



Weddings at



Holiday Inn Southend



A Wedding lasts a day, memories last forever

Each and every wedding is as individual as you are, so for this reason we ensure that all of your requirements are treated with the utmost care and attention.

Our team of Wedding Co-ordinators have many years of experience organising fabulous events, intimate or grand, whether it be your wedding ceremony, wedding reception, multi-cultural event or civil partnership ceremony you can be assured of one thing – our attention to detail.

We believe that you should have everything to look forward to and nothing to look after. That's why we will work with you in every step of planning the perfect personalised event, from an initial tour of our event facilities to a menu tasting with our Chef to allow you to relax and cherish every moment of your big day.

For those cherished wedding day photographs, the sweeping glass and stainless steel staircase on the 4th floor will provide a unique and contemporary backdrop. Relaxed, happy and having enjoyed a memorable day you can retire to one of the modern and stylish guest bedrooms and start your married life in style.

- ♥ Licenced for civil ceremonies
- ♥ All of our rooms are fully air conditioned
- ♥ Standard, Executive, Family, Disabled and King Superior rooms available
- ♥ Stylish ground floor lounge & bar
- ♥ Fitness Suite
- ♥ Wi-Fi internet access throughout the hotel
- ♥ 220 car parking spaces

77 Eastwoodbury Crescent, Southend On Sea, Essex, SS2 6XG

Tel: 01702 209 086 Email: events@hisouthend.com

Holiday Inn Southend @Southend_hinn

www.hisouthend.com



The Laker Suite

At Holiday Inn Southend, all our ground floor suites can be used for your civil wedding, wedding breakfast and evening reception with plenty of space for any evening entertainment. You can also have full use of our ground floor bar and lounge in the evenings.

The Laker suite is the perfect backdrop for celebrations for up to 175 guests, with natural daylight on both sides of the room. For couples who are planning a more intimate wedding our Ambassador, Britannia and Carvair rooms can accommodate 50 - 75 guests

- ♥ Licenced for civil ceremonies
- ♥ The Laker Suite can accommodate up to 120 guests for wedding breakfast. Up to 175 guests for buffet
- ♥ Ambassador or Carvair Suite can accommodate up to 50 guests for a wedding breakfast. Up to 75 guests for a buffet
- ♥ Ambassador and Britannia Suite can accommodate up to 70 guests for a wedding breakfast. Up to 125 guests for a buffet
- ♥ Carvair and Britannia Suite can accommodate up to 70 guests for a wedding breakfast. Up to 125 guests for a buffet

*** The Ambassador, Britannia and Carvair suites combine to make up the Laker Suite.*



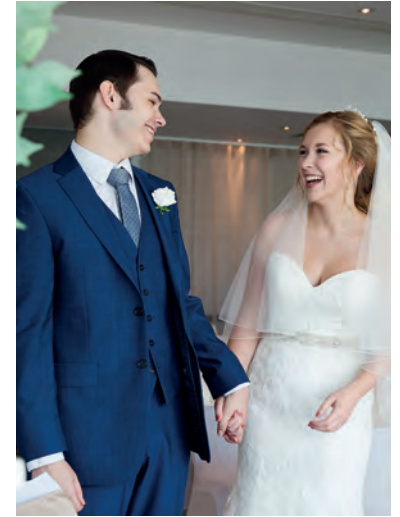
1935 Rooftop Restaurant and Bar



If you're looking for an unrivalled venue for your wedding breakfast, our 1935 Rooftop Restaurant and Bar will give you breath-taking views across the beautiful Essex countryside and London Southend Airport runway.

The 70 seated restaurant can be used to celebrate your wonderful day from Monday – Saturday during selected hours. For more information about 1935 Rooftop Restaurant and Bar please speak with our wedding co-ordinators.

- ♥ Licenced for civil ceremonies
- ♥ 1935 Rooftop Restaurant and Bar can accommodate up to 70 guests for wedding breakfast only (subject to availability)



Fresh Food at Holiday Inn



Here at the Holiday Inn Southend we pride ourselves on our fresh food concept. All food is cooked by highly experienced chefs from our 1935 Rooftop Restaurant and Bar and freshly prepared for your Wedding day. From Canapés to the sit down meal, each item and dish has been carefully thought through and created here at the Hotel with precision and taste at the heart of what we do.

Before your wedding day you will be invited into the hotel for a menu tasting with our Chef. During the tasting you will experience the meal that you have carefully chosen in full and you will converse with our Chef to make any adjustments needed to make it perfect for you and your guests on your big day.

We also have a children's menu available should you want to provide the little ones with an alternative meal.

Please inform your wedding co-ordinator if you or any of your guests have any special dietary requirements so that we can work with you to ensure that all guests are catered for.

Please see the back of the brochure for menu selections and additional items available to make your day extra special.





1935 ROOFTOP RESTAURANT AND BAR WEDDING PACKAGE

- ♥ Dedicated Wedding Coordinator to assist and support you every step of the way
 - ♥ 1935 Rooftop Restaurant and Bar Hire for the civil ceremony and wedding breakfast *(Hire of 1935 Rooftop Restaurant and Bar until 5pm)*
 - ♥ Laker Suite, Laker Foyer & Lounge Bar hire for the evening reception
 - ♥ Red Carpet for Ceremony
 - ♥ Bucks fizz reception for 50 guests
 - ♥ 3 course wedding breakfast for 50 guests
 - ♥ Two glasses of wine served with the meal for 50 guests
 - ♥ Sparkling toast for 50 guests
 - ♥ Evening finger buffet for 80 guests
 - ♥ Personalised menus for the table
 - ♥ Personal wedding host, to assist you every minute of your special day
 - ♥ Use of ceremonial knife and stand for your wedding cake
 - ♥ Preferred accommodation rates ** *(to be confirmed by your wedding coordinator)*
 - ♥ Our gift to you – complimentary accommodation overnight for the bride and groom in an Executive bedroom
- ** Accommodation is offered in standard bedrooms. Please speak with your wedding co-ordinator should you wish to upgrade any bedrooms to our Executive or King Superior.*
- 1935 Rooftop Restaurant and Bar Wedding Package is subject to availability and excludes Sunday's*



LAKER SUITE WEDDING PACKAGE

- ♥ Dedicated Wedding Coordinator to assist and support you every step of the way
 - ♥ Bucks Fizz reception for 50 Guests
 - ♥ 3 Course wedding breakfast for 50 Guests
 - ♥ Personalised menus for the table
 - ♥ A glass of wine served with the meal for 50 Guests
 - ♥ Sparkling toast for 50 Guests
 - ♥ Evening Finger Buffet for 50 Guests
 - ♥ Hire of Laker function suite for both the ceremony, wedding breakfast and evening reception
 - ♥ Personal wedding host, to assist you every minute of your special day
 - ♥ Use of ceremonial knife and stand for your wedding cake
 - ♥ Red Carpet for Ceremony
 - ♥ Preferred accommodation rates ** *(to be confirmed by your wedding coordinator)*
 - ♥ Our gift to you – complimentary accommodation overnight for the Bride and Groom in an Executive Bedroom
- ** Accommodation is offered in standard bedrooms. Please speak with your wedding co-ordinator should you wish to upgrade any bedrooms to our Executive or King Superior.*



» — ♥ — «

CLASSIC WEDDING PACKAGE

- ♥ Dedicated Wedding Coordinator to assist and support you every step of the way
 - ♥ Bucks Fizz reception for 50 Guests
 - ♥ 3 Course wedding breakfast for 50 Guests
 - ♥ Evening Finger Buffet for 50 Guests
 - ♥ Hire of the Laker function suite for ceremony, wedding breakfast and evening reception
 - ♥ Personal wedding host, to assist you every minute of your special day
 - ♥ Use of ceremonial knife and stand for your wedding cake
 - ♥ Red Carpet for Ceremony
 - ♥ Preferred accommodation rates ** *(to be confirmed by your wedding co-ordinator)*
 - ♥ Our gift to you – complimentary accommodation overnight for the Bride and Groom in an Executive Bedroom
- ** Accommodation is offered in standard bedrooms. Please speak with your wedding co-ordinator should you wish to upgrade any bedrooms to our Executive or King Superior.*



» — ♥ — «

TWILIGHT WEDDING PACKAGE

- ♥ Dedicated Wedding Coordinator to assist and support you every step of the way
 - ♥ Bucks Fizz reception for 50 Guests
 - ♥ Evening Finger Buffet for 50 Guests
 - ♥ White chair covers with organza sash for 50 guests
 - ♥ Black LED star curtain
 - ♥ Hire of the Laker function suite for both the ceremony and evening reception
 - ♥ Personal wedding host, to assist you every minute of your special day
 - ♥ Use of ceremonial knife and stand for your wedding cake
 - ♥ Red Carpet for Ceremony
 - ♥ Preferred accommodation rates ** *(to be confirmed by your wedding co-ordinator)*
- ** Accommodation is offered in standard bedrooms. Please speak with your wedding co-ordinator should you wish to upgrade any bedrooms to our Executive or King Superior.*

Build your own wedding



If our packages do not suit your requirements then we can assist you in creating your own personalised wedding. Take a look at our Laker Suite or 1935 Rooftop Restaurant and Bar as the location of your ceremony, wedding breakfast and evening reception.

We have a range of menus on offer to enable you to create your own wedding breakfast meal and customise your evening buffet, with a range of extras and upgrades available.

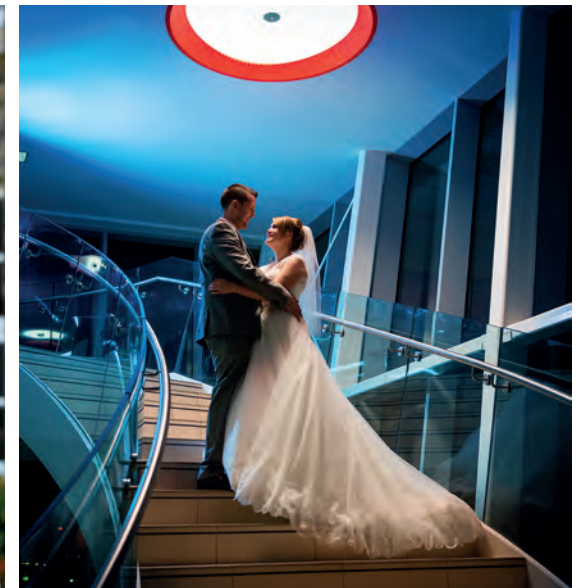
All wedding bookings will include the following complimentary services:

- ♥ Dedicated Wedding coordinator to assist and support you every step of the way
- ♥ Menu tasting with your Wedding coordinator and Head Chef of the 1935 Rooftop Restaurant and Bar located at Holiday Inn Southend.
- ♥ Personal Wedding host, to assist you every minute of your special day
- ♥ Wedding cake stand and Ceremonial knife for cutting of the cake
- ♥ Red carpet on arrival to the hotel
- ♥ Preferred accommodation rates for your guests.

Upgrades

Upgrades are available for all packages and build your own weddings:

- ♥ Up lighting ♥
- ♥ DJ as master of ceremonies ♥
and background music
- ♥ Cocktail drinks reception ♥
- ♥ Champagne drinks reception ♥
- ♥ Wedding breakfast menu ♥
 - ♥ Canapes ♥
- ♥ Evening buffet table decor ♥
 - ♥ Buffet selection ♥
 - ♥ Additional guests ♥
- ♥ Use of the 1935 Rooftop Restaurant and Bar ♥
for ceremony and Wedding Breakfast



Our Preferred Suppliers



Lacey's Events Services Ltd

01702 330641

laceyseventservices@gmail.com

www.laceyseventservices.com



Studio Rochford (Photographer)

Jo Tennant FBIPP

01702 542842

studio@studiorochford.co.uk

www.studiorochford.co.uk



The Cake Collection

01702 258827

07875 126721

jan@thecakecollection.co.uk

www.thecakecollection.co.uk



Eternity Events (DJ)

01268 784020

07900 627243

info@eternityeventsessex.co.uk

www.eternityeventsessex.co.uk



Turner & Pennell (Bridal Wear)

01268 776826

info@turnerandpennell.co.uk

www.turnerandpennell.co.uk



The Wedding & Flower Stores

01702 420170

07947 367665

theweddingstores@hotmail.com

www.theweddingstores.co.uk



Sister Sax

0844 504 9841

enquiries@sistersax.co.uk

www.sistersax.com



Matt Daniel-Baker

Magician & Mentalist

Member of the Magic Circle

07941 054514

www.THEMAGICIAN.tv



OMG Entertainments

0800 234 3447

info@omg-entertainments.co.uk

www.omg-entertainments.co.uk

Planning the Big Day



12-18 MONTHS BEFORE THE BIG DAY

- ☐ Set the date for your wedding
- ☐ Contact and book your Officiant.
- ☐ Set your budget and decide who is organising each aspect
- ☐ Identify the type of venue for the ceremony & reception and contact the Wedding Co-ordinator
- ☐ Book wedding photographer
- ☐ Book wedding cars & other transport
- ☐ Book band or DJ for reception
- ☐ Order invitations & stationery
- ☐ Decide on Bridesmaids, Best Man & Ushers
- ☐ Order wedding cake
- ☐ Decide on the number of guests & start drawing up a guest list
- ☐ Investigate wedding insurance
- ☐ Reserve a block of rooms at the hotel for out-of-town guests

6 MONTHS BEFORE THE BIG DAY

- ☐ Register for your wedding gift list
- ☐ Choose wedding dress & accessories
- ☐ Choose Bridesmaid dresses
- ☐ Book your honeymoon & remember to check with your travel clinic about vaccinations
- ☐ Decide on theme and select flowers, table decorations etc
- ☐ Bridegroom to arrange suits for Best Man, Ushers & Fathers
- ☐ Organise the hen night and stag night

4 MONTHS BEFORE THE BIG DAY

- ☐ Post wedding invitations with details of timings, transport, directions & details of the hotel
- ☐ Select wedding rings
- ☐ Finalise order of service and select music/hymns
- ☐ Contact your wedding suppliers e.g. florist, entertainment etc to confirm details
- ☐ If you are changing your name, inform banks, passport office etc (ensure your honeymoon is booked under the name that will be on your passport)

6-8 WEEKS BEFORE THE BIG DAY

- ☐ Confirm any travel arrangements & hotel reservations
- ☐ Organise presents for Bridesmaids and Mothers of the Bride & Bridegroom
- ☐ Choose wedding favours for the reception
- ☐ Make hairdresser & beauty salon appointments - ask your Wedding Co-ordinator about what we can organise for you
- ☐ Meet with your Wedding Co-ordinator to discuss seating plans, place cards, drinks packages and have your menu tasting

3 WEEKS BEFORE THE BIG DAY

- ☐ Confirm final number of guests & seating plan with your Wedding Co-ordinator
- ☐ Arrange wedding rehearsal
- ☐ Give florist total number of button holes and delivery details
- ☐ Confirm timings with wedding cars & transport operators
- ☐ Discuss with your photographer the photos you would like
- ☐ Give the DJ/band a list of songs you would like played
- ☐ Final fittings for wedding dress
- ☐ Ensure Bridegroom, Best Man & Father of the Bride are writing speeches
- ☐ Bridegrooms to arrange a gift to be delivered to the Bride before the ceremony
- ☐ Remind the Bridegroom to get a haircut!
- ☐ Collect wedding rings and ensure they fit

1 WEEK BEFORE THE BIG DAY

- ☐ Have trial hair and makeup session – ask your Wedding Co-ordinator about what we can organise for you
- ☐ Meet with Best Man, Bridesmaids and Ushers to finalise wedding day plans
- ☐ Confirm arrangements with photographers, transport operators, florists etc
- ☐ Wear in the wedding day shoes at home!
- ☐ Collect wedding dress, veil & accessories
- ☐ Pack for honeymoon and ensure tickets have arrived



Wedding Breakfast Menus

Choose one starter, one main and one dessert to create your personalised Wedding Breakfast meal.

Menu 1

Starters

Leek and potato soup, crispy onions

~
Flaked salmon terrine, chive crème fraîche, salmon caviar,
sour cream dough croute

~
Fried feta balls, Greek salad, citrus yogurt dressing

Mains

Honey glazed baby gammon, spring onion mash, mustard veloute

~
Pan seared salmon, crushed potatoes, tarragon butter sauce

~
Roast breast of chicken
filled with wild mushrooms, dauphinoise potato, red wine jus

Desserts

Peanut butter brownie, vanilla ice cream

~
Raspberry panacotta, rhubarb and ginger compote

~
Orange and frangipane tart drizzled with white chocolate, vanilla ice cream



Available for Classic Wedding Package

Build your own weddings - £25.00 per adult and £12.50 per child 12 years and under

Menu 2

Starters

Smoked eel and salmon Battenberg,
cucumber spaghetti, crispy kale, lemon and chive dressing

~
Caramelised red onion and goats cheese tart, petit ratatouille

~
Ham hock and Parma ham terrine, celeriac salad

~
Confit duck and apple salad, pomegranate dressing

~
Smoked chicken consommé, wild mushrooms, Thai asparagus

Mains

Duo of lamb, dauphinoise potato, red wine jus

~
Tenderloin of pork, rye bread crust, fondant potato, port jus

~
Pan-fried seabass, crushed new and sweet potato, spinach veloute

~
Pithivier of roasted squash, sage and caramelised shallots

~
Duo of chicken breast,
wrapped in parma ham, confit thigh, fondant potato, mustard cream sauce

Desserts

Dark chocolate trellis, Baileys mousse, anglaise sauce

~
Sticky toffee pudding, Rossi ice cream, butterscotch sauce, almond biscuit

~
Toffee popcorn cheesecake, rum cream

~
Rum and maple baked baby pine apple, vanilla ice cream, soft fruits

~
Iced white and dark chocolate parfait, pistachio ice cream, citrus biscuits

Available for Laker Suite Wedding Package and 1935 Rooftop Restaurant and Bar Wedding Package

Build your own weddings - £35.00 per adult and £17.50 per child 12 years and under

Children's Menu - £12.95pp

Price based on one, starter, one main course & one dessert

Starters

- ♥ Heinz tomato soup with croutons
- ♥ Seasonal melon fruit coulis
- ♥ Crispy mushroom, garlic mayo
- ♥ Sticky glazed mini ribs

Mains

- ♥ Mini kiev, fries and peas
- ♥ Macaroni cheese, garlic bread
- ♥ Battered cod flakes, salad, fries
- ♥ Chicken and leek pie, new potatoes, seasonal vegetables

Desserts

- ♥ Ice cream sundae
- ♥ Profiteroles with chocolate sauce
- ♥ Fresh fruit salad
- ♥ Chocolate delight

Canapes - £8.95pp

Price based 6 items, additional items £2.00 each

Hot

- ♥ Sticky honey, orange and sesame mini sausages
- ♥ Smoked trout and horseradish bilini
- ♥ Tuscan chicken and chorizo brochette
- ♥ Mediterranean vegetable and pesto tart

Cold

- ♥ Home smoked salmon, sour cream and dill cone
- ♥ Grilled black pudding and quails egg
- ♥ Cherry tomato and mozzarella skewers
- ♥ Parmesan and chive beignets

Sweet

- ♥ Chocolate brownie bites rolled in white chocolate
- ♥ Mango and chive wonton

Evening Buffet Options

All Wedding Packages include Buffet Option One

OPTION ONE

£15 per person

- ♥ Selection sandwiches
- ♥ Pesto and roast pepper tarts
- ♥ Honey and mustard chipolatas
- ♥ Lemon salmon skewers
- ♥ Filled mini potato shells
- ♥ Sweet chilli calamari rings
- ♥ Pork and leek sausage roll
- ♥ Marinated olives and gherkins

*Why not upgrade your buffet
to include more items . . .*

OPTION TWO

£17.95 per person

OPTION ONE PLUS...

- ♥ Smoked salmon bilinis, sour cream and chive ♥
- ♥ Tempura avocado ♥
- ♥ Mini sticky ribs ♥
- ♥ Hoi sin scented sesame chicken ♥

OPTION THREE

£19.95 per person

OPTION ONE PLUS...

- ♥ Crab and ginger beignets ♥
- ♥ Salt and pepper strips of beef ♥
- ♥ Lamb and chilli kofta ♥
- ♥ Fruit /marshmallow dipping chocolate ♥





Hot Fork Buffet - £18.95pp

SELECT TWO SALADS:

- ♥ Caprese salad
- ♥ Waldorf salad
- ♥ Caesar with either home smoked salmon or Cajun chicken
- ♥ Tossed salad
- ♥ Cous cous with pesto roasted peppers
- ♥ Beetroot, feta and spring onion

SELECT TWO MAINS:

- ♥ Thai spiced chicken noodle stir-fry
- ♥ Piri piri spiced chicken
- ♥ Vegetable hot pot glazed with smoked cheese
- ♥ Aubergine parmigiana
- ♥ Turkey, leek and ham fricassee, pastry top
- ♥ Cajun grilled chicken, wilted pak choi
- ♥ Fish and Mediterranean vegetable kebabs, butter seaweed

SELECT TWO SIDES:

- ♥ Fried rice
- ♥ Filled jacket shells
- ♥ Buttered new potatoes
- ♥ Fried potatoes and onions
- ♥ Roasted sweet potatoes
- ♥ Stir-fry vegetables with chilli and garlic

SELECT ONE DESSERT:

- ♥ White chocolate and raspberry bread and butter pudding
- ♥ Bramley apple and conference pear strudel with custard
- ♥ Peanut butter brownie
- ♥ Passion fruit charlotte
- ♥ Fruit platter

Drinks Packages

SPARKLING DRINKS PACKAGE

- ♥ Glass of Prosecco or Bucks Fizz on arrival
- ♥ Half a bottle of house red or house white wine with the meal
- ♥ Glass of Prosecco for toast
- ♥ Soft drinks for children

£18.50 per person

CHAMPAGNE DRINKS PACKAGE

- ♥ Glass of Champagne on arrival
- ♥ Half a bottle of house red or house white wine with the meal
- ♥ Glass of Champagne for toast
- ♥ Soft drinks for children

£22.50 per person

3 BOTTLES OF HOUSE WINE

£49.00

PROSECCO, SANT'ORSOLA, ITALY

£27.95 per bottle





Package Prices

1935 ROOFTOP RESTAURANT AND BAR WEDDING PACKAGE

Supplement charges for additional guest apply - £3,999
Day guests £65.00pp and Evening only guests £15.00pp

LAKER SUITE WEDDING PACKAGE

Supplement charges for additional guests apply - £3,000
Day guests £60.00pp and Evening only guests £15.00pp

CLASSIC WEDDING PACKAGE

Supplement charges for additional guests apply - £1,999
Day guests £40.00pp and Evening only guests £15.00pp

TWILIGHT WEDDING PACKAGE

Supplement charges for additional guests apply - £1,499
Evening guests £19.00pp (inclusive of arrival drink and buffet)

Room Hire Prices

ROOM HIRE OF THE LAKER SUITE

Minimum number of guests x 50 £500.00
if numbers fall below additional room hire will be charged

ROOM HIRE OF 1935 ROOFTOP RESTAURANT

Not available on Sunday's, only available until 5pm £700.00
evening reception will then take place in the Laker Suite

Room hire of private breakfast room for overnight guests £300.00

Upgrades

DJ – Evening reception £380.00

Chair Cover with sash £2.50 per chair

Top table ribbon £28.00

DJ as master of ceremonies £120.00

Up lighting (Max 10 in Laker Suite) £8.00 each

LED Star curtain Black £120.00 each
White £160.00 each

Mocktails as arrival drink £5.50 per glass or
£1.50 per glass
if adding on to a package

Cocktails as arrival drink £8.00 per glass or
£4.00 per glass
if adding on to a package

Champagne as arrival or toast drink £8.95 per glass or
£4.45 per glass
if adding on to a package

Bucks Fizz as arrival drink £5.00 per glass

Prosecco as arrival or toast drink £5.95 per glass

Jug of Pimms (6 glasses) £17.50 per jug

TABLE CENTRES ADDITIONAL TO BUFFET

Honey Roast Gammon with rum steeped pineapple £115.00
(approx 30-40 guests)

Decorated Whole Salmon £150.00
(approx 40 guests)

Chaufroid Whole Turkey £158.00
(approx 40 guests)

Terms & Conditions

1. DEFINITIONS

Once a provisional booking has been made this date will be held for up to 14 days. If confirmation is not yet received by this date the booking may be automatically released and the date offered for resale.

2. CONFIRMED BOOKING

Once you have decided to host your event at the Holiday Inn Southend- we will require written confirmation and a non-refundable deposit of £500. A contract will be sent to you which requires signing and returning to your Wedding Coordinator along with the signed terms and conditions. Once these have been received your booking will be formally confirmed. If details of the day change you will be asked to resign your contract.

3. PAYMENTS

6 months prior to the event, 50% of the final balance is due. 30 days prior to the event the full balance and final numbers for the event are due, these will be the minimum numbers charged for even if the numbers should be lower on the day. All prices shown include VAT at the current rate. Should VAT rates increase, the prices will vary accordingly.

4. CANCELLATION

- a) by the customer - Cancellations are required in writing. In the event of a cancellation we regret that all monies paid are non-refundable and non-transferable. Cancellations received less than 6 months prior to the event date 50% of the contracted amount is due.
- b) by the hotel - The hotel may cancel the booking at any time and without obligation to you in any of the following circumstances: if the hotel or any part of it is closed due to fire, alteration or re-decoration, by order of

the public authority or through any reasons beyond the hotel's control. If you become bankrupt or insolvent or enter into liquidation or have an administrative receiver or receiver appointed overall or a substantial part of your assets. If you are more than 30 days in arrears with payments to the hotel or company. If the event may in the hotel manager's reasonable opinion prejudice the reputation of the hotel.

5. GENERAL

- a) Minimum numbers apply for all our function suites, if your final numbers fall short of these, a supplement room hire charge will apply. The hotel reserves the right to change a designated room after the appropriate consultation with the client if the agreed minimum numbers are not to attend the event. This does not affect the minimum charge.
- b) We require that a minimum of 90% of your guests are catered for.
- c) Outside catering is permitted in the hotel subject to charges and prior confirmation.
- d) There is a possibility that other events will be taking place in the hotel at the same time as your function.
- e) For civil ceremonies the bridal party are responsible for the booking of the registrar and all legal requirements.
- f) Any additional items booked via a third party will appear on the event agreement for information only and are not the responsibility of the hotel.
- g) Any items left after the function must be collected and removed from the hotel within 24 hours of the end of the event, unless prior arrangements have been made, and are not the responsibility of the hotel or its staff.
- h) Any outside contractor employed by you must report

to the duty manager at the hotel and sign the hotels standard contractor indemnity form. These forms must be completed and returned to your wedding coordinator at least 14 days prior to the event. The hotel reserves the right to refuse access to any contractor who has not supplied the necessary documentation.

6. ACCOMMODATION

If you wish to reserve an allocation of rooms, a rooming list is required 28 days prior to arrival and a credit card number will be taken at the time of booking to guarantee rooms against late arrival and cancellation. Any rooms not named at this point will be automatically released for resale. Check in for accommodation is guaranteed from 2pm and rooms must be vacated by 11am on the day of departure.

7. LIABILITIES

The hotel shall not be liable for any failure or delay in performing any of its obligations under this agreement or liable to an attendee or guest for any loss or damage to property if the failure or delay was due to any cause beyond its reasonable control, including (without limitation) terrorist activity or serious potential for terrorist activity whether within the proximity of the hotel or in the UK or worldwide and directly or indirectly affecting the UK, misconduct or negligence of an attendee, guest or external third party, war or threat of war, civil or political action or disturbance, riot, natural disaster, fire, epidemic, bad weather, military activity, governmental or regulatory action, industrial dispute, act of God, failure of power or machinery, failure of or interruption in externally provided services and utilities and all similar events outside the hotel's control.

I hereby acknowledge and agree to accept the above terms & conditions and the contracted numbers on the attached Event Agreement / Booking Order
I/ we hereby agree to all of the terms, conditions and cancellation policies of this contract.

Signed by Bride/ Groom: _____ Today's date: _____ Date of wedding reception: _____

Please sign above and return to the hotel with a deposit of £500 to secure your booking.





Numerous images supplied are courtesy of Studio Rochford



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 Holiday Inn Southend  @Southend_hinn

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