

Let's talk

Weddings

# Self-Catering wedding brochure

The Royal Court Hotel Tamworth Road Coventry CV7 8JG 02476 334171 Option 2



## Let our Hotel be Your perfect Wedding Venue

### Wedding Ceremony Capacities

Boardroom	Minimum Numbers 4	Maximum Numbers 30
Blenheim Suite	Minimum Numbers 10	Maximum Numbers 90
Windsor Suite	Minimum Numbers 50	Maximum Numbers 150
Britannia Suite (Half)	Minimum Numbers 100	Maximum Numbers 200
Britannia Suite	Minimum Numbers 200	Maximum Numbers 650
Hotel Grounds	Minimum Numbers 20	Maximum Numbers 200
Marquee	Minimum Numbers 80	Maximum Numbers 200

### **Registrar Fees**

	2023	2024	2025
Monday – Thursday	£581.00	£581.00	£610.00
Friday	£641.00	£641.00	£673.00
Saturday	£701.00	£701.00	£736.00
Sunday	£761.00	£761.00	£799.00
Bank Holidays	£831.00	£831.00	£872.00

These fees are paid directly to the registrars with a Notice of Marriage fee at £35.00 per person Blenheim Suite Windsor Suite Britannia Suite 1 & 3 Britannia Suite 2 & 4 Britannia Suite Marquee

### Wedding Reception Capacities

Minimum Numbers 10 Minimum Numbers 50 Minimum Numbers 80 Minimum Numbers 200 Minimum Numbers 80 Maximum Numbers 90 Maximum Numbers 150 Maximum Numbers 120 Maximum Numbers 120 Maximum Numbers 500 Maximum Numbers 150

Private Bar Private Bar

**Private Bar** 

#### Price upon application

#### **Room Hire Includes:**

- Tables & Chairs
- Cutlery (starter knife, starter fork, main course knife, main course fork, dessert spoon & teaspoon per person)
- **Crockery** (starter plate, main course plate, dessert plate/bowl)
- **Glassware** (Champagne Flute, wine and water glass, water jugs, draught beer glass)
- White Linen Table Cloths
- White Linen Napkins
- Corkage for alcohol & soft drinks

- Chair Covers with a Sash Colour of your choice or Chivari Chairs (numbers depending)
- Access to the Britannia Kitchen for your caterers
- 5m x 2m stage
- Ice Buckets & Ice
- Cake Stand & Bridal Knife
- Complimentary Bedroom for Bride and Groom
- 2 x complimentary changing rooms (1pm 7pm)



### Corkage for Alcoholic & Non-Alcoholic Beverages is included within the Room hire

Draught beer provided by hotel

Beers available are - Carlsberg & Tetley - needs to be purchased from the Hotel at

£3.00 per pint. (Subject to change)

**Delivery of Beverages** 

Drinks to be delivered 48 hours prior to the event

Client to contact the bars manager on bars710@britanniahotels.com

Upon delivery of drinks a full inventory of what has been delivered will be

completed with the bars manager and it will be signed by the client and bars manager

Drinks are to be taken away from the hotel at the end of the event

The bars manager will only liaise with the event point of contact

**Beverage Service** 

2 x bar staff will be provided by the hotel for the draught beer service only

Caterers to provide waiting staff to dispense all drinks to the tables and to oversee the whole drinks service



## **Approved Caterers**

ΜΚΒ

Yasser yasmkb4@gmail.com 07790682349

Friends Corner sales@friends-corner.co.uk 07756699233

Punjabi Foods punjabifoods@hotmail.com 02476686769

MT Catering <u>mtcateringbirmingham@gmail.com</u> 07779992088.

> Sanjay Foods info@sanjayfoods.com 0116266077

JJ Caterers Ranuamarjit85@gmail.com



### **Important Information for Caterers**

- Caterers are to provide waiters for all the food & drink service.
- Waiting staff are to pay table with cutlery, crockery, glassware & Linen Napkins, along with clearing the tables at the end of the event.
- Once you have chosen your caterers, we welcome them to make an appointment to do a site visit to view the kitchen facilities.
- Caterers MUST sign a disclaimer form prior to the event and return the form to the hotel.

### Caterer's requirements for the day of the event

- Upon arrival to the hotel the caterers must report to reception and pay a £500.00 kitchen bond, this will be refunded at the end of the event on inspection of the Kitchen.
- Reception will introduce the caterers to the Duty Manager to show the staff to the Kitchen and where all the cutlery, crockery & glassware is located ready for set up.
- All rubbish at the end of the event is to be clear to the designated refuse area, which will be shown by the Duty Manager.
- There MUST be staff on until the end of the event to ensure all areas are clean, tidy and in order.

### Waiting Staff

- Waiting staff must be hired through your caterers, no third party is to be hired.
- Waiters to be onsite within enough time to set tables & run your drinks reception.
- The hotel expect all staff to be respectful, well-mannered & professional onsite.
- The catering and waiting staff represent the hotel whilst onsite, therefore must be smart and matching uniforms are essential.

We advise you to give this information to your caterers

### **Room Decorations**

- Please inform your wedding-co-ordinator of your supplier's details, along with public liability & PAT certificates.
- Suppliers will have access from 6am on the day of the event to set up and all items MUST be removed by 1am.
- Any tables, staging or chairs that are required are the be requested in your final meeting, they cannot be arranged on the day of the event.
- Décor supplier along with all suppliers to report to the hotel on arrival.

### Restrictions

- No Staples to be used on tables, staging or any fixtures around the room.
- No confetti inside the Suite unless a £50.00 cleaning charge is prepaid.
- No fireworks or Pyrotechnics.
- No attaching décor to walls, ceilings, or fixtures.

### Entertainment

- Once you have selected your DJ for your special event, please inform them that they must give you a copy of the public liability & PAT tests to give to the hotel in your final meeting six weeks prior to the event. If these documents are not received prior to the event, the hotel will not allow access to them.
- A site visit is recommended to view the space & electrical points.
- Please note, due to being close to a residential area, please inform your DJ's that we do have sound limiters in place in all of our function rooms.
- Full company details are required, we also require arrival times, this is to be confirmed on the final meeting.
- Access of the function room will be available from 6am and equipment must be removed by 1am on the day of the event.
- We request that set up staff be in smart uniform when they are onsite, as they are representing the hotel.
- Any staging, chairs & tables are to be requested prior to the event date.

### Restrictions

- No Fireworks or Pyrotechnics
- No confetti cannons unless a £50.00 cleaning charge is prepaid
- No attaching equipment to any walls, ceilings or Fixtures
- Dry Ice & Haze Machines need to be authorised by the hotel prior to the event.

#### We advise you to give this information to your suppliers



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