

# “Your Perfect Day “

## At The Crowne Plaza Northwood Park

Your Wedding Day is one of the most important days of your life and our dedicated Wedding Co-ordinator is on hand to assist you with organising your Wedding to ensure you have the perfect day. Choice of venue is one of the most important decisions you will make in preparation for your Big Day. Somewhere you will feel at ease, where your guests can relax, somewhere for you to celebrate your wedding day and mark the beginning of Wedding Bliss.

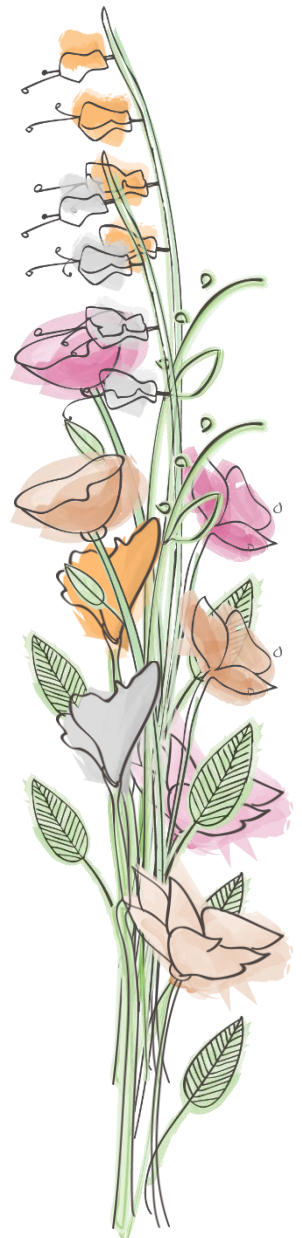
The Crowne Plaza Northwood Park is nestled in a tranquil parkland setting at Northwood Park in Santry Demesne and only ten minutes from the city centre, we offer the best of all worlds – convenient access, natural surroundings, creative cuisine, superb service and facilities adjacent to a magnificent parkland setting making this the ideal venue for your special day.

Guests will enjoy both the superb facilities and exceptional world-class service one would expect from such a prestigious name. We know that there will be a host of items to plan and arrange so why not let our highly experienced and friendly team assist in organising the wedding reception to perfection. We will ensure that your guests are free to enjoy the day to the full, confident that every requirement will be carried out exactly as wished, with our individual attention and personal service throughout.

We hope the above covers all your queries and please do not hesitate to contact us with any further queries or to arrange a time to come in to view the facilities

Kind Regards

The Crowne Plaza Wedding Team



## Accommodation Options

With our 209 bedrooms your guests can choose a variety of luxuries suites and rooms. King-size beds are standard in all double rooms and with the noise of the outside world kept at bay, sweet dreams are theirs for the taking. Located literally next door, our sister hotel Express by Holiday Inn offers plenty more rooms at the Inn for your guest's overnight stay. Perfect !

We highly recommend arranging accommodation as soon as you require bedrooms to avoid disappointment. Our Policy for wedding group bookings is as follows:

The hotel will hold a block of 20 bedrooms (this number can be increased if the rooms are available). A rate will be advised for the Crowne Plaza and Holiday Inn and guests will book and pay for their own bedrooms through the hotel room reservations team. A release date will be advised after which time rooms will be subject to availability and rate will be best rate available at that time. Confirmed rooms cancelled within 48 hours of the wedding will incur full cancellation fee.

The above excludes the Bridal Suite and the 2 complimentary bedrooms included in the Wedding Packages. Guests can also avail of booking directly on the Crowne Plaza and Holiday Websites. (please note terms and conditions when booking on line)

## “Experience The Wedding of Your Dreams”\*

To inspire you as you begin planning your special day our wedding team has tailored a series of packages to suit different requirements and budgets. We know that every couple is completely unique, so we're also ready to design a bespoke experience that encapsulates your personal style.

Please find to follow our three different wedding Packages, [The Woodlands](#), [The Parklands](#) and [the Lakelands](#)

# The Woodlands Package

Menu tasting for the Bride & Groom

Glass of "Bubbly" on arrival for the Bride and Groom

Red carpet on arrival

Complimentary tea, coffee reception on arrival

Set Four Course Meal (See Options Below)

Bar Extension Until 1.30 am

Complimentary Suite for the Bride and Groom

Complimentary Champagne Breakfast for the couple the following morning

2 x Complimentary Bedrooms for the Bridal Party

Special accommodation rates

Flowers on all tables

Personalised Place Cards,

Personalised Printed Menus,

Printed Table Plan

Cake Stand & Knife

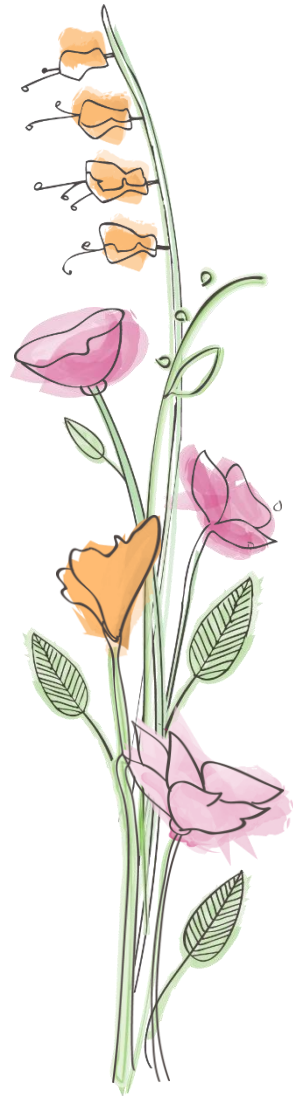
Dedicated Wedding Co-Coordinator

Complimentary Room for Civil Ceremony with Red carpet

(if required, Redwood Weddings Only)

Complimentary Dinner for 2 on your 1st Wedding Anniversary

**€62.00 per person**



*The Woodlands Sample Menu Included in Package*

(Choose one of each course)

*Cream of Vegetable Soup*

OR

*Tomato and Basil Soup*



*Roast Sirloin of Beef confit onion mash, and red wine jus*

OR

*Roast Turkey, Baked Ham and sage stuffing with mashed potato and cranberry jus*

Or

*Baked Pork Fillet wrapped in bacon with Moutarde de Meaux cream sauce*



*Duo of Dark and White chocolate Mousse*

OR

*Chocolate and Salted Caramel Cheesecake*

OR

*Chocolate Indulgence*



*Tea, Coffee*

# The Parklands Package

Menu tasting for the Bride & Groom

Glass of "Bubbly" on arrival for the Bride and Groom

Red carpet on arrival

Summer Punch Reception, Tea, Coffee & Nibbles on Arrival for all guests

Set Four Course Meal (See Options Below)

Evening Finger Food

Bar Extension Until 1.30 am

Bridal Suite for the Bride and Groom

Champagne Breakfast for the couple the following morning

2 x Complimentary Bedrooms for the Bridal Party

Special accommodation rates

Flowers on all tables

Personalised Place Cards,

Personalised Printed Menus,

Printed Table Plan

Cake Stand & Knife

Dedicated Wedding Co-Coordinator

Complimentary Room for Civil Ceremony with Red Carpet (if required, Redwood Weddings Only)

Complimentary Dinner for 2 on your 1st Wedding Anniversary

**€72.00 per person**



*The Parklands Sample Menu Included in Package*

(Choose one of each course)

Caesar Salad with Cajun spiced chicken, cos lettuce, croutons, shaved parmesan and garlic dressing

OR

Piri Piri Chicken served with, roasted peppers, cherry tomatoes, cucumber, yoghurt & cumin lemon dressing



Tomato and Basil soup

OR

Cream of Vegetable soup



Roast Sirloin of Beef confit onion mash, and red wine jus

OR

Roast Turkey, Baked Ham and sage stuffing with mashed potato and cranberry jus

OR

Five Spice & Honey Roast Pork Fillet with stir fry greens & char siu jus



Duo of Dark and White chocolate Mousse

OR

Chocolate and Salted Caramel Cheesecake

OR

Chocolate Indulgence



Tea, Coffee

Evening Food – Selection of Finger Food

# The Lakelands Package

Menu tasting for the Bride & Groom

Glass of "Bubbly" on arrival for the Bride and Groom

Red carpet on arrival

Prosecco Reception, Tea, Coffee & Nibbles on Arrival for all guests

Set Four Course Meal with a choice of main course (See Options Below)

Half a Bottle of Wine per person served during your meal

Evening Finger Food

Bar Extension Until 1.30 am

Bridal Suite for the Bride and Groom

Champagne Breakfast for the couple the following morning

2 x Complimentary Bedrooms for the Bridal Party

Special accommodation rates

White Chair Covers and Bows

Flowers on all tables

Personalised Place Cards,

Personalised Printed Menus, Printed Table Plan

Cake Stand & Knife

Dedicated Wedding Co-Coordinator

Complimentary Room for Civil Ceremony with Red Carpet (if required, Redwood Weddings Only)

Complimentary Dinner for 2 on your 1st Wedding Anniversary

**€82.00 per person**



*The Lakelands Sample Menu Included in Package*

(Choose one of each course)

Caesar Salad with Cajun spiced chicken, cos lettuce, croutons and shaved parmesan and garlic dressing

OR

Chicken & Mushroom Vol au Vent



Tomato and Basil soup

OR

Cream of Vegetable soup



Roast Sirloin of Beef confit onion mash, and red wine jus

OR

Roast Turkey, Baked Ham and sage stuffing with mashed potato and cranberry jus

OR

Five Spice & Honey Roast Pork Fillet with stir fry greens & char siu jus



Duo of Dark and White chocolate Mousse

OR

Passion fruit and Mango Mousse

OR

Chocolate Allure



Tea, Coffee

Evening Food – Selection of Finger Food



# Wedding Upgrades and Customise

Whether one of our packages has caught your imagination or you're planning a bespoke Wedding Day add an extra touch of luxury to your experience with some exclusive treats



## The Drinks

Glass of Prosecco on arrival or for toast €7.00 per person

Glass of Champagne on arrival or for toast €12.00 per person

Summer Punch on arrival €7.00 per person

Mulled wine on arrival €7.00 per person

Toast Drink (standard drink of choice) €8.50 per person



## The Wine

### Red Wine

Spain: Sierra Salinas Bobal/Tempranillo €28.00

Italy: Parigi, Merlot €32.50

Portugal:Boas Quintas Gandarada Dao Red €32.50

### White Wine

Spain: Sierra Salinas Macabeo €28.00

Italy: Parigi, Pinot Grigio €32.50

Portugal: Boas Quintas Gandarada Dao White €32.50

### House Champagne

Mumm Cordon Rouge €110.00

Prosecco, Vino Frizzante Maschio €39.00

### Corkage

Wine €17.50 per bottle up to half a bottle of wine per person

Sparkling Wine €25.00 per bottle up to one glass per person



### **The Arrival - Canapés**

Selection of 2 per person €5.00,

Selection of 3 per person €7.50

Selection of 4 per person €10.00

(75% of the number of adults attending must be catered for)





### *The Room*

Matching Table Cloths and Napkins from €1.50 for Napkins and €15.00 per table cloth

Chair Covers & Bows €3.75 per chair



### *The Menu*

Choice of starter or dessert €5.00 per person

Choice of main course €7.50 per person

Extra Sides of Vegetables or Potatoes @ €2.00 per side per person

Selection of Irish Cheese €35.00 per table



### *The Evening*

Upgrade Evening Food from €10.00 per person



### *The Day After*

Reserve an Area in the Bar the following day

Finger Food from €18.00 per person

Buffet Options from €25.00 per person

(Minimum numbers apply)



# Wedding Reception Terms and Conditions

*Terms and Conditions set out below apply to all weddings held at The Crowne Plaza Dublin Northwood.*

*Weddings are accepted only when the terms and conditions have been signed and agreed by the Bride and Groom and when the deposit has been paid*

- *The minimum number charged for weddings in the Redwood Suite is 100 adults for any Friday and Saturday. Provisional bookings will be held for 14 days only.*
- *A deposit of €2,000.00 and a signed contract is required to secure a provisional booking.*
- *This deposit is non-refundable and cannot be transferred to an alternative date. A second payment of €2,000.00 is required six months prior to the wedding.*
- *All prices are quoted in Euros and include VAT at 9%. Should the VAT rate change prices will change accordingly. We do not charge service charge.*
- *Menus must be selected at least 4 weeks prior to the event. Final numbers submitted to the hotel 72 hours prior to your wedding reception will be the minimum numbers charged. Any increase in numbers attending will be charged accordingly. Minimum numbers charged for is 100 adults (Redwood Suite)*
- *All children over the age of 12 will be charged as adults. An alternative children's menu is available.*
- *Food and beverage consumed on the premises must be purchased from the Hotel with the exception of the wedding cake. Cakes can only be accepted from suppliers with HACCP certification. Due to HACCP regulations we can only accept fruit cakes or biscuits cakes*
- *In the unfortunate event of a cancellation by the client, the hotel will do everything to resell the date however if this is unsuccessful a cancellation fee of 50% of the expected food and wine revenue will be payable by the bride and groom.*
- *The hotel reserves the right to cancel an event in the following cases: the Hotel believes the booking might prejudice the reputation of the Hotel. Should guests attending the event behave in any way considered to be detrimental, offensive or contrary to normal expected standards of behaviour*
- *All accounts must be settled by bank transfer, draft or by credit card at least three days in advance of the wedding reception. We can provide you with a pro – forma invoice to facilitate this.*

- The hotel will not accept responsibility for any entertainment that has not been reserved directly with the hotel. However it is essential that all entertainment arrangements have the approval of the hotel management prior to the date of the reception.
- All entertainment must provide their own PA equipment and accept full responsibility for same.
- All entertainment must have appropriate insurance in place
- Any damage caused to the premises or grounds by the bridal party or their guests will be billed to the Wedding account.
- It is the hotels policy that the Manager or Team will not take / mind cards or gifts on the day of the wedding
- The hotel will not take responsibility for gifts, cards, cake etc left in the hotel. Please ensure you collect all your belongings before departure.
- The Bar closing times is 1.30 am on Fridays and Saturdays. Music must finish at the same time as the bar closes.
- ACCOMMODATION – A discounted accommodation rate is available to wedding guests. All rooms must be guaranteed by a credit card. Where a bridal party are holding 10 rooms or more they will be required to sign a separate contract which clearly outlines all terms and conditions for the bedrooms including cancellation policy.

*We hereby agree to all the above terms and conditions of this contract:*

*Name: Bride and Groom* \_\_\_\_\_

*Signature: Bride and Groom* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Date:* \_\_\_\_\_

# Wedding Calendar Checklist

The following checklist is designed with the (ideal) timetable of twelve months. If you're planning your wedding on a shorter schedule, just start at the beginning of the list and try to catch up as quickly as possible. Use the boxes to the left of the items to check off tasks as you complete them.

## 9 TO 12 MONTHS PRIOR TO WEDDING DAY:

- Arrange a gathering for you and your parents.
- Determine budget and how expenses will be shared.
- Discuss the size, style, location, and scope of the wedding you want.
- Choose a target wedding date and time. (The actual date will depend on venue availability.)
- Create a binder to store and organize ideas, worksheets, receipts, brochures, etc.
- Visit and reserve wedding and reception sites.
- Meet with your officiant.
- Start compiling your guest list to estimate head count. Consider budget when thinking about "must-invites" versus "nice-to-invites."
- Begin shopping for the wedding gown.

## 6 TO 9 MONTHS PRIOR:

- Choose the members of your wedding party.
- Enroll in wedding/shower gift registries.
- Hire a photographer and a videographer.
- Book an engagement photo session, especially if you plan to include a professional engagement picture with Save-the-Date cards.
- Hire a caterer.
- Hire a florist.
- Make arrangements for music to be played at the ceremony and reception. (Tasks might include booking a band or solo musician, hiring a DJ, choosing significant musical selections, and so on.)
- Reserve a block of hotel rooms for out-of-town guests. (Ask about group rates.)
- Send out Save-the-Date cards. (Include lodging info and maps, as possible.)
- Shop for wedding rings.



- Select and order wedding gown, leaving ample time for delivery and alterations.
- Shop for bridesmaids' dresses.

- Schedule wedding cake design appointments and tastings.
- Start planning your honeymoon.

#### 4 TO 6 MONTHS PRIOR:

- Finalize the guest list.
- Order invitations (25 extra) and other wedding stationery (i.e., place cards and thank you notes).
- Plan wedding-day beauty preparations; ask your stylist how far in advance they book wedding parties, and whether they are willing to work on the wedding site.

- Finalize all honeymoon plans. If traveling outside the country, arrange for visas, passports and inoculations.
- Hire your wedding day transportation (carriage, limousine service, etc.).
- Plan the rehearsal dinner.

#### 2 TO 4 MONTHS PRIOR:

- Obtain a marriage license. Bring all necessary documents.
- Order tuxedos for the groom and groomsmen.
- Meet with the caterer to go over menus, wine selections, etc.
- Order the wedding cake.

- Order your wedding rings.
- Confirm wedding ceremony and reception music.
- Book a hotel room for the wedding night.
- If you plan on writing your own vows, start writing them now.

#### 4 TO 8 WEEKS PRIOR:

- Mail the wedding invitations 8 weeks before your wedding date.
- Do a hair and makeup run-through (including wedding veil, if applicable).

- Confirm all transportation plans.

#### 2 TO 4 WEEKS PRIOR:

- Work on seating arrangements for the reception.
- Finalize arrangements for out of town attendants and guests.
- Confirm details with the photographer, florist, and other vendors.
- Have final fitting for bridal gown and bridesmaids' dresses.

- Compile a list of all of the wedding vendors and wedding party, with contact information. Carry this list with you everywhere you go (just in case).
- Communicate rehearsal dinner details to those who will attend the rehearsal and rehearsal dinner.

- Write your rehearsal dinner toast.
- Purchase gifts for the wedding attendants.

- Look into where bride, groom and attendants will dress for the ceremony.

#### 1 WEEK PRIOR:

- Enclose any fees due on the wedding day in envelopes for easy distribution.
- Give the caterer a final head count.
- Appoint a trustworthy person to bring important items (cake knife, toasting glasses, etc.) to the reception.

- Appoint someone to act as an "organizer" to handle any last-minute problems.
- Review final details for those in the wedding party.
- Get final beauty treatments (manicure, facial, massage, waxing, brow shaping, etc.)

#### THE DAY BEFORE THE WEDDING:

- Gather together the following:
  - Something old  
*Symbolizing continuity with family and heritage*
  - Something new  
*Symbolizing optimism and hope for the new life ahead*
  - Something borrowed  
*An item from a happily married friend or family member*
  - Something blue  
*Symbolizing love and fidelity*

- Confirm honeymoon arrangements.
- Pack for the honeymoon.
- Enjoy a relaxing day with family and friends.
- Attend the rehearsal and rehearsal dinner; give gifts to attendants.
- Give the rings, and officiant's fee, to the best man.
- Try to get some rest

#### WEDDING DAY:

- Post wedding announcements in the mail.
- Relax and remain calm.
- Remember to eat something.
- Allow at least two hours for getting dressed.
- ENJOY THIS ONCE-IN-A-LIFETIME EVENT!

