

# *Weddings & Ceremonies*

*The Europa Gatwick Hotel*

Your wedding day should be the happiest day of your life and at The Europa Gatwick Hotel we have the excellent facilities and dedicated staff to ensure your big day is a truly memorable experience

Our knowledgeable weddings team will be there for you every step of the way to advise and assist you in the planning of this exciting and wonderful occasion



Tel: 01293 886666 ext 4310 Fax: 01293 886781 Email: [Conf714@britanniahotels.com](mailto:Conf714@britanniahotels.com)

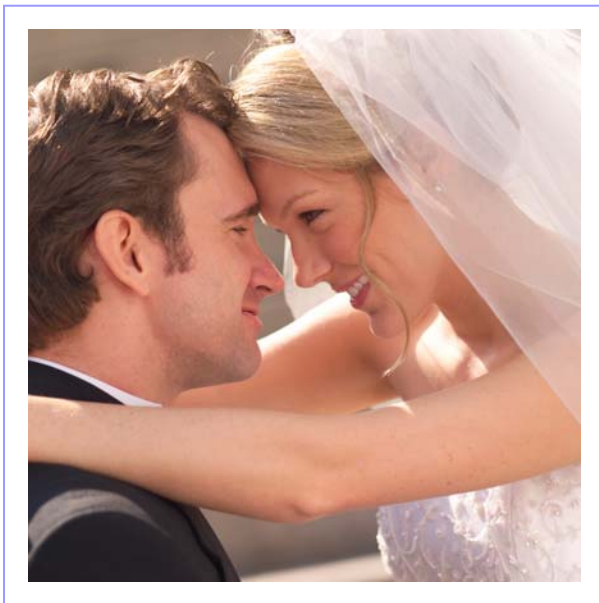
# Civil Ceremonies

The Europa Gatwick Hotel holds a full civil ceremony licence and our Silk Suite can comfortably accommodate up to 110 guests for the all important exchanging of vows.

A PA system is supplied in the room for your music, you will need to choose 6 special songs and put them on to a CD

- 2 songs for guests' arrival
- Brides' entrance
- 2 songs for signing of witness papers
- Song for leaving the ceremony room

If you are booking a civil ceremony with us you will need to contact Crawley Registry office on 01293 651752 and notify them of your intentions to marry, you will then have 12 months from that date to hold the ceremony.



*For a civil ceremony we charge a flat room hire rate of £200*



# The Wedding Breakfast

For your wedding breakfast we can cater for up to 132 guests and are pleased to offer you three different price plans, so you are sure to find something to suit your budget.

## *The Bronze Package £27.00 per person*

3 course wedding breakfast silver served to you and your guests, followed by coffee and mints

This option does not include wine or cloth napkins which would incur an additional charge if required

## *The Gold Package £39.00 per person*

To include:

Room hire of function room  
3 course wedding breakfast followed by coffee & mints  
½ bottle of house wine per person  
Glass of Bucks Fizz on arrival  
Top table and standard table floral posies  
Cake stand & personalised knife  
Cloth napkins tailored to your colour scheme  
Guests changing room  
Overnight luxury suite for the bride & groom

\*price per person is subject to discussions on final package

## *The Silver Package £33.00 per person*

3 course wedding breakfast followed by coffee and mints  
½ bottle of house wine per person  
Cake stand and personalised knife  
Cloth napkins tailored to your colour scheme



# The Menu

*A choice of 2 options for each course*

*\*\**

*Cream of Vegetable Soup*

*Fan of Melon*

*Prawn Cocktail*

*Caesar Salad*

*\*\**

*Roast Loin of Pork*

*Served in a sharp piquant sauce with a selection of seasonal vegetables and potatoes*

*Seared Chicken Breast*

*Served in a brandy and wholegrain mustard sauce with a selection of seasonal vegetables and potatoes*

*Roast Sirloin of Beef*

*Served in a rich chasseur sauce with a selection of seasonal vegetables and potatoes*

*Roast Leg of Lamb*

*Served in a Madeira wine sauce with a selection of seasonal vegetables and potatoes*

*\*\**

*Profiteroles*

*Individual Strawberry Pavlovas*

*Apple Pie with Cream*

*Chilled Chocolate Souffle*

*\*\**

*Coffee & Mints*

*An additional vegetarian option will be offered for the main course*

*The menus shown on this page are for example purposes and we would be happy to discuss alternative options and sauces*



# The Evening Reception

Once the meal is finished it's on to the evening reception, we can accommodate up to 170 of your guests

## *Finger Buffet £12.95 per person*

A choice of 7 items from:

Crisps, nuts & olives

A selection of closed sandwiches

Chicken liver pate with orange segments and sweet gherkins

Deep fried butterfly prawns served with a tangy sauce

Chicken tandoori with a cucumber and mint relish

Lamb samosas

A selection of freshly prepared salads

Roast chicken drumsticks & chipolata sausages

Sumptuous gala pie

Vol-au-vents with a selection of fillings

Chicken satay

A selection of quiche

French bread & cheeses

Meatballs

Deep fried brie with apricot coulis

Fish goujons with tartare sauce

Fruit basket



*House DJ available to hire £265*

*Or you are welcome to supply your own*

# Drinks Packages

## Package A

1 x Glass of Pimms on arrival  
1 x Glass of sparkling house wine for toasts

**£6.00 per person**

## Package B

1 x Glass of Pimms on arrival  
1 x Glass of house wine  
1 x Glass of sparkling house wine for toasts

**£8.80 per person**

## Package C

½ bottle of house wine  
1 x Glass of sparkling wine for toasts

**£10.50 per person**

*Upgrade any package to include  
House Champagne as toast for just 75p  
extra per person*

*Looking for that extra touch? Why not add one of our drinks  
packages to your booking?*

*Upgrade Package A or B to Bucks Fizz on  
arrival for just £2 extra per person*



# General Information

## **Booking Procedure**

Once you have visited the venue you may decide to provisionally hold your chosen date for a period of two weeks, after this period we will require a deposit of £300 to confirm your booking. Please be advised that this deposit is non-refundable

## **Children's Menu**

A children's menu is available for children under 12. We do ask that all the children in your party dine from the same menu

## **Evening Buffet**

We suggest you cater for at least 75% of the total number of guests attending the evening reception.

## **Accommodation**

The Europa Hotel offers 245 en-suite bedrooms. Once your deposit has been paid you will be offered a provisional allocation of bedrooms. When booking a room your guests should call the hotel and speak with your wedding coordinator to gain the special discounted rates. Any rooms not used will be released one week prior to the wedding without charge.

## **Recommended Suppliers**

We have worked closely with a variety of suppliers to the wedding industry and would be more than happy to recommend them. Please ask for more details



# Directions

## From M25/M23 Southbound

Leave the M25 at Junction 7 for the M23. Exit the motorway at Junction 10A, turn right at the roundabout. You will find the hotel approximately 200 metres on the right hand side.

## From Brighton/M23 Northbound

Take the M23 North to Crawley (A23 changes to M23 after Junction 11). Exit the M23 at Junction 10, and take the 4th exit off the roundabout to go back southbound along the M23. Exit the M23 at Junction 10A, at the end of the slip road turn right at the roundabout. The hotel entrance is approximately 200 metres on the right hand side.

## To Crawley

Turn right out of the hotel. At the first roundabout, turn right on to the M23. Exit the motorway at junction 10, taking the first left on to Crawley Avenue. At the next roundabout, take the 2nd exit signposted 'town centre'.



The Europa Gatwick Hotel  
Balcombe Road,  
Maidenbower,  
West Sussex,  
RH10 7ZR  
Tel: 01293-886666  
Fax: 01293-886781  
[www.britanniahotels.com](http://www.britanniahotels.com)



Exclusive accommodation rates for your guests – only available through your wedding coordinator

# Your Wedding Checklist

## **12 Months Prior**

- ◆ Book the church/civil ceremony and venue for reception
- ◆ Book your photographer
- ◆ Choose bridesmaids, bestman and ushers
- ◆ Book entertainment for reception
- ◆ Order wedding cake

## **6-9 Months Prior**

- ◆ Purchase Wedding outfits
- ◆ Arrange cars or carriages to and from your wedding
- ◆ Purchase the rings
- ◆ Update passports/visas/inoculations and book honeymoon
- ◆ Order or begin to prepare wedding invitations, stationary etc
- ◆ Book wedding day hair appointment and other pre-wedding beauty treatments

## **2-6 Months Prior**

- ◆ Complete a gift list for all your guests
- ◆ Send out invitations
- ◆ Order flowers
- ◆ Buy presents for bridesmaids, bestman etc
- ◆ Have dress fitting
- ◆ Finalise menu arrangements and details with reception venue
- ◆ Work out the seating plan

## **1 Month – 7 Days Prior**

- ◆ Final Seating plans and numbers to venue
- ◆ Payment of final balance to venue
- ◆ Final dress fitting
- ◆ Have wedding rehearsal
- ◆ Start relaxing so you can enjoy your big day



## Traditional Top Table Seating Plan

Best Man	Chief Bridesmaid	Father Of Groom	Mother Of Bride	Groom	Bride	Father Of Bride	Mother Of Groom	Bridesmaid	Bridesmaid
----------	------------------	-----------------	-----------------	-------	-------	-----------------	-----------------	------------	------------