



Inclusive Wedding Package

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Designed for natural living

It's your Day

Many congratulations on your forthcoming wedding! We are delighted that you have requested information on the

Novotel Cardiff Centre, as the venue for your special day.

Our wedding planners will be delighted to offer advice and guidance on all aspects of your wedding.

Please call 02920 475054 or email h5982-sb3@accor.com

We will do our utmost to tailor arrangements to best suit your individual tastes and requirements.

Your Perfect Day

We understand that your wedding day is one of the most exciting days of your life and if you and your loved one want a very personal and unique union, then we have the perfect venue for you.

As you enter our hotel you will be greeted with a welcome drink as you proceed up the red carpet, in the confidence that your every detail will be catered for.

Our wedding package has been carefully designed with you in mind. We cover everything from your Wedding Breakfast through to your evening reception. A dash of flare, a touch of imagination and attention to detail – essential ingredients for a perfect day.

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Your Inclusive Wedding Package

Red carpet at the entrance for your statement arrival

On arrival; a welcome from the hotel and a glass of sparkling wine for the Bride & Groom

Complimentary room hire for your ceremony

Three-course Wedding Breakfast

Mirrors with tea lights for your table centre pieces

Half a bottle of house wine per person with your Wedding Breakfast

A glass of sparkling wine for your toast

Evening buffet included for day guests

Private cash bar

Resident DJ until midnight

Personalised, engraved wedding cake knife

White table linen and napery

Bedroom upgrade *Complimentary* to our Terrace Suite for the Bride & Groom

(Subject to Availability at the time of booking)

A bottle of Champagne in the Bride & Groom's bedroom

Discounted accommodation rate for your guests

Complimentary car parking for wedding guests

Complimentary dinner to celebrate your First Wedding Anniversary

All of the above for only **£2,649**

(Based on 50 guests for day & 50 guests for the evening.)

We can of course tailor the package to your needs should you have more guests for the day or evening.

Please note that the wedding package price will increase each year.

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Menu Selector

Starter

A classic leek & watercress soup
Baby carrot & fennel soup with a hint of Pernod
Pâté Maison with warm toast and *petite salade*
Crown of melon with berry compôte
Classical salad Niçoise with Galliano-poached vine tomatoes

Main course

Pan seared rump steak with a red wine jus
Chargrilled pork cutlet with Golden Delicious apple jus
Sumac-spiced chicken fillet glazed with Girolle sauce
Mediterranean chicken supreme served with apricots & sultana gravy
Pan seared fillet of salmon with orange beurre blanc
(All main courses served with potatoes & fresh seasonal vegetables)

Desserts

Raspberry Charlotte with duo of coulis
Bara-Brith mousse dusted with icing sugar
Duo of chocolate slab with chocolate art
Lemon tart garnished with butter cream & strawberries
Fresh fruit salad

N.B Please select one dish from each course.



Vegetarian Menu

Main courses

Spinach and goats cheese tart with petit salad
and red onion relish

Porcini ravioli with white wine sauce
parmesan shavings

Mediterranean grilled vegetable shashlik and
coconut rice with tomato salsa

Four cheese tortellini pasta with
chive sauce and trio of peppers

Asparagus & wild mushroom risotto

Root vegetable and four bean cassoulet
served with parsley pilaf

N.B Please select one vegetarian dish for all guests from the above



Not forgetting the little ones

Children can dine from your chosen set menu or alternatively children may opt for the below kids' menus

Starters

Soup of the day
Garlic bread with mozzarella cheese
Vegetable sticks with dips

Main

Penne carbonara
Stone baked Italian pizza with sweet potato fries & salad
Fish & chips with garden peas
100% prime beef burger in a toasted bap with fries, beans and salad
Freshly breaded chicken fingers with lettuce, tomato & cucumber

Desserts

Knickerbocker glory
Chocolate brownie with ice cream
Banana split
Diced fruit with ice cream

£7.95 including a soft drink

Price per child:

£11.50 half portion of adult's chosen set menu

£7.95 kid's menu including a soft drink (*as stated above*)

Under 5's **EAT FREE**

Set menu for all children must be selected from the above kid's menu

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Finger Buffet Selector

Selection of sandwiches

Assortment of sandwiches
(Meat, fish, vegetarian)
Crudités and dips
Crisps

**+ 4 items of your choice from
the below**

Mini lamb samosas
Chicken satay skewers with mint
yoghurt
Tempura king prawns
Vegetable spring rolls
Vegetable Dim sum
Seasoned potato wedges

Barbeque chicken drumsticks
Japanese style king prawn rolls
Mini cocktail sausages with honey
mustard
Aloo Tikki
Crispy vegetable parcels
Vegetable samosas



Evening only Wedding Reception

Red carpet at the entrance for your statement arrival
On arrival; a welcome from the hotel and a glass of sparkling wine for the
Bride & Groom
Complimentary room hire
Evening buffet
Private cash bar
Resident DJ until midnight
Personally engraved Bridal cake Knife
White table linen and napery
Complimentary bedroom upgrade to our Terrace Suite for the Bride &
Groom (*Subject to Availability at the time of booking*)
A bottle of Champagne in the Bride & Groom's bedroom
Discounted accommodation rates for your guests
Complimentary car parking for wedding guests

For only £1,099

(Based on 50 adult guests)

We can of course tailor the package to your needs should you have more people attending the evening.

Please note that the evening wedding price will increase each year.



Civil Ceremonies

If you would like to hold your Civil Ceremony at the Hotel, *Novotel Cardiff Centre* offers the choice of two rooms which are licensed for Civil Ceremonies and Civil Partnership Ceremonies.

East 1

Maximum capacity of 50 guests
Room hire fee for Civil Service: £300.00

Warehouse Suite

Maximum capacity of 200 Guests
Room hire fee for Civil Service: £600.00

A complimentary flower display, in the colours of your choice, is placed at the front of the room for the Registrar's table.

Registrar Contact Details:

The Superintendent Registrar
The Register Office, 48, Park Place, Cardiff. CF1 3LU
Telephone: 029 2087 1680 / 1

The Registrars will be able to advise of their own charges, and Terms & Conditions of the Civil Ceremony



Licensing

The Warehouse function bar may remain open until 12am Entertainment must finish at 12am.

Accommodation

The hotel offers special accommodation rates for your guests who wish to stay overnight.

Prices FROM:

£95.00 single occupancy, per room per night

£105.00 double occupancy, per room per night

Rates include full English buffet breakfast & use of the hotel's leisure facilities

The hotel has private, on-site parking available for up to 125 vehicles. Parking is complimentary to wedding guests, subject to availability.



Enhance your day

Everything you need to make your special day that bit more special

Our dedicated Wedding Co-ordinators will be on hand to advise and inspire you on any extras you may want to add to enhance your special day and make it just that little bit more spectacular.

Chair covers & Bows

White, cream or black chair covers with a wide selection of coloured sashes – **from £3.00 each**

Ceiling canopy

Create an even grander first impression by having the ceiling draped with sashes and lights – **price on request**

Top table flower garlands

Our designated florist will create garlands and centre pieces in your colours of choice – **prices on request**

Champagne upgrade

Upgrade arrival drinks and toast drink with Champagne – **£3.50per person**

Balloon trees, arches and cloud nines

Glamorise your wedding with balloon decorations in your choice of colours – **price on request**

Bay trees with lights

Available as a pair – **from £40**

Table runners and swags

Choose colours that are most suited to your day - **Runners from £4.00, swags from £7.00**

Balloons

A cluster of three helium-filled balloons in colours and weights of your choice – **price on request**

Chocolate fountain

Add a little indulgence to your event with a chocolate fountain and all of the goodies to dip – **price on request**

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Planning your Wedding

How to Book

Once you have visited the hotel and decided on a date, we can provisionally hold the requested date for 14 days without any commitment. In order to confirm the booking a Deposit of £500.00 is required.

A further £500.00 shall be required 6 months prior to your Wedding date.

Final payment of the Wedding is required 4 weeks prior to the arrival date. All forms of payment are acceptable .i.e. Cheques, debit or credit cards. Please note, however, that the hotel shall not accept cheques as final payments received within 4 weeks of the Wedding date.

All deposits and pre-payments are non-refundable & non-transferable

All bookings will be contracted and are subject to our terms and conditions

Minimum Numbers

Your Wedding Co-ordinator will discuss minimum chargeable numbers for your event. These must be agreed upon in your contract. Final numbers & details are required 2 weeks prior to the event date. Should the number of guests fall below the minimum contracted numbers, the difference will be charged at the agreed rate.

Please be advised that the hotel may take more than one wedding booking on any given day.

Licensing

The Warehouse Suite has a fully licensed bar which may remain open and serve until 12am



Traditional Wedding Etiquette

Wedding Receptions can be formal or informal. We have put together some information to help with the Traditional Wedding Etiquette.

The Receiving Line:

Greet your guests with a traditional receiving line prior to entering the suite: Bride's Mother, Bride's Father, Bride, Groom, Groom's Mother, Groom's Father, Bridesmaids, Best Man

Once all guests are seated in the room, the top table guests will follow after, everyone will be asked to be upstanding in the room to welcome the Bride & Groom. Grace may be said before the meal commences.

The Top Table:

Best Man, Groom's Mother, Bride's Father, Bride, Groom, Bride's Mother, Groom's Father, Chief Bridesmaid

Cutting of the Cake:

This is announced by either the wedding host or toast master after the main course has been cleared and before dessert is served. The Bride holds the knife in her right hand and the Groom places his hand over hers as they cut the first slice together, guests may take photographs at this time. The cake is then cut and served with coffee.

The top tier of cake is traditionally kept for the christening of the first child.



Traditional Wedding Etiquette ctd.

Toasts & Speeches:

These follow the meal as coffee, cake; Champagne/Sparkling Wine are being served. The speeches are made in the following order:

Brides Father- proposes a toast to the Bride & Groom

Groom- replies on behalf of the Bride & Groom and thanks the parents of the bride and groom for providing the wedding, thanks the guests for their presents and toasts the bridesmaids.

Best Man- replies for the bridesmaids, may read out congratulation cards and toasts the Brides parents.



Countdown to the big day

Some suggestions on how to successfully plan your special memorable day.

12 months prior:

- Choose the date
- Book the Venue for your celebration
- Begin to discuss details with the wedding co-ordinator
- Book a honeymoon
- Take out wedding insurance if necessary
- Choose the Best Man & Chief Bridesmaid

8 months prior:

- Start looking for your dress & Outfits for the men
- Book your mode of transport to the venue
- Book remaining suppliers like Photographer, Florist & Entertainment
- Organise toast master or master of ceremonies
- Choose a retailer for your wedding list

5 months prior:

- Organise Wedding Stationary
- Choose your Wedding Rings
- Order the Wedding Cake, how many tiers?
- Book your hair & make up stylist
- Is your passport up to date?

2 Months before:

- Reconfirm all your bookings
- Send invitations at least 6 weeks in advance
- Printing of menus and name cards
- Choose menus with venue
- Choose presents for all attendants

1 Month to go:

- Arrange delivery of the cake
- Chase outstanding RSVPs so numbers can be finalised
- Have a practice hair and make up session
- Hold hen and stag nights in the month before

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Countdown to the big day ctd.

Some suggestions on how to successfully plan your special memorable day.

2 weeks prior:

- Count final numbers and inform venue
- Check with all supplier that everything is good & pay final balance
- Meet with your photographer to finalise arrangements
- Start packing for honeymoon

The Day before:

- Get your overnight bags or honeymoon luggage delivered to the hotel
- Have a manicure
- Deliver any decorations to the venue
- Relax have an early night!

The big day:

- Enjoy a leisurely breakfast to keep you going until your Wedding Breakfast
- Take your time to get ready – don't forget tissues or a handkerchief for emotional moments
- Don't forget the rings!
- Relax and enjoy YOUR special day



Terms & Conditions

1. Once you have provisionally booked your Wedding, you will be required to sign a contract and provide a non-refundable deposit of £500.00 within 14 days to secure your booking .**NB All deposits are non-refundable and non-transferable**

2. Your contract is legally binding and requires you to pay an initial deposit, intermediate payment (6 months prior to the wedding date) and a final payment (1 month before the wedding). If the wedding is cancelled by yourselves at any time all payments already made will be lost. Depending on the timing of the cancellation you may also be required to make the remainder of the payments even if the event itself does not take place.

3. Final payment must be made at least 1 month prior to the date of your Wedding. . Please note that the Hotel shall not accept cheques as final payment method if received within 4 weeks of the wedding date.

4. The maximum capacity seating capacity for banqueting within The Warehouse Suite is 144

5. Definition of “package”: booking comprising both Wedding Breakfast and evening reception

6. Room hire is included in our full wedding packages on the understanding that you book both a Wedding Breakfast and evening reception buffet. A room hire fee will apply in all other circumstances.

7. Menu choices along with special dietary requirements must be provided to your wedding co-ordinator no later than 1 month prior to your wedding day.

8. We will contact you approximately two-months prior to your Wedding date to arrange a meeting to discuss the final arrangements and details for your day. If you have any queries or questions prior to this please do not hesitate to contact one of our Wedding Co-ordinators.

9. All prices stated in this brochure are inclusive of VAT at the current rate and all service charges. Prices may vary year on year in line with inflation.

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Terms and conditions apply

Terms & Conditions Ctd.

10. Cancellations can be accepted only in writing

Cancellations made will incur loss of all prepayments and deposits paid towards the wedding and in the event that the wedding should be cancelled within 3 months of the date, 100% cancellation charge applies.

11. Clients are responsible at all times for the safety and security of any item belonging to them or brought to the hotel by invitees. The hotel will not in any circumstances be liable for any loss or damage to any such item/s.

12.The client agrees to arrange payment and attendance of a certified registrar in the event of a Civil Ceremony held in the hotel.

13.Whilst every effort will be made to guarantee prices Novotel reserves the right to change prices should cost increase beyond our control. All prices can be subject to a 5% seasonal increase

14.The hotel holds no responsibility for items left behind 48 hours from the wedding

15. Any damage caused to the premises by invitees will be charged at full rate to signee of this contract

16.Under no circumstances can you or any of your invitees be permitted to bring alcoholic beverages of any kind to be consumed on the hotel premises. If any guests are suspected and found breaching this, they will be asked to leave the premises immediately.

Novotel Cardiff Centre

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www.novotel.com/cardiff