



Celebrate your special day with us

Here at the Holiday Inn Newcastle Gosforth Park we offer tailor made celebrations for up to 300 guests and offer flexible banqueting options, allowing you to bring your own specialist caterers to prepare the food on the premises.



The package price of £4000.00 includes the following:

- A red carpet welcome
- Room hire in one of our banqueting suites from 07:00am-Midnight
- Tables and chairs will be provided by the hotel for up to a maximum of 300 guests with a mixture of round and long tables
- Hotel to set up the tables and chairs prior to the event
- Crockery, cutlery, glassware and white table linen
- Dance floor and staging
- Serving staff *
- Corkage with 2 bar staff *
- Designated kitchen facilities to prepare food with 2 kitchen porters *
- Ample free parking for all your guests
- A complimentary bedroom for the happy couple
- Special accommodation rates for your wedding guests.
- Value Added Tax at the current rate.

If you have the Cheviot Suite booked for your event and require the use of the Ridley Suite there will be an additional charge of £1000.00.

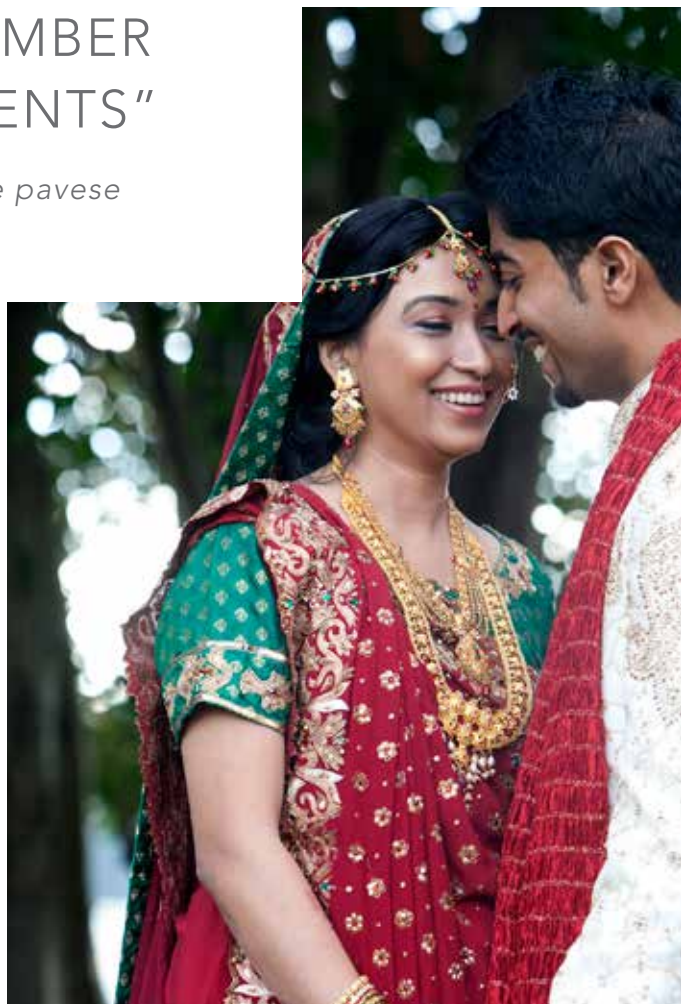
*please see details on 'Staff Included' page





"WE DON'T
REMEMBER
DAYS, WE
REMEMBER
MOMENTS"

– *cesare pavese*



Wedding Guest Accommodation

For your guests wanting to stay overnight at the Holiday Inn Newcastle Gosforth Park we can offer 10 bedrooms (subject to availability) at a discounted rate. This is in addition to the complimentary bedroom for the special couple.

Special discounted rate based on 2 adults sharing a room:

Single, double or twin room @ £78.00 bed and full English breakfast per night.
Any additional adults in the room will be charged at £50.00 per person.

Children under the age of 18 are accommodated free when sharing with an adult. Breakfast is included in the above rate for children 12 and under, children over this age will be charged for additional breakfast.

This rate only applies to the night of the function unless pre arranged with the events team.

Rooms will be held without being named up until four weeks before the event date. If after this time the rooms have not been named they will be released back for general sale.



Staff Included

As a condition of booking, we require two of our own hotel kitchen porters to be employed to work with your own caterers for a minimum for 4 hours. This will ensure that hotel health, hygiene and safety regulations are adhered to.

Table service

1 per 20 guests with a minimum of 4 hours

Buffet service

1 per 30 guests with a minimum of 4 hours

Drinks service

2 bar staff with a minimum of 5 hours

The above will depend upon the timings of your event. Additional service hours will be billed on the day subject to your timings not running as per your contract at £10.00 per staff member per hour.



Conditions of Booking

Deposit

A non-refundable deposit of £600.00 is required to secure your date.

A contract will then need to be signed to confirm the booking.

Catering companies' name and contact details must be supplied.

Terms and conditions for use of the kitchen to be signed by the catering company and must be received at the hotel no later than 2 weeks prior to the event.

Further Payments

Full prepayment is required in the following payments;

75% 6 months prior to the event,

Final balance 1 week prior to the event.



Policy relating to Self Catering Events

The following points must be adhered to at all times for catering companies contracted at the Holiday Inn Newcastle Gosforth Park, whilst using the facilities for catering purposes.

Terms and Conditions for use of the Holiday Inn facilities will be forwarded to you and must be signed by the catering company and returned to the hotel at least 14 days prior to the event, signifying full acceptance. It is the responsibility of the client to ensure that this signed document has been returned. If not received, the hotel reserves the right to cancel the event.

The kitchen will be left in a clean and tidy condition. All surfaces, floors, equipment must be washed down with bactericide soap. All rubbish to be cleared from the banqueting suites, kitchen and bar areas and to be placed in bins at the rear of the hotel. Black bin bags are to be supplied by the caterer. If this is not adhered to a £500.00 fine will be incurred.

At all times, all facilities as hired remain under the management control of the hotel. All fire, health and safety regulations as laid down and issued by the hotel to the contractor must be adhered to.

The management at the hotel reserve the right to take action or issue directives whilst the caterer is on site. Any specific instructions must be adhered to at all times by the contractor.

All food served and handled by the caterer will be done so in accordance with all relevant food and health and safety regulations. The contractor at all times is subject to inspection by the Local Environmental Health Officer at the Holiday Inn Newcastle Gosforth Park. Smoking is not permitted in the hotel.

The hotel takes absolutely no responsibility for any foods brought onto the premises by the customer, or under any unforeseen circumstances where the guest may become ill due to food brought in.

The hotel reserves the right to terminate this agreement for any breach of contract whatsoever.



Marriages at the Holiday Inn Newcastle Gosforth Park

Couples wishing to be married at the Holiday Inn Newcastle Gosforth Park are required to give notice of marriage to the superintendent registrar of the registration district in which they live.

A ceremony may only take place at the Holiday Inn Newcastle Gosforth Park if the local superintendent registrar has given assurance that staff to conduct the ceremony will be available on the date required.

The registration and marriage acts require that all civil marriages are celebrated by a superintendent registrar and registered by a registrar of marriages. The marriage couple will be responsible for booking and paying for the fees for the attendance of these registration staff. The Holiday Inn Newcastle Gosforth Park will not be responsible for providing anyone to conduct a civil marriage ceremony.

Any readings, music or performance during the ceremony must not have any religious content.

No food or drink may be served or consumed in the room where the ceremony takes place during or prior to the event.

Full access for the general public must be allowed to any civil marriage taking place at the Holiday Inn Newcastle Gosforth Park.

The arrangements and content for each civil marriage ceremony must meet with the approval of the superintendent registrar.

The charge for a civil marriage at the Holiday Inn Newcastle Gosforth Park is:

£250.00 Sunday - Friday

£350.00 Saturday

This fee does not include the fees due to the registrar.

The Superintendent Registrar, Northumberland Central Registration District –

Telephone: 01661 602870. Email alnwickreg@northumberland.gov.uk

Please note the registry office charge separately



Table Top Decorations

In conjunction with Balloon Bedlam we have carefully selected a fabulous range of table top packages for you to choose from, with an extensive range of extras available to enhance your special day.

The following items are included as standard in all table packages
Mirrored plate with 4 light candles and table crystals

Ask your coordinator if you would like to see images of these displays

Bronze Package

Choose one from the following

Martini glass with 2 floating flowers, 2 floating candles

Fish bowl with 2 floating flowers, 2 floating candles

White chair covers with sash and table runner

Post box

1 favour per guest

£6.00 per person

Silver Package

Martini glass with 2 floating flowers, 2 floating candles

Fish bowl with 2 floating flowers, 2 floating candles

Birdcage with green moss, petals and a pillar candle

Book display with pearls, 2 vases with fake flowers and 2 books

3 cylinder vases with crystal bottom, floating candle and flower stem inserted inside

Petals

White chair covers with sash and table runner

Post box

2 bay trees

1 favour per guest

Cluster of 3 balloons for evening tables x5 with table decorations being used from the day reception (maximum of 10 tables)

£7.50 per person



Gold Package

Martini glass with 2 floating flowers, 2 floating candles
Fish bowl with 2 floating flowers, 2 floating candles
Birdcage with green moss, petals and a pillar candle
Book display with pearls, 2 vases with fake flowers and 2 books
3 cylinder vases with crystal bottom, floating candle and flower stem inserted inside
Petals
White chair covers with sash and table runner
Post box
2 bay trees
1 favour per guest
Cluster of 3 balloons for evening tables (with a maximum of 10 tables)
Confetti, bubbles and party poppers
£8.50 per person

Additional options available to enhance your table top packages

Napkin ties available in satin or organza ribbon	£1.00
Chair covers with sash and fitting	£3.50
Fresh flowers for chair backs	£1.50
Aisle lanterns	£5.00
Pair of bay trees with organza bows	£15.00
Wooden wishing well	£20.00
Wishing tree with gift tags and matching fresh flowers	£25.00
Ivory carpet	£55.00
Starlight cake table skirt	£30.00
Starlight top table skirt	£50.00
Starlight backdrop	£150.00
Starlight back drop and table skirt	£180.00
Starlight back drop, table skirt and cake table skirt	£200.00
Vintage candy cart hire for 50 guests (own sweets required)	£60.00
LOVE letters	£250.00
Easel - white, ivory or silver	£25.00
Cluster of 3 balloons	£5.00