

# VOWS

YOUR WEDDING WITH THE VIEW



# Welcome to The View Hotel Eastbourne

Congratulations! We are delighted to hear the news of your forthcoming Wedding and thank you for considering the View Hotel as your venue.

Our flexibility and attention to detail tailored to your individual requirements will be the perfect combination to ensure unforgettable moments in a stunning location.

**We look forward to making your day memorable for all the right reasons.**



# Take your Vows with a View

Picture yourself and your guests sipping champagne on a balcony with an unrivalled view of the Eastbourne coastline, and that's exactly what you'll get from The View Hotel.

Our Horizon Suite which can accommodate up to 120 guests for a Wedding breakfast is fully contained with its own bar and dance floor.

The Suite offers an exclusive area in the hotel for you and your guests to celebrate your special day and we have other rooms for the more intimate celebrations.

What's more, all of our event rooms are fully licensed for civil ceremonies, so you can choose the perfect space for your day.

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"The View Hotel delivered an exceptional service, all the staff were utterly amazing from the very start, simplifying one of the most challenging aspects of a couple's dream day. Highly recommended and thank you to all of the wonderful team at The View Hotel for making our day that extra bit special."

**Angie & Nick**

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# Our Packages

Your Wedding is an intensely personal and romantic occasion and you can be assured you will receive individual care and attention. Our experienced Wedding Co-ordinator will work closely with you and together turn your dreams into reality.

Our specialised Wedding Packages have been designed with only you in mind, giving you full flexibility to create a special day exclusive to you. Please discuss your individual requirements with us so we can tailor a package to suit you.



## All our Wedding Packages include:

- ▶ Dedicated experienced Wedding co-ordinator to assist and advise you every step of the way
- ▶ Menu tasting and consultation to personalise your menu and an invitation to our Wedding tasting events\*
- ▶ Complimentary accommodation for the Bride and Groom on selected packages
- ▶ Cake stand and ceremonial knife
- ▶ Minimum three course Wedding breakfast\*
- ▶ To celebrate your first Wedding Anniversary - overnight accommodation with dinner on selected packages
- ▶ Preferential accommodation rates for all your guests
- ▶ Room hire for Wedding breakfast

\*not included in the twilight package



**“Well, where to start! The View Hotel is the perfect wedding venue - amazing location and views, fabulous staff who cannot do enough for you, beautiful food and fantastic atmosphere - our Wedding Day was an absolute dream.”**

**Vikki & Matt**



# Need Some Help Planning Your Big Day?

Planning your perfect day can involve a lot of work! We've put together a list of all the things to consider, questions to ask and useful tips to planning your perfect day and staying on top of things without letting the stress of all the tasks take away from this special time.

Congratulations you're engaged!

## 18 Months to go...

- Write your guest list - You can't determine a wedding budget or wedding venue until you know how many people you'd like at your wedding and how much money you're prepared to spend per head
- Decide what your budget is - make a note of who is going to pay for what, then prioritise every aspect
- Start looking at venues - Don't just rely on websites, book show rounds so you can get a feel for the venue! (Take pictures, make notes, if you're seeing more than one venue, you will end up imagining your own location) This is ideally when you will want to provisionally book a venue and a date
- Speak to your church or registrar to make sure your chosen date is available with them - without them, you can't get married! Once they have confirmed your date, you are free to confirm this with the venue! (Top tip: Don't forget to ask about deposits!)
- Think about wedding insurance - although no-one wants to have to cancel, worst case scenarios can crop up, so before you spend too much money, look into protecting yourself!

## 12 Months to go...

- Register your intent to marry - 12 months before your wedding you should book and attend a meeting with your registrar. These can be booked for any time between one year and three months before your wedding date, but it's best to get it out of the way. On the day, you'll register your intention to marry.

- Send out save the date cards - make sure your guests know the date of your special day and remember, only send to those who are invited to the whole day!
- Now its time to think about what you're going to wear! Before you go shopping, have an idea of what budget you have and only take a few people with you for support and guidance!
- Bridesmaids dresses - start to think about what you want your bridesmaids to wear. Pick a date to go shopping and don't forget, you don't have to buy something that day, finding something that everyone likes will take time!

## 10 Months to go...

- If your accommodation isn't included in the package you booked, you might want to start thinking about securing a room for the night prior and night of the wedding
- Think about your theme and start looking at suppliers - just like venues and dates, they get booked up quickly! This could include your room décor, photographer, DJ, band, cake and florist. (Top tip: Get at least 3 quotes from different suppliers!)

## 8 Months to go...

- If you are asking for gifts from your guests, now's a good time to start making a list - There are lots of advantages to creating a wedding gift list, including the fact that it saves guests the stress of deciding what to buy you. They won't waste money on gifts which you won't need or like. (Top tip: If you don't need anything, its acceptable to ask for monetary donations towards the honeymoon)
- Arrange your transport - Its important you get to your wedding on time and in style!
- Book your honeymoon - if you've been feeling a little stressed by all the planning, now is the perfect time to book your honeymoon



## 6 Months to go..

- Send your wedding invites – Remember to provide an RSVP and ask for any dietary requirements your guests may have
- Book your hair & make-up
- Buy your wedding rings – take your time, you’ll be wearing it every day forever!
- Buy any accessories the bride or bridesmaids may need
- Buy or rent the clothes for the Groom and his groomsmen
- Speak to the venue and arrange your final menu tasting

## 2 Months to go...

- Contact any guests who haven’t RSVP’d – you will need to know final numbers pretty soon as the venue and suppliers will need these
- If you’re having a “final night before the big day” now is a good time to relax, have fun and let your hair down!
- Have you considered everything? – think about table names, accessories for the day such as wedding signs, table favours and your guest book!

## 1 Month to go...

- Pay the final balance required for your suppliers and ensure they understand the running order of the day.
- Confirm the final numbers for the big day, write your table plan and get all your guests menu choices and dietary requirements – Your venue will need this!
- Meet with the photographer and DJ or band to discuss the final details including where and when you want your photographs taken, will these be candid shots or posed and what your first dance song will be!
- Have your final fittings – this is the time to make any alterations that may need to be made

## One week to go...!

- Meet with your wedding coordinator and function manager to run through the details of the day. (Top tip: NO detail is too small, don’t hold back! It’s your day!)

Finally.. after all that planning, your special day has arrived!

Its time to tie the knot! Remember to relax, breathe.. and enjoy the day! Its all about the two of you and it will go by in a flash! If you need anything on the day, your function manager is here for you! (Top tip: Try and take a few minutes to be alone to reflect on the day.)

# Ceremonies & Capacities

## The Horizon Suite

This breathtaking suite offers unique and unparalleled views of the Eastbourne seafront and is decorated to reflect the hotel’s quality and distinctive style.

The Horizon suite can cater for up to 120 guests for your wedding breakfast and offers an exceptional backdrop for your special day.

## The Martello Suite

This beautiful suite can cater for up to 80 guests and has impressive floor to ceiling views overlooking The English Channel.

## The Pier Suite

With floor to ceiling windows, the pier suite offers the perfect space for a more intimate wedding without compromising away from our incredible view.

Room	Min. Number	Wedding Breakfast	Evening	Ceremony	Ceremony Hire 2023	Ceremony Hire 2024	Ceremony Hire 2025
Horizon Suite	50	120	120	100	£390	£400	£410
Martello Suite	50	80	100	80	£370	£380	£390
Pier Suite	20	TBA	TBA	TBA	£300	£310	£320

Please note the maximum numbers for the wedding breakfast are based on round tables of 10 guests and maximum numbers for the evening reception is based on standing room only.

# Afternoon Tea Package

Available Sunday to Thursday throughout the year and Fridays & Saturdays from January until March

## Package includes:

- Room hire for the wedding breakfast (8 hours)
- Glass of prosecco for your drinks reception
- Full afternoon tea for 50 adults
- Tea and coffee
- Glass of prosecco to toast the happy couple
- Chair covers and sashes to match your colour scheme

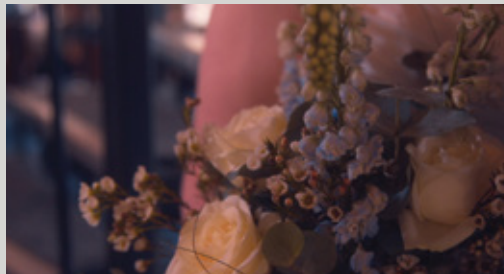
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This package is based on a minimum of 50 adult guests. Should you wish to include more guests, please speak to the events team to discuss additional charges

(2023) £2500 (£50.00 per additional adult guest)

(2024) £3000 (£60.00 per additional adult guest)

(2025) £3500 (£70.00 per additional adult guest)



# The View's Classic Package

Available Sunday to Thursday throughout the year

## Package includes:

- Room hire for the wedding breakfast and evening reception (from 1300 hours until midnight)
- Three course wedding breakfast including tea and coffee
- Glass of house wine with your wedding breakfast (175ml)
- Glass of prosecco to toast the happy couple
- Evening finger buffet including sandwiches and wraps plus four additional items
- An opportunity to try your wedding breakfast menu
- Overnight accommodation & full English breakfast for the happy couple for the night of the wedding in a sea view bedroom

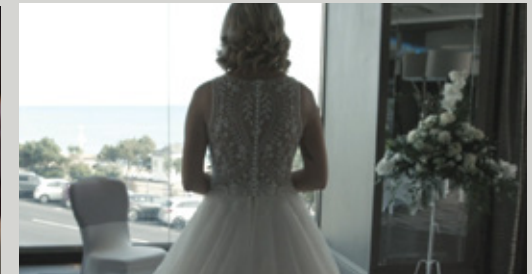
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This package is based on a minimum of 50 adult guests. Should you have more guests during the day or evening, please speak to the events team to discuss additional charges

(2023) £5000 (£100.00 per additional adult guest)

(2024) £5750 (£115.00 per additional adult guest)

(2025) £6500 (£130.00 per additional adult guest)



# The View's Elegant Package

Available Fridays and Saturdays throughout the year

## Package includes:

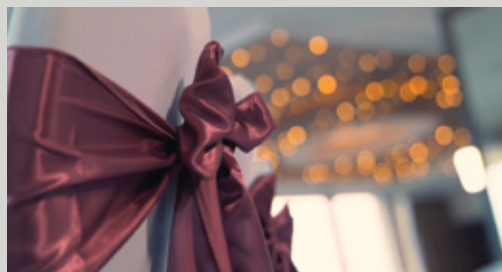
- Room hire for the wedding breakfast and evening reception (from 1300 hours until midnight)
- Glass of prosecco for your drinks reception
- Three course wedding breakfast including tea, coffee and mints
- Half bottle of house wine with your wedding breakfast
- Glass of prosecco to toast the happy couple
- Evening finger buffet including sandwiches and wraps plus six additional items
- Resident DJ for your evening reception
- Chair covers and sashes to match your colour scheme
- An opportunity to try your wedding breakfast menu
- Overnight accommodation & full English breakfast for the happy couple for the night of the wedding in a seaview room
- Overnight accommodation & full English breakfast for two adults the night prior to the wedding in a standard room

This package is based on a minimum of 50 adult guests. Should you have more guests during the day or evening, please speak to the events team to discuss additional charges

(2023) £6500 (£130.00 per additional adult guest)

(2024) £7200 (£145.00 per additional adult guest)

(2025) £8750 (£175.00 per additional adult guest)



# The View's Twilight Package

Personalising your wedding doesn't stop with how it's decorated or what you say in your ceremony. You control everything when it comes to your big day, and that includes your wedding day timings.

A twilight wedding is your chance to create something truly romantic and magical; think fairy lights and cosy settings. The twilight wedding starts with a late afternoon ceremony, followed by a canapés and drinks reception. As the sun disappears, you and your guests can enjoy delicious food in an informal dinner setting before the DJ entices your party to the dance floor.

## Package Includes:

- Glass of prosecco for your drinks reception
- Canapes for your drinks reception (choose 4 options from our canapes menu)
- Room Hire (from 1600 hours until midnight)
- Glass of prosecco to toast the happy couple
- Resident DJ for your evening entertainment
- Evening finger buffet including sandwiches and wraps plus four additional items

This package is based on a minimum of 50 adult guests. Should you have more guests during the day or evening, please speak to the events team to discuss additional charges

(2023) £3500 (£70.00 per additional adult guest)

(2024) £4000 (£80.00 per additional adult guest)

(2025) £4500 (£90.00 per additional adult guest)





# Perfectly Personal

No two couples are alike, so why would your package be? Your celebration should be as unique and special as you are and with our perfectly personal package you can enjoy your wedding, your way.

Room hire charges apply depending on package chosen and number of guests. (Minimum numbers of 40).

Item - per person (unless otherwise advised)	2023	2024
Glass of house wine (175ml)	£6.50	£7.50
Glass of house wine (250ml)	£8.50	£9.50
Jug of Pimms	£24.00	£26.50
Glass of Prosecco	£8.00	£8.50
Glass of Champagne	£10.00	£12.00
Canapes - selection of 4 per person	£9.50	£11.00
Half bottle of house wine	£12.50	£14.00
Bottle of house wine	£25.00	£27.50
Bucket of six beers	£25.00	£27.50
Three course wedding breakfast (from)	£28.00	£30.00
Tea & coffee	£4.00	£4.50
Tea, coffee & mints	£5.00	£6.00
Tea, coffee & truffles	£6.00	£7.00
Sorbet course	£5.00	£5.50
Cheese board, per table (up to 10 guests)	£50.00	£55.00
Chair covers and sashes	Cost supplied on request	
Resident DJ	Cost supplied on request	
Evening buffet - 4 items	£21.95	£24.00
Evening buffet - 6 items	£23.95	£26.00
Evening buffet - 9 items	£25.95	£29.00
Additional buffet item (from)	£3.00	£3.30

The View Hotel has the right to amend all pricing in line with 3rd party supplier increases unless your wedding is contracted.



## Additional Extras

### Canapés - £9.50 (Four canapes per guest)

Select four canapes from the menu below for your entire party

Smoked salmon blinis with crème fraiche and lemon

Red grape wrapped in goat's cheese and herb mousse GF

Poached chicken and herb roulade, garlic marinated sweet pepper GF

Prawn mousse on salted cucumber with smoked paprika GF

Pork liver pate on toasted brioche with red onion jam

Toasted focaccia with cherry tomato and basil compote

### Sorbet Course VE DF GF - £5.00

Select four canapes from the menu below for your entire party

Mediterranean lemon

Orange

Pink grapefruit

Champagne

Green apple

Mango and ginger



# Evening Buffet Menu

Our evening buffet menu is designed to allow you the flexibility to build your own menu. We start by introducing a selection of sandwiches and you choose the number of items according to the package you wish to choose.

Can't decide or just want extra items? Additional items are charged at £3.00 per person, per item.\*

## INCLUDED SANDWICHES

(Gluten Free options available)

Open ciabatta sandwich with egg mayonnaise and watercress ✓  
Herb focaccia with cheddar and sundried tomato salsa ✓  
Honey roast ham, gherkin, and mustard baguette  
Tuna mayonnaise, salted cucumber, red onion and cos lettuce wraps

## EUROPEAN SELECTION

Three cheese pizza, basil pesto  
Mozzarella glazed garlic ciabatta ✓  
Chorizo puff pastry bites  
Hummus and red pepper crostini VE  
Breaded halloumi sticks, bbq dip ✓  
Mozzarella and cherry tomato skewers with sundried tomato oil

## GREAT BRITISH SELECTION

Mini steak and black pepper pie\*  
Handmade pork and caramelised onion sausage roll  
Battered cod goujon, thick cut chips and mushy peas\*  
Honey glazed chipolatas with mustard mayonnaise  
Thick cut chips VE DF  
Cheddar and chive jacket skins ✓ GF  
Yorkshire pudding with rare roast beef, horseradish and watercress

## WORLD SELECTION

Oriental king prawn rolls, sweet chilli dip\*  
Chicken and green pepper satay skewers GF  
Sticky honey and bbq wings GF  
Tandoori chicken wraps  
Cajun spiced potato wedges with salsa ✓  
Curried chicken kebabs\* GF DF  
Vegetable spring rolls with plum sauce ✓  
Vegetable skewers with basil pesto VE GF

## SWEET SELECTION

Fresh fruit platter, berry coulis VE GF  
Warm chocolate brownie pieces (GF available) ✓  
Mini cheesecake selection ✓  
Meringue nests with whipped cream and berry compote\* ✓ GF

## CHEESEBOARD

£50 per ten guests

Mature cheddar, Stilton and Somerset brie  
Savoury biscuits  
Celery, Apples, Grapes  
Chutney and Roasted figs





\*selected additional options are £5.00 per person, per item





# Children's Wedding Menu

Please choose one option per course for all children

## STARTER

Soup of the day   available)  
Served with half a baguette

Cheesy garlic bread 

Hummus    
with grilled ciabatta, carrot & cucumber sticks




## MAINS

Cod Goujons   
with skinny fries & garden peas




Margherita Pizza  
with skinny fries & salad

Honey Roast Ham & Fried Egg  
with skinny fries




Penne Pasta    available)  
with tomato sauce and topped with cheese, served with a side salad

Jacket Potato    available)  
with cheese & baked beans

## DESSERTS

Dairy Ice cream   &  available)  
Strawberry, vanilla & chocolate ice cream with chocolate or raspberry sauce and a wafer tube

Chocolate Brownie   
Vanilla ice cream, chocolate sauce & wafer tube

Fresh Strawberries & Melon     
with mango sorbet

Includes unlimited orange or blackcurrant squash

2023 - £30.00 PER CHILD

aged 6 - 12 years old

(aged 5 and under are free)

Please speak to a member of our team if any of the children have any allergens or dietary requirements; we cannot guarantee that any food or beverage item sold is free from traces of allergens.



# The Small Print

## WEDDING TERMS AND CONDITIONS

In order to avoid any misunderstanding in respect of your booking, the following Terms of Business apply to all bookings relating to weddings and events. We like to make things as clear as possible, if however you have any questions please feel free to speak to us before you sign them.

### 1. Booking Confirmation

Any booking with us is considered as provisional until the Hotel receives a signed copy of these terms from you. When we've received them signed this will be deemed your acceptance of these terms.

### 2. Guest Numbers and Accommodation - Changes and amendments

Minimum numbers are required at the time of contracting and the Hotels minimum charge for the services booked will be based on those numbers. Please note all package prices are based on minimum numbers as per stated above.

- i)** To allow us to plan your event properly you will need to provide us with final guest numbers 28 days prior to the event.
- ii)** If your numbers go down, cancellation charges will be applied. However if you give us more than 2 weeks notice, you can reduce your numbers by up to 10% without charge. The final charge payable will be based on this number or the actual number attending, whichever is the greater and provided that the minimum numbers have been exceeded.
- iii)** If you provide less than 2 weeks notice, the contracted numbers will be charged. If the numbers are reduced below the minimum numbers for your room, we may have to reallocate the room to one appropriate to the size of your event.
- iv)** Subject to agreement, bedrooms can be held for your guests, at the time you confirm your event. However these rooms will be released a minimum of 6 weeks prior to the event if they have not been guaranteed or pre-paid and additional room requests will be subject to availability.

We will keep in touch with you from the start to ensure we have all the details we need, however you'll need to make sure you let us know by the timescales above.

### 3. Availability

All rooms, rates and facilities are subject to availability at the time of booking and are at the discretion of the hotel.

### 4. How & when do I need to pay?

You'll need to pay a non-refundable deposit of a minimum of £750 or 10% whichever is the greater, when you confirm your booking. 50% of contracted booking value is payable 12 weeks prior to your event. Full payment of the balance is due 28 days before the event.

We are no longer able to give credit to Private individuals and we reserve the right to charge interest at the rate of 2% above the Bank of England base rate if you do not settle within the agreed terms.

### 5. What happens if I cancel?

No one wants to cancel, however we do understand sometimes these things happen. Although we will do everything within our ability to help you in the unfortunate event that you need to cancel, there needs to be an agreed 'Cancellation Policy'.

### Date of Cancellation

Between 3 -5 months prior to the date the event is scheduled to take place - 50% of the total booking value based on minimum numbers.

Between 1-3 months prior to the date the event is scheduled to take place - 75% of the total booking value based on minimum numbers.

Less than 1 month prior to the date the event is scheduled to take place - 100% of the total booking value based on minimum numbers.

### 6. Cancellation by us because of events beyond our control

In the unlikely event that the Hotel has to cancel you booking, you'll receive back any pre-payment other than that the Hotel will not have any other liability. However the Hotel may only cancel if:

- (i)** The Hotel or any part of the Hotel is closed or becomes unavailable due fire, alteration, re-decoration or by order of a public authority or any other cause outside our control.
- (ii)** If you, or we become insolvent, or in the case of an individual, become subject to bankruptcy petition.
- (iii)** The booking, the persons associated with the booking and/or the purpose of the event might damage the reputation or the Hotel or organization.
- (iv)** If you have not met the payment terms or payment prior to your event.

### 7. Guest Etiquette

We want all of our valued guests to have a great time, however for the comfort and enjoyment of all including our employees it is important that attendees at your wedding maintain acceptable levels of behaviour and noise on the Hotel premises. In the unlikely event that you are requested to by the Hotel Management, you must take necessary steps to ensure that your guests adhere to this. In the event of your failure to comply with this request, the Hotel Management may stop your wedding, without being liable for refund or compensation.

### 8. External Suppliers

**(i)** The food we prepare and serve every day is carefully prepared in line with our Food Safety Management System, we therefore have a duty to ensure that any foods brought into the hotel are suitable. This helps us to prevent or reduce the risk of food poisoning and food borne illnesses, we therefore only accept certain items produced from external professional sources i.e. Wedding cakes, Wedding favours, Chocolate fountains etc. Any items brought into the hotel for your function must be approved in advance by The View Hotel Eastbourne and a declaration for each item must be signed before bringing onto the premises will be agreed.

**(ii)** Any external entertainment providers who you wish to book for your function i.e DJ, Live Band, Photo Booth, Magicians ect must be approved in advance by The View Hotel Eastbourne. All external entertainment providers are required to provide a copy of their public liability insurance and if applicable, a current PAT test certificate for any electrical items.





# THE VIEW HOTEL

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