



*I do...*



**WOODLANDS HOTEL**



# *Congratulations*

on your forthcoming wedding

Every couple to be married dream of the perfect Wedding Day and we're here to help make your dream come true. We guarantee to do everything we can to ensure you and your guests enjoy a memorable day, for all the right reasons!

Our Management and Staff have years of experience and give exceptional personal service. When you book your Wedding with us you'll have a dedicated Wedding Advisor to help plan everything down to the last detail.



# The Hotel

## The Ceremony

Woodlands Hotel is an ideal venue to hold the ceremony, wedding breakfast and evening reception all under one roof. In between formalities, guests can mingle within the hotel or grounds while you're having your photographs taken in the woodland gardens.

## The Wedding Breakfast

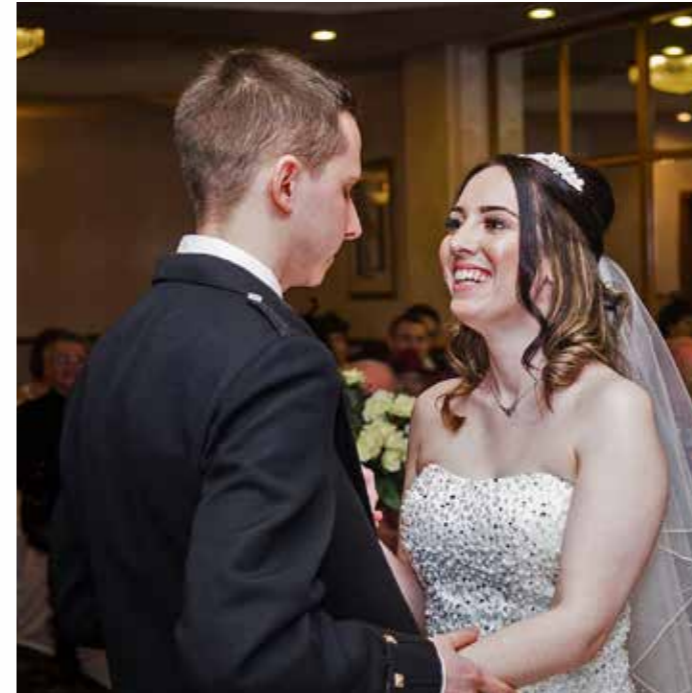
The Ballroom can accommodate any number between 30 and 120 for your wedding breakfast. A smaller number than 30 would suit our Library.

## The Evening Reception

The Ballroom is a self contained space with fantastic sprung dance floor, bar and cloakroom. There is staging for a band or DJ and ample parking facilities.

## Accommodation

With 65 stylish guest rooms, a leisure club, fully equipped gym and resident masseuse, staying at the hotel before and on the day of your wedding will be a relaxing and enjoyable lead into the big day. Wedding guests receive discount rates and the happy couple have the night included when they book a wedding package.



We think we've got all bases covered with our packages, however, if you'd like something a little more bespoke, just talk to one of our Wedding Advisors. You can add to what we have included in the package, or, you can start from the base and build the package around your budget.



## ADDITIONAL INFO

### YOUR TABLE PLAN

The maximum number of guests at each table is 10. We will need your Table Plan and all your Placecards at least 4 days before your Wedding date. We can print your Table Plan for you, but will require a hand written copy. Please highlight any guests who have any special dietary requirements. Also, mark the ages of children on the plan and if they require a highchair.

### YOUR WEDDING CAKE

If you are delivering your cake to the hotel yourself, it can be handed in the day before the Wedding and we will store it overnight. Alternatively, if the person who made your cake is delivering it, they can assemble it on the day of your Wedding.

### YOUR LUGGAGE ARRANGEMENTS

If you wish to leave luggage for the day after your Wedding Reception, we can keep it in safe storage. Hand it in the day before and make sure it's clearly marked with your name and the date of the Wedding.

### CONFIRMING NUMBERS AND FINAL PAYMENT

We require the final numbers for your Day and Evening Guests one week prior to your Wedding date. We also need the outstanding balance due, which will include payment for any additional guests.

### YOUR WEDDING FAVOURS

Deliver your Wedding Favours to the hotel along with your Table Plan and Placecards at least 4 days before your Wedding date.

### YOUR PLACECARDS

- Organise your Placecards for each table
- Put the Placecards in order, starting with the guest who will have their back to the Top Table and work clockwise
- Put your Placecards in envelopes marked clearly with the Table Number
- Draw a diagram on the outside of each envelope and write the names of the guests

## TERMS AND CONDITIONS

### BOOKING

A provisional booking is held for 21 days. The booking will be released unless we hear from you within 21 days of the provisional booking.

### DEPOSIT

A minimum deposit of £500.00 is required to confirm your booking. This is non-refundable and non-transferable.

### PAYMENT

A further £750.00 is payable 6 months prior to the event date. All monies once received are non-refundable. Full payment is due 1 week prior to the event date.

### CANCELLATION

If you have to cancel or postpone your confirmed booking, the hotel will charge a cancellation fee from the date written notice is received as follows:

More than 26 weeks – All deposits received are non-refundable, however, no additional charge will be made.

13 – 26 weeks – 50% of the estimated value.

0 – 12 weeks – 100% of the estimated value.



## WOODLANDS HOTEL

13 Panmure Terrace, Broughty Ferry, Dundee DD5 2QL  
T. 01382 480033 E. [reception@woodlandsdundee.co.uk](mailto:reception@woodlandsdundee.co.uk)

[www.woodlandsdundee.co.uk](http://www.woodlandsdundee.co.uk)

