

## **PLANNING FOR THE BIG DAY!**

Arnolds Hotel has a highly experienced dedicated wedding coordinator to ensure that your day is as brilliantly organised as it is special.

## **VIEWING AND BOOKING**

Daytime or evening consultations allow you to view the Hotel's facilities and to discuss your wedding reception requirements in detail. And we are licensed to host your wedding ceremony.

Provisional bookings will be held for up to 14 days. To confirm your booking you will be required to pay an initial non-refundable deposit of €500.00 and to sign a wedding agreement.

## **FINAL DETAILS APPOINTMENT**

As your Wedding Day approaches, you will find our team able to offer invaluable advice on the smooth running of your wedding, discuss your specific arrangements, the running order for the day and any special requirements and services.

This consultation is usually scheduled 8-10 weeks prior to the wedding date and should last no longer than one hour. The hotel has a set agenda for this meeting to ensure that all the relevant aspects are covered.

## **CHOOSING THE MENU FOR YOUR EVENT**

Our head chef and his team aim to deliver exceptional catering standards, endorsed by the RAC Award for quality of food served at Arnold Hotel and our long established reputation for friendly efficient service. We also provide special menus including vegetarian dishes and meals suited to other dietary requirements.

**Your preferred menu can be selected from our special banqueting selection.**

**Choice menus can be catered for, however, please be advised that you must pre-order 14 days prior to your wedding reception and additional surcharges apply.**

## **TABLE SETTINGS**

Circular or rectangular dining tables are set up with white table linen and linen guest napkins, customised menus and wine list.

## **CAKESTANDS**

A complimentary silver cake stand and knife will be at your disposal as part of our wedding services

## **SEATING PLAN**

A personalised seating plan can be prepared by the hotel and displayed for your guests with relevant table numbers on allocated tables. It is advisable to forward a copy of the table plan by email, ensuring the correct spelling of guest names and titles.

It is also good practice to indicate the names of guests who have special dietary requirements, children's portions, highchairs etc. Of course, these comments will be deleted prior to publication of the guest table plan.

Alternatively, you may wish to provide your own specially prepared table plans.

## **PROCEEDINGS**

Our Wedding Coordinator will be on hand to discuss the agreed formalities and arrangements with the best man, including:

- Update on time schedule
- Bridal party briefing on order of events
- Formal announcement of the bride and groom after all guests are seated
- Reminding the appointed guest to say Grace prior to the meal
- Cake cutting ceremony
- Order of speeches and announcement of speakers
- Handover of cards, telegrams, flowers and gifts

## **EVENING RECEPTION**

After the wedding banquet, guests will be asked to progress to a private lounge to facilitate the transformation of the reception suite for the evening's entertainment.

An informal buffet is often served at evening receptions and is an ideal opportunity to provide light refreshments for those guests who joined the reception after the main meal and travelled from afar. It is recommended to serve the evening buffet between 10.00PM and 10.30PM when an announcement or preferably a short break is suggested to allow for efficient service.

## **ENTERTAINMENT**

A wide range of special entertainment can be booked through the hotel, ranging from DJs and pipers to live musicians. Wedding parties are of course welcome to source their own entertainment.

## **GUEST ACCOMMODATION**

For those guests wishing to stay overnight at the hotel, rooms can be booked directly with the hotel or online. A deposit of €50.00 per room is required to confirm rooms.

It is advisable that rooms are booked at the earliest opportunity, particularly for those guests travelling long distances and especially for weekends when demand is usually high. Although the check-out time is 11:00pm, we recommend that guests advise us in advance of early arrivals, so that we can allocate the first available rooms.

The next day, a traditional Irish breakfast or Healthy Option breakfast is prepared to order, supplemented with a wide range of juices, cereals, fruits, breads, croissants, yoghurts, all available from a well appointed buffet.

A large family table can be reserved, or maybe you would prefer to take advantage of the ultimate indulgence of breakfast in bed...

### **WHAT HAPPENS WHEN AND HOW**

We recommend that you make appointments for the following key stages of your wedding planning.

#### **8-10 weeks prior to your wedding day**

We will talk through your details, including your expected timeline, package and menu selection, confirmation of bridal party, room layout, entertainment requirements and of course any special requests the bride and groom might have.

#### **7 days prior**

- Advise on final numbers of guests
- Provide cake, place cards, guest names and seating plan, special dietary requirements
- Table decorations, presentation bouquets and gifts
- Instructions on placement of guest favours if applicable and table decorations
- Other information as required
- Settle the remaining balance for your wedding reception

#### **On the day**

- Collection of all gifts, decorations, cards and other items