



IT'S ALL ABOUT *You*

hallmark
WEDDINGS



Your DAY *Your* WAY

YOU'VE FOUND THE LOVE OF YOUR LIFE. NOW IT'S TIME TO PLAN THOSE PERSONAL TOUCHES AND MAKE YOUR WEDDING THE BEST DAY OF YOUR LIVES. **HALLMARK HOTEL CARLISLE** PROVIDES AN IDEAL VENUE TO REALISE YOUR DREAM. LICENSED FOR CEREMONIES, WITH A CHOICE OF TWO FUNCTION SUITES TO SUIT ANY REQUIREMENT AND OPTIONS TO TAILOR EVERY SECOND, WE GUARANTEE YOUR EXPERIENCE WILL BE AS UNIQUE AS THE TWO OF YOU. WELL, ALMOST.

Nobody wants off the shelf. With first class personal service and attention to the smallest details you won't have to settle. Situated in the Historic City of Carlisle, the elegant Hallmark Carlisle is the perfect choice for your big day. Steeped in history with the stunning Victorian Ballroom, we promise to make each and every moment of your big day perfect.

Civil ceremonies can be held in the on-site banqueting suites, with room for up to - 150 guests. Two function rooms provide elegant spaces for dinner and dancing. 70 bedrooms including family rooms and a four poster bridal suite, mean guests don't have to hit the road after the last dance.

Our helpful and friendly team understand how much there is to do when arranging the perfect day and we're on hand to ensure organising your reception is as easy as possible.

Taste dinner with the chef, who can advise on changes you may want to make, call on our 'wedding angel' to answer every question and organise a dedicated team to take the pressure off. Choose from a selection of individual food and drinks packages to suit your budget, and rest assured that you'll have all the support needed to create those happy memories that last a lifetime.

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Your PERFECT SUITE

IMAGINE THE PERFECT FUNCTION SUITE. NOW REALISE THAT BECOMES A REALITY HERE AT THE **HALLMARK HOTEL CARLISLE**, WITH TWO TO CHOOSE FROM, EACH AIMED AT A DIFFERENT SIZE OF WEDDING PARTY- FROM LARGE GATHERINGS TO INTIMATE RECEPTIONS. WE PROVIDE THE IDEAL INTERIOR FOR YOUR DINNER, SPEECHES AND EVENING SOIREE, SO ALL YOU HAVE TO DO IS SIT BACK AND ENJOY.

MERLOT SUITE

A contemporary suite located on the ground floor of the hotel with its own private bar. The room is light and airy with a modern feel. Licensed for civil ceremonies for up to 70 guests, it's also the perfect option for your wedding breakfast (20-50 guests). The Merlot Suite can also accommodate your evening function for up to 70 guests.

THE BALLROOM

Truly a magnificent room. The stunning Victorian Ballroom is the only one of its kind and houses a traditional sprung loaded dance floor, and its own stage with star curtain for that extra sparkle!. Situated on the first floor of the hotel and with its own bar, it's the perfect choice for a larger wedding breakfast or evening party. Licensed for civil ceremonies for up to 200 guests, wedding breakfast (60 - 180 guests) and evening receptions for up to 200 guests.

(Helium balloons are not allowed in this suite)

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A CEREMONY SIMPLY MADE FOR *You*

OUR CIVIL MARRIAGE CEREMONIES ARE IDEAL FOR THOSE WHO WOULD PREFER NOT TO MAKE GUESTS TRAVEL FROM ONE VENUE TO THE NEXT, MAXIMISING THE TIME THEY GET TO SPEND WITH FRIENDS, FAMILY AND LOVED ONES.

There are a number of rooms in the hotel with marriage licenses, and our team of experts are on hand to advise on the options available.

We understand that your wedding is yours, and so we can play a small or large part in the planning. From offering musical recommendations, to providing details for trusted suppliers, it's our pleasure to take some of the burden and help you focus on the important things- celebrating a love that lasts for a lifetime. All ceremonies include a separate room to meet with the registrar prior to the service.

Room hire rates are exclusive of any registrar fees.



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Your **RECEPTION** *Your* **CHOICE**

AT **HALLMARK HOTEL CARLISLE** WE BELIEVE NO WEDDING IS TOO SMALL OR TOO BIG, IT'S REALLY ALL ABOUT PERSONAL TASTE AND PREFERENCE. THAT'S THE REASON WE OFFER SO MUCH CHOICE. WITH TWO FUNCTION ROOMS, WE CAN CATER FOR EVERYTHING FROM THE MOST INTIMATE TO THE GRANDEST OF DEMANDS.

Perhaps you prefer the full red carpet entrance, with Champagne, canapés and drinks reception, then sit down to a fine feast with friends and family. Our facilities are entirely in your hands - every request will be taken into account. And, as we are experts in this field, we'd also be delighted to make recommendations that inspire.

All our package options include pristine table linen, cake presentation table with the obligatory silver knife, exquisite crockery and cutlery for the top table, and a toast-master, who will be there to conduct proceedings if you choose. All the ingredients to ensure you get hitched without a hitch, in our magnificent surrounds.

We don't forget about children, either - for many the most important guests. We have a range of specially designed menus, including free soft drinks, activity packs to keep them entertained. These small but vital details are the benchmark by which all weddings are judged, and you have complete control over exactly how they will be put into practice.

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Your **STAY**

ONCE THE FINAL CORKS HAVE BEEN POPPED AND THE LAST DANCE DANCED, THERE'S NO BETTER WAY TO END YOUR DAY THAN BY RETIRING TO OUR ACCOMMODATION. BETTER YET, WE ALSO HAVE ENOUGH SPACE TO PROVIDE A BEAUTIFUL STAY FOR YOUR GUESTS TOO.

From our four poster bridal suite, to rooms for family and friends, at Hallmark Hotel Carlisle exceptional quality comes as standard. Beautiful interior design has been employed throughout, adding to the overall feeling of romance, pomp and occasion.

Guests are given preferential rates, with the option of an early-check in so they can arrive and get ready for the ceremony without worrying about ruffles and creases in the car. Nor will they have to carry their cameras and other items for the entire day. After the celebrations have finished there will still be time to socialise without worrying about

booking taxis, and it's just a short walk upstairs to fall into a comfortable bed and drift off to sleep, before waking for a late-breakfast. Finally, enjoy a complimentary return overnight stay with dinner and breakfast on your wedding anniversary, meaning you can unwind in our majestic property, and relive happy memories from the most important day of your lives.

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PLANNING FOR *Your* BIG DAY

WE ALL KNOW WEDDINGS TAKE A LOT OF PLANNING, PLENTY OF PREPARATION, AND EXCELLENT ORGANISATION. LET US EASE SOME OF THAT BURDEN WITH THIS QUICK GUIDE TO WHAT YOU NEED TO ARRANGE, AND WHEN.

12-18 MONTHS BEFORE TYING THE KNOT

- Make a decision on the type of ceremony you would like- civil or religious- so you can begin booking a venue, Registry Office or church.
- Although you probably have a date in mind, now is the time to confirm your chosen venue is available. And book it.
- This is your day, and you can have it your way. Do you want a formal, semi-formal, or informal celebration?
- Allocate a budget. Yes, there's every chance things might change, but this is still vital.
- Photographers, videographers and luxury cars are all in high demand- particularly for summer weddings. Be sure to confirm these at the earliest possible moment.
- Begin planning your guestlist. This takes time, especially if you have more friends and family than your wedding can hold. Remember- people are understanding of this issue, so try not to worry about causing offence.
- Book a florist and wedding dresser- again, these are often in very high demand.
- Take out wedding insurance. You know, just in case.

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6 MONTHS UNTIL THE BIG DAY

- Finalise the outfits for the happy couple and wedding party, pending any final alterations.
- Spend some time deciding on a honeymoon destination; hardly a horrible task, nevertheless it's a big decision.
- Head to the venue to confirm all details with staff.
- Book a hairdresser.
- Send out invitations- giving people as much notice as possible is essential. Remind your guests to book accommodation if they are not local, and ideally suggest some options.

1 MONTH TO GO

- Confirm any last-minute and final details with your venue. This is also the time you should pay the account in full.
- There's a good chance you have already started, but it's wise to write any speeches now before things get really busy. And vows too, if you are choosing to do so.
- Set out a table plan. Once it's done, stick to it.

THE FINAL WEEK BEFORE

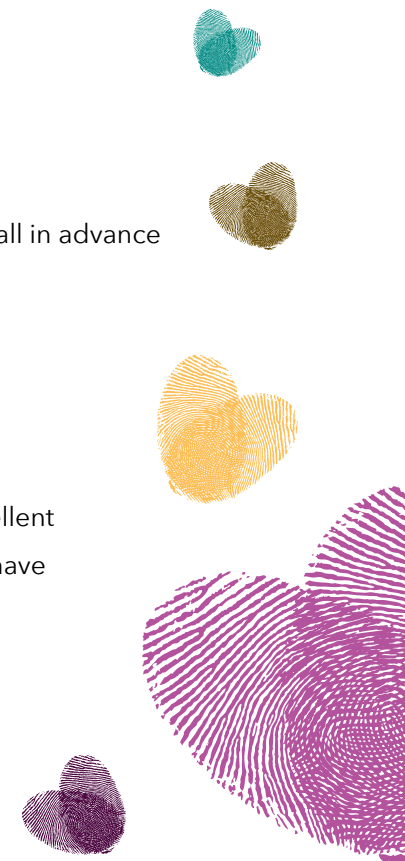
- Check that anyone helping with arrangements- bridesmaids and the best man - have a list of all services booked and contact details for each.
- Time for the wedding rehearsal, followed by plenty of excitement as the day is almost here.
- Hand the rings to the best man.
- Arrange when the outfits need to be collected.

ONE OR TWO DAYS AHEAD OF THE EVENT

- Take place cards, gifts and decorations to the venue- call in advance to see when they are able to accommodate this.

YOUR WEDDING DAY

- This is it, the time has finally come. Thanks to your excellent preparation all there is left to do is turn up, relax, and have a ball. It's your day, and you're doing it your way.



BOOKING TERMS & CONDITIONS

The following is a comprehensive guideline to assist you with your forthcoming plans and arrangements.

1. PROVISIONAL

You can reserve your preferred date for up to 14 days. You are under no obligation and this gives you the time to discuss and co-ordinate your ideas.

2. CONFIRMED

Written confirmation is required for all bookings and a non-refundable deposit of £500.00 is also required.

3. FINAL NUMBERS

Please advise your final numbers 2 weeks prior to the event.

4. CATERING

It is the policy of Hallmark Hotels not to under cater in any circumstances.

5. PAYMENT

An interim payment of 50% of the estimated balance to be paid 6 months prior to event, plus 25% to be paid 12 weeks prior to the event. The final balance should be paid 4 weeks prior to the event. Any additional charges incurred on the day of the event or after the invoice has been sent out to you are due for payment at the time unless you have arranged credit facilities with the hotel.

6. CANCELLATIONS

In the event of cancellation, charges will apply. The percentages will be calculated on the estimated booking value based on your numbers last confirmed.

- With 6 months notice or less 50%
- With 12 weeks notice or less 75%

- With 4 weeks notice or less 100%

Cancellation must be in writing to the Sales Office Manager and a receipt of this will be issued to confirm the cancellation. All monies paid are non-refundable.

7. CANCELLATION BY HALLMARK HOTELS

We reserve the right to cancel your booking if:

- You become insolvent or in the case of an individual, become subject to bankruptcy petition
- The booking might damage the reputation of the hotel. In these circumstances, any advance payments will be returned, but the Hotel would not have any other liability.

8. INSURANCE

In common with all Hotels, we do not insure any items you bring onto the premises (such as wedding presents, audio visual equipment etc). We therefore suggest that if you plan to leave any items unattended during your stay, you need to check that you have arranged adequate cover against their damage or loss.

9. USE OF HOTEL

You will need our consent if:

- You wish to use amplification, lighting or similar electrical equipment in the hotel.
- You wish to attach items to the walls, floor or ceilings.
- You wish to use outside suppliers to supply any equipment, or other services.

10. GENERAL

- a) We reserve the right to alter prices without notification. Prices are as stated and are not negotiable.
- b) We reserve the right to change the room(s) being

used should numbers drop or any unforeseen circumstances arise.

c) Should any guest be unable to correct any aspect of poor behaviour or activities unacceptable to the Hotel, we reserve the right to terminate your stay. Should this occur no monies would be refunded to you.

d) The client must reimburse the costs of repairing any damage to the property, contents or grounds by any guests to the hotel.

e) No wines, spirits or food brought into the hotel may be consumed.

f) The Hotel's name/logo may be used in publicity, once a proof of the promotional material has been agreed with the Hotel.

g) The Hotel must comply with certain licensing and statutory regulations and requires the Client to fulfil their obligations in this respect.

h) Prices include V.A.T. unless otherwise specified. This shall be at the rate prevailing when confirmation of the booking was received and is subject to alteration should the rate change.

i) Any equipment that the Hotel needs to hire in for an event includes delivery, insurance and collection fees.

We had our wedding at the Hallmark Hotel Carlisle. Highly recommended very helpful from day of booking to the actual day very informative and always on hand for any queries or concerns. On the day nothing was too much trouble we were looked after to the highest level and the food was excellent!

Mary and Andrew

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