



THE  
CHELSEA  
HARBOUR  
HOTEL  

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LONDON

ANCHOR YOUR LOVE  
BESIDE CHELSEA HARBOUR





## CONGRATULATIONS **ON YOUR ENGAGEMENT!**

*Firstly, congratulations on your recent engagement. We are delighted you are considering The Chelsea Harbour Hotel as a venue for your wedding celebration.*

*It is our pleasure to present the following wedding proposal; this outlines all the options which are available to you. We would be delighted to meet and discuss your requirements and any special requests prior to you making your venue decision.*

*Here at The Chelsea Harbour Hotel we are dedicated to ensuring that this is the most memorable celebration of your life. We will take care of every detail, leaving you to relax and enjoy your special day.*

*We hope you find this information of interest and I will telephone you in the next couple of days to ensure you have received the proposal and to invite you to come and visit the hotel. If you require any further information in the meantime please contact us on +44 (0) 207 300 8477.*

*Yours sincerely,*

*Chelsea Harbour Meetings & Events*



## YOUR VENUE

*Set in exclusive Chelsea Harbour only moments from the city, The Chelsea Harbour Hotel is the capitals only five star all-suite hotel and is the perfect backdrop for any event.*

*Each of the 157 beautifully appointed suites reflect The Chelsea Harbour Hotel's unique sense of space, luxury and style. All are generous in comparison with leading London hotels, many have private balconies and each is elegantly furnished, with sufficient space to satisfy your every need.*

*With four sumptuous suites and an exclusive Executive Lounge, the Penthouse floor is a haven of luxury, complete with panoramic views over the London skyline. Each suite integrates a flavour of the hotel's location, close to the legendary King's Road, with a respectful nod to London's fashion icons and inspired by groundbreaking British design eras.*

*The unique restaurant, Chelsea Riverside Brasserie, offers a contemporary a la carte dining experience, whilst The Harbour Bar is a perfect place for a relaxing drink.*

*An added feature of the hotel is the Blue Harbour Health Club and Spa, offering a 17-metre indoor swimming pool with swan neck body jets, fitness suite, sauna and steam rooms, and is complemented by six treatment rooms, a relaxation suite and a hair salon.*

*At The Chelsea Harbour Hotel there is the perfect option to meet every need.*



## SAY YES TO CHELSEA **PACKAGE**

### £79.00 PER PERSON

*Glass of sparkling wine on arrival*

*3 course wedding breakfast*

*Half a bottle of house wine per person*

*Half a bottle of mineral water per person*

*Glass of sparkling wine for the toasts per person*

*Coffee, tea and petit fours*

*Place cards, table plan and menu cards*

\*Please note that all prices are inclusive of VAT. A 5% discretionary service charge will be added to your final bill.







## ANCHOR **PACKAGE**

**£98.00 PER PERSON**

*Glass of Champagne on arrival*

*3 course wedding breakfast*

*Half a bottle of house wine per person*

*Half a bottle of mineral water per person*

*Glass of sparkling wine for the toasts per person*

*Coffee, tea and petit fours*

*Silver cake stand and knife*

*Place cards, table plan and menu cards*

\*Please note that all prices are inclusive of VAT. A 5% discretionary service charge will be added to your final bill.





## CHELSEA **PACKAGE**

**£125.00 PER PERSON**

*Glass of Champagne on arrival*

*4 course wedding breakfast*

*Half a bottle of house wine per person*

*Half a bottle of mineral water per person*

*Glass of sparkling wine for the toasts per person*

*Coffee, tea and petit fours*

*Silver cake stand and knife*

*Red carpet, place cards, table plan and menu cards*

\*Please note that all prices are inclusive of VAT. A 5% discretionary service charge will be added to your final bill.





# HARBOUR **PACKAGE**

£155.00 PER PERSON

*Two glasses of Champagne on arrival*

*Choice of six canapés per person*

*4 course wedding breakfast*

*Half a bottle of house wine per person*

*Half a bottle of mineral water per person*

*Glass of sparkling wine for the toasts per person*

*Evening fork buffet for your daytime guests*

*(cost incurred for additional evening guests)*

*Coffee, tea and petit fours*

*Silver cake stand and knife*

*Red carpet, place cards, table plan and menu cards*

\*Please note that all prices are inclusive of VAT. A 5% discretionary service charge will be added to your final bill.





## RIVER PACKAGE

£205.00 PER PERSON

*Minimum of 80 guests, maximum of 120*

*Boat hire for drinks reception*

*Two glasses of Champagne on arrival*

*Choice of six canapés per person*

*4 course wedding breakfast*

*Half a bottle of house wine per person*

*Half a bottle of mineral water per person*

*Evening fork buffet for your daytime guests*

*(cost incurred for additional evening guests)*

*Glass of sparkling wine for the toasts per person*

*Coffee, tea and petit fours*

*Silver cake stand and knife*

*Red carpet, place cards, table plan and menu cards*

*\*Please note that all prices are inclusive of VAT. A 5% discretionary service charge will be added to your final bill.*







# THE GRAND **BALLROOM**

*The Grand Ballroom offers you and your guests unequalled elegance overlooking the prestigious Chelsea Harbour and provides a stunning backdrop for your celebration.*

*One of very few 500-seat capacity wedding venues in London that offers natural daylight and river views. Suitable for large , medium, or intimate weddings, the Grand Ballroom can be sectioned into 3 areas. The adjacent Grand Foyer is exclusively available for pre-dinner drinks and canapés.*

EVENT SPACE	SEATED	SEATED WITH DANCE FLOOR
Grand Ballroom	500	450

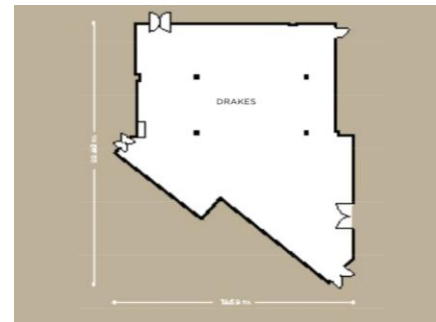




# THE DRAKES

*The Drakes suite is located on the lobby level, with floor to ceiling windows overlooking the exclusive Chelsea Harbour and provides stunning views over the marina. The room can welcome up to 160 guests for a dinner dance.*

EVENT SPACE	SEATED	SEATED WITH DANCE FLOOR
Drakes Suite	200	160





## THE BRIDGES

*The Penthouse level on the eighth floor is home to the Albert and Battersea Suite. Together the rooms can become one space which welcomes weddings of up to 80 guests.*

*A contemporary Executive Lounge and roof terrace are exclusively available for pre-dinner drinks.*

EVENT SPACE	SEATED
The Bridges	80







## WEDDING INCLUSIONS

*Dedicated event manager to co-ordinate  
your arrangements*

*All tables, chairs, glasses and crockery*

*White table linen, white napkins and candle  
centre piece*

*Mirror plates and tea lights*

*Cutting and serving of the wedding cake*

*Changing room for the bridal party on the day*

*Wedding checklist*

### COMPLIMENTARY

*For weddings of 50 or more people:*

*Menu tasting for the bride and groom*

*Complimentary suite for the bride and groom for the  
wedding night*

*A bottle of Champagne in the bridal suite*





## ADDITIONAL ITEMS

### CATERING

*Pre-dinner canapés (5) from £18.00 per person*

*Amuse Bouche £6.00 per person*

*Sorbet course £5.00 per person*

*Cheese platter £7.50 per person*

*Evening fork buffet from £42.00 per person*

*Cocktails from £10.00 per glass*

### DECORATION

*We offer:*

*Colour linen (upon request)*

*Flower arrangements (upon request)*

*Chair covers from £5.50 per chair*

### PHOTOGRAPHY

*Pre arranged photography may be organised around Chelsea Harbour, subject to approval as the hotel is located within a private estate.*

*You are welcome to bring your own photographer or we can recommend one for you. Please note photographs in any hotel public areas must be confirmed by hotel management prior, to avoid disappointment.*



## ADDITIONAL ITEMS

### DISCO & DJ

*You are welcome to bring your own DJ or band, otherwise we are able to organise a Disco & DJ for £10.00 per person (minimum 85 guests).*

### CEREMONY

*All rooms are licensed for civil ceremonies.*

### SECURITY

*For Health & Safety reasons all bookings for events over 100 guests will require security guards. The standard is one guard per 100 guests which follows the Health & Safety guidelines.*  
*£18.50 + VAT per guard per hour.*

### PARKING

*Valet parking is available upon request. Chelsea Harbour car park is within close proximity to the hotel – please note this is not managed by the hotel.*





## OUTSIDE CATERING

*We are happy to cater for outside catered weddings and we work exclusively with the selected Asian caterers below:*



Mr Sammir Saroya 02085740159 [greenleafservices.com](http://greenleafservices.com)



Mr Ricky Bains 02086060303 [preeticatering.co.uk](http://preeticatering.co.uk)



Mr Jay Katta 02089038800 [clayoven.com](http://clayoven.com)



Mr Zeeshan Tasriq 02084431111 [sapna.co.uk](http://sapna.co.uk)



Mr Amit Lamba 02085799992 [lagunarestaurant.com](http://lagunarestaurant.com)



Mr Saqib Riaz 02089862039 [eliteeventcaterers.co.uk](http://eliteeventcaterers.co.uk)



Mr Sameer Khan 02086720710 [spicevillage.co.uk](http://spicevillage.co.uk)



## OUTSIDE CATERING

*We are happy to cater for outside catered weddings and we work exclusively with the selected caterers below:*

### KOSHER

Neil Samuels

Mr Neil Samuels    02083867696    [yourcelebration.co.uk](http://yourcelebration.co.uk)

### AFRO-CARIBBEAN



Mr Nigel Ogunniyi    07956306798    [favour-events.com](http://favour-events.com)



Mr Adam Zeitlin    02075617099    [zeitlin.co.uk](http://zeitlin.co.uk)





# VIEWINGS **BY APPOINTMENT**

MEET WITH OUR DEDICATED WEDDING SPECIALIST

*We want to ensure you have everything you need for your perfect day.*

*It would be our pleasure to discuss your wedding day options with you over a glass of Champagne.*

*Please contact us on: [events.chelseaharbour@millenniumhotels.co.uk](mailto:events.chelseaharbour@millenniumhotels.co.uk) or call +44 (0) 020 7300 8477*



# WEDDING CHECKLIST

## AS SOON AS POSSIBLE:

- Agree on a budget with your family and partner, distribute the costs accordingly ☐
- If you're not having ceremony at the hotel book the church or registry office ☐
- Book your reception venue ideally 12 - 18 months in advance ☐
- Book to the registrar if having ceremony at hotel ☐
- Select the best man, ushers, bridesmaids, maids of honour and paige boys ☐
- Consider taking out wedding insurance policy ☐
- Collate a guest list with help from both families ☐
- Once the venue and ceremony is confirmed, book your honeymoon especially if you plan to travel during peak season ☐
- Send out save the date cards to the confirmed guest list ☐

## TWELVE MONTHS TO GO:

- Research and book the wedding transportation ☐
- Book the photographer and/or videographer ☐
- Begin looking at the wedding dress and bridesmaid's dresses ☐
- Attend wedding fayres to get ideas for your big day ☐
- Start a scrap book with images and articles from bridal magazines or we recommend using Pintrest to create mood boards ☐
- Begin compiling your gift list with selected stores ☐

## NINE MONTHS TO GO:

- Arrange wedding stationary and send out invites ☐
- Listen to a few DJs or bands before booking one to play at the reception ☐
- Decide on a wedding dress ensuring you leave plenty of time for alterations ☐

# WEDDING CHECKLIST

## SIX MONTHS TO GO:

- *Arrange formal wear hire for the groom, best man, ushers, page boys and fathers*
- *Discuss the order of service with registrar, vicar or minister*
- *Finalise menus with hotel the and attend menu tasting*
- *Confirm menus and order of service sheets*
- *Arrange appointments with your florist and cake designer*
- *Finalise arrangements with your photographer and/or videographer*
- *Purchase your wedding rings*

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## THREE MONTHS TO GO:

- *Finalise the order of service with registrar, vicar or minister, remembering the music*
- *Make firm arrangements with friends or family offering to help*
- *Ensure bridesmaids dresses and accessories have been ordered*
- *Buy shoes, veil, headdress and any other accessories*
- *Finalise your honeymoon plans and check for any visa or vaccinations that may be necessary*
- *If the bride plans to change her name have the passport name changed now so they are the same as the travel documents*
- *Arrange for an appointment with the hotel wedding planner to finalise details*

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# WEDDING CHECKLIST

## TWO MONTHS TO GO:

- Choose your presents for the best man, ushers, bridesmaids and mothers ☐
- Visit the hairdressers to discuss and have a practise run to see what it looks like (Don't forget to take the bride's wedding headdress if appropriate) ☐
- Visit make-up artist and choose colours ☐

## ONE MONTH TO GO:

- Any late invitation replies should be chased up to enable you to finalise the guest list ☐
- Work out seating plan ☐
- Check that all wedding clothes will be ready on time ☐
- Order spending money for the honeymoon ☐
- Check all transportation has been arranged ☐
- Don't forget to ensure the stag and hen nights are arranged ☐
- Pay all suppliers that you have to pay (church, flowers, cake, etc) ☐
- Advise The Chelsea Harbour Hotel of the final guest numbers in writing ☐
- Arrange final details meeting with hotel wedding planner and hotel operations team ☐



# WEDDING CHECKLIST

## *TWO WEEKS TO GO:*

- *Final checks on the honeymoon arrangements. Check tickets, local currency, and passports*
- *Pack your clothes for the honeymoon that you wont need before the wedding*
- *Have the rehearsal for the wedding ceremony and check that the wedding 'orders of service' have been given to the best man or ushers*
- *Check wedding dress accessories and the morning suits have been collected (try them to make sure they all still fit). Wear any shoes that are new.*
- *Final practise of hair and make up for the bride*
- *Groom to write is speech*

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## *ONE WEEK TO GO:*

- *Finalise numbers with the hotel and send them the table plan*
- *Check that your outfit still fits comfortably*
- *Collect hired menswear and try it on: changes are often required*

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## ***THE BIG DAY!***

- *Get your photographer to arrive early*
- *You need to be able to relax and enjoy your big day, so ask your friends and family to see that arrangements are made for you on the day*
- *Relax and enjoy your special day*

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