



## WEDDING PACKAGE DETAILS



THE QHOTELS COLLECTION

## Self Catering Wedding Package - £7500

### This price includes:

- Hire of the Admiralty Suite
- Oaks Kitchen
- Use of our chairs and tables
- Red carpet arrival
- Complimentary carparking
- Suite for bride and groom night of the wedding
- Discounted rates on accommodation
- Conference & Banqueting Manager to oversee your event
- One Kitchen Porter (If paying to use our cutlery)
- One member of bar staff to wash glasses (if paying to use our glassware)

### Catering:

We have strict rules around offsite caterers. Any outside kitchen (satellite) set up must be viewed and deemed safe with our head chef prior to the day.

To use our Oaks Kitchen (as included in the package) caterers must complete documentation (provided by our Head Chef) and return it one month prior.

All offsite catering staff must complete necessary training prior to commencement of cooking or preparation (Approximately 2-3 hours depending on staff numbers)

Equipment available for usage to be advised.

### Additional Extras:

- Black Chair Covers - £1 per chair
- 3 course table setting of cutlery (Knife, Fork, Spoon - 1 setting per person), crockery (side plate, starter plate, main plate and dessert bowl) - £2 per person
- Glassware - £3 per person
- Tea and Coffee Station - £1 per person
- White Tablecloths - £4.50 per cloth
- Napkins – 50p per napkin
- Staff - £72 per staff member (minimum of 4 hours per staff)

## **Other Information:**

We DO NOT allow fireworks, smoke machines, haze, co2 guns and dry ice. Please check with the hotel before booking any external entertainment

All external caterers, performers, decorators etc must provide the hotel with relevant Insurance/H&S etc certificates of which we will provide a check list

The hotel will set the room however will not action turn rounds. Caterers or staff employed for the day will have to undertake this.

## **Retainer:**

The hotel charge a £1000 retainer which would be returned after the event providing no damage is incurred by the hotel. Applicable to anyone associated with the event, caterers, entertainers, and suppliers.

## **Corkage:**

Alcohol (including wine and spirits only) - £1,500

Alcohol (Bottled beers/ciders) - £500

Soft Drinks - £500

If you opt for corkage, you can use our fridges behind the bars. Our produce will not be available unless you wish to purchase it. If purchasing draft, then our staff will be required to serve this

Please note that if staffing is required to serve drinks not brought through ourselves, then charges will apply, please see rates per staff member

Nottingham Belfry Hotel, Mellors Way, Off Woodhouse Way, Nottingham, NG8 6PY

For further information please contact the hotel directly on  
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