



ROYAL STATION

HOTEL NEWCASTLE

Your Celebration

We want to make your special day the perfect celebration to remember for you, your friends and family. We have created wedding packages that are flexible so that your wedding day is bespoke to your tastes and truly yours.

All our packages include:

- Red carpet arrival
- White chair covers with choice of sash
- Table centrepieces
- Personalised table plan and menu cards
- Dancefloor
- DJ
- Complimentary bedroom for the happy couple on the night of the wedding
- Preferential accommodation rates for friends and family



Ceremony Rooms and Venue Hire

Room	Ceremony	Dining	Reception	Features
Balmoral	60	30	-	Beautiful wood panelling, parquet floors and listed ceilings
Grainger	60	30	-	A sunshine filled room that can be dressed to suit any taste
Dobson	60	30	-	Marry under the clock in this intimate ceremony room
Victoria	160	130	200	A beautiful ballroom with high ceilings and sash windows
Collingwood	160	130	160	A nod to the 1920s with a grand staircase

Capacities vary depending on room layout and dancefloor requirements

Wedding Package 2022 / 2023

1	From £61
2	From £66
3	From £72

Drinks Package 2022/2023

1	£18
2	£22
3	£27

Ceremony Room Hire

Your venue hire includes your choice of wedding suite

Venue Hire	2022/2023
Balmoral	£300
Grainger	£275
Dobson	£275
Victoria	£600
Collingwood	£600

Evening Buffets

Start from £15.50 per person for a choice of 6 items.





Wedding Packages

Package 1



3 course menu
White chair covers and sash
Centrepieces
Superior double room

Package 2



3 course menu
White chair covers and sash
Centrepieces
Top table centrepiece
Executive superior
double room
3 canapés

Package 3



3 course menu
Tea, coffee and mints
White chair covers and sash
Centrepieces
Top table centrepiece
Bridal suite
4 canapés





Drinks

Packages

We have a fabulous range of drinks packages available to suit all tastes. We have included our most popular options in our packages however we can provide bespoke and seasonal options for your guests.

Package 1



Arrival

Prosecco

Meal Drink

One glass of house wine

Toast Drink

Prosecco

Package 2



Arrival

Prosecco / bottled beer

Meal Drink

½ bottle of house wine

Toast Drink

Prosecco

Package 3



Arrival

Set cocktail

Meal Drink

½ bottle of house wine

Toast Drink

Prosecco





Unique Celebrations

Twilight to Midnight

Hold a late afternoon wedding ceremony at the Royal Station Hotel followed by drinks and canapés and then party into the night with our resident DJ and dine from your chosen buffet.

Evening Wedding Reception

Join friends and family for a hot buffet and then dance the night away to your favourite music played by our resident DJ.

Wedding Private Dining

If your wedding is a smaller affair then we offer private dining for smaller groups of friends and family who are looking to celebrate together after their ceremony.





Fabulous

Food

Sharing food is a big part of any celebration with friends and family. We pride ourselves on creating a menu that suits you and your guests. We can offer delicious canapés to enjoy with your celebratory drink, formal dining for your wedding breakfast and a tasty buffet to enjoy during your evening reception. We can also offer a totally bespoke service to suit you and your style of celebration.



Sample Menu Selector

Cream of root vegetable soup with garlic croutons

Pressed ham hock and pea terrine with apple and ale chutney, toasted brioche and micro herb salad

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Braised daube of beef with Yorkshire pudding

Charred chicken supreme with sage and onion stuffing

Butternut squash, quinoa and Emmental cheese roulade

All mains served with herb roast potatoes or smooth mashed potato, roast vegetables and homemade gravy

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Sticky toffee pudding with butterscotch sauce with a hint of ginger

Raspberry and white chocolate crème brulee cheesecake

Sample Evening Buffet

Vegetable arancini

Braised BBQ spare ribs

Gourmet chips and dips

Chicken pakora

Lemon, garlic and herb roasted chicken drumsticks

Greek feta salad

Sample Canapés

Cheeseburger crostinis

Prawn cocktail shots

Fish and mushy pea rosti

All guests must dine from the same menu with the exception of those with specific dietary requirements.

Children's menu available on request.





Accommodation

Your package includes a luxury room for the Newlyweds on the night of your wedding with a delicious breakfast for your first morning as a married couple.

Our bedrooms come in all shapes and sizes to fit the needs of your guests.

All of our rooms include comfortable beds with fresh white linen, TV, complimentary WIFI, hairdryer, tea and coffee making facilities, their own en suite bathroom and breakfast in the morning.

All weddings, once confirmed, will be provided with a booking code for accommodation for friends and family. This code will allow guests to book rooms at a discounted rate online subject to availability.



A plan for the

Perfect Day

Your Wedding Day

Your wedding day is unique to you but with lots to consider we have put together a sample plan to help guide you through your day. Once you have booked your registrar, please inform your wedding planner of the time of your ceremony and we can finalise your times.

13.00

Ceremony. This usually takes about 30 minutes including any readings and signing the register

13.30

Photographs, Drinks and Canapés. Take your time to get the perfect wedding photographs under our beautiful chandeliers while your guests enjoy a glass of fizz and a selection of canapés

15.00

Guests are seated for your Wedding Breakfast and Newlyweds are announced into the room

15.30

Speeches and Toasts. Allow approximately 15 minutes for your speeches depending on the number of speeches

15.45

Wedding Breakfast. Allow approximately 90 minutes for you and your guests to enjoy your first meal as a married couple

17.15

Guests depart for evening turnaround.
Relax in our Empire Bar as we prepare your rooms for your evening reception.

19.00

Evening Reception. Your night begins with your private bar open and DJ playing as your guests arrive

20.00

Cake Cutting and First Dance. Once cut, we will take your cake and prepare it for your guests to enjoy

20.30

Evening Buffet. Served in one of your quiet rooms for your guests to enjoy

23.30

Bar closes

00.00

Carriages



Key Information

- Licensed for Civil Ceremonies, Civil Partnerships and Humanist Ceremonies

- 145 bedrooms in the heart of Newcastle

- It is the responsibility of the couple to book their registrar and advise the hotel of the time they have booked

- Check in is from 3pm. Check out is at 11am

- Wedding packages are included in this brochure however we can create a bespoke wedding to suit your requirements

- Early check in / late check out is subject to availability and must be pre booked

- Our Toastmaster service is provided by an experienced member of our Wedding Team

- Car parking is available at the hotel but is very limited and cannot be pre booked. Guests who park at the hotel must register their car on arrival

- Wedding parties are welcome to use the grand staircase for their wedding photographs

- There is a large car park to the rear of the hotel which is payable to the train station.

This car park is a public car park and the hotel accepts no liability

- Dietary requirements can be accommodated but must be pre booked

- Our Collingwood Suite is not disabled accessible

Hotel Contact Details

Royal Station Hotel

Neville Street

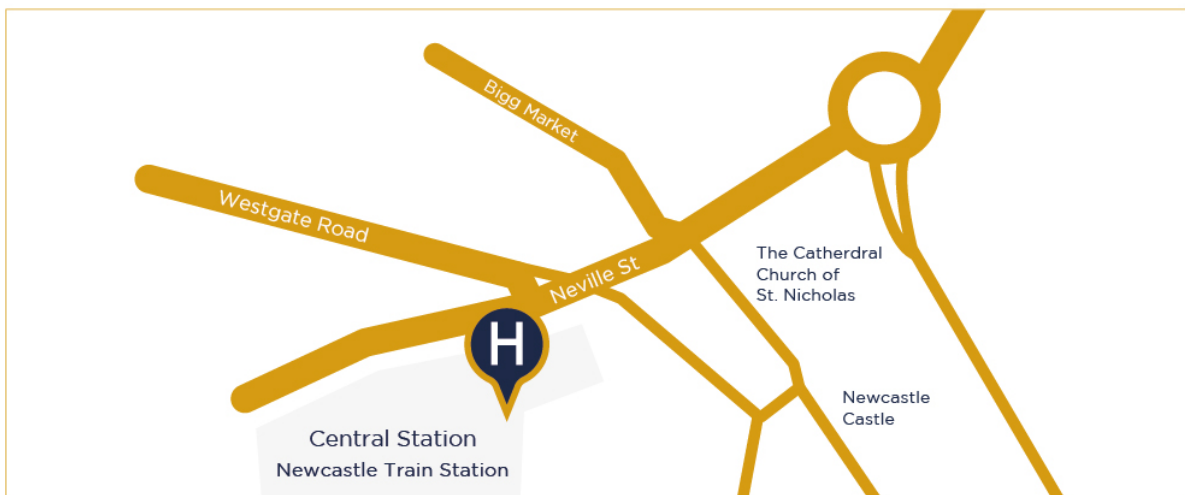
Newcastle upon Tyne

NE1 5DH

T: 0191 232 0781

E: events@royalstationhotel.com

W: www.royalstationhotel.com



Your Wedding Planning

Schedule

Names

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Congratulations on booking your wedding celebration at the Royal Station Hotel. Our experienced team are here to guide you through the wedding planning process to create your perfect day.

To help you with organising your day we have provided the following schedule. Please speak to your wedding planner and agree the dates and times to suit all parties.

Wedding Date held:

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We can hold your chosen date for 14 days. A confirmation wedding deposit is needed (£500) to secure your date. You will receive your wedding day plan within 14 days of this payment. Please sign and return a copy to your wedding planner. This will include your accommodation code for your guests.

Confirmed Wedding Date:

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Interim payments

Payment due every 6 months from the date of deposit paid.

2nd deposit (£500)

Due:

3rd deposit (£500)

Due:

4th deposit (£500)

Due:

Update meeting. We aim to have this 4 months prior to your wedding to discuss details of menus, décor etc. Meetings are available prior to this and couples can also email details to their wedding planner prior to this meeting.

Date:

Final details meeting (6 weeks prior to wedding)

Date:

Final payment due – Approximate final payment

£:

4 weeks prior to wedding

Date:





Terms and Conditions

BOOKING

We may agree to you making a provisional booking with us, but this is not legally binding on either you or the Hotel unless and until a contract is entered into and a deposit received.

Until we receive your deposit the booking is deemed provisional and we reserve the right to cancel your event.

When your date is agreed, it can be held for 14 days. A deposit of £500 must then be paid by cash or card to confirm the booking. Terms and conditions must be signed and returned at this time. Please note that your deposit will not be returned if you then decide to cancel your booking.

DEPOSITS

Your deposit and all further payments then received are non-refundable and non-transferable.

PAYMENTS

We recommend that you take out wedding insurance in the unlikely event of any unforeseen circumstances. You must make payments of £500 every 6 months in the lead up to your wedding. Final numbers must be provided no later than 6 weeks prior to your wedding. The final payment must be paid no later than 4 weeks in advance of your wedding. Any reduction in numbers after this point will not be refunded.

CANCELLATION BY YOU

Cancellation of any part of the reservation should be advised to us verbally in the first instance. This must be followed up in writing and you will receive confirmation of the cancellation from us within one week. Your booking will not be released for resale until this process is complete. All monies paid will be lost on cancellation.

EVENT CANCELLATION

The Hotel reserve the right to cancel the booking or reservation for the function in the event of the Client failing to perform any of its obligations herein.

Any costs incurred for a particular event, that otherwise would both have been incurred, will be charged in the event of a cancellation unless the Hotel is able to mitigate the cost, (eg. Audio equipment, staff booked, food, printing, décor etc).

NUMBERS IN ATTENDANCE

The Client must give final numbers to the Hotel when requested. The acceptance of any increase in numbers is at the discretion of the Hotel.

The general content of your wedding package shall be as set out in your quotation, or as otherwise subsequently agreed with us in writing.

ALLOCATION OF FUNCTION ROOMS

The Hotel reserves the right to reallocate a function room to a room other than that originally designated.

We reserve the right to make changes to the interior and /or exterior of the venue between the time we accept your booking and the date of your wedding.

WEDDING PACKAGES

The Hotel reserve the right to make changes to certain components of your package if deemed necessary to abide by changes in safety requirements or law.

CLIENT RESPONSIBILITIES

It is your responsibility to book the Registrar for your wedding. We advise you to hold your date with us, then contact the registrar before confirming your booking with us. You must provide us, by the dates requested, any information we require such as menu choices and guest numbers so we can finalise your package and its price.

FOOD AND BEVERAGES

No food or drink is to be brought into the Hotel without prior permission from the General Manager. If your guests bring their own drinks onto the premises these will be confiscated on sight. Wedding cakes should be delivered to the Hotel on the morning of the wedding. If you wish to take remaining wedding cake away with you this must be done by 11am the following morning.

The Hotel reserve the right to change prices and menus without notice due to circumstances beyond our control.

We cannot guarantee the absence of nut products in our food. We will endeavour to meet all dietary requirements but we cannot guarantee that trace elements may not be present in the food.

Our menus are updated every six months and we will apply our inflationary rise on the 1st April. Additional bar tariffs are charged at the prevailing rate at the date of your final invoice and so subject to change.

We will always aim to seat your guests for your meal at a prearranged time but we cannot guarantee this.



ACCOMMODATION

You will be provided, on confirming your reservation, with a booking code to distribute to your guests to allow them to book accommodation at a reduced rate. This code will only activate 12 months in advance of your wedding and will become inactive 14 days ahead of your wedding. All accommodation is subject to availability.

ARRIVAL AND DEPARTURE TIMES

Check in for Hotel bedrooms is 3pm. Check out is 11am. Late check out is subject to availability. Please consider these times if you or your guests are planning on getting ready at the Hotel. The only way to guarantee this is to book your accommodation for the night prior. This is also the case for the bridal party. All rooms are advance purchase and payment will be taken on booking.

FIRE EXITS

The Client shall ensure that all guests are aware of the entrance and spaces available for their guests and suppliers. Fire exits and walk ways must be kept clear at all times.

SPECIAL EFFECTS

The use of pyrotechnics and smoke machines are not permitted in the Hotel.

NOISE

The level of noise produced by sound equipment must be kept within reasonable levels at all times. Contracted persons and / or equipment for the playing of music must be pre-approved by the Hotel.

DAMAGE TO HOTEL PROPERTY

The Client shall take all reasonable precautions not to damage any Hotel property. The Client shall ensure that nothing shall be affixed to the floors, walls, ceilings or pillars of the Hotel unless with prior approval from the Hotel.

You will be liable for any damage you or your guests cause to the Hotel, its equipment, contents or fittings.

The Client will be notified as soon as possible after the conclusion of the event of any loss or damages to the Hotel property.

The Client shall be debited for the total cost of repairing or replacing Hotel property that may have been damaged, broken, lost or stolen, even should the responsibility for this be attributed to someone the Client may have subcontracted.

RIGHT TO EJECT PERSONS

The Hotel reserves the right to eject any persons from the function or the Hotel premises who it shall consider objectionable including any engaged by the Client to provide entertainment or perform any other duties at the function.

SUPPLY OF GOODS OR SERVICES

The Client agrees to pay the Hotel charges for any goods and services that have been provided by the Hotel at the request of the Client or any person acting on behalf of the Client and having authority to do so.

WASTE

No waste material such as packaging shall be left on the Hotel premises. The Client must ensure that any materials are immediately removed.

STORAGE AND SUPPLIERS

We do not provide any special storage rooms for any wedding items. It is the responsibility of the Client to make sure all items are removed from the Hotel. The Hotel is not responsible for any items lost due to the negligence of guests. Any items left behind from your event must be collected within 48 hours or will be discarded by the Hotel. We do not accept any liability for items belonging to the wedding party or suppliers under any circumstances.

All suppliers can access the Hotel on the day of the wedding from 9am. We cannot guarantee access prior to this. We do not take responsibility for flowers, cakes or any external décor brought to the Hotel prior to the day of the wedding.

VAT

All prices are inclusive of VAT. However, if the rate of VAT changes between the date the contract is formed between you and us and the date of your wedding, we will adjust the VAT you pay (and hence the overall price of your package), unless you have already paid for your wedding package in full before the change in the rate of VAT takes effect.

CIVIL LIABILITY

Subject to its liability under the Hotel Proprietors Act 1956 the Hotel will not be liable or responsible for any jewellery, luggage, clothing or other property of the Client brought onto the Hotel premises by the Client.

