

HOTEL NEWPORT

YOUR OCCASION OUR SPECIALITY

THE WEDDING PARTY CHECKLIST

The Chief Bride's Maid

- Assist in preparing – Wedding plans
- Helps select dresses and assists the younger bridesmaids
- Takes charge of the bride's Wedding garments
- Holds the bouquet during the church ceremony
- Keep the Best Man informed of any difficulties

The Best Man

- Collects and delivers the groom's dress suit
- Keeps well informed on all the arrangements
- Accompany the groom to the church
- Takes care of the rings and presents them at the ceremony
- Takes charge of travel tickets and documents
- May act as official witness
- Assist with guest's transportation
- Pays all church fees
- Announces the cake cutting
- Make his speech after the groom's (replying on behalf of the bridesmaids)
- Reads out telegrams and messages
- Assist with the departures

The Bride's Mother

- Places newspaper announcements
- Assist with most of the arrangements
- Tactfully informs guests of the gifts/gift list
- Leaves the church with the groom's father
- Greet the guests

The Bride's Father

- Takes the bride to the church
- Stands to her left and gives her away
- Leaves the church with the groom's mother
- Greets the guests first.
- Commences the speeches after the cake cutting and proposes the first toast to the newly wed couple

The Ushers

- Distribute the mass books
- Escorts groom's mother to the right pew and bride's mother to the left pew
- Escorts the bridesmaids when leaving the church

WEDDING RECEPTION AT HOTEL NEWPORT

- Only one Wedding a day at Hotel Newport.
- Professional wedding co-ordinator to assist you with plans and make sure your day runs exactly the way you want it.
- V I P Welcome
- Personalised Menus
- Champagne Reception for Bridal Party on Arrival.
- Competent Personnel who are highly trained to tend to your every need.
- Complimentary Bridal Suite including room service for Bride and Groom.
- Complimentary tea, coffee, canapés and biscuits for all your guests on arrival.
- Complimentary accommodation for the bride and grooms parents.
- Special accommodation rates for all your guests.
- Complimentary table decorations which can include fresh flowers, mirrors petals and tea lights or bring in your own to give our Abbey Suite that special feeling.
- Complimentary chair covers and white sashes offered or request your own coloured sashes.
- Ample free parking.
- Pre-wedding tasting meal from the wedding menu.
- Wedding Contract

(The Above Package Is Subject To Alternation By The Hotel Management At Any Time.)

DRINKS RECEPTION OPTIONS

Sherry

Summer Punch

Champagne & Strawberries

Mulled Wine

Bucks Fizz

Hot Whiskey

House Wine

Champagne

Sparkling Wine

Non-Alcoholic Reception Also Available



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TERMS & CONDITIONS

Thank you for Booking your wedding with us at Hotel Newport. We would ask you to read the contract, sign it and then return it to us.

1. Booking Procedure: A provisional booking of one date can be held for up to 14 days, after which time it is at the hotel's discretion to release the date. A non-refundable deposit is required to secure your booking: Prospective clients must always meet a member of management by appointment prior to acceptance of the first deposit. Deposits must be made in person to the Hotel, otherwise the Hotel reserves the right to cancel the booking. Notwithstanding anything said or written or deposit paid, the booking shall not be deemed to have been accepted by the Hotel unless and until a formal letter of confirmation is issued to the concerned parties. Should you be forced to postpone your booked date, the original deposit paid to the hotel may be transferred to another date (subject to availability) within 3 months of the original date on condition that the Hotel is successful in selling the original date. Only one transfer is permitted.

2. Cancellations: The Hotel reserves the right to cancel an event or refund deposits in the following cases:- In circumstances when a booking is made through a third party or under false pretences. The Hotel believes the booking might prejudice the reputation of the Hotel. Should guests attending the event behave in any way considered to be detrimental, offensive or contrary to normal expected standard of behaviour.

Any falsification will render the contract null and void. In the event of cancelling a confirmed booking, the following charges will be due, in each case the percentage charge applies to the estimated total account for the event, including accommodation, based on the numbers originally booked: Within 8 weeks = 50%
16-8 weeks = 25% Outside 4 months the deposit is forfeited

3. Accommodation: A maximum of 25 Bedrooms may be reserved at the Wedding Discount rate. At the time of booking you must let the Hotel know if rooms are to be sold on a free sale basis or if you will be naming the guests for the rooms. A deposit is required for each bedroom. Any room not named and secured with a deposit 2 months before the Wedding will automatically be released. Check-in time is 2pm onwards and check out time is by 12 noon. Should the hotel have 2 weddings back to back, example: Friday and Saturday, it may be possible for management to release extra guest bedrooms to your wedding party, however this decision is purely at the management's discretion.

4. Finalisation date: The final numbers are required 4 days in advance of your reception date, this will be the minimum numbers charged for. Should your numbers decrease on the day of your wedding the original confirmed numbers at full menu price will apply. Any increase in your attendance will be charged accordingly.

Please note that the hotel may not be able to accommodate an increase in numbers. Should you wish to have a table plan, this must be brought to the hotel 4 days in advance.

5. Food & Beverage: Only Food & Beverage supplied by the Hotel may be consumed on the premises. The Hotel does allow corkage. Menus & Prices are subject to change. We do not recommend more than two choices per course. Full menu details are required at least 6 weeks prior to your Wedding day. Wedding Parties must be seated no later than 5.00pm. The Hotel will not be liable for any failure or delay to provide facilities, services, food or beverages as a result of events or matters outside its control. Hotel facilities may change or alter at proprietor's discretion.

6. Late Bar Charge: The cost of providing a late bar on your behalf will be added to the final account (this cost may vary from year to year)

7. Entertainment: All entertainment must be approved by the Hotel and must end by 1.30am. The Hotel reserves the right to close the bar & terminate or reduce the sound level of the music prior to the stated times – should the situation demand it.

8. Payment: 50% of the total menu bill must be paid one month in advance of the Wedding reception & all remaining accounts must be paid in full prior to departure from the Hotel by Cash, Bankers Draft or Credit Card.

9. After the Wedding: The function bar for the Wedding will close in accordance with the intoxicating liquor licensing laws. After the bar closes, Hotel residents may avail of a limited bar service in the residents lounge. The closing time of the residents lounge will be at the discretion of the management.

10. Storage / Personal Property / Damages: The organiser/s shall be responsible for any damage to fittings, furnishings, fire equipment, safety equipment, walls, floors, carpets etc. The Hotel will try wherever possible to assist guests with the storage of equipment, personal property, wedding cakes etc., but accept no liability for any loss or damage. We advise the client to arrange adequate insurance.

11. Price Variations: All prices quoted include V.A.T. and are subject to an annual review. Menu prices may vary subject to seasonal availability and Government charges. All prices quoted are subject to proportionate yearly increases according to rises in direct costs or operational cost, taxes or unforeseen circumstances. All prices are inclusive of Government tax.