

# *Your Wedding Day*

*At the*



*Welcome to the Lismore House Hotel located in the heart of the beautiful heritage town of Lismore, Co Waterford. We are delighted to have the opportunity of creating one of the most memorable days of your lives and we shall endeavour to make your Wedding Day truly unique and special to you both.*

*The Lismore House Hotel has been completely restored and refurbished to retain the glory of its Georgian old world style and charm and reflect the heritage of Lismore Castle and its surrounds. Our Lismore Suite reflects this through its décor and splendid views of Lismore Castle and Millennium Park.*

*We look forward to looking after you in true traditional Irish style and to offering you the best in personal service and attention to detail. With intimate luxury surroundings, a carefully trained friendly team and the commitment to the highest levels of customer care, we look forward to your Wedding Day and to giving you and your guests the Royal Treatment*

**Lismore House Hotel**

*Management Team*

# *Lismore House Hotel Wedding Services*

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## **Accommodation**

As our Bride and Groom you will enjoy complimentary use of Bridal Suite on your wedding night. Special Bed and Breakfast Rates are available for your guests on the night of your Wedding. We are also happy to provide an allocation of up to 15 rooms with discounted rates available. Leisure Break Rates are also available and are ideal for guests staying for two or three nights. These rooms must be reserved through the Bride and Groom only, unless otherwise stated. Please note that check - in time is 4pm - should you require a room before this time we would recommend you to reserve it from the night previous. A credit card guarantee is required to hold the reservation.

## **Bar Extension**

A bar extension is available at a cost of €275.00 which will allow the bar to remain open until 1.30am with music and dancing until 2am on Friday and Saturday nights. It is necessary to book at least six weeks in advance.

## **Cake Stand and Knife**

A selection of Cake Stands are available for you to choose from.

## **Chair Covers, Linen Table Cloths and Napkins**

The Lismore Suite Finishing Touches include chair covers, linen table cloths and napkins. Chair Covers @ €6.00 per chair. Chair Covers complimentary for top table.

## **Children**

Children are always welcome at the Lismore House Hotel and a special menu can be made available or half portions served if preferred. For children staying in the Hotel, Playstation 2 is available.

## **Corkage**

Corkage is available at a cost of €8.00 per bottle opened. Please ensure all beverages are delivered 24 hours before reception

## **Candelabras or Floral Decorations**

Our Finishing Touches for our tables are created with Candelabras or Fresh Flowers. However, should you require specific colours or flowers, please consult a member of our management team who can advise you on any additional cost. We are also happy for you to supply your own arrangements.

## **Evening Reception**

Please find to following some sample choices for your Evening Reception. We kindly request that you advise the Hotel 48 hrs in advance, of the numbers attending your Evening Reception, in order to provide our high level of service.

## **First Anniversary**

On the occasion of your First Anniversary you will receive a complimentary Anniversary Dinner Voucher for Two.



# *For You with Our Compliments....*

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Red Carpet and Champagne Welcome for you, the Bride and Groom and your Bridal Party.

Complimentary Tea, Coffee, Biscuits, Orange Juice and C napes on Arrival for your Guests.

## **Wedding Co-Ordinator**

Our Wedding Co-Ordinator will assist you from the day you choose the Lismore House Hotel for your Special Day.

## **Photographs**

A choice of locations – in our classical Georgian surroundings, in the magnificent gardens of Lismore Castle or adjacent to the Hotel in the landscaped Millennium Gardens. (Subject to availability & seasonal restraints)

## **Choice of Candelabras or Floral Decorations for the Lismore Suite Tables**

## **Linen Table Cloths and Napkins**

## **Table Plan**

Personalised Menu Cards and a Table Plan can be prepared for your Wedding Reception. Seating arrangements will be discussed with you prior to your happy event. Seating arrangements must be confirmed 48 hrs in advance.

## **Cloche Service**

Top table only. Additional cost for guests  2.00 per cloche.

## **Cake Stand and Knife**

A selection of Cake Stands are available for you to choose from.

## **Microphone for Speeches**

## **Ample Car Parking for Guests**

## **Additional Arrangements**

We will be delighted to assist you in arranging of all details including cake, cars, bands, photographers and other related services.

## **Wedding Night**

On your wedding night you are our special guests with our compliments in our Bridal Suite. You will receive Champagne, Fruit and Chocolates on arrival with Champagne Breakfast served to your room the following morning.

## **Special Bed and Breakfast Rates for your Guests on the night of your Wedding with Room Service Breakfasts the following morning.**

## **First Anniversary**

On the occasion of your First Anniversary you will receive a complimentary Anniversary Dinner Voucher for Two.



**Menus – Personalised for You**

Our selection of wedding menus are enclosed but we are more than happy to create a personal menu for vegetarians or other diets. Personalised souvenir menus are also provided on each table.

**Photographs**

A choice of locations – in our classical Georgian surroundings, in the magnificent gardens of Lismore Castle or adjacent to the Hotel in the landscaped Millennium Gardens.

**Red Carpet and Champagne Welcome**

Red carpet and Champagne welcome for you, the Bride and Groom and your Bridal Party.

**Table Plan**

We can advise you on table plans for your Reception and discuss the layout you would prefer in accordance with your numbers.

**Toast**

You can choose from “a Choice of Drink from the Bar” for your Toast or a selection of sparkling wines and champagnes are available. Please see our extensive Wine list.

**Wedding Co-Ordinator**

Our Wedding Co-Ordinator will assist you from the day you choose the Lismore House Hotel for your Special Day.

**Wedding Night**

On your wedding night you are our special guests with our compliments in our Bridal Suite. You will receive Champagne, Fruit and Chocolates on arrival with Champagne Breakfast served to your room the following morning.

**Wines**

We have compiled an extensive range of wines for you to choose from. Our full Restaurant Wine List is also available on request. Prices are per Bottle and charged on a consumption basis (all 4 / 5 glasses per bottle).



# Midweek Wedding Specials

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Should you decide on a midweek wedding Monday through Thursday, we are delighted to offer you the following: -

## **Drinks Reception**

Complimentary Summer Punch Bowl or Winter Mulled Wine, Tea, Coffee, Biscuits, Orange Juice and C napes on arrival for your Guests.

## **Wedding Co-Ordinator**

Our Wedding Co-Ordinator will assist you from the day you choose the Lismore House Hotel for your Special Day.

## **Winter Midweek Menu**

A Special 10% Midweek Discount off your Chosen Menu.  
(Not available with any other offer)

## **Photographs**

A choice of locations - in our classical Georgian surroundings, in the magnificent gardens of Lismore Castle or adjacent to the Hotel in the landscaped Millennium Gardens. (Subject to availability & seasonal restraints)

## **Linen Table Cloths and Napkins**

The Lismore Suite Finishing Touches include Linen Table Cloth and Napkins.

## **Table Plan**

Personalised Menu Cards and a Table Plan can be prepared for your Wedding Reception. Seating arrangements will be discussed with you prior to your happy event. (48hrs in advance)

## **Cloche Service**

Complimentary Top Table. Additional cost for wedding guests  2.00 per person.

## **Microphone for Speeches**

## **Ample Car Parking for Guests**

## **Additional Arrangements**

We will be delighted to assist you in arranging of all details including cake, cars, bands, photographers and other related services.

# Your Wedding Checklist

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Please use this checklist to organise and plan your wedding arrangements right up to the eve of your wedding.

## 12 Months

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- Book your reception at the Lismore House Hotel.
- Arranging wedding ceremony with church.
- Book entertainment, church, band, DJ etc.
- Book your honeymoon – make arrangements for first night.
- Book your photographer / video company.

## 6 to 8 Months

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- Compile guest list with both families.
- Choose bridesmaids, best man, ushers, page boys.
- Shop for dresses and accessories.
- Decide on men's outfits and arrange hire (if necessary).
- Book transport or liase with friends / family.
- Order wedding cake.
- Organise trousseau outfit.
- Make wedding gift lift.

## 4 to 6 Months

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- Finalise church arrangements (music, flowers, fees etc).
- Order stationery (invitations, serve sheets etc)
- Organise floral arrangements (church, bouquets, reception etc).
- Arrange transportation to the church and reception, etc).
- Purchase your wedding rings.

## 3 Months

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- Buy gifts for bridal party.
- Finalise honeymoon / wedding night details.
- Meet with your officiant to discuss the ceremony.
- Book your hairstylist and make-up artist.
- Organise your wedding license and all relevant documents.

## 2 Months

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- Post invitations.
- Record acceptances and refusals.
- Register your gift list.
- Write and print your wedding vows and programme.

## 1 Month

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- Finalise with Hotel Reception numbers and seating plan and menu arrangements.
- Final fittings and collection of wedding clothes.
- Visit hairdresser.
- Practice wedding make-up
- Try on dress, shoes, headwear etc.
- Enjoy Hen and Stag parties.
- "Break In" your Wedding Shoes!
- Write toasts for the rehearsal dinner and reception.

## 1 Week

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- Full rehearsal of wedding (time journey going to church).
- Finalise honeymoon arrangements – luggage to hotel etc.
- Make final check – cake, flowers, photographer.
- Final numbers and table plan to the hotel.
- Assign responsibilities to your wedding party (handing out corsages, greeting and seating guests etc)
- Relax and enjoy your big day – let us look after you!

# *Top Table Layout*

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It Is Usual For The Bridal Party, Although Not Essential, To Have A Top Table.  
The Diagram Below Indicates The Most Popular Seating Plan Used. However, Other Seating  
Arrangements And Plans Can Be Discussed On Request.

- Clergy
  
- Groom's Father
  
- Bride's Mother
  
- Groomsman
  
- Best Man
  
- Bridegroom
  
- Bride
  
- Chief Bridesmaid
  
- Bridesmaid
  
- Bride's Father

# *Toast And Speeches After The Meal*

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A sample of toasts and speeches are recorded below. The Best Man will be advised on the day of the Wedding on the following: - arrival of Bride & Groom to our Lismore Suite, Grace before Meals, Cutting the Cake, Speeches, etc - by a member of our Management Team.

Traditionally the cake is cut after the meal, however, it is more usual that the Bride and Groom cut the cake after the main course. This allows the Hotel to serve the cake with teas and coffees.

After the wedding breakfast comes the toasts and speeches.

The Best Man asks the Bride's Father to propose a toast to the Bride and Groom and their future happiness.

The Best Man calls upon the Groom's Father to say a few words.

The Best Man calls upon the Groom to make a speech on behalf of his wife and himself, finishing with a toast to the Bridesmaids.

The Best Man then answers on behalf of the Bridesmaids and continues with his speech. Should there be any further speeches, (the Bride), the Best Man introduces each person.

The Best Man then reads the cards and telegrams of good wishes.

Clergy says Grace after the meal.

Co-ordinate the Bride and Groom and Wedding Party for the first dance.

It is wise to keep the speeches brief. Too many are long and rambling when they should be short and to the point. The reading of countless telegrams and cards can also make guests uncomfortable and fidgety.



# Guidelines and Conditions of Bookings

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- > All prices are inclusive of VAT.
- > Please note that menu prices are subject to change due to unforeseen tax or price inflations, in such an incident 28 days notice prior to date of event will be given of price change.
- > A provisional booking will be held for a two week period, after this it will be automatically released.
- > A deposit of €1500.00 (which is non-refundable) is required to confirm your wedding date. The perspective Bride and Groom must always meet a member of management by appointment prior to acceptance of the first deposit.
- > Deposits must be made in person to the hotel, otherwise the hotel reserves the right to cancel the booking.
- > The hotel reserves the right to cancel any function without obligation and to refund any deposit and to cancel a function booked under false pretence or by a third party.
- > A further €1000.00 non-fundable deposit is required six month prior to your wedding.
- > Notification of cancellation or change of date must be confirmed in writing.
- > The deposit is refundable if a written cancellation is received 6 months prior to reception on condition that we resell the date.
- > In keeping with Food Safety Legislation only food and beverages prepared on the premises may be consumed within the hotel- with the exception of your Wedding Cake.
- > Menus must be confirmed to the hotel one month prior to your wedding day.
- > Approximate numbers of guests must be given to the hotel one month prior to your wedding day and final confirmation 48 hours prior to your reception along with your table plan.
- > The final number given are the numbers you will be charged for on the day, except if the numbers increase, in which case the larger numbers will be charged for.
- > The hotel on request will hold 15 rooms (subject to availability) at our one night rate which will be agreed the both hotel and bridal couple, a rooming list is requested for rooms reserved by Bride and Groom.
- > Rooms not booked will be automatically released 4 weeks before the event.
- > All other rooms over the allocation are subject to availability and are based on first come first served basis.
- > Rooms reserved by the Bride and Groom require 48 hours notice for cancellation otherwise vacant rooms will be billed to the Bride and Groom.
- > Hotel Bar extension runs until 1.30am and music is finished at 2am. The residents bar closes at 3.30am or at the discretion of the manager on duty. This applies on Friday and Saturday nights
- > Bar extension €275
- > Please allow give six weeks notice for Bar Extension.
- > All music must be finished by 2am.
- > It is hotel policy that the final account must be settled upon departure. Payment may be paid by cash, cheque or credit card.

Bride & Groom are responsible for any damage made to the hotel property or any refunds given due to excessive noise from Wedding Party

Please confirm agreement to booking terms and conditions as listed above and within the Lismore House Hotel Wedding Brochure

Brides Signature .....

Grooms Signature .....

Hotel Management .....

Date: .....

