



PARK
AVENUE
HOTEL



Wedding Planner





Let the Park Avenue Hotel
be *your perfect partner* to
co-ordinate your wedding day

We have been taking care of the important couple and wedding guests for 40 years and we pride ourselves in the friendly, attentive and efficient service we offer. We want to exceed your expectations and provide you with an unforgettable day.

You and your guests will be in the capable hands of our specially trained and experienced wedding co-ordinator from the moment you enter the hotel to discuss plans until the last guest has left your wedding reception.



The Park Avenue Hotel is only five minutes from Belfast City Airport and ten minutes from the city centre. Our 56 ensuite bedrooms are among the largest and best equipped in Belfast. So getting here, staying here and enjoying the wedding reception to the fullest couldn't be easier.

Your Countdown Diary

2 years – 1 year

Book your reception
Visit your clergyman
Compile wedding guest list
Choose bridesmaids, best man and ushers
Have fittings for your own and bridesmaids' dresses
Obtain registrar's certificate if necessary

1 year

Book wedding cars
Book photographer/video company

4 months

Order wedding cake
Buy wedding rings
Order wedding stationery for ceremony and reception
Organise wedding gift list

3 months

Confirm reception details
Buy the presents for your attendants
Organise all wedding flowers

2 months

Post wedding invitations
Make list of acceptances and refusals as they are returned
Send thank you letters for wedding presents as they arrive

1 month

Buy cake boxes for those unable to attend
Arrange a seating plan for the reception
Go to hairdressers with your headwear and book final appointment
Practise any new make-up
Check all wedding clothes are near completion

1 week

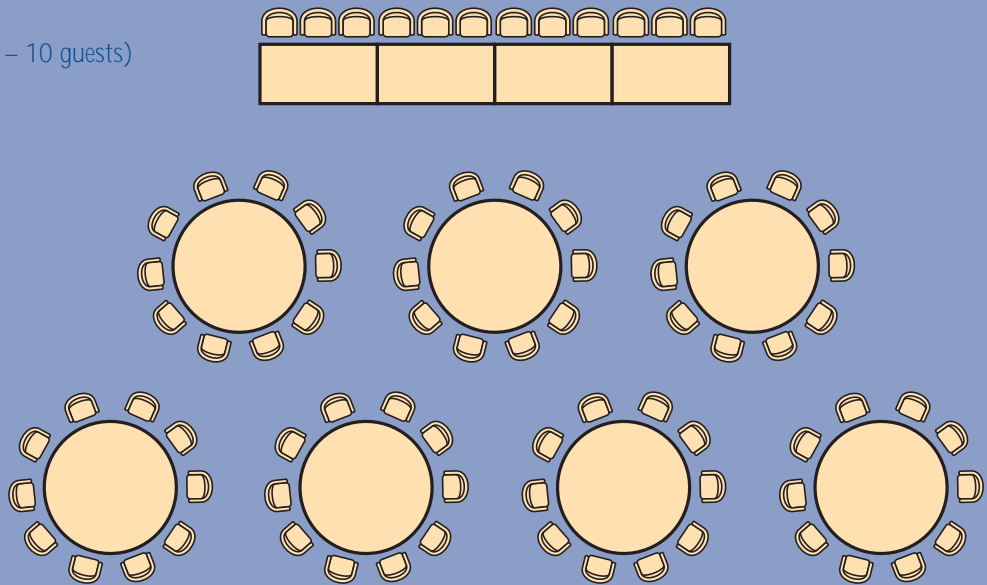
Hold wedding ceremony rehearsal
Make final checks – cake, transport, flowers and photographer
Check all your wedding clothes
Arrange to have going-away clothes and suitcases taken to the hotel
Hold your hen and stag night



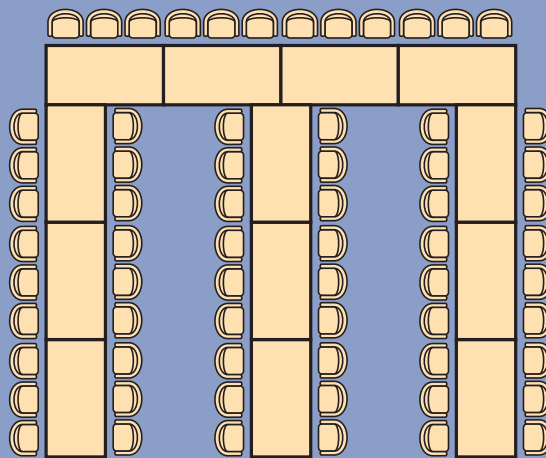
Seating/room layout options

Round tables

(Each table seating 8 – 10 guests)

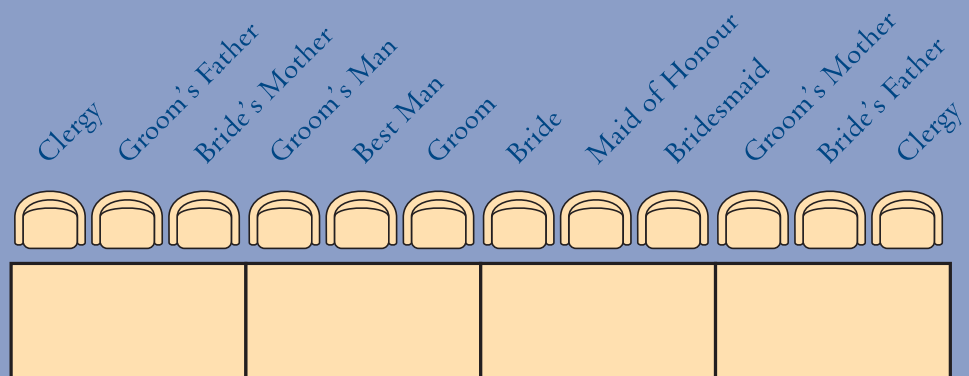


Traditional setting



Top table

Seating plan



Bridal information

1. When paying deposit/booking fee, the wedding co-ordinator should be notified of the following details:

- (a) Bride's full name and address.
- (b) Groom's full name and address.
- (c) The actual marriage ceremony time and location.
- (d) Approximate number of guests.
- (e) Whether or not entertainment is intended after the meal.
- (f) There will be a minimum charge of £150 room hire after 6.00pm which does not include entertainment.

2. Two weeks before the actual date, we require the bride, groom (and parents if they wish) to call and discuss with the wedding co-ordinator details such as:

Menu, colours of napkins, drinks, table plan etc.
The wedding co-ordinator will telephone the bride and groom to arrange a specific day and time.

3. Final numbers are more easily counted and controlled from a guest list made out in conjunction with the issue of the invitations.

You should contact the wedding co-ordinator 48 hours prior with final numbers.

4. If you should choose to use place cards on the tables, the hotel will require a list of your guests in seating order so that they may be shown to their tables with as little fuss as possible.

5. The day before the reception, the bride and groom should call at the hotel between 4.00pm and 6.00pm but no later than 8.00pm to confirm final arrangements bringing with them:

- (a) The cake, if bakery is not delivering it.
- (b) Table plan and place cards (if any).
- (c) Any change of clothes.
- (d) Any favours for the tables.
- (e) The account is settled at this time.

The meal

After the "formal greeting" the bridal party (with the exception of the bride and groom) enter the function room and take their seats.

The wedding co-ordinator will then call the guests' attention and ask them to be upstanding – the bride and groom will then enter.

Immediately the bride and groom reach their seats the wedding co-ordinator will request that the guests remain standing for Grace.

The speeches

- 1st The best man will read the telegrams and greetings.
- 2nd The best man calls on the bride's father to propose the "toast to the bride and groom".
- 3rd The bride's father replies and proposes the "toast to the bridesmaids".
- 4th The best man replies and calls on the groom's father to speak.
- 5th The groom's father speaks and proposes health and happiness to the bride and groom.
- 6th The best man calls on the groom to speak.
- 7th The groom then thanks the best man and bridesmaids.
- 8th The best man makes his speech, then calls on anyone else who would like to speak. (Names are usually prearranged).

The management and staff of the Park Avenue Hotel wish you all the best for your future together.

PARK AVENUE HOTEL

Wedding Packages and Menus



Wedding packages

Classic

Sparkling wine for Bride and Groom on arrival

Tea, coffee and shortbread on arrival

4 course meal

Entertainment room hire

Standard bedroom

£26.00 per person

Elegant

Sparkling wine for Bride and Groom on arrival

Tea, coffee and shortbread on arrival

2 glasses house wine with meal

4 course meal

1 glass of sparkling wine for toast

Candelabras

Linen napkins

Entertainment room hire

Superior bedroom

£33.00 per person

Sophisticated

Sparkling wine for Bride and Groom on arrival

Sparkling wine, tea, coffee and shortbread on arrival

2 glasses house wine with meal

4 course meal with tea, coffee and petit fours

1 glass of sparkling wine for toast

Candelabras

Linen napkins

Entertainment room hire

Executive bedroom with sparkling wine and chocolates

£40.00 per person

Packages apply to weddings of 40 guests and over.

Wedding menus

We invite you to construct your own, personalised menu, using the following selector:

Your choice in the main course price includes:

Starter
Main course
Two vegetables
Two potatoes
Dessert
Tea/coffee

Starters

Home-made vegetable broth
Cream of potato and leek soup
Fan of melon with a duo of coulis
Duck terrine with honey and maple syrup and citrus garnish
Traditional prawn cocktail (£2.00 per person supplement)

Main courses

North Antrim turkey and Ulster glazed ham served with a cranberry and port jus
A supreme of chicken with sage stuffing and roast ham
Sugar baked ham with a cider apple jus
Traditional Park Avenue roast beef with horseradish sauce
Oven roast sirloin of beef with red wine, mushroom and onion sauce (£4.00 per person supplement)
Succulent loin of pork pocketed with a mixed herb and apricot stuffing
Roast leg of lamb with a rosemary and mushroom sauce

Vegetarian options

- Mille-feuille of vegetables – Deep fried aubergine and courgette in a spicy bread crumb filled with a tomato and chilli relish drizzled with a chive and yoghurt dressing.
- Tomato & Black Olive Quiche – Savoury tartlet filled with egg and sauté onion topped with black olive and cheese set on a bed of honey roast parsnip.
- Roast red bell pepper – Red bell pepper pocketed with savoury rice on a bed of ratatouille.

Desserts

Fresh berry pavlova with vanilla cream
Exotic fruit salad with ice cream or fresh cream
Baked apple & cinnamon pie with fresh cream
Classic sherry trifle
Fluffy profiteroles with hot chocolate sauce
Strawberry cream cheesecake
Home made banoffee with sauce Anglaise

Vegetables

Garden peas
Buttered carrots
Carrots and parsnips
Brussel sprouts
Braised celery
Pureed turnip
Cauliflower mornay
Mange tout
Sugar snaps with red onion

Potatoes

Roast potatoes
Creamed potatoes
Croquette potatoes
Baby boiled potatoes
Champ
Lyonnise potatoes
Savoury potatoes
Duchess potatoes
Garlic potatoes

Children's menu (available on request)

Please note: Parties are asked to choose ONE MENU only. Supplement for offering a choice of main course menu £3.00pp

Evening buffet menus – Can be served up to 9.30pm

(W)A:
£1.00

Crisps
Nuts

Buffet (W)B:
Nibbles £3.25

Assorted sandwiches
Crisps
Nuts

Buffet(W)C: Light finger buffet £6.50

Assorted sandwiches
Sausage rolls
Chipolatas
Tea or coffee

Buffet(W)D: Finger buffet £7.50

Assorted sandwiches
Sausage rolls
Vol-au-vents (chicken, mushroom,
bacon, ham or vegetarian)
Chicken goujons
Tea or coffee

Buffet(W)E: £8.50

Assorted sandwiches
Sausage rolls
Chicken goujons
King prawn in filo pastry
Mini spring rolls
Mini quiche
Tea or coffee and shortbread

Extras:

Satay chicken: £1.00
Garlic mushrooms: £0.90
Courgette, brie and almond crumble: £0.90
Crudités and dips: £0.90
Bite size bagels: £0.90
Fresh fruit kebabs: £0.90
Mini pastries: £1.75
Sole goujons: £1.00

To complement your Wedding Reception:

Tea or coffee and shortbread	£1.75 per person
House Wine (White or Red)	from £12.95 per bottle
Sparkling Wine	from £13.95 per bottle
Dressed Orange	£3.50 per jug
Bucks Fizz	£2.50 per glass
Mineral Water (1 litre bottle)	£4.50 per bottle
Apple or grape juice	£5.50 per bottle
Mulled Wine	£2.50 per glass
Champagne & Strawberry reception	from £7.50 per person

PARK AVENUE HOTEL

... with our compliments



Additional to your wedding package . . .

- A red carpet welcome for your wedding party
- Overnight accommodation for the Bride and Groom
- White linen table cloths
- Napkins to co-ordinate with your chosen colour scheme
- Cake stands and knife
- Table plan to assist seating arrangements
- Best available accommodation rates available for any of the guests wishing to stay over night
- Experienced wedding co-ordinator to liase with you on your very special day
- Ample car parking facilities for your guests
- Beautiful landscaped garden for photographs
- Many areas inside suitable for photographs, should the weather let us down
- Discreet assistance from our master of ceremonies for the duration of your day
- Complimentary sparkling wine for bride and groom on arrival



. . . with our compliments

PARK AVENUE HOTEL

Wedding Wine List



Wine list – This is a sample of wines available

House Recommended Whites

21	South Africa	Reserve Chardonnay, Gecko Ridge	£12.50
		A fresh and lively wine displaying ripe tropical fruit flavours of melon and pineapple with traces of wild honey.	
22	Chile	Sauvignon Blanc, Frontera by Concha y Toro	£12.75
		Delicious crisp and fresh Chilean Sauvignon displaying aromatic gooseberry aromas alongside citrus fruit flavours	
23	Australia	Chardonnay, Richmond Grove	£12.95
		Pale lemon and lime in colour, the wine shows delicious soft citrus fruit and peach flavours with a hint of ripe melon	

House Recommended Reds

24	Chile	Merlot, Frontera by Concha y Toro	£12.75
		A soft and fruity vibrant wine displaying aromas of ripe berries and ground pepper	
25	Australia	Shiraz, Richmond Grove	£12.95
		Delicious pepper and spice characteristics displaying ripe berry aromas overlaid with the flavour of wild berry fruit, black cherries and plums	
26	South Africa	Reserve Cabernet Sauvignon, Gecko Ridge	£12.50
		A classic Cabernet, rich full and brimming with blackcurrant fruit, and complimented by a delicious lifted berry aroma	

House Recommended Rose

28	California	White Zinfandel, Sutter Home	£13.50
		America's favourite premium wine. This delightfully fruity, naturally sweet blush wine has the aroma of fresh strawberries	

PARK AVENUE HOTEL

Terms and Conditions



Terms and conditions of booking

- 1 Provisional bookings will be held for two weeks, after which bookings will be automatically released unless written confirmation (by letter or fax) has been received or the booking renewed. A deposit of £500.00 is required to secure confirmation where applicable.
- 2 Your choice of menu, with final details, are required at least 14 days prior to the function.
- 3 The hotel allocates all function rooms based on group numbers, therefore function rooms may be requested. However, management cannot guarantee you will be in the room requested.
- 4 No food or beverages are to be brought onto the premises by the client or their guests.
- 5 The client assumes responsibility for damage caused by them or any guests, or other persons attending the function, whether in the room reserved or in part of the hotel and undertakes to make good or pay restitution for any material damage of furniture, fixtures or equipment, howsoever caused by persons working on their behalf during the set-up or dismantling of equipment used by them. Nothing should be affixed to the floor, walls, ceiling or columns of the allocated rooms by nails, screws, drawing pins, tape or by any other means or be suspended from the room.
- 6 No advertisement, notice, decoration, flag, emblem or device referring to the function may be attached or displayed in or above the interior or exterior of the building unless by prior arrangement with management.
- 7 All prices are inclusive of VAT at 17.5%. Gratuities are entirely at your discretion.
- 8 Please note that all prices indicated are correct at the time of going to print and may be subject to fluctuations.
- 9 Unless you hold a current account with the hotel, all accounts should be cleared on the day before the function. Exceptions to this can only be made by prior arrangement with management.
- 10 All deposits are non-transferable and non-refundable.
- 11 Patrons are expected to comply with health and safety regulations.

Additional information

If you do not find the menu of your choice included in this banqueting selection, please contact us for alternative suggestions, giving details of your budget and we will design one suitable.

Cancellation policy

- (i) There is no cancellation fee provided the function is cancelled in writing not less than 8 weeks prior to the event (Although any deposits will be lost).
- (ii) Cancellation received in writing less than 4 weeks prior to the event will incur full charge.



*To meet and exceed our
valued customers' expectations*

PARK AVENUE HOTEL
158 Hollywood Road Belfast BT4 1PB
Tel: 028 9065 6520 Fax: 028 9047 1417
Email: frontdesk@parkavenuehotel.co.uk
www.parkavenuehotel.co.uk

