

If you want a wedding that is totally different from the 'norm'; if you desire your day to be 'special' rather than about starchy formality, if you are looking to make a statement about your personal style; please read on...

Love at first sight

## *Stylish & Personal Weddings at Belle Epoque...*

Thank you for your enquiry and congratulations on your forthcoming wedding! Belle Epoque is a truly unique venue, with stunning original Art Nouveau architecture and opulent interior. Style and individuality reign in all areas of this venue, from its nationally acclaimed food to the beautiful private dining rooms and romantically candlelit Civil Ceremony Rooms. The emphasis is on relaxed style rather than "starchy formality".

Amongst a plethora of options, guests can take their reception drinks in our beautiful bar and lounge areas with original Venetian glass mosaic floor and Art Nouveau fireplaces and sumptuous leather seating or relax on our totally unique Mediterranean Roof Garden followed by the wedding breakfast served in style in the adjacent Garden Room. The list goes on...

The Belle Epoque can accommodate up to 120 seated guests for the wedding breakfast (with additional evening guests - up to 160 in total). If choosing a Civil Ceremony, we are able to seat up to 100 guests. We have seven beautifully appointed hotel bedrooms, available from £95 per room, which will be automatically block-booked for you to allocate to your guests. The hotel rooms are available to check into from the earliest time of 2.00pm on the day of your wedding.



Taking into consideration that each wedding is unique, we have created **four different ways** in which you can hire the Belle Epoque for your special day:

- **1: Exclusive 'Bespoke' Hire with a minimum spend:** Exclusively yours! This enables you to hire the entire venue and choose the items you wish to provide for your wedding day. Enclosed is a matrix of minimum spends, venue hires and an explanation of how this option works
- **All-inclusive packages:**
  - **2: Mid-Week All-inclusive packages** from just £3,995.00 for 50 persons available Monday to Thursday. Further details are enclosed
  - **3: Mediterranean Grill Weddings & Events** available on Sundays to Thursday, and starting from £3,495.00 for 50 persons. Alfresco dining on our stunning roof garden. Perfect for an informal celebration; can include a blessing or civil ceremony. Perfect for guests who have married abroad and are looking for a suitable, yet informal UK celebration for friends and family.
  - **4: Late Availability Weddings:** For guests that are looking to get married within 1-4 months of booking their wedding date, we have fabulous last minute all-inclusive packages available. Everything is picked out for you and at a very competitive price; from just £5,250.00 for 70 persons. Booking your wedding couldn't be easier or more achievable

I am delighted to enclose further details within this information pack, regarding each of the different ways Belle Epoque is available to hire. If you would like to make an appointment to view Belle Epoque and discuss your plans in more detail, please telephone me on **01565 633060**. I will be available to give suggestions of formats and timings for your day and how the venue can fit in with your plans. I am available for viewing and planning appointments Monday - Friday 9.00am until 5.00pm. Thank you for considering Belle Epoque for this very happy and important occasion. I hope to hear from you in the near future.

Best wishes,

**Collette Goodall**  
**Wedding & Events Manager Tel: 01565 633060**  
**E-mail: [colletteg@thebelleepoque.com](mailto:colletteg@thebelleepoque.com)**

## At a glance guide for planning your wedding...

Although we encourage every wedding to be individual and tailored to your specific requirements, here are some general points to follow which will assist in the planning of your day.

### Sole Use Hire of Belle Époque includes...

- Access to dress the venue from 11.00am on the day of your wedding
- A wide selection of menus from our award winning Brasserie (with special diets and vegetarian preferences including children's' meals)
- Belle Époque's Mediterranean Roof Garden for your Wedding photography
- Support and guidance on the day from the Management Team
- Round or square silver cake stand and knife
- All prices are inclusive of VAT (discretionary 5% gratuity added)
- All tables are dressed with white linen
- Includes optional use of our exquisite tall crystal vases complete with silk arrangements (these arrangements cannot be altered but you can arrange the venue to be dressed by a florist)
- Private bar licensed until 12.30am Friday & Saturday. 12.00midnight Monday – Thursday & Sundays
- Last Carriages by 1.00am

### Approximately 1 month to 24 months prior...

- Confirm Belle Époque's availability and confirm dates with church or registrar – book both at the same time and secure with a deposit. **Registrar tel: 01270 375268**
- Research your preferred photographer
- Research your wedding car or transport
- Draw up a list of wedding guests to help give you an estimated guests number
- Start collecting ideas on how you would like to style your wedding day
- Get organized: Keep a scrap book or file keeping details in an 'easy to find order'

### 6-12 months prior...

- Book your honeymoon
- Order your wedding cake
- Speak to florists to guide you in ideas for your floral arrangements – then book
- Choose and order your wedding dress and accessories
- Decide on and book the gentleman's dress
- Choose bridesmaids dresses and decide colour scheme



### 3-4 months prior...

- Choose and order the wedding rings
- Confirm dates with the florist, photographer and cars
- Arrange wedding service with the Church, bouquets etc
- Send out wedding invitations (it would be a good idea to ask guests if they have any dietary requirements at this point, include contacts of local accommodation & directions for the venue/parking) ask guests to RSVP no later than 6 weeks prior to the wedding
- Check passport validity for honeymoon, Visas/injections
- Organise wedding stationery such as table plans, place cards etc.
- Choose gifts for the Best Man, Bridesmaids & Parents
- Make a note of invitation refusals/acceptance

**Contact Collette to receive the appropriate menus to order from (menus supplied at time of booking are examples only, menus are reviewed quarterly) and schedule your planning appointment. Approx. 2 mid-week will be appointments required. Please book your planning appointments to take place no later than 2 months prior to your wedding day.**

### 2 months prior...

- Confirm all floral arrangements
- Draw up a table plan and place cards for seating (contact Collette to discuss layout before printing)
- Contact newspapers for announcements if required
- Check arrangements for bridal wear, make final fittings
- Make a 'trial' appointment with hairdresser and beautician, if required
- Call Collette to confirm final numbers, menu, wine etc...

**21 days prior, full payment to Belle Époque. If all details of the day have not been finalised at this point, the remainder of the minimum spend will be requested in full.**

### 2-3 days prior...

- An appointment at Belle Époque to double check seating plan, deliver table favours etc and to run through the order of the day to make sure you are confident about all aspects of the day

### Toasts & Speeches...

These would traditionally follow the wedding breakfast and accompany the cutting of the cake. The usual running order would be...

- Champagne toast is served following coffee & dessert. The 1<sup>st</sup> speaker initiates the speeches, and introducing each speaker to follow or nominate a guest to act as MC
- The Bride's father proposes a toast to the couple
- The Groom replies on behalf of himself and his Bride and thanks the Bridesmaids
- The Best man replies for the Bridesmaids and may read out any Tele-messages
- The wedding cake is cut and photos taken (the best man should announce the cutting of the cake at the end of the speeches/toast)