



An Invitation
TO THE BEST DAY OF YOUR LIFE



HOLIDAY INN
Stevenage





Congratulations!

The question has been asked
and the date is now set,
it's time to start organising
the most memorable day of your life.

Each and every wedding is as individual as you are, so for this reason we ensure that all of your requirements are treated with the utmost care and attention. Our team of Wedding Co-ordinators have many years of experience organising fabulous events, intimate or grand, whether it be your wedding ceremony, wedding reception, multi cultural event or civil partnership ceremony you can be assured of one thing - our attention to detail. We believe that you should have everything to look forward to and nothing

to look after. That's why we will work with you in every step of planning the perfect personalised event, from an initial tour of our event facilities to a menu tasting with our Chef to allow you to relax and cherish every moment of your big day.

Quite simply, Holiday Inn Stevenage is where 'happily ever after' begins.

HOLIDAY INN

Stevenage



FACILITIES

- Air conditioned Hertfordshire suite for up to 300 guests
- Air conditioned Aston suite for up to 170 guests
- Air Conditioned Whitwell suite for up to 150 guests
- Licensed for civil ceremonies
- Standard, king, executive & family rooms available
- Destinations Restaurant & Bar
- Lounge
- Mini gym facility
- Wi-Fi internet access

The Holiday Inn Stevenage, a new addition to the city's skyline in autumn 2008, offers an unrivalled venue for your wedding celebrations.

Set close to the historic centre of town, this contemporary styled hotel is destined to be the venue of choice for discerning brides and grooms.

Our flagship suite, the Hertfordshire, is sure to prove popular with couples planning a larger wedding. Set on our dedicated events floor, the Hertfordshire suite is complimented by its own private bar and lounge plus swathes of natural daylight, providing a stunning venue for wonderful wedding celebrations in the company of up to 300 guests.

As an alternative we present our Aston suite which benefits from stylish surrounds draped in natural daylight providing the perfect backdrop for celebrations with up to 170 guests.

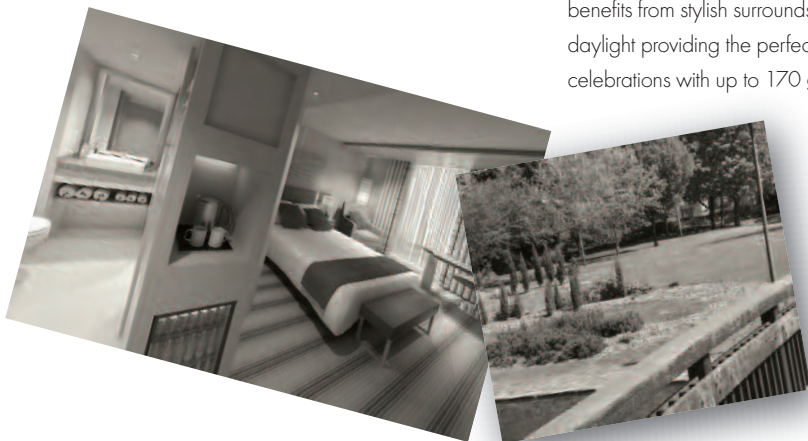
For couples planning a more intimate wedding our Whitwell suite is the ideal venue for a truly memorable day and can play host for up to 150 of your closest friends and family.

At Holiday Inn Stevenage we can go that one step further and also host your civil wedding ceremony in one of our delightful suites.

For those cherished wedding day photographs the attractive public gardens neighbouring the hotel will provide a pretty backdrop.

Relaxed, happy, yet utterly shattered at the end of the day, you could retire to one of our thoroughly modern and meticulously designed guestrooms and start married life in style.

Be among the first to enjoy your wedding celebrations in the stylish, contemporary surrounds of our new Stevenage landmark - at Holiday Inn Stevenage it's 'your wedding, your way'.



Wedding TIMELINE

12-18 MONTHS BEFORE THE BIG DAY

- Set the date for your wedding
- Set your budget and decide who is organising each aspect
- Identify the type of venue for the ceremony & reception and contact the Wedding Co-ordinator
- Book wedding photographer
- Book wedding cars & other transport
- Book band or DJ for reception
- Order invitations & stationery
- Decide on Bridesmaids, Best Man & Ushers
- Order wedding cake
- Decide on the number of guests & start drawing up a guest list
- Investigate wedding insurance
- Reserve a block of rooms at the hotel for out-of-town guests

6 MONTHS BEFORE THE BIG DAY

- Register for your wedding gift list
- Choose wedding dress & accessories
- Choose Bridesmaid dresses
- Book your honeymoon & remember to check with your travel clinic about vaccinations
- Decide on theme and select flowers, table decorations etc
- Bridegroom to arrange suits for Best Man, Ushers & Fathers
- Organise the hen night and stag night
- Organise your personalised wedding website (see rear of brochure or ask your Wedding Co-ordinator for details)

4 MONTHS BEFORE THE BIG DAY

- Post wedding invitations with details of timings, transport, directions & details of the hotel
- Select wedding rings
- Finalise order of service and select music/hymns
- Contact your wedding suppliers e.g. florist, entertainment etc to confirm details
- If you are changing your name, inform banks, passport office etc (ensure your honeymoon is booked under the name that will be on your passport)



6-8 WEEKS BEFORE THE BIG DAY

- Confirm any travel arrangements & hotel reservations
- Organise presents for Bridesmaids and Mothers of the Bride & Bridegroom
- Choose wedding favours for the reception
- Make hairdresser & beauty salon appointments - ask your Wedding Co-ordinator about what we can organise for you
- Meet with your Wedding Co-ordinator to discuss seating plans, place cards, drinks packages and have your menu tasting

3 WEEKS BEFORE THE BIG DAY

- Confirm final number of guests & seating plan with your Wedding Co-ordinator
- Arrange wedding rehearsal
- Give florist total number of button holes and delivery details
- Confirm timings with wedding cars & transport operators
- Discuss with your photographer the photos you would like
- Give the DJ/band a list of songs you would like played
- Final fittings for wedding dress
- Ensure Bridegroom, Best Man & Father of the Bride are writing speeches
- Bridegrooms to arrange a gift to be delivered to the Bride before the ceremony
- Remind the Bridegroom to get a hair cut!
- Collect wedding rings and ensure they fit

1 WEEK BEFORE THE BIG DAY

- Have trial hair and make up session - ask your Wedding Co-ordinator about what we can organise for you
- Meet with Best Man, Bridesmaids and Ushers to finalise wedding day plans
- Confirm arrangements with photographers, transport operators, florists etc
- Wear in the wedding day shoes at home!
- Collect wedding dress, veil & accessories
- Pack for honeymoon and ensure tickets have arrived



The big day itself

ENJOY EVERY MOMENT OF YOUR BIG DAY AND LET YOUR WEDDING CO-ORDINATOR ENSURE EVERYTHING RUNS LIKE CLOCKWORK



Personalised WEDDING WEBSITE

USE YOUR WEBSITE TO...

- Welcome guests on your wedding home page and provide essential details about the venue and directions
- Post messages to guests, for example reminders about special room discounts
- Provide links to nearby places of interest they might like to visit during their stay, such as local attractions
- Help guests book their accommodation quickly and easily, with direct online access to hotel reservations at the agreed room rate for your event
- Send email invitations to up to 100 guests, inviting them to visit your website

ENHANCE YOUR WEBSITE, YOUR WAY

You can give your site an eye-catching look too with your own home page banner, and personalise it with your choice of photographs or images.

We are delighted to introduce our latest service, designed to make planning your wedding even easier.

Which ever package you choose our gift to you is a free, customisable 4-page website that you can personalise with information, photos, and messages

- everything your guests need to know for your big day.



Directions



From the north and south: from A1(M) exit at Junction 7 towards Stevenage on A602 (Broadhall Way). Go straight over 1st roundabout and at 2nd roundabout take 1st exit on A602 towards town centre. At next roundabout take 2nd exit towards town centre along St George's Way. The hotel is 100 yards on right hand side with parking available on left directly opposite the hotel.



HOLIDAY INN STEVENAGE

St George's Way, Stevenage, Hertfordshire SG1 1HS

Tel: 01438 722727 Email: info@histevenage.com Web: histevenage.com



Pearl Package

- Dedicated Wedding Co-ordinator to assist and advise you every step of the way
- A tailored wedding quote to you within 48 hours for your consideration
- Menu tasting and consultation - meet with our Chef to personalise your menu and ensure it's perfect for your special day
- 3 course wedding breakfast from our Pearl menu options
- Hire of function suite
- Your personal Wedding Host, who will be there to assist you every minute of your special day
- No check-in or check-out for the Bride or Groom - let us take care of the paperwork
- Dedicated room for your guests to freshen up
- 4 page customisable website that you can personalise with information, photos, and messages - everything your guests need to know for your big day
- Base or stand for your wedding cake
- Sword or ceremonial knife for that all-important cake cutting
- Red carpet for your arrival
- Personalised menus for tables
- Personalised table plan
- Place cards
- Preferred accommodation rates

And our gift to you - wedding night accommodation for the Bride and Groom and a first anniversary dinner in our Destinations Restaurant.*

** Accommodation is offered in a standard room. Please speak with your Wedding Co-ordinator should you wish to upgrade to an Executive Room.*



Pearl Package

Menu 1

Ripe seasonal melon
with soft seasonal fruits and mango coulis

Pan fried supreme of chicken
accompanied by a mushroom and
white wine cream sauce

Fresh dairy cream profiteroles
with dark chocolate sauce

Coffee and chocolate mints

Menu 2

Country style leek and potato soup

Roast loin of pork
with a baked glazed apple and a cider,
mustard and apple sauce

Raspberry pavlova
with fruit coulis

Coffee and chocolate mints

Menu 3

Chicken liver pâté
served with red onion marmalade and melba toast

Steamed fillet of salmon
with orange and basil scented hollandaise sauce

Warm apple and sultana crumble
served with custard

Coffee and chocolate mints



Ruby Package

- Dedicated Wedding Co-ordinator to assist and advise you every step of the way
- A tailored wedding quote to you within 48 hours for your consideration
- Menu tasting and consultation - meet with our Chef to personalise your menu and ensure it's perfect for your special day
- 3 course wedding breakfast from our Ruby menu options
- Hire of function suite
- Your personal Wedding Host, who will be there to assist you every minute of your special day
- No check-in or check-out for the Bride or Groom - let us take care of the paperwork
- Dedicated room for your guests to freshen up
- 4 page customisable website that you can personalise with information, photos, and messages - everything your guests need to know for your big day
- Base or stand for your wedding cake
- Sword or ceremonial knife for that all-important cake cutting
- Red carpet for your arrival
- Personalised menus for tables
- Place cards
- Preferred accommodation rates
- Balloons
- Floral table centre for each table (excluding top table)

And our gift to you - Wedding night accommodation for the Bride and Groom and a first anniversary dinner in our Destinations Restaurant.*

** Accommodation is offered in a standard room. Please speak with your Wedding Co-ordinator should you wish to upgrade to an Executive Room.*



Ruby Package

Menu 1

Roast tomato and red pepper soup

Roast sirloin of beef

served with Yorkshire pudding and horseradish jus

Chocolate torte

with vanilla pod ice cream

Coffee and petit fours

Menu 2

Duck liver parfait

with baby leaf salad served with warm toasted brioche bread

Roast breast of chicken

with baby onions served in a red wine madeira sauce

Fruits of the forest torte

served with a delicate vanilla sauce

Coffee and petit fours

Menu 3

Caramelised onion tart

with glazed goats cheese on a bed of lettuce and drizzled with basil pesto

Pan seared supreme of salmon

with a light asparagus cream

Lemon citrus tart

served with crème fraiche

Coffee and petit fours



Diamond Package

- Dedicated Wedding Co-ordinator to assist and advise you every step of the way
- A tailored wedding quote to you within 48 hours for your consideration
- Menu tasting and consultation - meet with our Chef to personalise your menu and ensure it's perfect for your special day
- 3 course Wedding breakfast from our Diamond menu options
- Hire of function suite
- Your personal Wedding Host, who will be there to assist you every minute of your special day
- No check-in or check-out for the Bride or Groom - let us take care of the paperwork
- Dedicated room for your guests to freshen up
- 4 page customisable website that you can personalise with information, photos, and messages - everything your guests need to know for your big day
- Base or stand for your wedding cake
- Sword or ceremonial knife for that all-important cake cutting
- Red carpet for your arrival
- Personalised menus for tables
- Place cards
- Preferred accommodation rates
- Balloons
- Floral table centre for each table including long and low arrangements for top table
- Disposable cameras on all tables

And our gift to you - Wedding night accommodation for the Bride and Groom and a first anniversary dinner in our Destinations Restaurant.*

**Accommodation is offered in a standard room. Please speak with your Wedding Co-ordinator should you wish to upgrade to an Executive Room.*



Diamond Package

MENU 1

Salad of succulent Atlantic prawns

with a sweet pepper mayonnaise served with a baby leaf salad and ciabatta bread

Stuffed saddle of lamb

served with fondant potatoes and seasonal vegetables with a red wine and rosemary reduction with natural pan juices

Pyramid of summer fruit pudding

served with vanilla scented pouring cream

Coffee and petit fours

MENU 2

Fan of galia melon

with cured ham served with a wild berry vinaigrette

Half roasted poussin

with bacon, shallot and tarragon jus

Apple tart

presented with crème anglais

Coffee and petit fours

MENU 3

Smoked salmon and cream cheese roulade

with lemon and chive mayonnaise

Balatine of turkey and guinea fowl

scented with basil accompanied with fondant potatoes, trio of vegetable bundles and a rich orange sauce

Timbale of fresh strawberries

with Romanoff cream

Coffee and petit fours



Alternative Menu Options

PEARL PACKAGE

This is a fixed menu only. Should you require a more flexible menu, please see our Ruby or Diamond packages

RUBY PACKAGE

Slow roasted tomatoes and buffalo mozzarella terrine served with a rocket salad and balsamic vinegar dressing

Balatine of turkey and guinea fowl scented with basil accompanied with fondant potatoes, trio of vegetable bundles and a rich orange sauce

White chocolate and raspberry torte

Coffee and petit fours

DIAMOND PACKAGE

Salad of smoked chicken served with a roasted hazelnut dressing

Atlantic salmon stuffed with sole, dill and sweet pepper accompanied with buttered new potatoes, glazed carrots, asparagus spears and cauliflower florets

Fresh strawberries and cream

VEGETARIAN OPTIONS (for all packages)

Sun dried tomato and portabella mushroom risotto served with deep fried shredded leeks and pecorino

Roquefort, spinach and baby onion tartlet set on a bed of fresh herbs

Vegetarian nut roast atop boulangere potatoes, chives and roasted vine tomatoes

Tofu and spiced baby vegetables accompanied by a black bean sauce

Vegetable nut wellington served with a honey and mustard sauce



Evening Buffet & Drinks Packages

Evening Buffet

PEARL

Cocktail sausages
Sausage rolls
Vegetable quiche
Selection of vol-au-vents
Potato wedges with a selection of dips
Garlic bread

RUBY

Goujons of plaice
Cheese and onion quiche
Honey roasted cocktail sausages
Vegetable samosas
Cocktail sandwiches
Deep fried mushrooms and blue cheese dip
Savoury herb potatoes
Crudités with assorted dips

DIAMOND

French baguettes with various fillings
Vegetable samosas
Tortilla pizza slices
Honey roasted cocktail sausages
Barbecue chicken wings
Savoury herb potatoes with a choice of dips
Deep fried plaice goujons with tartar sauce
Vegetable dim sum with teriyaki dip

Drinks Packages

PEARL

Glass of house wine on arrival
Glass of house wine with meal
Glass of sparkling wine to toast the Bride and Groom

RUBY

Glass of Pimms and lemonade on arrival
Glass of house wine with meal
Glass of sparkling wine to toast the Bride and Groom

DIAMOND

Glass of Pimms and lemonade on arrival
Glass of house wine with meal
Glass of champagne to toast the Bride and Groom



Package Prices

PEARL PACKAGE

Wedding breakfast	£35 per person
Evening buffet	£12 per person
Drinks package	£13 per person

RUBY PACKAGE

Wedding breakfast	£39 per person
Evening buffet	£15 per person
Drinks package	£15 per person

DIAMOND PACKAGE

Wedding breakfast	£45 per person
Evening buffet	£18 per person
Drinks package	£17 per person

SPECIAL GUEST ACCOMMODATION RATES

Weddings are a wonderful opportunity for friends and family to get together. So why not seize the opportunity and extend your celebrations into the next day over a sumptuous breakfast here at the Holiday Inn Stevenage.

We are delighted to offer all wedding couples the very special rate of £70* per room per night for their guests. This rate includes full English buffet breakfast in our Destinations Restaurant and complimentary use of our mini gym facility.

For guests with further to travel or those just looking to enjoy an extended weekend away, we are also pleased to offer a very exclusive rate of £45 per room for the Friday or Sunday night when the Saturday night is booked at the above rate of £70*.

Meet the new family

A wedding is a joining of two families so why not get to know everyone before the big day with a specially organised private dinner in one of our fantastic function suites or indeed our stylish Destinations Restaurant. Your Wedding Co-ordinator can discuss all the options available, so why not make the time to get to know the in-laws!

Minimum/maximum numbers

Each of our function suites has a maximum and minimum number of guests for the wedding breakfast/evening reception.

Minimum numbers	Day	Evening
Whitwell suite	60	80
Aston suite	80	100
Hertfordshire suite	120	160

Maximum numbers		
Whitwell suite	120	150
Aston suite	140	170
Hertfordshire suite	250	300

*Please note this rate is only available for pre-booked rooms organised with your Wedding Co-ordinator.



Wine List

WHITE WINE

Cape Promise Unoaked Chenin Blanc
(Medium) £15.95
South Africa

Trulli Pinot Grigio (Dry) £16.95
Italy

Ropiteau Chablis £25.95
France

RED WINE

Ropiteau L'Emage Merlot £14.95
France

Rioja Navajas Tinto (Light) £15.95
Spain

Trulli Sangiovese (Dark) £15.95
Italy

Lindemans Bin 55 Shiraz Cabernet £18.50
France

ROSÉ WINE

Gallo Sierra Valley White Zinfandel £16.95
California

CHAMPAGNE/SPARKLING WINE

Freixenet Cordon Negro Brut NV £20.50
Spain

Duc de Roucher, Brut Champagne £25.95
France

Mumm Cordon Rouge NV Champagne £31.95
France

MINERAL WATER

Still/sparkling £3.15



Enhance Your Day

Your wedding day is the most special day of your life, add a little something extra and make a big impact. At Holiday Inn Stevenage our dedicated Wedding Co-ordinators will be delighted to offer advice to help create a truly personalised and memorable day. Below are some of our suggestions as to how you may enhance your day.

CHAIR COVERS

Enhance the function suite with elegant chair covers and coloured sash with bow to complement your colour scheme.

CHAIR COVERS & TABLE RUNNERS

Chair covers, coloured sashes with bows, coloured table runners or mirrored centre pieces.

EVENING DRINKS RECEPTIONS

Welcome your evening guests to your reception with a choice of drinks. Packages tailored to suit your requirements. How about some mulled wine at winter weddings or Pimms at a summer wedding.

CANAPÉS

Add that special touch to your reception while you are engaged in photographs.

LIQUEURS

Add that finishing touch to your wedding meal by offering your guests their choice of liqueur.

FLOWERS

We would be delighted to arrange flowers for your tables to co-ordinate with your colour scheme.

SOMETHING A LITTLE DIFFERENT

Make your wedding reception stand out from all the rest.

How about chocolate dipped strawberries on arrival, a chocolate fountain, a champagne fountain or bacon sandwiches at midnight?

*Prices for all of the above are available on request from your Wedding Co-ordinator.
For that extra special touch or any ideas you have to enhance your big day please just ask your Wedding Co-ordinator who will be only too happy to help*



Terms & Conditions

Having discussed your requirements and agreed a date you may then place a provisional booking with Holiday Inn Stevenage. Within 28 days of placing the provisional booking we will require a deposit of £500 and written confirmation. We will reply, confirming details of your booking and enclosing your receipt for the deposit paid. Should we not receive a deposit within 28 days we will release the provisional booking.

Approximately six months before the function date, prices will be confirmed to you and dishes will be agreed.

6 weeks before the function date 95% of the balance of the account is payable (based on expected numbers).

72 hours before your function, final numbers of guests attending are required. If the final number of guests varies from the estimated numbers, then an adjustment will be made at this time.

No room hire charge will be made for a wedding as long as the number of guests on the day equals the minimum required, i.e. - Whitwell - 60 day/80 evening, Aston - 80 day/100 evening, Hertfordshire - 120 day/160 evening.

If the number of guests on the day is less than the minimum agreed for the room chosen, we reserve the right to charge for each person short of the minimum numbers.

If you unfortunately have to cancel your function, the Holiday Inn Stevenage will require the amount shown below in lieu of cancellation if we are unable to re-sell the date:

- 35% of the expected bill if the Holiday Inn Stevenage is given less than 6 months notice and more than 2 months notice.
- 75% of the expected bill if the Holiday Inn Stevenage is given less than 2 months notice.

However if you re-book the function on the same terms at a later date we may be able to waive cancellation charges.

50% of the deposit is non-refundable in all circumstances and the remaining 50% is only refundable if the date is re-sold.

The hotel shall not be liable for any failure or delay in performing any of its obligation under this agreement or liable to an attendee or guest for any loss or damage to property if the failure or delay was due to any cause beyond its reasonable control, including (without limitation) terrorist activity or serious potential for terrorist activity whether within the proximity of the hotel or in the UK or worldwide and directly or indirectly affecting the UK, misconduct or negligence of an attendee, guest or external third party, war or threat of war, civil or political action or disturbance, riot, natural disaster, fire, epidemic, bad weather, terrorist activity (threatened or actual), military activity, governmental or regulatory action, industrial dispute, Act of God, failure of power or machinery, failure of or interruption in externally provided services and utilities, and all similar events outside the hotel's control.

Prices are correct at the time of printing but may be subject to change. All prices are inclusive of the current rate of VAT.

I hereby acknowledge and agree to accept the above terms & conditions and the contracted numbers on the attached event agreement/booking order

Signed

Date

Event date

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