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Hilton Weddings

Thank you for your interest in the Hilton Watford as your chosen wedding venue. Our aim is to ensure that your special day is complemented by the superior service and elegance associated with the Hilton name.

To Make Your Day Special

- The Bride and Groom are greeted with a glass of Champagne on arrival
- Red carpet at main hotel entrance
- Room Hire of the main banqueting hall is included subject to minimum numbers
- 3 Course Set Menu with coffee and petit fours
- White table linen
- Matching menu cards, place cards and table plans if required
- Bed and full English breakfast stay for the Bride and Groom in a standard double room (Upgrades are available at £100.00)
- Dedicated member of staff to help with ideas and planning

The Entire Package

The Hilton Watford have two beautiful banqueting halls one being the largest in Hertfordshire Area. The New Hertford Suite is stunning suite complete with chandeliers, its own private entrance, large foyer area, stunning staircase, dance floor and new bar. An adjoining kitchen gives opportunity for outside catering companies to offer their services on site. The hall is popular venue for large events in Hertfordshire. The minimum numbers will apply on wedding packages at 150 guests.

The Chipperfield Suite is the smaller more intimate suite ideal for up to 120 guest with its own bar and foyer areas, toilets, and chandeliers. It has a cosy ambiance and is perfect place for family celebrations. Cloak room facilities are available to both suites. Minimum numbers of 60 guests would apply on wedding packages.

Both Suites offer selections of banqueting menus that can be tailor made to suit your individual requirements. All menus are thoughtfully designed by our Executive Chef and the organisers are able to enjoy the menu tasting before they attend the event.

Civil Ceremony Only Charges

As a licensed venue for the solemnisation of marriages the Hilton Watford invites you to celebrate your entire day with us, from civil ceremony through to reception, thus removing the stress of relocating your wedding party from one venue to another.

The New Hertford Suite	£6000
The Chipperfield Suite	£3000
Shenley & Stanmore Suites	£500
St Albans, Langley & Abbots Suites	£300

Capacity

	Ceremony	Wedding Breakfast	Evening Reception
New Hertford Suite	375	375	375
Chipperfield Suite	120	120	120
Shenley & Stanmore Suites	60	60	-
St Albans, Langley & Abbots Suites	30	-	-



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Traditional Wedding Etiquette

Nowadays, wedding receptions can be as informal as you wish. However, many couples like to acknowledge traditional wedding etiquette. We have put together some useful information and your Wedding Adviser and Wedding Host will be delighted to help and advise on the formalities to ensure everything run smoothly.

The receiving line

A formal greeting should be as follows:

Bride's Mother
Groom's Father
Groom's Mother
Bride's Father
Bride
Groom
Best Man
Bridesmaids

Once the meal is announced...

All the guests enter the wedding suite. Once they have been seated, the Top Table guests then follow them.

The Bride and Groom are then presented. Grace may be said before the meal commences.

The Top Table

The bridal party should be seated in the following order:

Best Man	Groom's Mother	Bride's Father	Bride	Groom	Bride's Mother	Groom's Father	Chief Bridesmaid
----------	----------------	----------------	-------	-------	----------------	----------------	------------------

The cutting of the cake

This is announced by the Wedding Host or your 'formal' Master of Ceremony, occasionally someone of your choice will make a short speech. The Bride holds the knife in her right hand and the Groom places his hand over hers as they cut the first slice together. The cake is then taken away and cut into small pieces to be served with coffee.

The top tier is traditionally saved for the christening of the first child.

The toasts and speeches

These follow the meal and would accompany the cutting and distribution of the wedding cake.

The speeches are made in the following order, being announced by the Wedding Host.

The Bride's Father

Proposes a toast to the Bride and Groom

The Groom

Replies on behalf of the Bride and Groom and thanks the parents of the Bride for providing the wedding, thanks the guests for their presents and toasts the Bridesmaids

The Best Man

Replies for the Bridesmaids, may read out congratulations cards and also toast the Bride's parents
...and then get ready **for the first dance**



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Time Planner

At Hilton we have years of experience in planning and organising all areas of your big day. From organising the ceremony to booking the bridal suite, we have made some suggestions on how to successfully and, with as little stress as possible, plan your memorable day.

12 Months before

- When shall we tie the knot? Choose the date.
- Get the bank statements out – what do you want to spend?
- Re-visit your old address book. Who do you want to/have to invite – numbers for ceremony and reception
- Church, hotel or registry office – book the venue to take your vows
- Hotel, barn or marquee – book the venue for your celebrations
- Begin to discuss your requirements with our experienced wedding co-ordinator
- The easy bit, pick a honeymoon destination and book it
- Do you need insurance to cover all eventualities?
- Make someone's day, choose the Best Man and Chief Bridesmaid

8 Months before

- Horse drawn Carriage or Chauffeur driven – book your mode of transport
- How do you want to remember your day? Photographs or Video?
- Instead of receiving 8 toasters and 12 irons, make a list of presents that you do want
- Choose the retailer for your wedding list
- Do you need a room with us for your first night of married bliss!
- Ensure rooms have been blocked off at the hotel or near-by for friends and family
- Medieval style or Victorian elegance? – choose your dress
- Top hat and tails, a bright waistcoat? – choose the outfits for the men
- Barry White or Wham – book your band or disco
- Ladies and Gentlemen – Toastmaster or Master of Ceremonies?

5 Months prior

- Minister, priest or Rabbi – chat about songs, readings and confetti
- A touch of Tartan or Silver Bells, how would you like your stationary to look?
- Roses are Red, Violets are Blue, what kind of flowers suit you?
- Choose your bands of Gold
- Three tiers or ten – order your wedding cake

4 Months prior

- Is your passport up to date?
- Book your hair and make-up stylist
- Go shopping – this time for your going away outfits and honeymoon attire!

2 Months prior

- Who will say yes? Send your invitations at least 6 weeks in advance – keeping note of replies
- Let guests know where they can stay including maps and timings
- Printing of Namecards and menus
- Food & Wine – choose your menus, reception drinks, wine offerings
- Will you be offering an account bar or cash?
- Decoration for the reception room
- Best Man – start preparing your speech!
- Don't forget to say thanks – buy presents for the brides maids etc
- Shocking pink or traditional white, select your table linen
- Start thinking about your stag and hen nights

1 Month prior

- Arrange the delivery of the cake to the hotel
- Where will everyone be on the night before?
- Ceremony rehearsal
- Sun block or Ski gloves, don't forget honeymoon necessities

2 Weeks prior -Count final numbers and inform hotel

1 Week prior – Relax! The rest is up to us!

After the happy Event

- Send out thank you letters for presents and well-wishers

What comes next is up to you !!!!



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Menu Prices

Three Course Wedding breakfast Menu	From £37 per person
Decorated Hot and Cold Buffet	From £37 per person
Evening Buffet person	From £13.50 per
Canapés	From £7.95 per person
Cheese Board person	From £2.95 per
Sorbet	From £2.95 per person
Champagne	From £46.50 per bottle
Sparkling Wine	From £25.50 per bottle
Bucks Fizz	£6.50 per glass
Wine	From £18.50 per bottle
Mineral Water (5 glasses)	£4.15 per bottle
Orange Juice glasses)	£7.50 per jug (5

Minimum Spend of £37 per person

All of the above rates are inclusive of VAT
All rates are subject to change



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CANAPES

COLD ITEMS

Oak Smoked Salmon on toast
Marinated Goats Cheese
Salmon Tartare with Crème Fraiche
Prawns & Cream Cheese
Smoked Chicken with Tarragon
Galia Melon wrapped in Parma Ham
Parfait of Duck Liver with Armagnac
Lobster with Dill Mayonnaise (supplement of £1.50 per person)
Salmon Roulade

Please choose any 4 items above @ £7.95 per person

Minimum numbers of 50 people

HOT ITEMS

Vegetarian Dim Sum Selection
Kofa Balls
Mini Potato Latkes
Sun Dried Tomato & Asparagus Filo Nest
Chicken Tikka Skewers
Wild Mushroom Bouchees
Deep Fried Mushrooms with Garlic Mayonnaise

Vegetarian Quiche

Butterfly King Prawns
Lincolnshire Sausage rolled in Honey
Gelfilte Fish Balls

Please choose any 4 items above @ £8.95 per person

Minimum numbers of 50 people



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All Inclusive Package:

£59.00 per person

Please select one item per course.

On Arrival a Glass of Bucks Fizz and

½ Bottle of Wine per person with the meal
and

One glass of sparkling wine included with Toast.

**

Chair Covers with sashes included

**

A Selection of Canapés:

Oak Smoked Salmon on Toast

Marinated Goats Cheese

Sun Dried Tomato & Asparagus Filo Nest

**

Carrot and Coriander Soup with Herb Croutons

½ a Galia Melon with Strawberries and Marinated in a Mint Syrup

Salad of Avocado, Smoked Charnwood Cheese, Apple and Crispy Bacon
with a Light Honey Mustard Dressing

**

Filo Parcel of Chicken with Boursin Cheese served on a Sun Dried Tomato and Olive
Casserole with Diced Potatoes and Light Tomato Sauce

Roast Sirloin of Beef with Roast Potatoes, Batton Carrots, Green Beans, Yorkshire Pudding
and a Rich Red Wine Sauce

Char Grilled Vegetable and Mozzarella Tower with Parisian Potatoes, Balsamic Syrup and
Tomato Coulis

**

Exotic Fruit Salad Laced with Malibu and served with Mango Cream

Apple and Cinnamon Cheesecake with Chantilly Cream

Warm Apple Strudel with Vanilla Sauce

**

Coffee with Petit Fours

Additional Supplements

Sorbet £2.50 per person

English and Continental Cheese Board £2.95 per person



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Premium Wedding Package **£45.00 per person**

Please select one item per course.

On Arrival a Glass of Red or White Wine per person
½ Bottle of Wine per person with the Meal

**

A Selection of Canapés
Oak Smoked Salmon on Toast
Marinated Goats Cheese
Sun Dried Tomato & Asparagus Filo Nest

**

Carrot and Coriander Soup with Herb Croutons
½ a Galia Melon with Strawberries and Marinated in a Mint Syrup
Salad of Avocado, Smoked Charnwood Cheese, Apple and Crispy Bacon
with a Light Honey Mustard Dressing

**

Filo Parcel of Chicken with Boursin Cheese served on a Sun Dried Tomato and Olive
Casserole with Diced Potatoes and Light Tomato Sauce
Roast Sirloin of Beef with Roast Potatoes, Batton Carrots, Green Beans, Yorkshire Pudding
and a Rich Red Wine Sauce
Char Grilled Vegetable and Mozzarella Tower with Parisian Potatoes, Balsamic Syrup and
Tomato Coulis

**

Exotic Fruit Salad Laced with Malibu and served with Mango Cream
Apple and Cinnamon Cheesecake with Chantilly Cream
Warm Apple Strudel with Vanilla Sauce

**

Coffee with Petit Fours

**

Additional Supplements
Sorbet £2.50 per person
English and Continental Cheese Board £2.95 per person



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Wedding Menu A

£40.00 per person

Please select one item per course.

Wild Mushroom and Sorrel Soup
Asparagus Soup finished with Fresh Cream and Chives
Avocado and King Prawn with Tomato Crème Fraiche and Chive Dressing
Salad of Smoked Chicken with a Julienne of Vegetables and Mango Coulis
Salmon and Monkfish Terrine on a bed of Crisp Mixed Leaf Salad with Herb Mayonnaise

**

Oven Roasted Chicken Supreme Stuffed with Wild Mushrooms and served with Sautéed
Mange Tout, Parisian Potatoes and a Creamed Leek Sauce
Pan Fried Duck Breast with Fondant Potatoes, Mixed Buttered Greens and a Light Cassis
Jus, Garnished with Fresh Berries
Grilled 3 Bone Rack of Lamb with Baby Squash, Sugar Snap Peas, Châteaux Potatoes and a
Sweet Apricot Sauce
Roast 6oz Beef Fillet Crusted with Mushrooms and served with Dauphinoise Potatoes, Baby
Vegetables and a Rich Red Wine Sauce
Pan Seared Pork Fillet with Creamed Caraway Seed Savoy Cabbage, Mange Tout, Roast
Potatoes and a Grain Mustard Sauce
Salmon Fillet Wrapped in Filo Pastry with Olive and Shallot Risotto, Buttered Asparagus
Spears and Sauce Choron
Wild Mushroom and Asparagus Strudel with White Bean Cassoulet and Deep Fried Rocket
Roast Pumpkin Curry with Basmati Rice, Naan Bread and Mini Popadums

**

Raspberry Mille Feuille with Mixed Berry Compote
Profiterole Tower with Baileys Icing, Rich Chocolate Ganache and set on
a bed of Shortbread Biscuit
Brandy Snap Basket Filled with a Trio of Ice Cream, served with a Raspberry Coulis
Fruit Flan with Vanilla Sauce
Raspberry Pavlova with Chocolate Sauce

**

Coffee with Petit Fours

**

Additional Supplements
Sorbet £2.50 per person
English and Continental Cheese Board £2.95 per person



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Wedding Menu B

£37.00 per person

Please select one item per course.

Carrot and Coriander Soup with Herb Croutons
Leek and Pear Soup with Chives
½ a Galia Melon with Strawberries and Marinated in a Mint Syrup
Salad of Avocado, Smoked Charnwood Cheese, Apple and Crispy Bacon
with a Light Honey Mustard Dressing

**

Filo Parcel of Chicken with Boursin Cheese served on a Sun Dried Tomato and Olive
Casserole with Diced Potatoes and Light Tomato Sauce
Pan Fried Guinea Fowl Supreme with Roast Châteaux Potatoes, Buttered Mange Tout with
Peas and a Red Currant Jus
Roast Sirloin of Beef with Roast Potatoes, Batton Carrots, Green Beans, Yorkshire Pudding
and a Rich Red Wine Sauce
Loin of Pork with Sliced Carrots, Sugar Snap Peas, Croquette Potatoes and a Mushroom and
Onion White Wine Cream
Fillet of Salmon with Sautéed Leek and Fennel, Buttered Cocotte Potatoes and a Tomato and
Chive Beurre Blanc
Asparagus Pea and Broccoli Risotto with Parmesan Crisps and Rocket Leaves
Char Grilled Vegetable and Mozzarella Tower with Parisian Potatoes, Balsamic Syrup and
Tomato Coulis

**

Exotic Fruit Salad Laced with Malibu and served with Mango Cream
Apple and Cinnamon Cheesecake with Chantilly Cream
Duo of Chocolate Mousse with a Bitter Sweet Orange Sauce
Blackcurrant Teardrop served with a Mixed Fruit Coulis
Warm Apple Strudel with Vanilla Sauce

**

Coffee with Petit Fours

**

Additional Supplements
Sorbet £2.50 per person
English and Continental Cheese Board £2.95 per person



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Children's Menu
Aged 2-12 yrs £12.00 per child
Please select one item per course

Tomato soup with Herb Croutons
Melon and Strawberry Boat
Chicken Caesar Salad
Vegetable Crudities with Dips
Cold Cut Meats
Pork Pie with Cheese and Pickle

**

Char-grilled Vegetable Pizza with Mixed Leaves
Vegetable Lasagne with Chips
Plaice Goujons with Baked Potato and Peas
Beef Sausages and Mashed Potato
Minute Sirloin Steak with Grilled Tomato and Chips
Chicken Nuggets with Baked Beans and Chips
Grilled Salmon Fillet with green Beans, New Potatoes and Tomato Sauce
Two Lamb Cutlets with hash Browns, Buttered Carrots, Green Beans and a Light Gravy

**

Fresh Fruit Salad with Sorbet
Chocolate Muffin with Custard
Selection of Ice Cream with Chocolate Drops
Crepes with Chocolate Sauce or Ice Cream
Bread and Butter Pudding with Custard



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Decorated Hot & Cold Buffet
£37.00 per person
Minimum Numbers 30 persons

Cold buffet

Whole poached garnished salmon platter
Smoked salmon with lemon herb dressing
Prawn and rocket salad with Marie rose sauce
Tomato and mozzarella platter with balsamic syrup
Greek salad with feta cheese
Marinated herb roasted vegetables
Selected cold cut meats with dips
Smoked chicken and mango salad

Hot buffet

Sliced roast rib of beef with Yorkshire pudding and horseradish sauce
Oven roasted chicken supreme with leek and mushroom cream sauce
Pan fried Fillets of red mullet
Spinach and ricotta cannelloni with tomato and parmesan crust
Herb roasted new potatoes
Lyonnais potatoes with tarragon
Medley of carrots and green beans with shallot butter
Vegetable rice with light spice seasoning

Desserts

Fruit platter
Selection of mousses
Selection of cheesecakes
Profiteroles with chocolate sauce
Selection of continental cheeses with crackers



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Evening Finger Buffet Menu

Choose any 7 items below for £13.50 per person
Choose any 10 items below for £15.00 per person

Any additional items will be charged separately

Vegetarian (all £2.25 each)

Gazpacho Shots
Selection of Marinated Olives
Selection of Wraps
Cream Cheese and Chive on Celery
Mini Baked Potatoes with Sour Cream
Vegetable and Coriander Samosas
Mini Cream Cheese and Chive Bagels
Deep Fried Mushrooms with Garlic Dip
Tempura Vegetables
Falafel with Yoghurt
Houmous filled Tarts

Meat (all £2.75 each)

Duck Spring Rolls with Hoi sin Sauce
Honey and Sesame Glazed Sausages
Chicken Saté with Chilli Dip
Spiced Chicken Wings
Asparagus wrapped in Black Forest Ham
Lamb Kofta Kebab
Mini Sausage Rolls
Duck and Orange Pâté on Baguette
Mini Toad in the Hole
Sliced Roast Beef with Horseradish on Rye Bread
Mini Burgers with Buns

Fish (all £2.95 each)

Filo Coated King Prawns
Mini Fish Cakes with Tzatziki
Goujons of Plaice with Tartar Sauce
Salmon and Spinach Brochettes
Taramasalata filled Tartlets
Tempura Prawns
Mini Fish and Chips

Coffee Station

Serving a selection of Teas & Coffees
At £2.30 per person

We cannot guarantee that any product on this menu is totally free from nuts or nut derivatives



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Wedding Drinks Packages

Please select only one package for all your guests.

<p>Package 1 £15.50 per guest</p> <p>On Arrival 1 glass of House Wine or Orange Juice per guest</p> <p>With the Meal 2 glasses of House Wine per guest Jugs of Iced Water on the Tables</p> <p>With the Speeches 1 glass of Sparkling Wine per guest</p>	<p>Package 2 £16.50 per guest</p> <p>On Arrival 1 glass of Bucks Fizz or Orange Juice per guest</p> <p>With the Meal 3 glasses of House Wine per guest Jugs of Iced Water on the tables</p> <p>With the Speeches 1 glass of Sparkling Wine per guest</p>
<p>Package 3 £19.50 per guest</p> <p>On Arrival 1 glass of Bucks Fizz or Fruit Cup per guest</p> <p>With the Meal 2 glasses of House Wine per guest 2 Bottles of Mineral Water on each Table</p> <p>With the Speeches 1 glass of Sparkling Wine per guest</p>	<p>Package 4 £21.50 per guest</p> <p>On Arrival 2 glasses of Bucks Fizz or Fruit Cup per guest</p> <p>With the Meal 2 glasses of House Wine per guest 2 Bottles of Mineral Water on each Table</p> <p>With the Speeches 1 glass of Champagne per guest</p>

**Why not offer Canapés during your drinks reception?
See the attached Menu for details and prices.**



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Weddings Bookings Conditions

In order to help our customer to understand certain aspect of booking process we put together the following booking conditions. We've tried to make them as straightforward as possible, if however, you have any questions please feel free to speak to us before you sign them.

1. Booking Confirmation

- (i) Any booking is considered provisional until the hotel receives a signed copy of these terms from you along with the appropriate deposit, receipt of which will be your acceptance of these terms
- (ii) All Provisional wedding bookings should be confirmed within 14 days of booking and a non-refundable deposit of £500 per event is required to secure the confirmation
- (iii) All bookings must also be accompanied by a signed agreement

2. Guest Numbers and Accommodation

- (i) Wedding guests are offered special stop over rates of £75 per double room and £65 per single room, including bed and breakfast and complimentary use of the Livingwell Health club facilities. Rooms to be booked and paid for direct with Reservations
- (ii) Provisional numbers are required at the time of booking and the hotels minimum charge for the services booked will be based on those numbers
- (ii) Guests are responsible for booking and organising payment for their own accommodation at the end of their stay
- (iii) However if the Bride and Groom wish to guarantee room bookings they are responsible for providing the final guest numbers and details 14 days prior to the event. The final charge payable will be based on this number or the actual number attending, whichever is the greater and provided that the minimum charge has been exceeded
- (iv) Any bedrooms on hold as free sale which are not taken one month before the event will be released as they have not been guaranteed

3. Payment

- (i) 50% of the balance is required no later than 3 months prior to the event and full balance payment must be completed no later than 2 weeks before
- (ii) It will be necessary to hold a credit card number on file for any extra charges that may occur, for example bar tabs etc
- (iii) We regret that all payments received, including deposits, are non-refundable and non-transferable

4. Cancellation by us because of events beyond our control

- (i) If the final amount is not settled in advance (see clause 3 (i) above) the hotel reserves the right to cancel the booking
- (ii) In the unlikely event that the hotel is obliged to cancel the event, for any reason other than those stated above, all monies will be refunded or an alternative date or location will be offered, without liability to the hotel or Hilton



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5. What happens if I cancel?

(i) No one wants to have to cancel however sometimes circumstances are beyond your control. Although we will do everything within our ability to help you should any such circumstances arise, there needs to be an agreed cancellation policy. For details please refer to Hilton terms & conditions for events,

6. Corkage

(i) We have based our prices on the assumption that we will be providing all the drinks for your party during the event therefore we do not allow for clients to bring on site their own beverages.

(ii) No additional food or beverage of any kind, other than that previously agreed with by us, is permitted into the hotel by party organisers or guests

7. Insurance

(i) You may wish to consider arranging some insurance to cover the possible cost of cancellation and other liabilities. Please bear in mind that any such agreements would be solely between yourselves and the insurance company involved

All prices shown are inclusive of VAT, but may be subject to changes of rate and any other relevant taxes/levies at the current prevailing rate in force on the date of the event.

Client Name: _____

Date: _____

Client Signature: _____



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Preferred Suppliers List

Florists

Amie Bone Flowers	01923 220177 www.amieboneflowers.com
The Flower Pot Cindy Annice Hayers	01442 390461 www.hemelflorists.co.uk
Natures Scent Denise Eagell	07950 414887 www.naturesscent.co.uk
Petals and Pastries Nikki or Claire	07931 387037 0208 9588658
Gertie's Bloomers Gail Samuels	0208 9594972 www.gertiesbloomers.com

Photographers

Rock Shots Ian Rock	01923 245740 ltrocks1@mac.com
Will Dennehy Photography Will Dennehy	0208 4281722 www.willphoto.co.uk
Wedding Videos	07729 852054 www.videomagic.tv

VM Events

vmevents@yahoo.co.uk

Toastmasters/Master of Ceremonies

James Higgs	0208 4406412 info@jhtoastmaster.co.uk www.jhtoastmaster.co.uk
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Wedding Planners

The Wedding Planner Sarah Wormald	01462 452111
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Décor & Chair covers

Amie Bone	01923 220177 www.amieboneflowers.com
Wedding Lounge	0208 8078121 coulla@theweddinglounge.co.uk
Carrara quality Linen	0208 2081010



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Ionna House	linen@gfw.co.uk
Floatations Karen Lorriman	01923 670052 floatations@hotmail.com
Toast of the Town	01727 841828 07887851338
Cake Suppliers	
Cakes on the Net Carole Gascoine	01462 631767 www.cakesonthenet.com
DJ and Entertainment	
DJ Rizzo djrizzo@sky.com	07966 412103
Eva Bridges (Singer)	01923 288177
Miss Crystal Candy-Floss Drag Artist Extraordinaire	07877070862 01202 568356
The Charlotte Collingwood Band Charlotte Collingwood	07904 229976
Technical Services	
Soundcheck Graham Beckhouse Jason.newman@soundcheckltd.co.uk	01923 253317
Event Management	
Up Town Events Adam Phillips	0870 1226969 www.uptownevents.co.uk
Occasions	0207 7027775 www.occasionservices.com
Cars and Limos	
Hertfordshire Wedding Cars www.hertfordshireweddingcars.co.uk	01442 255752
Bridal Wear	
Brides	01992 534523
The Dressing room	01920 462049