# THE EMPRESS HOTEL

# WEDDING BROCHURE

2024
EDITION

# To the Lucky Couple

Thank you for your recent enquiry with The Empress Hotel for our Wedding details; please accept our congratulations on your forthcoming marriage.

The Empress Hotel has an enviable reputation for it's warm hospitality, professional service and attention to detail, along with a great location on the Central Promenade overlooking Douglas Bay.

We offer a choice of two Wedding Suites. The fully refurbished Prince Albert Suite can accommodate up to 180 people in air conditioned comfort and the smaller Connaught Suite which has seating for 50 and features natural daylight and air conditioning. The refurbished Piano Bar at the main entrance to the Hotel is also ideally
suited to welcome your guests for drinks and is a great place for them to mingle throughout the day and evening.

The Empress Hotel is also approved for Civil Marriages & Civil Partnerships with further details and prices available on page 4.

Whether you are planning a small intimate gathering, a large formal Wedding or just an evening reception, The Empress Hotel is the perfect venue with some great menu options and packages available to suit all budgets.

Please email our Conference & Banqueting department on conference@theempresshotel.net or call us on 01624 661155 should you wish for us to show you round the facilities we have to offer and to discuss your individual requirements.

Please also see our terms & conditions on page 14 for details of our deposit and payment schedules along with some important booking conditions.

We look forward to hosting your Wedding Reception, so please feel free to contact the Hotel if we can can help in any way.

Yours sincerely,

Events Team

**The Empress Hotel**

# A very warm Welcome...

We hope that many of your friends will decide to stay with us on your special day, and so we offer guests attending weddings at the Hotel, reduced rates (these may vary throughout the year), but are always lower than our published rates to the general public on the same dates.

Please call reservations on 01624 661155 to enquire for your specific dates and please mention that you are attending a wedding at the Hotel to receive the lowest rates available.

To help with your planning, we have provided a summary below of facilities at The Empress Hotel to help you and your guests plan their stay more easily.

- 104 bedrooms including family rooms, many sea facing rooms, Suites and the Penthouse
- All bedrooms are ensuite and offer tea and coffee making facilities, Freeview televisions and free Wi-Fi.
- Seaview rooms, Suites and the Penthouse also offer all Sky Entertainment channels, and have been furnished to offer a modern and contemporary look and feel.
- All room rates include breakfast which is available from 6.45am to 10am daily. (Seasonal hours, subject to change)
- The Brasserie Restaurant is open daily from 6pm to 9.30pm Monday to Sunday and on Sunday lunch from 12.30pm to 2.30pm.
- The Piano Bar is open daily from mid morning to late, and offers bar meals until 9.30pm, a large screen TV with all major sporting events from Sky as well as our resident pianist at weekends during the winter and up to four nights a week during the summer.
- Local shopping in the Strand Street Shopping area is around 10 minutes walk away from the hotel
- The ferry terminal is within 10 minutes walk of the Hotel.
- Ronaldsway Airport is about a 20 minutes taxi ride from the Hotel.
- The Empress unfortunately does not have any parking on site, but the Promenade offers free parking in front of, and close to the building, although spaces can be limited at busy times. Please check the website for more details.
- 24 hour reception

# Ceremonies

## Civil ceremonies & civil partnerships

Our Connaught Suite is licensed for 60 guests and The Prince Albert Suite is licensed for 180 guests, for civil ceremony and civil partnerships and these numbers should include the registrars, bride and groom.

We would require a minimum of 60 - 90 minutes to turn either room round after the ceremony has finished, before the Wedding Breakfast could start in the same room, and guests would normally move to the Piano Bar for drinks and photographs during this time.

However, for up to 60 guests, we would generally offer the Connaught Suite for the ceremony, and then use the Prince Albert Suite for the reception, which would allow each room to be fully set and decorated before your guests arrived.

We charge a room hire fee for civil ceremonies with rates for the Connaught Suite starting from £500 for the red carpet and the covered chairs with sash, which are moved back into the Prince Albert Suite for the Wedding Breakfast. The Prince Albert suite rates start from £600, depending on the time of year and our availability.
Please ask for an exact quote when you contact us.

Fees for the Registrars and all of the arrangements to book the ceremony should be made directly with the Registrars Office on 01624 687039 or email civil@registry.gov.im

# Afternoon Tea Wedding Package

A recent trend is to offer your guests Afternoon Tea rather than a formal three course meal for the Wedding, and our selection of sandwiches, cakes and treats is great value and can be served at each table individually or from a buffet station.

**Sparkling Deluxe Afternoon Tea**

Smoked Salmon Pin Wheels

Plus A Mixed Selection of Finger Sandwiches:

Roast Ham, English Mustard
Prawn Marie Rose
Egg Mayonnaise
Smoked Salmon & Cream Cheese
Chicken Mayonnaise
Cheddar Cheese and pickle

On white or brown bread

Warm Homemade Scones with Clotted Cream and Strawberry Jam & a selection of Cakes and Treats

Warm Chocolate Fondue
with a Fresh Fruit and Marshmallow dip

2024 - £30.95 | 2025 - £31.95 | 2026 - £32.95
Including a Glass of Sparkling Wine and Room Hire

# Engagement Parties, Family Gatherings & Hen Nights

The Empress Hotel is also a great venue to hold your Engagement Party or Hen Night before the Wedding with catering provided in The Brasserie Restaurant or for a more informal meal, within the Piano Bar.

Often, when family and friends are staying the night prior to the Wedding, it is nice for everyone to meet up and enjoy a meal together in a more relaxing atmosphere than the formal Wedding Day itself.

Please see our latest menus at **www.theempresshotel.net** and bookings can be made with reception on **01624 661155** or email **reservations@theempresshotel.net**

# Empress Winter Wedding Package

Available October & November – January to March

**THE EMPRESS WINTER WEDDING PACKAGE**

Based on 40 day guests & 60 evening guests

- Connaught Suite Civil Wedding Reception Room Hire
- Red Carpet in the Ceremony Room
- Welcome Drink of a Glass of Prosecco
- Glass of House Red or White Wine with the Meal
- Glass of Sparkling Wine to Toast
- Use of our Cake Stand and Silver Cake Knife
- Set Three Course Wedding Menu
- Winter Themed Table Centre Pieces
- Evening Finger Buffet with a Choice of 7 Items
- 40 Lycra Chair Covers and Coloured Sash
- White Table Linen & Napkins
- Resident DJ for the Evening Reception
- Seaview Double Room for the Bride and Groom

2024 - £3,750 | 2025 - £3,895

2026 - £4,050

Please note that Saturdays may incur an additional room hire charge - please ask for further details
:Package Extra's & Upgrades

| Upgrades and Further Options: | 2024 | 2025 | 2026 |
|---|---|---|---|
| Pre-ordered Choice Menu Selection per person | £4.95 | £5.25 | £5.50 |
| Three Course Carvery per person | £8.50 | £9.00 | £9.50 |
| Extra Glass of Wine per person | £4.45 | £4.75 | £5.15 |
| Champagne for the Toast rather than Sparkling wine. | £4.45 | £4.75 | £5.15 |
| Children's Package Price 4 – 11 Years Old. | £29.25 | £29.75 | £30.50 |
| Extra Day Guests with the Meal & Drinks Package. | £58.50 | £59.50 | £61.00 |
| Extra Evening Guests with the Evening Buffet | £17.50 | £18.00 | £18.75 |
| Bride & Groom Upgrade to the Penthouse or Suite | £70.00 | £73.00 | £75.00 |
| Pianist in the Piano Bar before and keyboard played during the meal | £220.00 | £230.00 | £245.00 |

# Wedding Packages

Our team can tailor make a package to suit your individual requirements from a choice of menus and wine through to decorations and entertainment.

Our packages are created to give you a starting point for what is possible.

# Wedding Packages

We provide an **All Inclusive Package** below that incorporates most aspects of your Wedding at the Hotel itself for 60 guests, as well as some sample menus and drinks packages if you prefer to arrange each part separately.
For smaller Weddings below 60 guests, then we can still tailor a suitable package for you on request.

## Empress All Inclusive Wedding Package

**For 60 Guests**

- A glass of Prosecco on arrival
- Full 3 course carvery menu with coffee or choice of table service menus
- A bottle of house red and white wine per table with the meal*
- A glass of sparkling wine for the toast
- Choice of 7 items for the evening hot & cold buffet or hot pulled pork, roast turkey, sausage & bacon baps with fries & salad
- Red carpet to greet you on arrival
- LED coloured ceiling lights to match your colour theme
- Disco & background music
- Loan of cake stand & silver cake knife
- Chair covers & ties to suit your choice of colour scheme
- White table linen and napkins
- Seaview double room for the night of the wedding
- Full English breakfast the following morning

**Package Cost for 60 Guests**

2024 - £5,125
2025 - £5,350
2026 - £5,550

Extra Day Guests
2024 - £57.50
2025 - £57.95
2026 - £59.95

Extra Evening Guests
2024 - £17.50
2025 - £18.00
2026 - £18.75

Penthouse or Suite Upgrade on the Wedding Night - £70.00

*Based on a table of 8-10 guests

Should you have different requirements to these suggestions, or are looking for an Evening Reception only, please contact us on 01624 661155 to find out what we can offer as an alternative, as we are very flexible and aim to fit in with your plans and budget wherever possible.

# Canapes

On arrival at the Hotel, your guests are normally welcomed with a drink that is included within some of our packages. Below are some suggested canapés to offer your guests and are available at a small additional supplement, and these help to keep everyone occupied while you are having photographs taken.

## Canape Selection

Pate & Onion Jam on a Toasted Crouton Cherry Tomato & Shrimp
Smoked Salmon & Cream Cheese
Smoked Cheese & Pickle (V)
Mixed Bean & Tomato (V)
Red and Black Lump Fish Caviar with a Lemon Cream Cheese
Tomato & Mozzarella (V)
Roast Pepper & Green Olive (V)
Egg and Red Onion
Manx Kipper and Lime
Avocado and Red Chilli (V)
Chorizo and Red Pepper
Pastrami and Mandarin

Gluten Free & Vegan versions also available

Chef's Selection of canapes each

2024 - **£7.95** 2025 - **£8.25** 2026 - **£8.65**

Additional items are **£2.25** each extra

# Carvery

## Carvery Menu

Minimum of 50 Persons
Sweet Potato and Butternut Squash Soup (Vegan)
Freshwater Prawn and Apple Salad with Marie Rose Sauce
Continental Meat Selection with Crisp Rocket Leaves and Balsamic Glaze

Roast Sirloin of Manx Beef with Yorkshire Pudding
Roast Honey Glazed Gammon with Trimmings
Mediterranean Vegetable Loaf with Roast Pepper and Tomato Sauce (Vegan)

Selection of Fresh Market Vegetables & Roast Potatoes

Selection of Delicious Desserts with Fresh Cream

Freshly Brewed Coffee or Tea with Chocolate Mints

Special Allergy & Dietary Requirements must be pre-ordered in advance

Please note the menu may be subject to an annual update to dishes.

# Finger Buffet & Hot Fork Buffet Selection

## Finger Buffet Selection

Selection of Freshly Made Quarter Cut Sandwiches
on Brown & White Bread
Spicy Chicken Wings or Chicken Satay
Samosas or Spring Rolls (V)
Pizza Slices (V)
Southern Fried Chicken Goujons or Fish Goujons
Potato Wedges (Spicy or Plain) with Dips
Scotch Eggs
Cornish Pasties
Tomato and Mozzarella Bruschetta (V)
Sausage Rolls or Cocktail Sausages
Assorted Quiche
Mini Tortilla Wraps
Jalapeño Peppers (V)
Melon And Serrano Ham
Chicken and Pepper Skewers
Halloumi and Courgette Fritters (V)
Breaded Brie Wedges
Farmhouse Chips with a selection of dips
Vegan Sausage Rolls
Chicken-less Chicken Nuggets (Vegan)
Fish-less Fish Fingers (Vegan)

Mini Pastry Desserts or Fruit Kebabs
Choose 7 items for:
2024 - £17.50 | 2025 - £18.00 | 2026 - £18.75

Additional Items are £2.50 each

## Hot Buffet Buffet Selection

Homemade Lasagne with Garlic Bread
Chicken Breast Pieces cooked in a Creamy
Peppercorn Sauce with Onion and Mushroom
Manx Lamb Hotpot with Red Cabbage
Beef Stroganoff
Chilli Con Carne
Vegetable Lasagne (V)
Vegetable Curry with Poppadoms (V)
Chinese Chicken Stir-Fry with Egg Noodles

Please Choose 2 Items from the selection above

All of the above come with:
Boiled Rice, Chips and Garlic Bread
Green Leaf & Tomato Salad and Coleslaw

2024 - £25.95 | 2025 - £26.50 | 2026 - £27.50

Should you be considering holding your **Evening Only Reception** with us, then there may also be a room hire charge to pay in addition to the Finger Buffet prices above.
Minimum numbers also may apply.

# Wedding Menu Selector

## Starters

Caesar Salad
with Bacon Lardons

Your Choice of Soup
from the following:
(All Vegan)
Wild Mushroom and Tarragon Soup
Leek and Potato
Tomato and Basil
Manx Broth
Carrot and Lentil
French Onion
Vegetable

Tomato and Mozzarella Bruscetta

Breaded Mushrooms
with Garlic Mayonnaise

Chefs Pate
accompanied with
Apple and Cherry
Chutney and Melba Toast

King Prawn and Smoked Salmon
Salad with Marie Rose Sauce

Symphony of Melon
with a Strawberry and Mint
Compote (Vegan)

Cold Water Prawn and Apple
Salad with Marie Rose Sauce

Continental Meat Selection with
Crisp Rocket Leaves and Balsamic Glaze

## Mains

Roast Loin of Pork
with an Apple Cider Jus

Pan Fried Chicken Supreme
with a Mild Peppercorn Sauce

Roast Sirloin of Beef with
Yorkshire Pudding served
with a Rich Gravy

Roast Turkey
with Trimmings and Gravy

Supreme of Salmon
with Spinach Cream

Baked Gammon
with Parsley Sauce

Roast Leg of Lamb

Wild Mushroom Roulade
with Smoked Cheese Sauce (V)

Mediterranean Vegetable Loaf
with Roast Pepper and Tomato Sauce
(Vegan)

Butternut Squash and Spinach
Risotto with Parmesan Shavings (V)

## Desserts

Zesty Lime Cheesecake

Chocolate
Extravaganza with
Fresh Cream

Pear and Almond Frangipan

Sharp Lemon Tart
with Vanilla Cream

Eton Mess

Mango and Passionfruit
Cheesecake

Black Forest Gateaux

Baked White
Chocolate Tarte

**Please note:**
The menu may be
subject to an annual
update to dishes.

**Please also note:**
Allergy or special
dietary requirements
must be pre-ordered
in advance please.

# Terms and Conditions

The Hotel reserves the right to require payment of a deposit and/or full payment at any time prior to holding the function.

1. All deposits and subsequent payments are non-refundable and non- transferable. £750 deposit is due 14 days after provisionally holding a date, a subsequent £1,500 is due six months prior to your event. An amount equal to 75% of the balance is due three months prior to your event. Final numbers and remaining balance are due 14 days prior to event.
2. All rates and charges must be agreed prior to paying deposit and signing terms and conditions on the wedding schedule. Rates are non negotiable after this point.
3. All rates quoted include the current rate of VAT, rates are subject to change accordingly.
4. Any additional charges on the day must be settled prior o checking out of the Hotel, unless otherwise agreed with the Hotel Manager in advance.
5. In the event of cancellation of any confirmed booking or non arrival by the customer, the customer shall pay to the Hotel a cancellation or non arrival fee. However, the Hotel shall do its utmost to re-let the space, but if having used their best endeavours, the Hotel is unable to do so, the following cancellation charges will apply: Event:

a. Prior to 12 months - loss of deposits only
b. 6-12months - 50%oftheexpectedtotalrevenue
c. 3-6 months - 75% of the expected total revenue
d. 1-2 months - 90% of the expected total revenue
e. 1 month or less - 1 00% of the expected total revenue

Please note that once a booking is confirmed, changes of date are not permitted and would be subject to the cancellation policy. In the event of cancellation, The Empress Hotel will not enter into dispute with regards to the persons liable for the cancellation fee. In the event of a dispute between either name on the contract, The Empress Hotel will deal with the person notifying of the cancellation. Either person will be liable for the FULL amount and we do not look to recover 50% from each party. Should the parties not settle the outstanding amount within the requested time frame, the case will be passed to solicitors to recover and all costs incurred will be also claimed for from the names on the contract. The Hotel recommend that couples obtain cancellation insurance prior to booking the Wedding to protect themselves against accidents, ill health and other unforeseen circumstances including the failure of suppliers or couples breaking up. Details of links for sample policies for insurance providers can be found on our website, although The Empress Hotel do not recommend any particular provider.

Hotel bedrooms:

a. Unsold allocation bedrooms will be released six weeks prior to event without notice.
b. Reservation lists must be provided no later than six weeks prior to the event.
c. All bookings must be guaranteed with a credit card.
d. Discounted room rate only applies to the first ten bedrooms unless otherwise agreed.
e. Individual bedrooms can be cancelled up until 12 o'clock the day prior to arrival.
f. Check in time is 15.00 hours or later. Guests arriving prior to 15.00 hours may leave luggage in reception if their room is not ready. Check out time is 11.00 hours on the morning of departure.

6. All cancellations must be made inwriting otherwise 100% charge will be made for the total business lost.

7. The Hotel reserves the right to cancel any booking forthwith, without any liability on its part in the event of damage or destruction to the Hotel by fire or any other causes, any shortages of labour or food suppliers, pandemic or force majeure situations, strikes, walkouts or industrial unrest or any other cause beyond the control of the Hotel, which shall prevent it from performing its obligations in connection with any booking.

a. Should a force majeure or pandemic local or national restrictions and potential lockdown or similar situations continue into future years, wedding couples may request to change their booked date to a future one subject to the hotel availability, and will be subject to an amendment administration fee.
b. Rates for bedrooms, packages and prices may, at our discretion, be amended for the business year the wedding actually takes place in, particularly for weddings that have already moved dates previously, and the hotel will do its best to accommodate the new date as close to the requested date where possible, but this obviously cannot be guaranteed with existing bookings already in the diary.
c. The hotel would offer a date change as an option, but refunds of deposits would not be possible as all payments made are non-refundable in all situations, including but not limited to: any shortages of labour or food suppliers, pandemic or force majeure situations, strikes, walkouts or industrial unrest or any other cause beyond the control of the Hotel, which shall prevent it from performing its obligations in connection with any booking.
d. Transfers of Wedding Packages to new dates would also need to be on a like for like basis, and if operating with a lower number on the new date than booked originally, and if this results in an

# Terms and Conditions

overpayment from the original wedding schedule estimated balance, then this would be held for future use by the customer for further functions, food or accommodation credit for an extra period of 12 months and not refunded. However all previously quoted packages or item rates may be increased further if lower numbers attend the new wedding date than those previously agreed, in order to cover the package overheads spread over less guests, and this cost would be confirmed when the date change request was agreed

e. Please note that individuals who may need to isolate or those that show covid-19 or similar symptoms would not be able to attend the wedding, but would still be charged for unless notified in writing to the hotel at least 10 days prior to the event.

f. The hotel may also take temperatures of all guests attending events on arrival where this is practical, as well as requiring everyone to complete track and trace details to conform with government regulations and laws.

g. Face masks may also be required for all hotel guests to wear in all public areas apart from when at dining tables or while seated for bar service.

h. Please check with the hotel for the latest updated regulations nearer the time of the wedding.

8. If the numbers of persons attending is reduced by 10% or more from the original number guaranteed, the Hotel reserves the right to change the booking to a different suite, or room (as best fits the numbers involved), and increase the rates to cover for the subsequent loss of revenue.

9. The Hotel cannot accept responsibility for the property of customers or guests left in the Hotel. We refer to the Hotel Proprietors Act 1956, of which a copy is available for inspection at the reception desk.

10. The customer shall be responsible for any damage caused to the Hotel or the furnishings, utensils and equipment therein by the wilful act or default of the customer or guests of the customer and shall pay to the Hotel on demand the amount required to make good or remedy such damage.

11. The customer shall be responsible for the orderly and safe conduct of the function/ stay and shall have regard to any regulations imposed by any competent authority, and shall ensure that nothing shall be done which will constitute a breach of the law or anyway cause a nuisance or possible forfeiture of the Licenses for the sale of wine, beer, spirits or for music and dancing or other permissions attaching to the Hired Premises In particular the customer shall ensure that there is no illegal betting or gaming. The customer shall fully indemnify the Company against any claims or loss or damage arising as a result of a breach of this clause. 12. The customer shall not store or place in the Hotel or the other buildings on the site or in the grounds any inflammable, combustible or objectionable substances or liquids. Live candles are not allowed anywhere inside the hotel and only battery operated flame effect candles can be used on tables and centre pieces.

13. The affixing of signs, displays or wall decoration is prohibited.

14. The Hotel cannot allow food or drink other than that purchased on the premises to be consumed within the Hotel by the customer or guests.

15. The Empress Hotel reserves the right to refuse the use of its name in any form of advertising or publicity.

16. Choice Menus may incur an additional charge.

17. Allergy information on each dish is available on request. 18. Public liability is required for all external services along with Health and Safety procedures plus any other documentation required by the Law.

19. The Hotel shall not be responsible for the music played by a DJ and it is suggested that customers discuss their preferred style of music directly with the DJ prior to the day. 20. The Hotel accepts no liability for non attendance of third party suppliers, their equipment or quality of services provided.

21. Cakes should be delivered on the day of the function, no food storage is available.

22. All items belonging to the bridal party must be collected within 48 hours or will be subject to a storage charge of £50 per day.

23. The Hotel accepts no liability for any goods left on the premises before, during or after the event.

24. Access to the Hotel for preparation and decoration of the function room is normally available on the morning of the event. If the space is not in use on the evening prior, it may be possible to have access the night before, but this cannot be confirmed until a few days before the date as bookings change at short notice. If guaranteed access is required the night prior, then a hire charge will be made to cover our loss in revenue from such an event. Please ask for details before booking.

25. Hotel staff can only provide limited assistance in decorating the function room which will be limited to putting name cards and favours on tables, but these must be made ready in advance and in the correct order against the seating plan. Additional room decorations prior to or during the day and evening should be carried out by friends or family of the couple and the Hotel reserve the right to charge an additional fee if Hotel staff are required to assist.

**These Terms and Conditions are non-negotiable at all times and stand as a legal binding document.**

# Notes

# The Isle of Man

The Isle of Man offers an enormous variety of scenery, events and places to explore for visitors travelling to the Island to attend Wedding and Engagement Parties.

Some of the many highlights are shown on the map below and we hope that guests will have time to enjoy a few extra days on the Island with us and take full advantage of everything the Island has to offer.

Snaefell Mountain Railway

Peel Castle

Mooragh Park

Tynwald Hill

Laxey Wheel

Steam Railway

Manx Museum

Castle Rushen

Fairy Bridge

Horse Drawn Trams

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DOUGLAS · ISLE OF MAN

*Join us for Your Special Day & make Memories that will Last a Lifetime*

01624 661155

CENTRAL PROMENADE, DOUGLAS, ISLE OF MAN, IM2 4RA

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