cream and fruit compote

Sticky toffee pudding with salted caramel ice cream





## ENTERTAINMENT

Add some special touches to your Wedding to provide your guests with a day to remember.

A perfect time to provide some amazing entertainment is straight after the ceremony, when you are busy taking Wedding photos. Your guests will be talking amongst each other, enjoying a drink and a canapé or two, and a professional entertainer will be a great conversation starter whilst keeping the children happy.

Charlotte House can offer a number of different entertainment options including a table magician or caricaturist, simply see our sample quote for more details.

In the evening, we can provide a disco or live music depending on your individual requirements.





## EVENT CATERING

Here at Charlotte House we pride ourselves on providing high a quality dining experience to each and every guest.

Whether it's a seven course fine dining experience you require or a more informal buffet, you can rest assured that we only use the highest quality ingredients that have been locally sourced where possible.

This, combined with our eye for detail, beautiful venue and dedicated staff, will ensure your day will be one to remember!





## WINTER WEDDING PACKAGE

£4895

“This package includes 70 daytime guests and 100 evening guests”

Turn your Wedding into a Winter Wonderland! Our package includes the following touches:

---

Ceremony Room Hire

---

Prosecco drinks reception

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3 Course Wedding Breakfast

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White table linen and napkins

---

Cake stand and knife

---

Half bottle of wine per person

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Glass of prosecco to toast the Bride and Groom

---

Evening snacks (bacon/sausage rolls, wedges)

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House disco

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A One Night Stay in our Bridal Suite followed by a sumptuous breakfast the following morning

**Additional daytime guest £65**

**Additional evening guest £12.95**

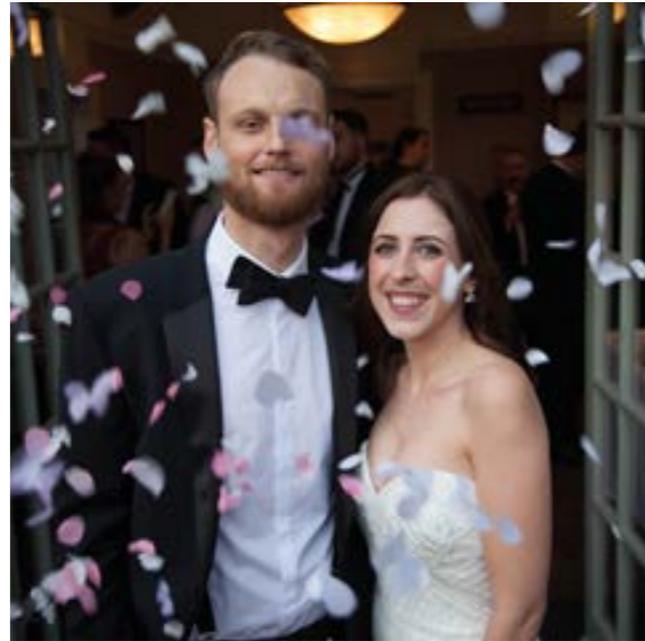
Our special winter wedding package is available from Monday-Sunday between November & February. Date exclusions apply.

## SAMPLE QUOTE

### Typical Example:

Based on 'Eternal' package for  
70 Daytime Guests and an additional 30  
Evening Guests.

70 Daytime & 30 Evening Guests	£8,250.00
<b>Sub Total</b>	<b>£8,250.00</b>
<b>Less £500 deposit</b>	<b>£7,750.00</b>
10% Pre-payment discount when full payment is received within four weeks of the deposit.	-£775.00*
<b>Balance with Pre-payment discount</b>	<b>£6975.00</b>
<b>Balance Payable without Pre-payment</b>	<b>£7750.00</b>



\* See details on the Pre-payment discount on the next page

## PRE-PAYMENT

Here at Charlotte House we appreciate that Weddings are a significant expense; may we therefore take this opportunity to let you know about our 10% 'pre-payment discount' offer.

For example; should your post-deposit balance be £5000 this would represent a saving of £500 meaning that you would only pay £4500.

Should you wish to take advantage of this offer we would invite you to visit the hotel and discuss your anticipated costs.

## ACKNOWLEDGEMENTS

AW Photographic - [www.awphotographic.org.uk](http://www.awphotographic.org.uk)

Natalie Lauren Photography - [www.natalielaurenphotography.co.uk](http://www.natalielaurenphotography.co.uk)

Paul Massey Photography - [www.masseyphotography.co.uk](http://www.masseyphotography.co.uk)

David Lowerson - [www.davidlowersonphotography.co.uk](http://www.davidlowersonphotography.co.uk)

Mark Pugh - [www.mpmedia.co.uk](http://www.mpmedia.co.uk)

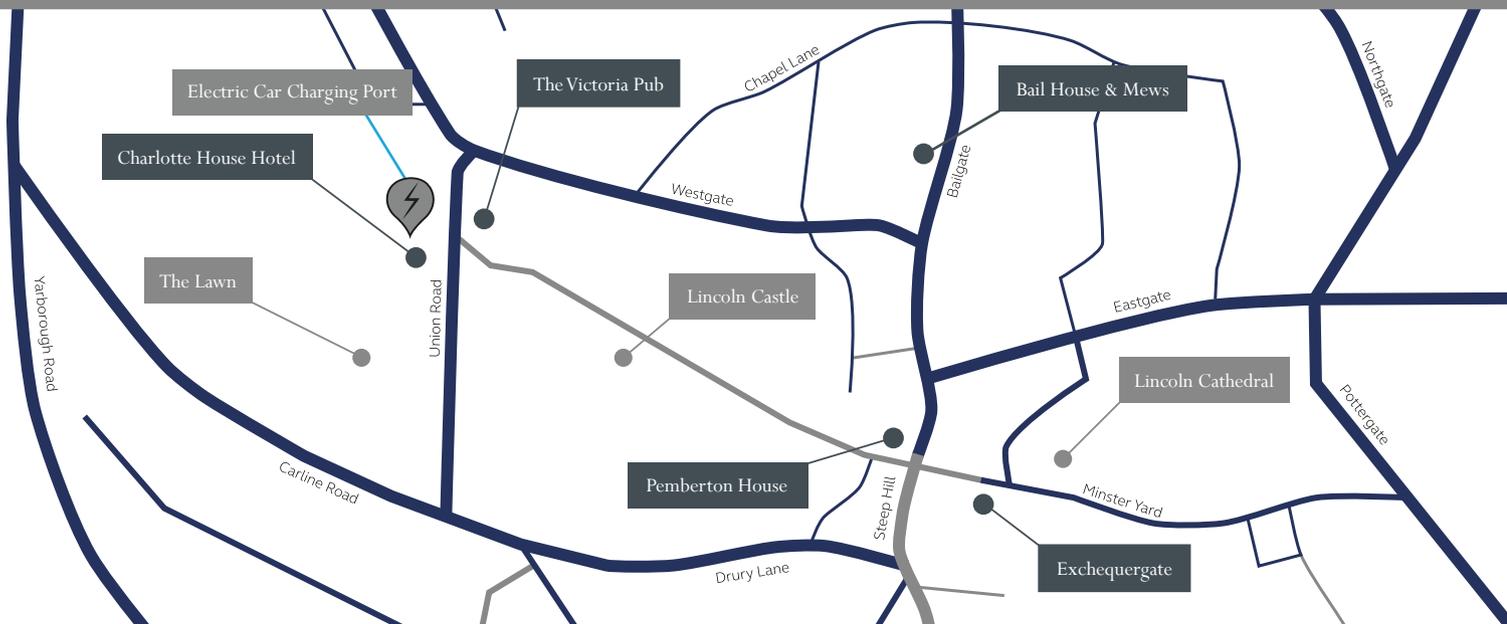
Please note that all pre-payments are non-refundable. We recommend Wedding insurance which is widely available. Insurance for your big day is essential and may cover not only any payments but also items such as the dress and presents received etc.

To take advantage of this offer your pre-payment must be received within 4 weeks of paying your deposit.



“Beautifully decorated bedrooms with outstanding shower room and comfy bed.  
Absolutely delightful, an excellent value for money and a great location.”

“Stunning location, beautiful rooms, very friendly staff. Dave on reception was charming,  
wonderful breakfast, would highly recommend this hotel to anyone going to Lincoln and  
would stay here again. Felt safe and secure.”



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[charlottehouselincoln.com](http://charlottehouselincoln.com)

Rated Excellent  
on Booking.com