

THE
STIRLING HIGHLAND
HOTEL
STIRLINGSHIRE

OUR WEDDING BROCHURE

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Congratulations...

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...on your engagement - and thank you for considering The Stirling Highland Hotel as a venue for your wedding celebrations.

Our hotel, located in the centre of Stirling has excellent motorway and train links, making travel easy for your guests.

We have four beautiful function rooms licensed for civil ceremonies, so you can hold your ceremony and reception here at the hotel. Each room is unique, with original features including high vaulted ceilings, wrought iron chandeliers and stone fireplaces.

We have 96 bedrooms as well as a Health Club with a swimming pool, and beauty rooms offering a range of indulgent treatments for you and your guests to enjoy.

An exquisite venue, for a day like no other.

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Planning your wedding can be daunting, with a thousand-and-one details to consider. Our wedding package is designed to take a lot of the hard work out of making your dream day a reality. All the basic elements are included: if there's anything else you want, just ask.

Our wedding package includes:

- Services of our dedicated Wedding Co-ordinator
- Red-carpet welcome
- Glass of champagne for the Bride and Groom on arrival
- Master of Ceremonies
- White table linen and napkins
- Printed menus, name cards and table plan
- Complimentary menu tasting for the happy couple
- Use of cake stand and knife (you can keep the knife as a souvenir!)
- Dance floor for your evening reception
- Complimentary wedding-night accommodation, plus breakfast in bed, for the Bride and Groom
- Reduced accommodation rates for your guests
- Free membership of our Health Club for the three months before your wedding
- 40% off your first-anniversary stay at any hotel within The Hotel Collection
- VAT and all service charges

We can also help you arrange the following additional items:

- Professional Toastmaster
- Chair covers and sashes
- Coloured napkins
- Professional stationery
- Balloons
- Additional flowers
- Entertainment
- Photographer
- Luxury car hire
- Wedding cake
- Civil ceremony room hire
- Evening room hire

For more information and prices, please contact us – our details are on the last page.

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At The Stirling Highland Hotel we have four beautiful function rooms: the Latin and English Suites offer a cosy more intimate setting whilst the MacLaren Suite and Academy Suite cater for larger parties. We're licensed to hold civil wedding ceremonies, and civil partnerships granted by the County Council, for up to 100 guests.

If you plan to hold your civil ceremony here, you'll need to contact the Registrar directly to arrange your desired date. You can book your Registrar up to a year ahead: it's worth remembering that most couples book their room here at least six months in advance.

Stirling Registry Office

Name: The Superintendent Registrar
Address: 8-10 Corn Exchange Road,
Stirling
Phone No.: 01786 432343

Winter and Christmas weddings

Christmas magic and cold crisp mornings make The Stirling Highland Hotel an ideal venue for winter weddings and civil partnerships.

Self Catering weddings

Our elegant banqueting suites are ideally suited for self catering weddings and functions. Our largest rooms, the MacLaren and Academy Suites can accommodate up to 100 guests for a sit down meal. If you wish to provide your own catering we are happy to give you use of a section of our kitchen and will include in your wedding package the use of our crockery, cutlery and glass wear for up to 100 guests*. In addition to this there are over 100 free car parking spaces on site and also room for coach parking.

Ceremony Rooms	MacLaren Suite	Academy Suite	Latin Room	English Room
Max no. for ceremony	100	100	40	30
Max no. for wedding breakfast	100	100	40	30
Max no. for reception	100	100	-	-

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Your dedicated Wedding Co-ordinator is here to help with every aspect of your big day. Traditional or contemporary, simple or extravagant, eclectic or completely coordinated, we'll help you bring your vision to life – and stick to your budget.

Health & Leisure facilities

Hotel guests have free use of our Health Club, which boasts a fully-equipped gym, large indoor pool, sauna, steam room and squash courts. As part of your wedding package, the bride and groom receive free membership for the three months before your wedding, to help you look and feel fantastic on the day!

Beauty

Our spa has four beauty rooms offering Decléor and Bare Minerals treatments. We have special bridal packages for your wedding day make up while our spa packages are a perfect treat for yourself, your bridesmaids or a hen party to remember.

Stag & Hen party packages

We can offer dinner, bed and breakfast packages for Hen and Stag parties. There are plenty of activities close to the hotel and we are happy to arrange bespoke packages to suit your requirements, just ask.

Specialities

The Stirling Highland Hotel has a full working observatory, which can be hired for stargazing in the evening.

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A quick guide to what needs doing when in the run-up to your big day – and don't worry, we'll be here to help at every stage.



A year to go

Set the date
Book your ceremony and reception venue
Contact your registrar or vicar
Start writing your guest list

6-12 months before

Take out wedding insurance
Choose your wedding dress
Hire your entertainment, photographer and transport
Book your menu tasting
Arrange your hen and stag parties
Plan your honeymoon
Finalise your guest list

3-6 months before

Set up a gift list
Send out invitations
Choose your flowers
Choose the bridesmaids' dresses
Arrange the grooms and ushers attire
Book your wedding day hair and make up



1-3 months before

Start using your complimentary health club membership
Order your wedding cake
Choose your rings
Create your order of service

1 month to go

Confirm your wedding night accommodation
Have your final dress fitting
Hold your hen and stag parties
Have a hair and make-up trial
Buy gifts for the wedding party
Write the speeches

2-4 weeks to go

Decide on seating plan
Confirm your final numbers
Relax and enjoy

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Who is the contact on the day?

The Wedding Co-ordinator or Duty Manager will be on hand throughout to ensure everything runs smoothly.

What happens at a civil ceremony?

A civil ceremony is a non-religious ceremony, conducted by the Registrar from Stirling Registry Office.

Can we book the civil ceremony with you?

No - you need to contact the Registrar yourselves to arrange your desired date. The number for our local Registrars' office is 01786 432343.

What time does the bar close?

The bar will stay open until 1.00am for non-residents.

How many people can sit at each table?

The round tables in our function rooms seat up to 12 guests.

Can we use the civil ceremony flowers for the top table?

Yes. This is the kind of detail you can discuss at your final meeting with the Wedding Co-ordinator, to make sure everything's just as you want it.

Can we provide our own flowers, entertainment, beverages...?

We're more than happy for you to arrange your own flowers and entertainment. All food and drink will be provided by us as part of your wedding package, unless you have approved caterers for a multicultural wedding, when your specific requirements will be discussed.

What is a wedding breakfast?

It's the first meal that you share together as husband and wife – and by tradition it's called 'breakfast' whatever time of day it is!

What shape and size is your cake stand?

We have a selection of round and square stands to suit most cake designs.

How many people should we cater for in the evening?

Your reception package will include all your evening guests.

What is the etiquette for the receiving line, top table, speeches?

How you choose to run your day is entirely up to you. Traditionally, the receiving line and top table includes the Bride and Groom, both sets of parents, the Maid of Honour and the Best Man. Speeches are generally expected from the Father of the Bride, the Groom and, of course, the Best Man.

How do we make a booking?

To book The Stirling Highland Hotel for your wedding please contact the Wedding Co-ordinator on 01786 272726.

When do we pay?

We'll ask for a £500 deposit to confirm your booking, then 50% of the total cost three months prior to your wedding, with the balance due 28 days before the big day itself.

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Civil Ceremony Room Hire

The Stirling Highland Hotel is registered to hold civil wedding ceremonies and civil partnerships granted by the City Council. Our Marriage Rooms can accommodate up to 100 guests.

Name of Room	Capacity	From
MacLaren Room	100	£200.00
Latin Room	40	£100.00
English Room	30	£100.00

Please note that the prices above do not include the fee for the attendance of the Registrar - this is paid by you directly to the Registrar. You are required to give notice to the Registrar of the district of the hotel, who can be contacted on 01786 432 343.

Wedding Breakfast and Evening Reception Room Hire

The room hire charge for your wedding breakfast and evening reception is included in your wedding package. If your numbers are below the minimum for the suite an additional charge may apply. Should you wish to hold a civil ceremony at The Stirling Highland Hotel you will be required to pay a separate room hire charge.

Name of Room	Min No.s	Max No.s	From
MacLaren Suite	40	100	£200.00
Latin Room	10	40	£100.00
English Room	10	30	£100.00

Reception Room Hire for Evening Reception only

A room hire charge for the evening reception only applies if no Wedding Breakfast is held.

Name of Room	Min No.s	Max No.s	From
Academy Room	40	100	£200.00

Note: If your numbers are below the minimum an additional charge may apply.

Accommodation

Wedding night accommodation for the Bride and Groom is included in the wedding package.

Premium or standard guest bedrooms will be reserved for your wedding guests on request. Guests can book these directly with the hotel, and they will be issued on a first come, first served basis. Any rooms not booked 4 weeks prior to your wedding day will be released.

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At The Stirling Highland Hotel, enjoying food and drink is something we take very seriously.

As any of our Chefs will attest, the basis of all good food is good ingredients, so we always buy fresh, and we buy local wherever possible. Whether you're looking for a buffet or a banquet, our Chef's selected menus offer you a superb choice of dishes, ranging from English and Continental classics to innovations from the frontiers of contemporary

cuisine. If you have particular favourites, requests or dietary requirements, you can ask Chef to create a bespoke menu for you (please note this may involve an additional charge). Prepared with skill and artistry, and served by our discreet but attentive waiting team, our food will be one of the highlights of your wedding, and give you plenty of moments to savour.

Please contact us for details of our menu packages.

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Booking Terms

We are happy to provisionally hold a date for 14 days with no obligation, following this time a non-refundable deposit of £500.00 to secure the date is required. A contract and wedding policy is then issued outlining an itinerary of the day. Three months prior to the wedding, 50% of the total anticipated amount is due with full pre-payment being settled at least 28 days prior to the wedding date. Payment for any additional charges incurred must be received within 14 days after the wedding.

Civil Ceremonies

If you are having a civil ceremony, we recommend you contact the local Registrar prior to confirming your booking with the hotel to ensure the date and times tie in.

Accommodation

Any provisionally booked wedding bedrooms not confirmed 4 weeks prior to the wedding may be released.

Evening Buffet

80% of the evening function guests should be catered for.

Self-catered Asian and Multi-Cultural Weddings

We are happy for you to use your own caterers and give you use of a section of the kitchen. You are required to select a responsible and professional

caterer to cater for your function. The caterer should be able to fulfil the health, safety and hygiene requirements as set out by the hotel's health and safety advisor.

All caterers will be expected to pay a £500 refundable deposit, to ensure they leave the kitchen in the same state they found it in. Your caterers are required to sign a declaration that they are responsible for all food items provided for your event and to abide by the hotels health & hygiene regulations at all times.

The caterers are responsible for providing all the necessary equipment in order to prepare and serve the meal. The hotel does not hire or loan any equipment on your behalf.

The hotel accepts no liability for any goods left on the premises before, during or after the function.

Should you require waiting staff we are happy to provide this, a price is available on request.

We recommend that you take out Wedding Insurance.

All prices are correct at time of going to print and are subject to change prior to your wedding.

Please ask for full details of our wedding policy and terms and conditions.

To book or enquire about organising your perfect wedding day,
call the Wedding Co-ordinator on **01786 272727**
or email **stirlingweddings@thehotelcollection.co.uk**

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