



# A WEDDING THAT'S YOU



# WEDDING CHECKLIST

## 12+ MONTHS IN ADVANCE:

- Who is going to pay for what?
- Budget allocation, set the date and book the venue
- Set theme
- Plan and book entertainment
- Start thinking about wedding dresses
- Start compiling the guestlist
- Appoint bridesmaids/Best Man
- Send save the date cards
- Book photographer/videographer
- Book registrar

## 9-12 MONTHS IN ADVANCE:

- Book wedding cars
- Book florist
- Decide and order Wedding dress

## 6-9 MONTHS IN ADVANCE:

- Book additional entertainment
- Order Wedding cake
- Wedding party suits/dresses
- Wedding favours and stationary
- Send invitations and gift list
- Plan stag and hen do's
- Book honeymoon
- Book hair and make-up

## 3-6 MONTHS IN ADVANCE:

- Buy Wedding rings
- Agree order of service
- Attend food tasting and finalising menu

## 2-3 MONTHS IN ADVANCE:

- Final dress fittings
- Buy gifts for Bridal party
- Choose special song requests
- Buy guestbook

## 4 WEEKS IN ADVANCE:

- Write speeches
- Contact entertainment
- Stag and hen do's
- Choose your witnesses
- Chase up guests and finalise seating plan

## 1 WEEK IN ADVANCE:

- Confirm final numbers
- Confirm final supplier details
- Brief the Bridal party
- Collect suits and dresses

# CONGRATULATIONS

## YOUR BIG DAY

It's now time to start planning your big day and we are delighted that you are considering our venue to host your wedding. Getting married is such a special occasion and we know that choosing the right venue is just as important. Our hotel has a lot to offer and we're looking forward to ensuring that your day is truly your day, your way.

From your first visit to our hotel, our dedicated wedding planning team will be on hand to assist you every step of the way. We are fully licensed to care for every part of your special day. Our uniquely characterful function suites allow us to tailor your wedding exactly how you dreamed it would be, while our location is perfect for wedding photographs at Southsea Castle and the Seafront that capture everlasting memories.

We are well aware that not everyone has an open budget, yet want their guests to enjoy themselves. With this in mind our wedding planning team will work closely with you in order to help you select the perfect package for your needs. With all our years of experience, we pride ourselves in offering the highest standard of service to ensure your day is run with perfection.



Photography courtesy of G. Holmes photographer

# HOLIDAY INN PORTSMOUTH

From small and intimate affairs to the grand and lavish that require exclusive use of our hotel, we're proud that Holiday Inn Portsmouth is a stunning, adaptable wedding venue that can cater for both. Just let our experienced wedding planning team know what will make your perfect day and let them take care of the rest.

Photography courtesy of Richard Edwards Photography



### NORMANDY SUITE

The Normandy Suite is conveniently located on the ground floor of the hotel and has a private red carpeted entrance and unique features such as a private bar and reception area for arrival drinks, making this the perfect function suite.

### MAXIMUM CAPACITIES

Ceremony	150
Wedding breakfast	100
Evening reception	200



### SOLENT SUITE

For more relaxed receptions, the Solent Suite is the perfect choice. The Suite is located on the first floor with large windows providing ample daylight.

### MAXIMUM CAPACITIES

Ceremony	80
Wedding breakfast	50
Evening reception	80

Photography courtesy of A Page Photography

### VICTORY SUITE

If you are looking for a more intimate celebration with close family and friends the Victory Suite is perfect. Large glass patio doors make the room feel light and airy.

### MAXIMUM CAPACITIES

Ceremony	40
----------	----



# CEREMONIES

## KEEPING IT CIVIL

Weddings are all about bringing people together for the whole day, from ceremony to reception. With that in mind, our hotels are licensed to host Civil Weddings and Civil Partnership ceremonies so you can spend the entire day at the same special venue.

It is the responsibility of the couple to book the registrar for your wedding, the hotel cannot book this for you. All fees due to the registrar are separate to any fees for hire of our ceremony room.

Not all registrars will allow you to book more than 12 months in advance, if you are booking further in advance ensure you book your registrar as soon as their booking window opens.

When you meet with the registrar, you'll need to take proof of your name, age, nationality and address, plus additional documentation if you have been divorced or widowed.

In most cases, for a civil ceremony you also need to give at least 28 days' notice of your marriage. You do this by attending the district register office that is local to where you live, in person, even if it is different to the district in which you will get married. To give notice, you must have lived in the district for at least the past seven days.

## PORTSMOUTH REGISTER OFFICE

Milldam House,  
Burnaby Road,  
Portsmouth,  
PO1 3AF  
TELEPHONE: 02392 829041

Photography courtesy of Lorraine Morgan Photography



# CLASSIC

40 DAY AND 70 EVENING GUESTS

Photography courtesy of Rob Freeman Photography



- Room hire for wedding breakfast and evening reception
- Dedicated wedding planning team to help you every step of the way
- Master of ceremonies
- Welcome drink of bucks fizz for your days guests
- Glass of house wine per person served with the wedding breakfast
- Two-course wedding breakfast followed by tea and coffee
- Toast drink of sparkling wine for your day guests
- Six item evening buffet
- Resident DJ and dancefloor
- White chair covers and coloured sashes
- White table linen and napkins
- Use of hotel cake stand and knife
- Menu tasting for the wedding couple
- Red carpet arrival
- Complimentary wedding night accommodation for the newly married couple
- Discounted accommodation for your wedding guests



# TWILIGHT

50 ADULT GUESTS

- Room hire for evening reception
- Dedicated wedding planning team to help you every step of the way
- Master of ceremonies
- Welcome drink of Buck's Fizz
- Selection of three canapés
- Eight item finger buffet
- Resident DJ and dancefloor
- White table linen and napkins
- Use of hotel cake stand and knife
- Red carpet arrival
- Complimentary wedding night accommodation for the newly married couple
- Discounted accommodation for your wedding guests

# SELF-CATERED

- Function room hire from 09:00 – 01:00 on the day of wedding
- A section of the kitchen\*
- Tables, chairs and table cloths
- Soft drink corkage\*\*
- Dancefloor
- Red carpet welcome
- Informal banqueting host
- Two changing rooms
- Complimentary wedding night accommodation for the newly married couple
- Discounted accommodation for your wedding guests

Optional extras:\*\*\*

- Cutlery, crockery and glassware
- Additional staffing

\*Please enquire for full details

\*\*Does not include use of the bar or storage

\*\*\*Additional charges will apply, please contact us for more information.



# CREATE A WEDDING THAT'S YOU

We understand that your wedding day is unique and while we pride ourselves on the packages we offer, should you wish to create something truly bespoke, we're happy to oblige. Utilising our "Create a wedding that's you" tool, you can build your own bespoke package with all of the elements that you would like included to make your wedding day perfect. Whether you are looking for an intimate wedding with an afternoon tea, a relaxed event with a BBQ or a more formal, lavish affair, we can cater for them all and more. Minimum spends will apply, we can provide the detail of this once we know the date that you are building your package for.



# RESIDE



## STAY THE NIGHT

We understand that when you're celebrating a wedding, you never want the day to end. That's why we're delighted to offer your guests a 20% discount on our best flexible bed and breakfast rate, this includes full English breakfast, use of the leisure facilities and free Wi-Fi\*.

At Holiday Inn Portsmouth, we have 173 rooms ranging from our bright and airy standard double and twin guest rooms to our executive rooms. We try to anticipate everything to make sure your stay with us goes as smoothly as possible, from the practical things like an ironing board and tea and coffee facilities in every room, to special touches like the bathrobes, slippers and luxury toiletries found in our executive rooms.

\*Rates are subject to availability, accommodation can be reserved for 50 weeks prior to the date of arrival

## RELAX AND UNWIND

With our health and fitness facilities located at the hotel, there's no better way to get in shape for your big day. We offer a relaxed, friendly atmosphere as well as the latest equipment and personal training advice. Of course, if you need a little well deserved break from your wedding preparations, you can let your stresses float away in our pool, or lie back and relax in our whirlpool spa, sauna or steam room.

Our fitness club also offers a variety of classes such as yoga, aquafit and Zumba as well as a range of treatments and services including a full body massage, personal training and even dietary analysis.



## HOLIDAY INN PORTSMOUTH

Pembroke Rd, Portsmouth, PO1 2TA

Tel: 03333 209 345

Email: [events@hiportsmouthhotel.co.uk](mailto:events@hiportsmouthhotel.co.uk)

[www.hiportsmouthhotel.co.uk](http://www.hiportsmouthhotel.co.uk)

**Photography courtesy of:**

**Richard Edwards Photography**

[www.richardedwardsphotography.com](http://www.richardedwardsphotography.com)

**Lorraine Morgan Photography**

[studio@lorrainemorganphotography.co.uk](mailto:studio@lorrainemorganphotography.co.uk)

[www.lorrainemorganphotography.co.uk](http://www.lorrainemorganphotography.co.uk)

**A Page Photography**

[apagephotography@hotmail.co.uk](mailto:apagephotography@hotmail.co.uk)

[www.apagephotography.co.uk](http://www.apagephotography.co.uk)

**Rob Freeman Photography**

[info@robfreemanphotography.co.uk](mailto:info@robfreemanphotography.co.uk)

[www.robfreemanphotography.co.uk](http://www.robfreemanphotography.co.uk)

**Gordan Holmes Photographer**

