

Little Wedding Handbook

From Holiday Inn Birmingham-Bromsgrove



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*Congratulations, and welcome to the most exciting & rewarding
time of your life!*

Your Wedding!

We are delighted that you are considering the Holiday Inn Birmingham-Bromsgrove for your wedding day. We are certain that should you choose our venue, you will both have an amazing day that you will cherish and remember for the rest of your lives.

In the lead up to your big day I'm sure you will look at many magazines, check out many websites and speak to many brides who will give you invaluable advice and tips. But to give you a head start we have put together some useful information for you.

Where to start

The best place to start is by you and your fiancé both thinking about your dream day. You should both make a list of everything that is important to you, from the dress & cake down to the music and table decorations. Compare lists and then come to a compromise. Take into consideration your style, the season and your budget

Book & Confirm the Church or Registrar

Some ceremony providers will only take bookings within a year of the wedding date, if this is the case then find out the date they will start taking bookings and contact them first thing that day. We will try our best to help you to re-arrange your date with us if you are unsuccessful in securing your chosen Church or Registrar.

If you would like a civil ceremony, you will need to contact the Worcestershire Hub on 01905 768 181. They will talk you through the whole procedure and available timings for your chosen day. There may be a little delay in then coming back to you after your first call, but this will only be a few days so just let us know if this is the case.

When booking a time for your ceremony with Church you need to take into account where the Church is, how long the ceremony will take, time for photographs at the Church and time for travel from your chosen Church to the venue. The time of your ceremony will greatly impact the timings on the rest of your day

Create a Timetable

Below is a typical timetable, although we understand your day may differ and we are happy to create a timetable in advance upon request. Timings will be greatly impacted by whether you are having a Church or Civil Ceremony, your daytime numbers, if you are having a line-up and how many courses you are having for your wedding breakfast

Sample Time Table – Civil Ceremony

14.00 - Registrars arrive, Groom to be at venue
 14.15 - Groom - pre-ceremony interview
 14.20 - Guests called to sit, ceremony music to start
 14.30 - Ceremony takes place
 15.00 - Reception drinks & photographs
 16.00 - Call to sit & line up
 16.20 - Announce bride & groom
 16.30 - Wedding breakfast served
 18.00 - Speeches
 18.30 - Vacate room
 19.30 - Evening reception begins, guests to arrive
 20.00 - Cake Cutting
 20.10 - 1st Dance
 21.00 - Buffet served
 12.30 - Bar Closes
 1am - Music finishes and function ends – vacate Fairfield

Sample Time Table – Civil Ceremony

13.00 - Church ceremony, Bromsgrove
 13.45 - Ceremony finishes, photographs at Church
 14.15 - Leave for hotel
 14.45 - Arrival at hotel, reception drinks and photographs
 15.45 - Call to sit & line up
 16.00 - Announce bride & groom
 16.10 - Wedding breakfast served
 17.30 - Speeches
 18.00 - Vacate room
 19.00 - Evening reception begins, guests to arrive
 19.45 - Cake cutting
 19.50 - 1st dance
 20.00 - Buffet served
 12.30 - Bar closes
 1am - Function ends, vacate Suite

***Did you know** – some of our local competitors charge you room hire for use of a room to hold the civil ceremony. Here at the Holiday Inn Birmingham-Bromsgrove there's **no extra cost!** Only if you are having an evening only reception and require use of the suite prior to 6pm is there any kind of charge incurred.*

For your ceremony you can choose to hire a string quartet, singer, harpist or put together a CD. The music that you choose for your CD needs to be cleared with the registrars before the date as it cannot contain any religious content. We request 8 tracks for the following:

3 Tracks	Guests arriving, awaiting Bride
1 Track	Brides Entrance
3 Tracks	Signing of the Register
1 Track	Guest Departure

***Did you know** – some venues ask you to vacate the room you are in as early as 11.30! Our cash bar is open until 12:30 and we ask you to vacate at 1am, giving you an extra hour to enjoy! Our residents bar is then open all night to any of your guests that are stopping in house.*

Wedding FAQ's

Contract

The numbers on my contract don't match the numbers I discussed.

Contracts are put together based on minimum numbers. If you are on a package, it is based on the numbers of the package (e.g. 40 day and 80 evening) or if you are not on a package, the contract has been put together on minimum numbers based around your estimated numbers. This is because it will work in your favour – the numbers you sign for are the numbers that you agreeing to pay for.

General

Should I take out wedding insurance?

We suggest that you do take out wedding insurance due to any unforeseen circumstances. Any deposits paid are non-refundable with the hotel.

When do I discuss chair covers and venue dress with you?

Although the venue dress is booked through us, you actually discuss this with Clares Weddings as it allows you to get more personally involved. Clares details can be found on the bottom of your contract in the 'Agreement Notes' section.

How many people to the top table?

We can seat anything from two (nicely named a sweetheart top table) and up. Going past 12 on a top table may lead to table turning into more of a u-shape than a traditional top table.

How many tables do I have?

We work the tables around you and your seating plan. Fairfield 1 can hold top table plus 7 tables, over this then you will have the whole Fairfield Suite that can hold 14 plus top table.

How many people are seated to a table?

We have smaller 5ft tables that seat 6-8 people and larger tables that seat 9-11 people. We do not recommend going below 6 people.

My package includes 40 guests, does this include bride and groom?

Yes, the 40 guests are inclusive of bride and groom. So, 38 of your guests plus bride and groom.

My contract says that I have use of a cake stand and easel. What are they like?

We have a square stand, round stand and 3 tier floating stand that you can use, all silver. Unfortunately, we do not have a cupcake stand however most companies that offer cupcakes offer the stand too. The easel is a standard artist's easel that is adjustable.

Food

When can I have my wedding taster?

Wedding tasters run on Thursdays between 6:30-7:30pm. Chef will try his best to come and speak to you on the night. Full details on your contract. Unfortunately, if you are not having a sit down meal then we cannot offer you a taster.

Can my family join us for the wedding taster?

Of course they can, however there will be a charge of £25.00 per person, including house wine taster.

Is there a children's/vegetarians/vegan menu?

There is, just contact your wedding co-ordinator and she will send these over.

We're particular about our food, are your menus set?

No, we try to be as flexible as possible. Some requests may incur an additional charge but we are happy to discuss menus and you have the opportunity to meet with Chef on your wedding taster also.

Do you allow corkage?

No, all drinks must be purchased through the hotel.

Do I have to cater for all of my evening guests?

If you are having a wedding breakfast, we allow you to cater for 80% of your estimated guests. We do say that if you are expecting 200 guests and only tell us you are expecting 150, so only cater for 120 this will greatly impact your evening as you will run out of food. We do not allow 80% catering on evening only receptions.

Accommodation

I would like to stop in a suite the night prior, can I do this?

This really does depend on availability, on how far out you request the suite to be booked and if there is a wedding the night prior. We will always try our best, however we cannot guarantee which suites, if any, will be available.

I want to get ready at the hotel in the bridal suite, can I do this?

We cannot guarantee that the suite will be available that early the morning of your wedding. To guarantee this you will need to book the suite the night prior to the wedding (subject to availability, as above). This is at a cost of £120 B&B.

My guests are looking to stay, do they get a special rate?

We do offer a fixed rate to you and your guests if you decide to hold a block of bedrooms, this depends on day and year. Blocks of rooms can be discussed with our reservation team who will go through the process and booking T's and C's with you. Bear in mind that if your wedding is only a month or two away this may not be able to arrange with you, and when we are less than a month in this special rate is no longer valid.

My guests are travelling some distance and may want to get ready at the hotel, is this possible?

Unless they are stopping with us the night prior to your wedding, no. We are unable to guarantee any early check-ins for any guests. If the hotel is full the night prior to your wedding, we simply will not have rooms available or ready early on the next day. If we are not full then there may be a possibility. The best thing to do is to call us a day or two prior to your wedding to see if we have rooms free the night before, this will give you a guide. We do have leisure changing rooms that are available for use.

Some of my guests want to book bedrooms for 3 adults, can they do this?

All of our bedrooms cater for a maximum of 2 adults only, 2 adults and 2 under 12's or 2 adults and one under 16.

We would like our rooms to be together, is this possible?

Let us know if this is a preference and we will try our best, however cannot be guaranteed.

Misc

How do I claim my first anniversary stay?

Just get in touch closer to the time. We try to offer you as close to the date as possible, however this is only available on Fridays, Saturdays and Sundays.

Do you allow confetti or fireworks?

Yes to confetti (no limitations), no to fireworks. Unfortunately the fireworks would be too close to the main building to be allowed.

How many songs do I need for the civil ceremony?

The registrars only ever ask for 4 or 6 tracks, however we recommend 8 so that no track is repeated. Three for guests seated/waiting for bride to arrive, one for brides entrance, three for signing the registrar and one for your exit as Mr & Mrs. Remember to send all tracks to the registrar before the date though as they need to check them for religious content.

I have paid my deposit and signed my contract... now what?

Now there's a little bit of a waiting game. Your coordinator will be in touch to go over final details around 6 weeks out, but in the meantime if there is *anything* that you need, do not hesitate to get in touch and we will be more than.

I want to dress the suite myself the night before, can I do this?

We can't always guarantee that the suite will be free the night prior to your wedding, or if it is that we will have staff available to do the initial set of the suite. We can guarantee access from 7am the following morning for you and your vendors to set the suite. If you would like us to set the suite for you, we are happy to do this – we will make sure you see the suite before your guests do so that you can give us your nod of approval.

Our Top Wedding Tips...

We really do understand that planning a wedding can be a mammoth task, and something that you want to be perfect. So, we have put together some top tips for you to help you through!

- 1. Don't be afraid to ask us questions** - we understand that you probably haven't done this before, and even if you have the task can be just as daunting. If you have a question, ask us! We pride ourselves on our personal and friendly service – we want to get to know you, what is important to you and help you where we can. *"I do sometimes have brides telling me that they are concerned that they do not hear from me very often. This is because if your wedding is so far out, there isn't anything as a venue we need to know from you. However, if there is anything you want to know or are unsure of – just ask! We are always happy to help!"*
- 2. Not sure how to tackle your seating plan?** Our wedding co-ordinator suggests: *"Write your guests down – one name per line – and cut them out in family groups. You can then easily piece groups together to create your tables. This becomes even better if you colour code adults, children and under 3's!"*
- 3. Budget for little extras** – add in around £200 for little hidden extras. Our wedding co-ordinator says *"When I was planning my own wedding, there were little things that I forgot I would have to pay – like my wedding dress alterations. Luckily, I had budgeted for extras, so although it was very frustrating, it was easily sorted".*
- 4. Having an early ceremony?** – Sometimes, if you are having an earlier ceremony, there is a little bit of spare time. We suggest entertaining your guests to stop them from getting a little bored. We suggest things like casino tables or a band/singers, but sometimes these things aren't within budget. *"We have recently had a wedding that had an hour and a half to fill, and they filled it with wedding games like 'Mr and Mrs' and little trivia on the bride and groom. What a cute idea! Both highly personal, and cost effective!"*
- 5. Don't stress the little things** – when planning something as important and as intense as this, sometimes the littlest things can seem like huge issues. Just take a step back and remember why you are getting married and what the day is really about. This will help re-focus you and handle the stressful bits in a different way. *"Think to yourself: will it really affect my day and my memories of the day?"*

If you have any other questions or would just like some friendly advice - just let us know! Contact us on **01527 576 600** or:

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som@hi-birminghambromsgrove.co.uk

Reservationist (Block Bookings)
reservations.hibromsgrove@kewgreen.co.uk

Recommended Suppliers

Venue Dresser

Clares Weddings

M: 07718 437 107

E: sales@claresweddings.com

W: www.claresweddings.com

We have worked with Clare Patton for over 7 years now, and she has never let us down. Everything Clare supplies is of the highest quality, and she has the ability to personalise your order to suit *you* and your requirements.

Photographers

Lasting Image

M: 07525922198

E: lastingimage@hotmail.co.uk

W: www.lastingimage.co.uk

Lasting Image offer a professional, friendly and relaxed service to suit every budget. Let them take your special day and turn it in to memories that will last a lifetime."

Jay Antony

W: www.jayantony.com

The ability to capture your wedding in perfect detail.

Cakes

Cake Magic Bromsgrove

T: 01527 882 488

E: jo@cake-magic.com

W: www.cake-magic.com

Award winning, stunning cakes!

Photo Booths

Say Cheese

M: 07757 988 603

E: info@saycheesephotobooth.co.uk

W: www.saycheesephotobooth.co.uk

Photo booths are very fun, and even double up as a guest book with a twist. Our photo booth suppliers have attended a number of our wedding showcases and weddings themselves and always go down well!

Chocolate Fountain

Chocorococo

M: 07971 008 489

E: info@chococrococo.co.uk

W: www.chocorococo.co.uk

If you like chocolate, we have the perfect company for you. They offer a range of delicious chocolatey options, from chocolate fountains and favors, to chocolate covered strawberries and marshmallows. Ideal for adding a bit of chocolatey fun to your wedding venue. Just one look at their photo gallery and you'll melt!

Bridalwear & Groomswear

Georgina Scott Bridal

T: 01384 893 656

E: enquiries@georginascottbridal.co.uk

W: www.georginascottbridal.co.uk

If you're looking for a wedding dress with a WOW factor, we have relationships with great suppliers of wedding bridalwear.