



INSPIRING WEDDINGS.  
BREATHTAKING VENUES.

## THE BIGGEST DAY OF YOUR LIFE...

You've accepted a proposal. You've told both the families and you've made the announcements. Now you need the perfect venue for your special day, and professionals to help you plan it. We can offer you both.

We endeavour to make your dreams come true and work within your budget to make your big day truly memorable for you and your guests. For further information or to talk over your wedding ideas, please contact our Wedding Planner.

### APEX WATERLOO PLACE HOTEL

23-27 Waterloo Place EH1 3BH

T 0800 049 8301  
edinburgh.events@apexhotels.co.uk

## THE SETTING

Set in a stunning city centre location, the historic luxury Apex Waterloo Place Hotel, located at the east end of Princes Street, is the perfect wedding venue.

Combining beautiful original Georgian features with stylish contemporary design, each of our rooms are very individual and have their own charm, but all offer a magical location in which to celebrate your wedding or to conduct a civil ceremony.

Here, in the heart of Edinburgh, surrounded by famous historic landmarks, Apex Waterloo Place offers fabulous views and photo opportunities around every corner, including Calton Hill, with stunning views across the city and Princes Street Gardens.

To relax and prepare yourself for the big day, take time out in Pure Spa with our Elemis treatment rooms, one of which is a couples room, ozone pool, sauna and steam room. Perfect for pre-wedding pampering or your hen party.

### CAPACITIES

VENUE	CEREMONY	WEDDING BREAKFAST	EVENING RECEPTION
Forth Suite	60	40	-
Calton Suite	60	40	-
Waterloo Suite	80	80	100



# ALL INCLUSIVE WEDDINGS PACKAGE

Based on 60 guests

- A dedicated and experienced Wedding Planner who will be your one point of contact and assist with your wedding day decisions
- The services of a Wedding Host to guide you through your special day
- Red carpet arrival
- Piper
- A glass of Champagne for the newlyweds on arrival
- A sparkling wine reception for your guests
- A selection of canapés for during your drinks reception
- Three course, two choice Wedding Breakfast with tea and coffee
- A half bottle of house wine per guest during your Wedding Breakfast
- A glass of sparkling wine per person for the wedding toasts
- Personalised place cards, menu cards and table plans
- Fully dressed tables (white cloths, linen napkins and candle centrepieces)
- A top table floral arrangement
- The use of our wedding cake base and knife
- A choice of evening buffet menus
- Disco and DJ for your evening reception
- Complimentary overnight accommodation in a Deluxe room on your wedding night
- Special accommodation rates for your guests to enjoy
- A complimentary taster meal for two before the wedding to ensure your menu is perfect
- Six month pre-wedding gym membership for two
- A complimentary overnight stay for two, with breakfast, on your first anniversary (subject to availability).

Total - £4,995

More guests can be added although additional costs will apply.

Adult day guest: £70.00

Child day guest: £20.00\*

Evening guest: £10.50

\* A soft drinks package and child's meal.

Please note this package is only available at the Apex Waterloo Place Hotel and applies to new bookings only. For full terms and conditions, please see the last page in our brochure.

# MENU SELECTOR

If you want to keep it simple, please select one dish from each course. To add a choice for your guests there will be an additional charge of £6 per person. A maximum of 2-2-2 menu is available. A pre-order would be required at least two weeks before the wedding.

## STARTERS

### Leek & potato soup

**Melon** with exotic fruit & rose water syrup

**Chicken liver parfait** with red onion confit & toasted brioche

**Cured salmon**, pea shoot cress & apple salad, crème fraîche

## MAIN COURSES

**Roast free range chicken breast**, crushed new potatoes, roast maple root vegetables & pancetta jus

**Escalope of Scottish salmon**, braised fennel, seasonal vegetables & lemon sauce

**Tenderloin of pork**, grain mustard mash potato, glazed apple, red cabbage, sage gravy

**Sun blush tomato & asparagus risotto cake**, citrus aioli, rocket salad

## DESSERTS

**Dark chocolate & orange marquise** with anglaise

**Vanilla & gingerbread cheesecake**, raspberry purée

**Apple & ginger crumble tart**, honeycomb cream

**Vanilla crème brûlée**, handmade shortbread

**Freshly brewed tea & coffee** with mints



## CHILDREN'S DRINKS AND MENU

### DRINKS

**£7.50 per child**

Soft drinks will be served at the same time as the adults drinks, just so no one feels left out.

### WEDDING BREAKFAST MENU

**£12.50 per child** (up to 12 years old).

Please select one dish from each course to create a menu for the small people attending your big day:

### STARTERS

**Homemade soup of the day**  
**Melon & strawberries**

### MAIN COURSES

**Locally made sausage and mash** with vegetables & gravy  
**Homemade fish goujons** with vegetables  
**Baked chicken breast** with gravy & vegetables

### DESSERTS

**Ice cream**  
**Fresh fruit salad** with vanilla ice cream  
**Banana split** with vanilla ice cream

A half portion of the wedding breakfast is available at half the cost of the adult menu.



## EVENING BUFFET OPTIONS

Chef's selection of sandwiches plus three additional items from the list below:

**Smoked salmon & dill quiche**  
**Vine tomato & basil pizza**  
**Cocktail steak pies**  
**Individual quiche**  
**Filo prawn** with sweet chilli jam  
**Cocktail gourmet steak & mushroom pie**  
**Roasted vegetable pie**  
**Chicken or beef satay**  
**Haggis bon-bon**  
**Vegetable spring roll**, sesame & soy dip  
**Sausage rolls**  
**Chorizo & mozzarella pizza**

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**Bacon & sausage rolls**  
**(vegetarian option available on request)**  
Special dietary requirements will be catered for upon request





## BESPOKE WEDDING PACKAGE

A perfect memory - that's what we aim to create with every wedding we help to organise and bring to life. Included in the Apex Bespoke Wedding Package, you can look forward to:

- A dedicated and experienced Wedding Planner who will be your one point of contact and assist with your wedding day decisions
- The services of a Wedding Host to guide you through your special day
- Red carpet for your arrival
- A choice of drinks packages
- A choice of Wedding Breakfast menus
- Personalised place cards, menu cards and table plan
- Fully dressed tables (white or black cloths)
- The use of our wedding cake base and knife
- A choice of evening buffet menus
- Complimentary overnight accommodation in a Deluxe room on your wedding night
- Special accommodation rates for your guests to enjoy
- A complimentary taster meal for two before the wedding, to ensure your menu is perfect
- A complimentary overnight stay for two with breakfast on your first anniversary (subject to availability).

Please note this package is subject to minimum numbers. For full terms and conditions, please see the last page in our brochure.



## DRINKS RECEPTION

So much to celebrate, so much to toast! Please choose from one of the following drinks packages:

### WEDDING DRINKS OPTIONS

1. A glass of sparkling wine on arrival, half bottle of wine for meal and a glass of sparkling wine for the speeches  
£20.25

2. A glass of sparkling wine on arrival, half bottle of wine for meal and a glass of champagne for the speeches  
£24.00

If you would like to create your own package, please contact your Wedding Planner for individual wine lists. We would recommend a drink for your guests on arrival, wine for during your meal and a glass of something fizzy for the speeches!

## CANAPÉ MENU

Why not add some canapés for your guests to enjoy during the drinks reception?

Choose any four of the following -  
£6.95 per person

### CANAPÉS

**Chicken liver parfait** on mini toasted bread & tomato chutney

**Haggis bon-bon** with Arran mustard dip

**Shetland smoked salmon**, mini blini & chive crème fraîche

**Goat's cheese** & cherry tomato en croute

**Rare roast beef**, spiced tomato relish

**Smoked chicken**, plum chutney crostini

**Baked baby potato** with chive sour cream & truffle fondue

**Duck and hoisin spring rolls**

**Sun blushed tomato & pepper mini pizza**

### DESSERTS

**Macaroon selection** (pistachio, chocolate, lemon, raspberry, coffee and vanilla)

**Seasonal fruit** dipped in dark, milk & white chocolate

## WEDDING BREAKFAST SET MENUS

If you want to keep it simple, please select one dish from each course. To add a choice for your guests there will be an additional charge of £6 per person. A maximum of 2-2-2 menu is available. Pre-order would be required at least two weeks before the wedding.

£30.50 per person

### STARTERS

**Leek & potato soup**

**Melon** with exotic fruit & rose water syrup

**Chicken liver parfait** with red onion confit & toasted brioche

**Cured salmon**, pea shoot cress & apple salad, crème fraîche

### MAIN COURSES

**Roast free range chicken breast**, crushed new potatoes, roast maple root vegetables & pancetta jus

**Escalope of Scottish salmon**, braised fennel, seasonal vegetables & lemon sauce

**Tenderloin of pork**, grain mustard mash potato, glazed apple, red cabbage, sage gravy

**Sun blush tomato & asparagus risotto cake**, citrus aioli, rocket salad

### DESSERTS

**Dark chocolate & orange marquise** with anglaise

**Vanilla & gingerbread cheesecake**, raspberry purée

**Apple & ginger crumble tart**, honeycomb cream

**Vanilla crème brûlée**, handmade shortbread

**Freshly brewed tea & coffee** with mints

# WEDDING BREAKFAST SET MENUS

£35.00 per person

## STARTERS

**Haggis, neeps & tatties** with whisky chive butter sauce  
**Confit duck pistachio & raisin terrine**, pear chutney, toasted brioche  
**Crispy goat's cheese**, beetroot carpaccio, aged balsamic  
**Salmon gravadlax**, honey mustard dressing, micro salad

## MAIN COURSES

**Rump of lamb**, dauphinoise potatoes, wild mushrooms & French beans, red wine sauce  
**Fillet of sea bream**, braised fennel, new potatoes, tomato & basil salsa  
**Corn fed chicken** stuffed with haggis, skirlie potatoes & whisky sauce  
**Baked goat's cheese & caramelised red onion tart** with basil hollandaise sauce

## DESSERTS

**Brioche bread & butter pudding**, sauce anglaise  
**Dark chocolate & orange marquise** with anglaise  
**Vanilla & gingerbread cheesecake**, raspberry purée  
**Apple & ginger crumble tart**, honeycomb cream

**Freshly brewed tea & coffee** with mints

£40.00 per person

## STARTERS

**Haggis, neeps & tatties** with whisky chive butter sauce  
**Confit duck pistachio & raisin terrine**, pear chutney, toasted brioche  
**Crispy goat's cheese**, beetroot carpaccio, aged balsamic  
**Traditional smoked salmon**, Lilliput capers & chopped shallots

## MAIN COURSES

**Roast sirloin of beef** with honey glazed vegetables, fondant potato & Hermitage sauce  
**Baked halibut**, leek and pancetta, sauté potatoes, red wine jus  
**Roast sirloin of beef**, skirlie potatoes, forest mushrooms, claret jus, wrapped fine beans  
**Vegetarian Strudel**, ratatouille sauce, soft herb sauce

## DESSERTS

**Raspberry cranachan**, dark chocolate trellis  
**Dark chocolate & orange marquise** with anglaise  
**Vanilla & gingerbread cheesecake**, raspberry purée  
**Apple & ginger crumble tart**, honeycomb cream

**Freshly brewed tea & coffee** with mints

# EVENING BUFFET OPTIONS

Please choose from one of the following buffet options:

**Stovies served** with crusty bread - £10.50 per person (vegetarian option available on request)

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**Haggis, neeps & tatties** - £11.50 per person (vegetarian option available on request)

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Please choose from one of the following buffet options:

Chef's selection of sandwiches

**3 items** - £10.50

**4 items** - £11.50

**5 items** - £12.50

Please choose your buffet items from the list below:

**Smoked salmon & dill quiche**

**Vine tomato & basil pizza**

**Cocktail steak pies**

**Individual quiche**

**Filo prawn** with sweet chilli jam

**Cocktail gourmet steak & mushroom pie**

**Roasted vegetable pie**

**Chicken or beef satay**

**Haggis bon-bon**

**Vegetable spring roll**, sesame & soy dip

**Sausage rolls**

**Chorizo & mozzarella pizza**

\*\*\*

**Bacon & sausage rolls** - £10.50

(vegetarian option available on request)

Special dietary requirements will be catered for upon request





## FREQUENTLY ASKED QUESTIONS

- Q:** Can you cater for guests that have special dietary needs?  
**A:** Yes we can cater for all dietary requirements we ask that we are advised of this 4 weeks prior to the wedding. Any dietary requirements should be highlighted on the table plan.
- Q:** Do you have a room where we can store wedding presents until we are able to collect them, and are you insured for any loss or damage to these presents?  
**A:** We suggest that the wedding couple appoint a member of bridal party to look out for wedding presents on the day and move them to the wedding couple's bedroom for safe keeping. We are not insured for any loss or damage to any presents or gifts.
- Q:** Will ours be the only wedding on the day?  
**A:** Yes, we offer exclusive use of our event space during your wedding day.
- Q:** When does the reception finish?  
**A:** Last service is at 12:30am with the DJ finishing then also.
- Q:** When does the hotel bar close/Can we use it?  
**A:** The hotel bar is open for residents only until the last resident leaves, any wedding guests staying at the hotel are welcome to have a night cap in the hotel bar before heading to bed.
- Q:** What type of wedding ceremonies do you hold?  
**A:** We hold all types of wedding ceremony's including civil & humanist.
- Q:** Is Car Parking Available?  
**A:** We do not have onsite parking however there are various parking options close by, please contact your wedding executive for more information.

## FREQUENTLY ASKED QUESTIONS

- Q:** Do you allow confetti to be thrown?  
**A:** We do not allow confetti to be thrown in the hotel.
- Q:** Can I use my own suppliers?  
**A:** You are welcome to use your own suppliers, we also have list of preferred suppliers who work with us regularly if you wish to use them.
- Q:** Do we have to book the registrar separately or do we organise the registrar or do you do it for us?  
**A:** Wedding couples are required to book their own registrar, we can provide AP1 forms which the couple require to organise this.
- Q:** Are chair covers included?  
**A:** We do not include chair covers however we do have suppliers details on our preferred suppliers list should you wish to use them.
- Q:** When do we have to provide exact final numbers and details?  
**A:** Final numbers and details are required 4 weeks prior to the wedding, you will then have a final details appointment with the wedding couple 1-2 weeks prior to the big day to go over all details with the Wedding Operations Manager and the Wedding Planner.
- Q:** How does the complementary 6 month pre-wedding spa membership work?  
**A:** With this you are able to go to either the Apex Grassmarket or Waterloo Place Hotels, you just need to tell reception your wedding name and wedding date on arrival to the hotel.
- Q:** What photographic locations are there?  
**A:** We have various locations within the hotel which make beautiful wedding shots. Photos can also be taken outside the hotel with the city atmosphere or at nearby Calton Hill with the appropriate permission

# TIMELINE

## 12 MONTHS AND LONGER

- Pay £500 deposit to secure the venue and you will receive the contract within
- 72 hours to sign and return.
- Arrange wedding official.
- Choose your chief bridesmaid, best man, and other attendants.
- Decide on the number of wedding guests for day and evening.

## 6-12 MONTHS

- The fun bit - look for your wedding dress.
- Book your wedding photographer.
- Book hair and makeup.
- Choose and order bridesmaid outfits.
- Start to think about readings and music for your big day, piper songs and DJ request list.
- Pay 50% of estimated final balance to Apex Hotel 6 months prior to your wedding date.

## 3-6 MONTHS

- Book your taster meal with Apex Hotel for 3 months prior to the big day.
- Order your wedding cake.
- Choose and order wedding favours.
- Decide on your wedding florist and discuss your wedding bouquet.
- Arrange fittings for your wedding dress.
- Choose your wedding rings.
- Book wedding cars.
- Organise your wedding gift list.
- Post your invitations with wedding gift list details.

## 2 MONTHS BEFORE

- Finalise the order of service and order the printed sheets.
- Buy all your wedding accessories.
- Check the groom and best man have organised their wedding menswear.
- Choose presents for the wedding party.

## 1 MONTH BEFORE

- Type up a list of must-take shots and send to your wedding photographer.
- Write to banks and other official bodies if you are changing your name.
- Try on your wedding dress and practice walking in those gorgeous wedding shoes.
- Confirm final details including numbers and menus with Apex Hotels.
- Check & Confirm all wedding reception arrangements.
- Confirm wedding photographer, wedding flowers, wedding transport, etc.
- Organise for the cake to be delivered to the wedding reception.
- Pay final balance to Apex Hotels.

## 1-2 WEEKS BEFORE

- Final details appointment with Apex Hotels.

# BOOKING CONDITIONS

1. We can provisionally hold your preferred date for two weeks with no obligation, after which time we will ask you to confirm with your deposit or release the date
2. A deposit of £500 is required to confirm the booking. Once your deposit is received, a wedding contract will be issued. Please note the deposit is non-refundable and non-transferable in the event of cancellation
3. 50% off the estimated total is payable six months prior to the wedding date
4. The remaining balance, final numbers, chosen menus and menu pre orders are required two weeks prior to the wedding date
5. We can host religious, civil or humanist ceremonies in the hotel. Please note a room hire charge will apply. If you decide upon a civil ceremony, an AP1 form will be issued with your wedding contract
6. Pre-orders are required one month prior to wedding date
7. When you have both your wedding breakfast and evening reception at the hotel, you are required to choose one of our evening buffet menus for all your guests
8. If you are looking to hold an evening reception only, please note that the dates we can offer are restricted. Please contact our Wedding Planner for availability
9. Package items are based on minimum numbers. Should numbers be confirmed below our minimum requirements, room hire charges will apply. If numbers fall below agreed minimum numbers once the booking has been confirmed, you will be required to pay in full for the numbers originally agreed. Please contact our Wedding Planner for our minimum requirements
10. If your guest numbers are below our minimum requirement, the dates we can offer will be restricted and certain elements of our package may not be offered. Please contact our Wedding Planner for further information
11. Our inclusive packages are specific to each hotel and cannot be offered at any of our other properties
12. All offers and packages apply to new bookings only.
13. No price reduction will be given should any element of our packages not be required or numbers fall below the minimum requirement
14. All prices include VAT at the current rate and may be subject to change. Please note that prices for 2016 onwards are subject to review and may change.

APEX WATERLOO PLACE HOTEL

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