



PALACE SOUTHEND-ON-SEA

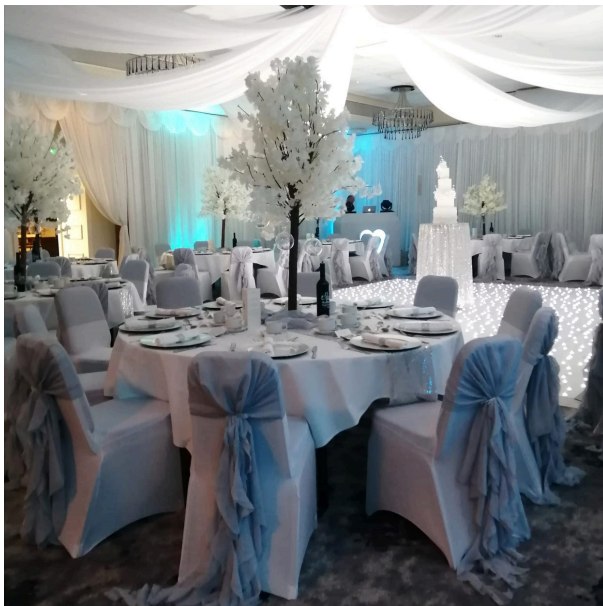
Weddings by the sea



your special day

On behalf of all the staff at the Palace Hotel we would like to congratulate you on your forthcoming marriage. We are here to turn your dream into a reality and help create memorable moments for you and your guests.

The Palace Hotel Southend-on-Sea is an ideal venue whether you are looking for an intimate wedding for as few as 20 guests or a reception for up to 200 guests. The hotel sits along Southend on Sea's Western Esplanade, overlooking the mouth of the River Thames. Our experienced staff have the expertise to allow you peace of mind that every last detail will be attended to.



your perfect venue



Our banqueting suites denote elegance, warmth, style & tradition which provide the perfect backdrop to create the wedding of your dreams. The Palace Hotel is also the ideal venue for your civil wedding ceremony or any religious blessing. Enjoy the use of our exclusive Southend Pier balcony for those all important picture perfect moments.

The Palace Ballroom

This main suite can comfortably accommodate up to 180 guests for a wedding breakfast. It also boasts a spacious foyer area for a receiving line and drinks reception. In the evening, guests can enjoy a dance floor, private bar facility and separate entrance providing exclusive privacy from the rest of the hotel.



The Laurel & Hardy Suite

This modern room is ideal for smaller wedding breakfasts and ceremonies, catering for up to 50 guests. The Laurel & Hardy room boasts fantastic views of the Thames. Laurel & Hardy stayed at the hotel during the 1950's and we have named these rooms in commemoration of their visit to Southend.

The Pier View Suite

This private dining room is ideal for an intimate wedding breakfast for up to 30 guests. It is also the ideal location to host your wedding ceremony for up to 50 guests, with views over Southend Pier and Southend beach. The Pier View suite boasts floor to ceiling windows, balcony, original features and is ideally located for stunning pictures of Southend seafront for your backdrop.



“I do” ceremonies

We can offer a choice of superb rooms for your Wedding Ceremony or Civil Partnership. The ceremony rooms have floor to ceiling windows with panoramic views of Southend, the Pier and the Sea - perfect for photographs of your special day.

Our Wedding Planner will explain how the ceremony and reception can be arranged.

Prior to arranging your Wedding venue you will need to ensure the availability of the Registrar. This can be done by contacting; Register Office, Civic Centre Victoria Avenue, Victoria Avenue, Southend-on-Sea, Essex. Telephone: 01702 215000.

Please be advised that any reading or music performed or played before, during or otherwise at the Ceremony must be completely secular by nature as only a civil, non-religious ceremony can be carried out by the Registrar, who will be happy to discuss this with you.

planning your day

12-18 MONTHS BEFORE THE BIG DAY

- ☐ Set the date for your wedding
- ☐ Contact and book your Officiant
- ☐ Set your budget and decide who is organising each aspect
- ☐ Identify the type of venue for the ceremony & reception and contact the Wedding Co-ordinator
- ☐ Book wedding photographer
- ☐ Book wedding cars & other transport
- ☐ Book band or DJ for reception
- ☐ Order invitations & stationery
- ☐ Decide on Bridesmaids, Best Man & Ushers
- ☐ Order wedding cake
- ☐ Decide on number of guests & start drawing up a guest list
- ☐ Investigate wedding insurance
- ☐ Reserve a block of rooms at the hotel for out-of-town guests

6 MONTHS BEFORE THE BIG DAY

- ☐ Register for your wedding gift list
- ☐ Choose wedding dress & accessories
- ☐ Choose Bridesmaid dresses
- ☐ Book your honeymoon & remember to check with your travel clinic about vaccinations
- ☐ Decide on theme and select flowers, table decorations etc.
- ☐ Bridegroom to arrange suits for Best Man, Ushers and Fathers
- ☐ Organise the hen night and stag night

4 MONTHS BEFORE THE BIG DAY

- ☐ Post wedding invitations with details of timings, transport, directions & details of the hotel
- ☐ Select wedding rings
- ☐ Finalise order of service and select music/hymns
- ☐ Contact your wedding suppliers e.g. florists, entertainment etc to confirm details
- ☐ If you are changing your name, inform banks, passport office etc (ensure your honeymoon is booked under the name that will be on your passport)

6-8 WEEKS BEFORE THE BIG DAY

- ☐ Confirm any travel arrangements & hotel reservations
- ☐ Organise presents for Bridesmaids and Mothers of the Bride & Bridegroom
- ☐ Choose wedding favours for the reception
- ☐ Make hairdresser & beauty salon appointments - ask your Wedding Co-ordinator about what we can organise for you
- ☐ Meet with your Wedding Co-ordinator to discuss seating plans, place cards, drinks packages and have your menu tasting

3 WEEKS BEFORE THE BIG DAY

- ☐ Confirm final number of guests & seating plan with your Wedding Co-ordinator
- ☐ Arrange wedding rehearsal
- ☐ Give florist total number of button holes and delivery details

- ☐ Confirm timings with wedding cars & transport operators
- ☐ Discuss with your photographer the photos you would like
- ☐ Give the DJ/band a list of songs you would like played
- ☐ Final fittings for wedding dress
- ☐ Ensure Bridegroom, Best Man & Father of the Bride are writing speeches
- ☐ Bridegrooms to arrange a gift to be delivered to the Bride before the ceremony
- ☐ Remind Bridegroom to get haircut
- ☐ Collect wedding rings and ensure they fit

1 WEEK BEFORE THE BIG DAY

- ☐ Have trial hair and makeup session - ask your Wedding Co-ordinator about what we can organise for you
- ☐ Meet with Best Man, Bridesmaids and Ushers to finalise wedding day plans
- ☐ Confirm arrangements with photographers, transport operators, florists etc.
- ☐ Wear in wedding day shoes at home
- ☐ Collect wedding dress, veil & accessories
- ☐ Pack for honeymoon and ensure tickets have arrived



Pearl Package

- Dedicated wedding co-ordinator to assist with all your wedding plans
- Complimentary room hire for your wedding breakfast & evening reception*
 - Reception Drink
 - Three course wedding meal including tea/coffee
 - One glass of wine per person with the wedding meal
 - Glass of bubbly for your speeches
 - Chair covers with colour co-ordinating sash
 - Personalised place cards
 - Cake stand and knife
- Complimentary overnight accommodation with breakfast for the Happy Couple
 - Use of table linen, crockery and cutlery

Prices

£60.75 per person minimum 30 guests

*see applicable rooms





Gold Package

- Dedicated wedding co-ordinator to assist with all your wedding plans
- Complimentary room hire for your wedding breakfast & evening reception*
 - Reception Drink
 - Private function bar (Palace Ballroom only)
 - Three course wedding meal including tea/coffee
- Two glasses of wine per person with the wedding meal
 - Glass of bubbly for your speeches
- Chair covers with colour co-ordinating sash
 - Personalised place cards
 - Cake stand and knife
- DJ, dance floor and uplighters with matching colour scheme
 - Evening buffet reception for your guests
- Complimentary overnight accommodation with breakfast for the Happy Couple
 - Use of table linen, crockery and cutlery

Prices

£96.65 per person minimum 50 guests

*see applicable rooms



Diamond Package

- Dedicated wedding co-ordinator to assist with all your wedding plans
- Complimentary room hire for your wedding breakfast & evening reception*
- Professional Master of Ceremonies to assist you throughout the day
 - Reception Drink
 - Canapes - choice of three
 - Private function bar (Palace Ballroom only)
 - Three course wedding meal including tea/coffee
- Two glasses of wine per person with the wedding meal
 - Glass of bubbly for your speeches
- Chair covers with colour co-ordinating sash
 - Personalised place cards
 - Cake stand and knife
- DJ, dance floor and uplighters with matching colour scheme
 - Evening buffet reception for your guests
- Complimentary overnight accommodation with breakfast for the Happy Couple
 - Use of table linen, crockery and cutlery

Prices

£115.60 per person minimum 50 guests

*see applicable rooms



Twilight Package

- Dedicated Wedding Co-ordinator to assist with all your wedding plans
- Complimentary Room Hire for your Twilight Wedding Reception*
 - Reception Drink
 - Evening Buffet reception for your guests
 - Private Function Bar (Palace Ballroom only)
 - Chair Covers with Colour co-ordinating sash
- DJ, dance floor and uplighters with matching colour scheme
- Complimentary overnight accommodation with breakfast for the Happy Couple
 - Use of table linen, crockery and cutlery

Prices

£42.20 per person minimum 50 guests

*see applicable rooms





Dry Hire Package

Create your dream wedding with our dry hire package which gives you the freedom and creative control to organise your special day as you wish.

Perfect for couples who want to bring their unique vision to life.

What we provide:

Exclusive use of the room
Use of Tables, Chairs & Linen
Private Function Bar

Prices

£2,500 Sun - Thurs

£3,500 Fri - Sat

Use of crockery £2.50 pp



it's all about you

We are here to ensure your day is perfect for you and therefore we will always bespoke your wedding day to suit your personal requirements. Just ask your wedding co-ordinator on how we can bespoke any package to ensure your day is 'all about you'.

The Civil Ceremony

*for Pier View or Laurel & Hardy Room £350.00

*for The Palace Ballroom £500.00

Restaurant Room Hire

April - October & December £695.00

November - March *excl December £595.00

*an additional charge to all wedding packages are applicable for the hire of the Restaurant for your Wedding Breakfast &/or Evening Reception

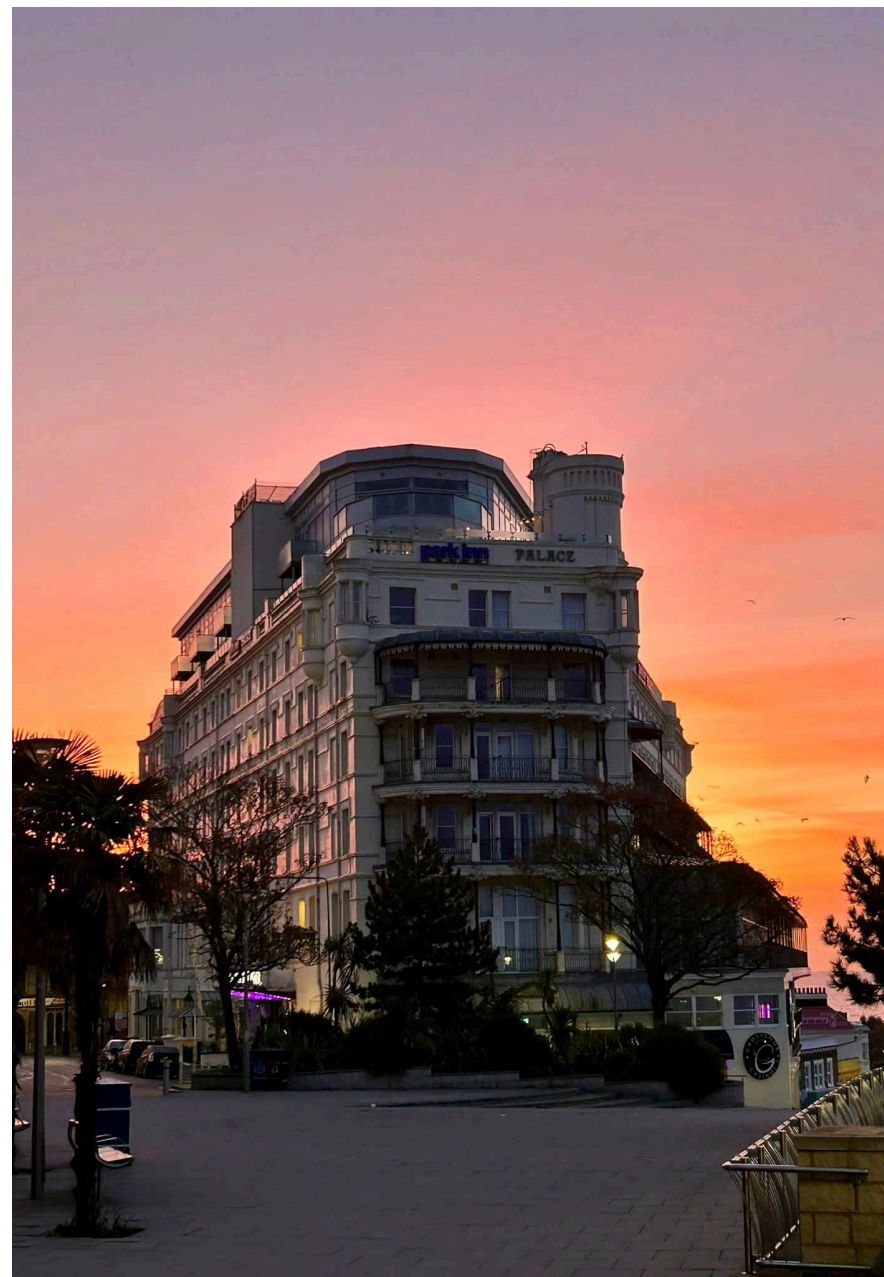
*our wedding packages include the room hire of the Ballroom, Laurel & Hardy or Royal View for your Wedding Breakfast & Evening Reception

Additional Extras

Toastmaster £490.00

Magic Mirror £420.00

White Dance Floor 12 x 12 with LED Lights from £490.00



rates & accommodation

In conjunction with your wedding at the Palace Hotel Southend-on-Sea we are pleased to offer your guests special accommodation and breakfast rates for a double, twin or single room for one or two nights. Bedrooms at the Palace Hotel Southend-on-Sea are designed for comfort and ease for the best sleep in town.

All Bedrooms are en-suite and equipped with the following facilities: TV and Tea & Coffee making facilities. All rates are inclusive of Accommodation, Full English Breakfast, VAT and Service.

On your wedding night we are delighted to offer the bride and groom a complimentary bedroom, including breakfast.



what happens next

Once you have chosen your preferred date, contact our wedding co-ordinator to arrange a meeting to view our wedding suites. We will then put your preferred date on hold and discuss further plans, including menu selections and refreshments.

We can also help you organise your table decorations, evening's entertainment and reserve accommodation for your guests at preferential rates. The hotel can provisionally hold the event room for you for 14 days without obligation. To confirm your booking a non refundable deposit of £500 is required with your signed details of event/contract.

You can rest easily knowing that your wedding reception is booked with nothing else to pay until 6 months prior to your wedding when a further 25% is payable. The final balance is due 6 weeks prior to your wedding day.

At least 6 weeks prior to your big day a meeting will be arranged at the hotel to discuss the final details including timings for your meal, number of guests attending, menu choice, table plan and much more to ensure your day is perfect.



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