

# Everything You Want Your Wedding To Be At DoubleTree by Hilton Southampton

At the DoubleTree by Hilton Southampton every Wedding begins as you might expect - with a proposal. You tell us exactly what you want, ask a question whenever it occurs to you, and our experienced Wedding Co-ordinator will do the rest, and plan your day to perfection. It's our job to help you relax, enjoy your special day, and remember it for all the right reasons.

We are licensed to hold civil weddings and partnerships for up to 130 guests, which makes it ideal for those who wish to celebrate their event all under one roof.

The following information provides an overview of our facilities and services, together with menus and additional suggestions to create an exceptionally memorable day.

We are delighted that you are considering the DoubleTree by Hilton Southampton as your Wedding Venue and we sincerely offer you our best wishes to you for your upcoming day.



# Willow Package £1,999

Your own DoubleTree by Hilton Wedding Advisor

Dedicated Wedding Host on your special day

Red carpet on arrival

1 x drink for 50 Adults

Choose from:

- Bucks Fizz arrival drink
- Glass of House wine with your meal
- Sparkling Wine toast drink

Three Course Wedding Breakfast for 50 Adults

Tea, Coffee & After Dinner Mints

Evening Buffet for 80 Adults

Changing room for the Wedding Party from 10am – 4pm

Use of single tier Silver Cake stand and knife

Discounted accommodation rates for your guests

## Supplement Charges

Friday Wedding - £250

Saturday Wedding - £350

**Package subject to availability on certain dates**

# Sweet Chestnut Package £2,999

Your own DoubleTree by Hilton Wedding Advisor

Dedicated Wedding Host on your special day

Red carpet on arrival

2 x drinks for 50 Adults

Choose from:

- Bucks Fizz arrival drink
- Glass of House wine with your meal
- Sparkling Wine toast drink

Three Course Wedding Breakfast for 50 Adults

Tea, Coffee & After Dinner Mints

Chair Covers for up to 50 guests including sashes

Candelabra or Fish Bowl Table Centres x 6

Trial of your Wedding Breakfast Menu for the Bride & Groom

Evening Buffet for 80 Adults

Complimentary overnight accommodation for the Bride & Groom including breakfast

Changing room for the Wedding Party from 10am – 4pm

Use of single tier Silver Cake stand and knife

Discounted accommodation rates for your guests

## Supplement Charges

Friday Wedding - £250

Saturday Wedding - £350

# Oak Package £3,999



Your own DoubleTree by Hilton Wedding Advisor

Dedicated Wedding Host on your special day

Red carpet on arrival

3 x drinks for 50 Adults

- Bucks Fizz arrival drink
- Glass of House wine with your meal
- Sparkling Wine toast drink

Three Course Wedding Breakfast for 50 Adults

Tea, Coffee & After Dinner Mints

Chair Covers for up to 50 guests including sashes

Candelabra or Fish Bowl Table Centres x 6

DJ from 19:00 – 01:00

Trial of your Wedding Breakfast Menu for the Bride & Groom

Evening Buffet for 80 Adults

Complimentary overnight accommodation for the Bride & Groom including breakfast

Changing room for the Wedding Party from 10am – 4pm

Professionally presented seating plan, place cards and menu cards

Use of single tier Silver Cake stand and knife

Discounted accommodation rates for your guests

## Supplement Charges

Friday Wedding - £250

Saturday Wedding - £350

# Civil Ceremony & Civil Partnership

The DoubleTree by Hilton Southampton is licensed to hold Civil and Partnership Ceremonies. The Garden Suite is licensed for 50 guests and the Library Suite is licensed for 130 guests.

The maximum numbers for each room includes the registrar and the Wedding Couple.

A Room Hire charge is applicable for the Ceremony Room. Costs are as below

<b>Library Suite</b>	<b>Sunday – Friday</b>	<b>Saturday &amp; Public Holidays</b>
<b>(max 130 guests)</b>	Complimentary	£375.00

Booking of the Registrar is the responsibility of the Wedding Couple and can be made by contacting:

Romsey Registry Office  
Hayter House  
Hayter Gardens  
Romsey  
SO51 7QU  
Telephone: 0845 603 5637

# Your Wedding Breakfast & Evening Reception

## WEDDING BREAKFAST MENU

Please choose a set 3 course Wedding Breakfast Menu from the menu selector

## EVENING BUFFET MENU

Please choose 6 items to be included in the Evening Buffet.

Additional platters can be added to the buffet at the prices stated on the Menu Selector.

## ADDITIONAL GUESTS

Willow £1,999 Package

£30 per person during the Day including the drink

£14.50 per person during the Evening

Sweet Chestnut £2,999 Package

£40 per person during the Day including the 2 drinks & chair covers

£14.50 per person during the Evening

Oak £3,999 Package

£45 per person during the Day including the 3 drinks & chair covers

£14.50 per person during the Evening

All guests attending the Wedding Breakfast and Evening Reception must be catered for.

Children are charged at £20 per head for the Wedding Breakfast (with a half portion of Adults Meal or a meal from the Children's menu), including chair cover, and £9 per head for the Evening Reception.

## ADDITIONAL EXTRAS

Include an additional drink for your guests from the package choice for only £6.50 per person

Include wine on the tables from only £20 per bottle – wine list on request

Additional Chairs Covers from £4.50 per chair including sashes

Additional Table Centres at £10 each

# Starters

Rose of Melon, Champagne & Mint Reduction (v)

Roasted Tomato Soup, Pesto Croutons (v)

White Onion, Thyme & Potato Soup, Crispy Smoked Bacon Lardons

Roasted Butternut Squash Soup, Toasted Pumpkin Seeds (v)

Ham Hock & Asparagus Terrine, Cider & Apple Chutney, Ciabatta Croute

Carpaccio of Beetroot, Peppered Goats Cheese, Rocket Leaves & Pesto (v)

Smoked Salmon & Crab Tian, Cucumber & Dill Dressing

Chicken Liver Parfait, Red Onion Relish, Toasted Brioche

# Main Course

## WILLOW PACKAGE

Breast of Chicken filled with Sun-Blushed Tomato & Basil Mousse, Fondant Potato, Bacon wrapped Green Beans & Carrots, White Wine Cream Sauce

Pork Loin Steak, Apple & Sage Creamed Potato, Roasted Root Vegetables, Whole Grain Mustard Sauce

Confit of Duck Leg, Fondant Potato, Caramelised Red Cabbage, Curly Kale, Red Wine Jus

## SWEET CHESTNUT PACKAGE

Braised Beef Steak, Bubble & Squeak Mash, Green Beans, Mushroom Sauce

Lemon & Thyme Chicken, Roast Potatoes, Panache of Vegetables, Chasseur Sauce

Fillet of Cod, Sauté Potatoes, Tender stem Broccoli, Caper & Dill Butter Sauce

## OAK PACKAGE

Grilled Fillet of Salmon, Crushed New Potatoes, Asparagus Spears, Salsa Verde

Medallions of Beef, Wild Mushrooms, Creamed Potato and Peppercorn Sauce

Rump of Lamb, Dauphinoise Potatoes, Baby Carrots, Port & Rosemary Jus

## VEGETARIAN

Spinach & Ricotta Tortellini, Tomato & Roasted Vegetable Sauce, Grilled Halloumi (v)

Roasted Red Pepper filled with a Spiced Five Bean Casserole, Moroccan Spiced Cous Cous (v)

Pea, Asparagus & Broad Bean Risotto, Goats Cheese & Rocket Salad (v)

Spiced Chickpea Jambalaya, Topped with Crispy Tortilla (VE, GF)

*To upgrade your menu to a main course on the next level package there is a supplement of £5 per person*



# Desserts

Chocolate & Orange Tart, Clotted Cream

Vanilla Cheesecake, Berry Compote

Sticky Toffee Pudding, Butterscotch Sauce, Vanilla Ice Cream

Profiterole Tower, Chocolate Sauce

Glazed Lemon Tart, Fresh Berries

Baileys Cheesecake, Chocolate Sauce

White Chocolate & Raspberry Torte, Fruit Coulis

Coffee and Chocolate Mints are included with every menu

# Children's Wedding Breakfast Menu

## STARTERS

Carrot and Cucumber Sticks with Hummus (v)

Cheesy Garlic Ciabatta (v)

Tomato Soup with Warm Bread (v)

## MAINS

Beef Burger with Lettuce, Tomato, Cheese and Chips

Bangers and Mash (2 Pork Sausages) with either Gravy & Peas or Baked Beans

Penne Pasta in a Broccoli and Tomato Sauce (v)

Chicken Nuggets, Chips and either Peas or Baked Beans

Plaice Goujons with Chips and either Peas or Baked Beans

## DESSERTS

A Selection of Ice Cream with Chocolate or Toffee Sauce

Warm Chocolate Brownie with Vanilla Ice Cream

Fresh Fruit Salad with Berry Coulis

The above Children's menu is for children between the ages of 5 and 15. Alternatively we can also arrange a ½ portion from the wedding menu

Children Under the age of 5 are free

Children 15 years of age and over are classed as an adult charged at our full published prices

# Evening Buffet

Selection of Sandwiches on Wholemeal & White Breads

BBQ Chicken Wings

Home-Made Sausage Rolls, Spicy Ketchup

Honey & Mustard Glazed Cocktail Sausages

Mini Jacket Potatoes, Chive Crème Fraiche (v)

Lamb Koftas, Mint Raita

Chicken Tikka Skewers, Mango Chutney

Salmon & Vegetable Kebabs

Smoked Haddock Fish Cakes, Dill Mayonnaise

Mini Greek Salads, Mint & Basil dressing (v)

Bacon & Chive Potato Boats

Cajun Spiced Potato Wedges

# Evening Buffet

Additional Platters (Serves 10 people per platter):

## **Meat Platter**

Honey Roast Ham, Smoked Turkey and Italian Salami with English Chutney  
£38.75 per platter

## **Cheese Platter**

Cheddar, Stilton, Brie, and Cornish Yarg with Grapes, Celery and Biscuits  
£38.75 per platter

## **Seafood Platter**

Smoked Mackerel, Smoked Salmon and Prawns  
£48.75 per platter

## **Crudités Platter**

£29.75 per platter

# Adding Your Personal Touches

## On arrival why not try...

Bucks Fizz @ £6.50 per person

Pimms @ £7.50 per person

Strawberry Daiquiri @ £8.50 per person

Mulled Wine @ £6.00 per person

Non-Alcoholic Fruit Cocktail @ £8.50 per jug – serves 8

Or why not ask our Food Services Team to create a signature cocktail for your day.

## And add a little...

Canapés @ £7.95 per person

(Based on 6 per person)

## At Midnight...

Bacon or Egg Sandwiches @ £5.95 per person

BBQ Pulled Pork Baps @ £6.95 per person

Beef & Chilli Nachos @ £4.95 per person

Mini Fish, Chips & Mushy Peas @ £5.50 per person

Cheesy Chips (v) @ £3.50 per person

(Minimum order of 50 people and served at 11pm)

# Traditional Wedding Etiquette

Today, wedding receptions can be as formal or informal as you wish. Many couples like to acknowledge traditional wedding etiquette. Below you will find some useful information on different traditions to include in your wedding, and it may even inspire some ideas of your own!

**The Receiving Line:**  
**A formal greeting should be as follows:**

- Bride’s Mother
- Groom’s Father
- Groom’s Mother
- Bride’s Father
- Bride
- Groom
- Best man
- Bridesmaids
- Once the meal is announced...

All of the guests enter the wedding suite; once they have been seated the top table then follow them in. The Wedding Couple are then presented to the room and there is the opportunity for grace to be said if applicable.

**The Top Table**  
**The Bridal Party traditionally sits in the following order:**

Best Man	Groom’s Mother	Brides Father	Bride	Groom	Bride’s Mother	Groom’s Father	Chief Bridesmaid
●	○	●	○	●	○	●	○

# Cutting of the Cake

Your “formal” Master Of Ceremonies announces the cutting of the cake. The Bride holds the knife in her right hand and the Groom places his hand over hers as they cut the first slice together. The cake is then taken away and cut into small pieces to be served with coffee. The top tier is traditionally saved for the christening of the first child.

# Toasts and Speeches

The toasts and speeches follow the meal and would accompany the cutting and distribution of the wedding cake. The speeches are traditionally made in the following order, and are announced by the Master Of Ceremonies.

## **The Bride’s Father:**

Proposes a toast to the bride and Groom.

## **The Groom:**

Replies on behalf of both the bride and groom, thanks the guests for their presents and toasts the bridesmaids.

## **The Best man:**

Replies on behalf of the bridesmaids, may read out congratulations cards and also toasts the bride’s parents.

# Our Suppliers

## **Luminique – (Decorations)**

[sales@luminiqueevents.co.uk](mailto:sales@luminiqueevents.co.uk)

023 8065 8560

## **Chair Covers of Hampshire**

[office@chaircoversofhampshire.co.uk](mailto:office@chaircoversofhampshire.co.uk)

01489 795 774

## **Cathedral Cars**

[brian@cathedralcars.com](mailto:brian@cathedralcars.com)

01794 278 035

## **A Knights Tale Photography**

[aknightstalephotography@gmail.com](mailto:aknightstalephotography@gmail.com)

07801 067 626

## **Just 4 Pix Photo Booth**

[info@just4pixphotobooth.co.uk](mailto:info@just4pixphotobooth.co.uk)

023 8046 4754

## **Sweet Pea Florists**

[enquiries@sweetpeaflorists.co.uk](mailto:enquiries@sweetpeaflorists.co.uk)

023 8043 3154

## **Chocolate Fountain Heaven**

[enquiry@chocolatefountainheaven.co.uk](mailto:enquiry@chocolatefountainheaven.co.uk)

023 9250 2821

## **Lydia Cakes**

[Lydia@lydiascakes.co.uk](mailto:Lydia@lydiascakes.co.uk)

07708 980 855

## **Victoria Oke Make-Up**

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

07437 324 588

## **Dandy Candy Sweet Cart Hire Hampshire**

[staceyknight2016@outlook.com](mailto:staceyknight2016@outlook.com)

07796 541 285



# Terms & Conditions

Every Venue has its Terms and Conditions but we at the DoubleTree by Hilton Southampton would like to make them as clear and easily understandable for you as possible. If you have any questions regarding the Terms and Conditions please feel free to discuss them with us. We do understand that not all of the points below will apply to all wedding functions at the hotel. This package is available for weddings taking place in 2019, in 2020 onwards the price will be amended to £2,499 for the Willow Package, £3,499 for the Sweet Chestnut Package and £4,499 for the Oak Package.

## Confirmation

A provisional booking for the date of your choice will be held for 2 weeks. To confirm the booking The DoubleTree by Hilton Southampton requires a signed contract and signed Terms and Conditions along with a non-refundable deposit of £750.00. The booking is confirmed upon receipt of the signed contract, terms and conditions and deposit.

Once contracted, if the date of the wedding is changed an additional £500.00 charge will apply to the overall cost

## Payments

After the initial deposit the final payment is to be made 1 month before the wedding at the final appointment. Payments can be made at any time before this but all payments received are non-refundable or transferable.

## Cancellations

Should you have to cancel your booking, a charge may be made calculated as a percentage of the total booking value, according to the scale, which is highlighted below:

Applicable Cancellation Period Total Event	Number of Total Guests			
	50 & less	51 to 150	151 to 250	251 & more
366 or more days prior to Arrival	N/A	N/A	N/A	N/A
365-274 days prior to Arrival	N/A	N/A	N/A	90% ARH 65% F&B
273-182 days prior to Arrival	N/A	N/A	90% ARH 65% F&B	90% ARH 65% F&B
181-91 days prior to Arrival	N/A	90% ARH 65% F&B	90% ARH 65% F&B	90% ARH 65% F&B
90 or less days prior to Arrival	90% ARH 65% F&B	90% ARH 65% F&B	90% ARH 65% F&B	90% ARH 65% F&B

ARH = Average Room Hire  
F&B = Food & Beverage

The hotel will endeavour to re-let the bedroom and function space and a reduction of the cancellation fee will be made in the event the hotel is successful in doing so.

**All cancellations must be received in writing from the client.**

### **Numbers**

The Hotel has set minimum numbers for the package as stated in this brochure. 100% of guests over the number catered for in the package must be catered for.

### **Damage**

The client is responsible to the DoubleTree by Hilton Southampton for any damage caused by the client or their guests, agents, employees etc.

### **Wedding Breakfast**

The package includes a set menu for the Wedding Breakfast. The Hotel is able to adapt the menu.

### **Information**

All information and prices in this brochure were correct at the time of printing, and are subject to change without prior notice. Doubletree by Hilton Southampton cannot accept responsibility for any errors or omissions. All arrangements featured in this brochure are subject to availability.

### **Children's Menus**

We can offer alternative Children's menus; these menus are at different prices to the normal adult menu price. Children under 5 years old are free of charge. Please ask the events team for further details.

