

Wedding Planner

***HILTON
BRIGHTON METROPOLE***

WEDDING PACKAGE

Wedding Planner

Civil Wedding Ceremonies



The Hilton Brighton Metropole offers a splendid location for your Wedding Reception and if you wish, your Marriage Ceremony too. To arrange your Civil Marriage Ceremony, you will need to undertake the following :

Civil Licence

- 1. Give notice to the Superintendent Registrar of the district of the hotel. Your Wedding Co-ordinator will complete the relevant paperwork with you at time of booking.*
- 2. Check that the registrar is free on your preferred date and time before you book anything. Kent Registration Service guarantee your preferred date and time.*

- 3. Contact details:*
***Linda J Holm, Superintendent Registrar
Registrars office, Brighton & Hove Council,
St Bartholomew's square***

Tel: 01273 292016

As a guide, the registrar's fees for a service are (PLEASE RE-CONFIRM WITH THE REGISTRARS OFFICE) :

| | |
|---|----------------|
| <i>Weekdays</i> | <i>£262.50</i> |
| <i>Saturdays</i> | <i>£299.50</i> |
| <i>Sundays & Bank Holidays</i> | <i>£357.50</i> |
| <i>The Hilton Brighton Metropole will provide the Ceremony suite for:</i> | <i>£450.00</i> |

- 4. Agree on the date and timings and confirm with both the hotel and the registrar*
- 5. If you are getting married in a different district, both the bride and the groom will also have to register in person in the district they are living in*
- 6. From the moment you have given notice to the local registrars, you'll have to wait till the 16th day to get married and the notice will then be valid for 1 year. Please bear in mind you will need to have been resident in the UK for 7 continuous nights to give the legal notice of*

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marriage in England or Wales. We would advise that you speak to the Superintendent to check this clause.

- 7. Give the registrar the contact details of the hotel and your wedding adviser (just ask the wedding adviser for an additional business card)*

Please remember that:

- The register offices might request some identification from you (passport, birth certificate, driving licence)*
- 'registration fees' might vary between registrars and will need to be paid directly to the Registrar*

For more information, please contact:

*General Register Office for England and Wales
0151 471 4200 or www.statistics.gov.uk/registration*

*General Register Office for Scotland
0131 314 4467 / 47 or www.gro-scotland.gov.uk*

*General Register Office for Northern Ireland
02890 252 000 or www.groni.gov.uk*

*General Register Office for the Republic of Ireland
+353 1 635 4000 or www.groireland.ie*

Function Rooms



The Clarence Suite

The impressive Clarence Suite was originally built in 1819 as a chapel in the grounds of the hotel, which was opened in 1890, and boasts a high vaulted barrel ceiling with three grand central chandeliers. At the touch of a button the lights can be dimmed to produce a warm glow from the crystal chandeliers, creating a wonderful atmosphere for a reception for up to 200 guests. The room adjoins the Lancaster Suite, which is a perfect reception area for your guests. The Clarence also has its own ceremony license, enabling you to hold your wedding ceremony in the elegant surroundings of this room.

The Ambassador Suite

The Ambassador Suite is a delightful room situated off the main foyer of the hotel, with an arched ceiling incorporating a stunning art deco style central dome. This grand but intimate room has a wedding license and is a popular choice for wedding ceremonies and receptions. The adjoining Osborne Room acts as an excellent receiving area for your guests. The Ambassador Suite is ideally suited for up to 100 guests.

The Regency Suite

This spacious, pillar free room offers the ideal setting for the larger wedding party. Conveniently situated off the main foyer of the hotel, the Regency Suite adjoins the Dukes Suite, which is a perfect area for receiving your guests to enjoy reception drinks. The Regency Suite is ideally suited for up to 300 guests.

The Chartwell Suite

The Chartwell Suite is a unique room situated at the top of the hotel offering panoramic views of at least 30 miles of surrounding ocean coastline. It provides wonderfully unique and intimate surroundings, perfect for a wedding reception for up to 40 of your closest friends and relatives.

Wedding Package

***If you choose to hold your special day at the Hilton Brighton Metropole,
your Wedding Package will include the following:***

Dedicated Wedding Consultant

Canapé Reception

Champagne Toast

Elegant Three Course Set Meal

Function Room Hire (not ceremony)

Place Cards

Menu Cards

Table Plans

Deluxe Overnight Accommodation for the Bride & Groom

Complimentary Bottle of Champagne for Bride & Groom



Special Room Rates for Overnight Guests

*Complimentary Overnight Accommodation And Breakfast For The Two Of You
On Your First Anniversary*

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Additional Items



*Ice Carvings
Fresh Flowers
Balloon Decorations
Professional Photographers
Wedding Cakes
Entertainment
Limousine Hire*

(Pricing available)

For all evening receptions a minimum of 1 security guard per 75 guests is required and they must be SIA Licensed. There is an additional charge of £20.00 + VAT per guard, per hour.

Hotel Accommodation



The Hilton Brighton Metropole is pleased to offer competitive and guaranteed accommodation rates for all guests attending your Wedding.

*These bedrooms are offered subject to availability and can be booked through our Advance Reservations Department on: **0870 242 1303***

Bed & Breakfast rates

Rates available upon request.

Supplements apply as below

Hilton Brighton Metropole:

Deluxe Sea View £50.00

Double Plus Sea View £75.00

Suite £150.00

Hilton Breakfast

The Full Hilton Breakfast per person: £TBA

All of the above prices are per room, per night and are inclusive of VAT.

Terms & Conditions



Everyone has Terms & Conditions but we would like to make them as clear and easily understandable for you as possible. If you have any questions regarding them please feel free to speak to us. Obviously we understand that not all the points will always apply to your function.

Standard Terms and Conditions for Wedding Bookings

Hilton UK asks clients to be aware that wedding bookings are conducted on the basis of the following terms and conditions.

1. Confirmation

A provisional booking for the date of your choice will be held until we get another enquiry for the same date. To confirm the booking Hilton UK requires written contract and a non-refundable deposit of £300.00. The booking is confirmed upon receipt of the signed terms and conditions and paid deposit.

2. Payments

Two months before the date of the wedding a pro-forma invoice will be issued for the final total. Settlement of this is required one month prior to the date of the wedding. Any additional costs must be settled on the day of the wedding.

3. Cancellations

Should you have to cancel your booking, a charge may be made, calculated as a percentage of the total booking value, according to the scale highlighted below:

For cancellations up to twelve months prior to the start date, there will be no charge.

For cancellations between twelve and six months prior to the start date, the charge will be 20% of the estimated total charge for the event.

For cancellations between six months and two months prior to the start date, the charge will be 50% of the estimated total charge for the event.

For cancellations less than two months from the start date, the charge will be 100% of the accommodation and function room hire charges and 90% of the prebooked food and beverage.

The Hotel will endeavour to relet the bedroom and function space and a reduction of the cancellation fee will be made in the event the Hotel is successful in doing so.

All cancellations must be received in writing from the client.

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4. Reduction in Numbers

The Hotel reserves the right to set a minimum number to be charged for the event. Approximate numbers must be confirmed in writing to the Hotel at the time of booking. It is this figure, which will act as the minimum number of guests to be paid for or the minimum number specified by the Hotel, whichever is greater. Final numbers must be given to the Hotel at least 72 hours before the wedding.

5. Damage

The client is responsible to Hilton UK, for any damage caused by the client or his guests, agents, employee's etc.

6. Corkage

The clients or guests may bring no wines or spirits into the allocated rooms for consumption on the premises unless prior written consent of Hilton UK has been obtained and for which a charge will be made.

7. Information

All information and prices in this brochure were correct at time of printing, and are subject to change without prior notice. Hilton UK cannot accept responsibility for any errors or omissions. All arrangements featured in this brochure are subject to availability.

8. Children's Menus

We can offer alternative Children's menus; these menus are at different prices to the normal adult menu price. Children between the ages of 6 years and 12 years are charged at half the adult menu price, and children under 6 years old are free of charge. Please ask the Conference office for further details.

Planning Your Special Day

At Hilton we have years of experience in planning and organising all areas of your big day. From arranging the ceremony to booking the bridal suite, we have made some suggestions on how to successfully and, with as little stress as possible, plan your memorable day.

12 Months Prior

- ♥ *When shall we tie the knot? Choose the date.*
- ♥ *Get the bank statements out – what do you want to spend?*
- ♥ *Re-visit your old address book. Who do you want to/have to invite – numbers for ceremony and reception?*
- ♥ *Church, hotel or registry office – book the venue to take your vows*
- ♥ *Hotel, barn or marquee – book the venue for your celebrations*
- ♥ *Begin to discuss your requirements with our experienced wedding co-ordinator*
- ♥ *The easy bit, pick a honeymoon destination and book it*
- ♥ *Do you need insurance to cover all eventualities?*
- ♥ *Make someone's day, choose the Best Man and Chief Bridesmaid*

8 Months Prior

- ♥ *Horse drawn Carriage of Chauffeur driven – book your mode of transport*
- ♥ *How do you want to remember your day? Photographs and/or Video?*
- ♥ *Instead of receiving 8 toasters and 12 irons, make a list of presents that you do want*
- ♥ *Choose the retailer for your wedding list*
- ♥ *Do you need a room with us for your first night of married bliss!*
- ♥ *Ensure rooms have been blocked off at the hotel or near-by for friends and family*
- ♥ *Medieval style or Victorian elegance? – choose your dress*
- ♥ *Top hat and tails, a bright waistcoat? – choose the outfits for the men*
- ♥ *Barry White or Wham – book your band or disco*
- ♥ *Ladies and Gentlemen – Toastmaster or Master of Ceremonies?*

5 Months Prior

- ♥ *Minister, priest or Rabbi – chat about songs, readings and confetti*
- ♥ *A touch of Tartan or Silver Bells, how would you like your stationary to look?*
- ♥ *Roses are Red, Violets are Blue, what kind of flowers suit you?*
- ♥ *Choose your bands of Gold*
- ♥ *Three tiers or ten – order your wedding cake*

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4 Months Prior

- ♥ *Need any vaccinations, visas for the honeymoon?*
- ♥ *Is your passport up to date?*
- ♥ *Book your hair and make-up stylist*
- ♥ *Go shopping – this time for your going away outfits and honeymoon attire!*

2 Months Prior

- ♥ *Who will say yes? Send your invitations at least 6 weeks in advance – keeping note of replies*
- ♥ *Let guests know where they can stay including maps and timings*
- ♥ *Printing of Name-cards and menus*
- ♥ *Food & Wine – choose your menus, reception drinks, wine offerings*
- ♥ *Consider if you will be offering additional drinks during the evening for your guest or whether they need to pay as they go at the bar and let the venue know?*
- ♥ *Decoration for the reception room*
- ♥ *Best Man – start preparing your speech!*
- ♥ *Don't forget to say thanks – buy presents for the brides maids etc*
- ♥ *Shocking pink or traditional white, select your table linen*
- ♥ *Start thinking about your stag and hen nights*

1 Month Prior

- ♥ *Arrange the delivery of the cake to the hotel*
- ♥ *Where will everyone be on the night before?*
- ♥ *Ceremony rehearsal*
- ♥ *Sun block or Ski gloves, don't forget honeymoon necessities*

2 Weeks Prior

- ♥ *Count final numbers and inform hotel*

1 Week Prior

- ♥ *Relax!!*

The rest is up to us!!!!

After the happy Event

- ♥ *Send out thank you letters for presents and well-wishers*

What comes next is up to you !!!!