

# Planning Your Wedding



*Congratulations* on booking your special day! Planning your wedding can be a very overwhelming time so here is a basic guideline to help you, which also highlights some of our rules and regulations. Please read through this before signing the booking form.

## *Time Line*

As most weddings are booked well in advance, I won't need to see you until nearer the date, however if you ever have any questions before we meet up please feel free to contact me.

The two **one hour** planning appointments are usually held as below. However, if you feel you might need a little more time, additional planning appointments can be arranged and would be charge at £25 per hour.

**2/3 months before the wedding** at this appointment we will go through the Wedding Schedule, and try to complete as much of it as possible. This will include:-

- Timings
- Food & drink choices
- Overview of flowers and decorations
- Accommodation bookings
- Any questions

**And then 6 weeks before the wedding** (when possible)....we will go through the Wedding Schedule again and confirm all the details. This will include:-

- Confirming the timings and food & drink choices
- Final numbers
- Final room layout
- All finishing touches

**6 Weeks Before the wedding** full and final payment must be made; at the 6 week appointment we will confirm the final balance with you. This can be paid by cash, banks transfer or credit/debit card either in person or over the phone. We do not accept cheques.

***Sometimes it isn't always possible to get the final details 6 weeks before so if this is the case (and as long as I am aware of it) we can always work to 4 weeks.***

**2 Weeks before the wedding** we must have received an informal copy of the Table & Room Plan; this can be posted, dropped in or emailed to me.

If guests are having a choice menu then we also must receive the detailed order by table. A list of what each guest is having, with a total of each dish per table, and also a grand total of each dish. I do have a template you may want to use for this.

If you would like us to decorate the room for you – (as it usually isn't possible to have access the day before.) The day or 2 before the wedding we will need all your decorations which we need to lay out, the place cards, table numbers and favours etc. A good way to get this ready is to make a box or bag per table with the relevant place cards, table number or name and favours for that table. There is usually a setup fee of £125. The charge might vary depending on the amount of work involved.

## Civil Ceremonies at Our Venue

**For ceremonies,** The Wellington Suite and Courtyard can hold a maximum of 60 guests and The Clifton Room can hold a maximum of 45 guests. There is an additional £250 charge to hold the ceremony outside, please ask for more details and we can go through this option with you.

You must contact Halifax Registry Office on 01422 288080 to book a Registrar to come here and perform the Ceremony. You can only book the ceremony 1 year before the wedding date. The earliest ceremony time we allow at the venue is 12pm start.

A Civil Ceremony lasts from 15 minutes up to 30 minutes depending on song and reading choices. The Ceremony cannot contain any readings or songs with religious words or references.

If you want to get ready at the hotel I cannot guarantee an early check in if the hotel is full the night before. If you would like to book a bedroom the night before your wedding then please ask for a special rate. It is sometimes nice for the bride to stay over and relax with her bridesmaids the night before the wedding!

I would recommend arranging for flowers and or candles to be in your ceremony room, as it looks nice in your pictures and they can then be moved through into your wedding breakfast room after your ceremony. I do have an aisle runner available to hire.

The number of chairs and rows in your ceremony will depend on your final numbers however if you would like to supply us with some name cards we can put these on the first couple of rows to reserve them for immediate friends and family.

You may arrange to have live music, a phone/tablet for your ceremony music. I recommend:-

- **A song for the Bride walking down the aisle**
- **2 songs for the signing of the register**
- **A song for you walking out together as husband & wife**

Please ensure that all songs, if supplied by a phone/iPod, are all on one play list. Please also ensure that you clearly label the tracks in order & advise when they are to be played. The event Manager on the day will control the music (or we may have a designated member of staff), to ensure that the correct song is playing at the correct time. Ideally we need the music the day before.

## A Guide to Your Running Order

We will work around your chosen ceremony time, however, for a Church wedding we recommend no later than 2pm for your ceremony (depending on your requirements).

**If you are having a Church ceremony**, please allow an hour for this and then allow additional time for photographs at the Church and then for travelling to the hotel.

**Civil Ceremonies** take up to half an hour.

**After your ceremony** I recommend at least an hour for your drinks reception and photographs. Please discuss this with your photographer to establish how long they will need.

For all your guests to find their seats and sit down for the meal we allow 10 minutes.

**The meal & coffee** takes around 2 – 2.5 hours to be served dependent on numbers.

**Speeches** can be held before or after the meal; please allow for up to half an hour for three speeches (Father of the Bride, Groom and then Best Man)

**Cutting of the cake** can be performed either after the speeches or before the first dance in the evening reception. Please allow 5 - 10 minutes for this.

**After you have finished the daytime formalities** all guests can go and relax with a drink in the reception room and courtyard, or perhaps go to their rooms to freshen up.

During this time we will refresh the room ready for your evening reception and put in the DJ and dance floor and any preparations for the evening. We generally need 30 minutes to do this.

**The evening buffet** can be served at any time chosen by you up until 9.15pm. We can cut and serve the cake afterwards if requested.

**Last Orders is at 11pm** unless you ask for a license extension. We can either apply for 12am at £100 or 12.30am at £200. There isn't an additional late license for residents.

**The Wellington Suite & Reception Room must be vacated by 1am.** Should you have exclusive use of the venue, The Clifton Room must be vacated by 10pm. Any cake, flowers etc can be left in the room until the morning but we do ask that any valuables be taken to your room.

*Please note the courtyard closes and 9pm and all guests will be asked to move inside. We are not licensed for music in the courtyard. We ask guests to protect our licence by not screaming or shouting, and we will not tolerate antisocial behaviour. Any smokers after 9pm will be asked to smoke out front. The courtyard can only be used for access to the hotel rooms from 9pm.*

# Bedrooms & Check In & Out Times

**We have 13 bedrooms** available for your guests including our Bridal Suite. At the end of this document you will find an overview of the bedrooms and a guide to their occupancy. This is mainly in case you have certain members of your party who require a ground floor room or a room with additional beds. All of our rooms are online so you and your guest can have a good look at them.

The first bedroom to book should be your own! This is usually the 'Epernay' room unless you have requested a different one. We do not require a deposit for your room booking.

The three rooms above The Wellington Suite must be occupied by your guests from the wedding party. If these aren't booked out there is a £200 charge.

All guests must then book their rooms direct. This will save you additional work and we also require a non-refundable deposit of £50.00 per room, per night. The remaining balance of the bedroom is then payable on departure, including any extras charged back to the room. Room bookings for guests can be confirmed with the deposit 6 months before – we can hold them in their name prior to this.

Guests with the wedding party get a 10% discount on standard double occupancy rates on the night of the wedding only. Additional nights are charged at standard rates.

The rooms will be kept blocked out for you (if you have requested this), until 8 weeks before when we will release the rooms to be booked by other guests. Should I have any enquiries for private bookings prior to this, I will need a decision on the rooms earlier.

**Check in is at 2pm**, as we are only a small hotel we cannot guarantee early check in times. The best way to ensure you have early access is to also book the room for the night before subject to availability. However, if we are not full on the night before your wedding, some rooms may be available earlier. Please check nearer the time.

For a bride getting ready at the hotel we can prioritise her room being available for 12.00pm. ***Please check with me.***

## **Breakfast Times:**

8am – 9.00am Monday

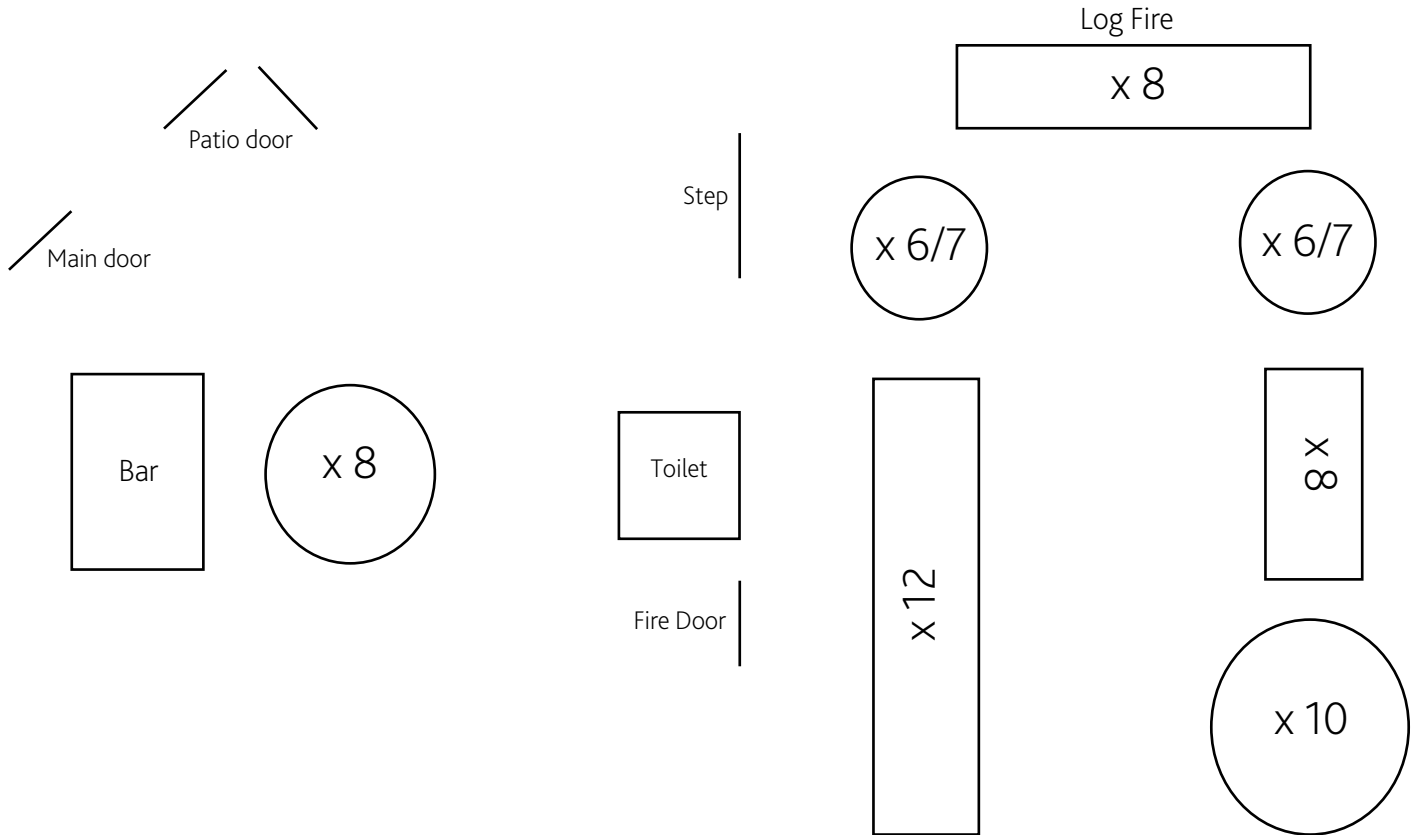
7am – 9.00am Tuesday - Friday

8.30am – 10am on Saturday & Sunday

Additional beds for children are £20.00 – (this covers breakfast and the extra bed) | Cots including Bedding are charged at £8.00 | Guests are more than welcome to provide their own travel cots. We don't offer a baby listening service; however, if you wish to arrange a babysitter then they are more than welcome to look after your children in a bedroom, and may order room service.

**Check out the following day is 10.30am.**

# Layout of The Wellington Suite



**Ideally we need the plan of your layout 6-4 weeks before, 2 weeks at the latest.**

We will need an informal copy of the table plan, this must show where any special diets, vegetarians, high chairs or children are to be seated. On the plan the tables must be numbered or named with how many people are seated at each clearly labelled.

**The plan above is an example** and also the maximum plan for The Wellington Suite. This can be used as a guideline and table sizes can be reduced to cater for your numbers. If you are thinking of a different table arrangement please let me know and I will check if this will fit the room.

**The cake table** is usually positioned in the top half of the room to the left. If requested we will place a guest book / gift table near the doorway, where guests can sign the book or leave cards and gifts. As with all customer's possessions, we do not accept responsibility for any loss or damage. I have a lockable vintage card post box available to hire for £32. The key is given to the bride and groom and can be returned to reception after use. There is only one key for the post box.

**The bar in the Wellington Suite** has a great selection of beers, wines and spirits.

**Candles and confetti are allowed** in the Wellington Suite and the Reception Room. If you do have candles we do not allow streamers due to fire regulations. Please also note that candles must be at least 1 metre from the ceiling.

**We provide white table linen and napkins.** All crockery is white and cutlery is silver. Any coloured linen etc should be provided by the bride and groom.

**Miniature alcoholic favours** are allowed.



# Food & Drink

**Ideally we will need all food and drink choices to be confirmed 6 weeks before the day**, but at the latest, 4 weeks before.

You will need to choose a set menu. This will be 1 starter, 1 main course and 1 dessert, with a vegetarian option if required. We also cater for special dietary requirements and allergies; please make us aware of these in advance so we can check dishes with the chefs. (If you would like a choice of two for each course, there is a charge of £6.50 pp). If you offer guests a choice, a table plan, place cards and an order of table must be provided.

**For children** we can offer a smaller portion of the 3 course menu, which is 2/3rds of the package price. Alternatively you can choose to have a child's meal e.g. chicken nuggets, chips and beans which would be charged at £19.95 for three courses. If you want to offer children the choice of two options per course it would be charged at £3.75 per person.

We do allow corkage on drinks:

**Champagne - £20.00**

**Wine/Sparkling Wine - £15.00**

These are set corkage fees and are for a standard 750ml bottle.

**Wine can either be poured by the staff during the meal** or bottles can be left on the tables for your guests to help themselves.

**Wedding tastings** are available on request. They need to be booked 3 weeks in advance and are charged at the wedding breakfast price. These are charged at the same price as the wedding breakfast.

**The cake knife** is included if required.

**If you wish to provide your own sweetie buffet**, ice cream cart etc then a £40 set up fee will apply.

Please note: **only food and/or drink purchased on the premises can be consumed. Should anyone be found to be consuming food and/or drink not purchased on the premises, it will be confiscated and guests will be asked to leave.**

# Entertainment

If you wish please feel free to bring some games and toys for the children to enjoy during and after dinner.

We allow Casino tables on the proviso that they are provided and set up by an external company and that all money is play money.

Live music is allowed up until 11pm. It is nice to have the option of live music for your ceremony, drinks reception, meal and the first hour of your evening reception. Due to the size of the room and that we are in a residential area not allowed bands. It is up to the Bride & Groom to organise live music, please let us know if you decide to do this. We will need to discuss with the musicians the noise level.

Please note we are not licensed for music in the courtyard.

For live music or a D.J. there is a charge of **£50**.

If you decide to hire our D.J. 7.30pm-12am, this is included. Should you require any additional time, this is charged at £45 per hour. We can provide you with contact details so that you can liaise with him about your requirements. If you request our resident D.J. and then decide to hire someone else, we must have 6 weeks' notice of cancellation, otherwise we will have to charge.

# Toastmaster

Our event manager on the day is more than happy to act as Toastmaster, or alternatively you can arrange for a member of your wedding party or a professional toastmaster to take this role.

## **Duties Can include:-**

Announcing the Bride & Groom's arrival into the room for the meal

Announcing the first speech

The D.J. will be more than happy to:

Announce the cutting of the cake

Announce the first dance

# Wedding Schedule Planning Document

Below is the Document which we will complete at our planning meetings please read through it and feel free to fill it in to help you prepare for them.

## Details

Bride's Name	
Groom's Name	
Married Name	
Best Man	
Bride's Parents	
Groom's Parents	
Number of Daytime Guests	
Number of Evening Guests	

# Running Order

Time	Description
	Ceremony
	Guests arrive at the hotel / drinks reception, canapés & photographs in the Courtyard
	Guests to be seated
	Wedding breakfast is served x
	Speeches & toast
	End of daytime formalities
	Room change around
	Evening guests arrive x
	DJ to start
	First dance
	Buffet to be served x T
	Last orders at the bar
	Evening draws to a close

NB. The above timings are a guide to the running order of the day.  
Please ensure your photographer is aware of these in advance.

**Ceremony:**

Church or Civil Ceremony at: .....  
Number of People: .....  
Chairs: .....  
Music: .....

**Drinks Reception:**

Drinks Reception to be served at:.....  
In the Courtyard, Lounge or Wellington Suite .....  
Adult Drinks.....  
Children's Drinks.....

**Canapés:**

Canapés to be served during Drinks Reception at:.....  
Chosen Canapés: .....  
.....  
.....

**Photographer:**

.....

**Toastmaster Duties:**

Announce the Bride and Groom to be seated.....  
Introduce the speeches .....  
Announce the cutting of the cake at the start of the evening.....

**Layout:**

Long / Round Top Table x.....  
Round Tables of x.....

**Decorations:** Description of Decorations: .....  
When will this all be delivered to the hotel?.....  
If we are doing we will need all the colour info etc.....  
.....

**Flowers:** Description: .....  
Company Delivering & When/What is going where.....  
.....

**Seating Plan:** Formal Copy to be supplied by the Bride & Groom:.....

*Informal Copy to be given to Wedding Co-ordinator a week before the Wedding with layout and any special diets, vegetarians, Children & Highchairs clearly marked on.*

**Stationery:** .....

**Place Cards:** .....

**Menu Cards:** .....

**Table Plan:** .....

# The Wedding Breakfast

**Menu:** .....

.....

**Vegetarian:** .....

**Special Diets:** .....

**Children's Menu:** .....

**Extra Meals / Sandwiches  
for suppliers:** .....

**Wine with the meal:** Chosen White Wine:.....

Chosen Red Wine:.....

**Toast:** Chosen Toast Drink:.....

**Mineral Water:** Do you require mineral water on the tables at £2.85 per bottle or jugs  
of iced water on the tables?.....

**Speeches:** Speeches to be held after the Meal or before?.....

First Speech to be announced by: .....

Who will be giving a speech?.....

**The Cake:** Description:.....

Who will be delivering the cake and when?.....

When do you want to cut the cake – at the start of the evening?.....

Do you want it serving with the evening buffet?.....

Do you want to save the top tier?.....

Cake Knife Required?.....

Turnaround of Wellington Suite to take place between: .....

# Evening Reception

Evening Guests Arrive at: .....

Entertainment: .....

.....

First Dance: .....

Is the bar an account bar  
or pay bar: .....



# Room Details

Below are the details and descriptions of the rooms we have.  
Downstairs rooms highlighted in light blue.

Epernay	Bridal Suite	King size bed
Burgundy	Deluxe	King size bed
Provence	Deluxe	King size bed
Pink	Large Deluxe	King size bed
Green	Large Deluxe	King size bed
Gold	Deluxe	King size bed
Blue	Deluxe	King size bed
Lord Lyon	Courtyard	King size bed
Jacobean	Large Deluxe	Double bed
Courtyard	Courtyard	Double bed
Garden	Courtyard	Double bed
Ascot	Courtyard	Double bed
Nightingale	Courtyard	Double bed

In addition to this list, we also have some large courtyard rooms available in our cottage across the road and these can be booked until September 2024.

# *It's All In the Planning!*

*If you have any questions or queries please feel free to contact me – [lydia@bertsroomsandevents.co.uk](mailto:lydia@bertsroomsandevents.co.uk).*

*I work to the needs of the business, and to the weddings and functions planned. This means I am not always in the office on a Friday and through the weekend as this is the busiest time.*

*My day off tends to be Tuesday so if I don't get back to you straight away with any queries, I will get back to you as soon as I can.*

*Lydia Hannant*



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