

Need Some Help Planning Your Big Day?

Planning your perfect day can involve a lot of work! We've put together a list of all the things to consider, questions to ask and useful tips to planning your perfect day and staying on top of things without letting the stress of all the tasks take away from this special time.

Congratulations you're engaged!

18 Months to go...

- Write your guest list - You can't determine a wedding budget or wedding venue until you know how many people you'd like at your wedding and how much money you're prepared to spend per head
- Decide what your budget is - make a note of who is going to pay for what, then prioritise every aspect
- Start looking at venues - Don't just rely on websites, book show rounds so you can get a feel for the venue! (Take pictures, make notes, if you're seeing more than one venue, you will end up imagining your own location) This is ideally when you will want to provisionally book a venue and a date
- Speak to your church or registrar to make sure your chosen date is available with them - without them, you can't get married! Once they have confirmed your date, you are free to confirm this with the venue! (Top tip: Don't forget to ask about deposits!)
- Think about wedding insurance - although no-one wants to have to cancel, worst case scenarios can crop up, so before you spend too much money, look into protecting yourself!

12 Months to go...

- Register your intent to marry - 12 months before your wedding you should book and attend a meeting with your registrar. These can be booked for any time between one year and three months before your wedding date, but it's best to get it out of the way. On the day, you'll register your intention to marry.

- Send out save the date cards - make sure your guests know the date of your special day and remember, only send to those who are invited to the whole day!
- Now its time to think about what you're going to wear! Before you go shopping, have an idea of what budget you have and only take a few people with you for support and guidance!
- Bridesmaids dresses - start to think about what you want your bridesmaids to wear. Pick a date to go shopping and don't forget, you don't have to buy something that day, finding something that everyone likes will take time!

10 Months to go...

- If your accommodation isn't included in the package you booked, you might want to start thinking about securing a room for the night prior and night of the wedding
- Think about your theme and start looking at suppliers - just like venues and dates, they get booked up quickly! This could include your room décor, photographer, DJ, band, cake and florist. (Top tip: Get at least 3 quotes from different suppliers!)

8 Months to go...

- If you are asking for gifts from your guests, now's a good time to start making a list - There are lots of advantages to creating a wedding gift list, including the fact that it saves guests the stress of deciding what to buy you. They won't waste money on gifts which you won't need or like. (Top tip: If you don't need anything, its acceptable to ask for monetary donations towards the honeymoon)
- Arrange your transport - Its important you get to your wedding on time and in style!
- Book your honeymoon - if you've been feeling a little stressed by all the planning, now is the perfect time to book your honeymoon



6 Months to go...

- Send your wedding invites – Remember to provide an RSVP and ask for any dietary requirements your guests may have
- Book your hair & make-up
- Buy your wedding rings – take your time, you'll be wearing it every day forever!
- Buy any accessories the bride or bridesmaids may need
- Buy or rent the clothes for the Groom and his groomsmen
- Speak to the venue and arrange your final menu tasting

2 Months to go...

- Contact any guests who haven't RSVP'd – you will need to know final numbers pretty soon as the venue and suppliers will need these
- If you're having a "final night before the big day" now is a good time to relax, have fun and let your hair down!
- Have you considered everything? – think about table names, accessories for the day such as wedding signs, table favours and your guest book!

1 Month to go...

- Pay the final balance required for your suppliers and ensure they understand the running order of the day.
- Confirm the final numbers for the big day, write your table plan and get all your guests menu choices and dietary requirements – Your venue will need this!
- Meet with the photographer and DJ or band to discuss the final details including where and when you want your photographs taken, will these be candid shots or posed and what your first dance song will be!
- Have your final fittings – this is the time to make any alterations that may need to be made

One week to go...!

- Meet with your wedding coordinator and function manager to run through the details of the day. (Top tip: NO detail is too small, don't hold back! It's your day!)

Finally.. after all that planning, your special day has arrived!

Its time to tie the knot! Remember to relax, breathe.. and enjoy the day! Its all about the two of you and it will go by in a flash! If you need anything on the day, your function manager is here for you! (Top tip: Try and take a few minutes to be alone to reflect on the day.)

Ceremonies & Capacities

The Horizon Suite

This breathtaking suite offers unique and unparalleled views of the Eastbourne seafront and is decorated to reflect the hotel's quality and distinctive style.

The Horizon suite can cater for up to 120 guests for your wedding breakfast and offers an exceptional backdrop for your special day.

The Martello Suite

This beautiful suite can cater for up to 80 guests and has impressive floor to ceiling views overlooking The English Channel.

The Pier Suite

With floor to ceiling windows, the pier suite offers the perfect space for a more intimate wedding without compromising away from our incredible view.

Room	Min. Number	Wedding Breakfast	Evening	Ceremony	Ceremony Hire 2022	Ceremony Hire 2023
Horizon Suite	50	120	180	100	£370	£380
Martello Suite	50	80	100	80	£350	£360
Pier Suite	20	TBA	TBA	TBA	£300	£310

Please note the maximum numbers for the wedding breakfast are based on round tables of 10 guests and maximum numbers for the evening reception is based on standing room only.

Classic Package

Package includes:

- Arrival or reception drink – glass of house wine on arrival (175ml)
- Room hire for the wedding breakfast and evening reception (from 1300 hours until midnight)
- Glass of house wine with your wedding breakfast (175ml)
- Three course wedding breakfast for 50 guests
- Tea, coffee & mints
- Glass of prosecco to toast the happy couple
- Evening finger buffet – choose 4 items for 50 guests
- An opportunity to try your wedding breakfast menu
- Overnight accommodation & full English breakfast for the happy couple for the night of the wedding in a Sea View bedroom (subject to availability)
- Overnight accommodation & full English breakfast for two adults the night prior to the wedding in a King Standard bedroom (subject to availability)

This package caters for a minimum of 50 guests for the wedding breakfast and evening reception. Should you have more people during the day or evening, the following prices apply:

(2022) Additional day guests only £90.00 per person

(2022) Additional evening guests only £30.00 per person

(2023) Additional day guests only £96.00 per person

(2023) Additional evening guests only £32.00 per person



Menu

Please choose two options per course

Starters

- Roasted tomato, red onion and basil soup Gf Df Ve V
- Smoked mackerel and horseradish pate, watercress salad, pitta crisps and roasted garlic oil Gf Df Ve V
- Fan of honeydew melon, raspberry and black pepper compote Gf Df Ve V
- Chicken liver and cognac pate, apple and cider chutney, roquette salad and toasted brioche
- Smoked breast of chicken, roasted tomato, Gf roquette and basil dressing

Main Course

- Roasted breast of chicken Ga sage, onion and sausage meat stuffing, roasted potatoes, braised red cabbage, baby carrots and red wine jus
- Port and rosemary braised beef steak Ga creamed potatoes, wilted greens, honey glazed baby carrots and cooking liquor
- Smoked haddock and cheddar fishcakes, sundried tomato pesto, baby leaf salad and shaved parmesan
- Roasted butternut and red onion en crouete Gf Df Ve V steamed baby potatoes, wilted baby spinach and red pepper puree

Dessert

- Profiteroles filled with whipped cream, V dipped in chocolate ganache
- Baked vanilla cheesecake with raspberry compote V
- Fresh fruit salad topped with berry coulis Gf Df Ve V
- Tart au citron V Rich lemon tart with forest berry compote

Tea, Coffee & Mints

Luxury Package

Package Includes:

- Arrival or reception drink – A glass of champagne (175ml)
- Room hire for the wedding breakfast and evening reception (from 1300 hours until midnight)
- Half bottle of house wine with your wedding breakfast
- Three course wedding breakfast for 50 guests
- Tea, coffee & truffles
- Glass of champagne to toast the happy couple
- Evening finger buffet – choose 9 items for 50 guests
- Chair covers and sashes to match your colour scheme
- Resident DJ for the evening reception
- An opportunity to try your wedding breakfast menu
- Overnight accommodation & full English breakfast for the happy couple for the night of the wedding in a Sea View bedroom (subject to availability)
- Overnight accommodation & full English breakfast for two adults the night prior to the wedding in a King Standard bedroom (subject to availability)

This package caters for a minimum of 50 guests for the wedding breakfast and evening reception. Should you have more people during the day or evening, the following prices apply:

- (2022) Additional day guests only £134.00 per person
- (2022) Additional evening guests only £35.00 per person
- (2023) Additional day guests only £140.00 per person
- (2023) Additional evening guests only £40.00 per person



Menu

Please choose two options per course

Starters

- Lightly curried parsnip and apple soup with sour cream **Gf Df V**
- Roasted tomato, red onion and basil soup **Gf Df VE V**
- Beetroot gravadlax, citrus crème fraiche and herb salad **Gf**
- Chargrilled aubergine Lemon hummus **Gf Df VE V**
roasted radish and lentil salad
- Nicoise salad with grilled halloumi and lime dressing **Gf V**
- Ham hock and leek terrine pear and cider chutney **Gf**
baby watercress and mustard dressing
- Smoked breast of chicken **Gf**
roasted vine tomato, roquette, pomegranate, basil dressing

Main Course

- Duo of pork **GA**
6 hour roasted shoulder and grilled medallion of fillet,
buttered savoy cabbage, wholegrain mustard mashed
potatoes, spiced apple sauce and light jus
- Confit duck leg **GA**
roasted garlic braised potato, carrot and honey puree and redcurrant jus
- Lemon and herb crusted cod fillet, saffron potatoes, wilted baby spinach, herb
roasted squash and dill dressing
- Pan roasted blackened fillet of salmon **Gf Df VE V**
pea puree, herb crushed baby potatoes, red pepper and white wine coulis
- Pan fried supreme of chicken **Gf**
fondant potato, buttered baby leaf spinach, white wine
and smoked paprika cream sauce
- Deep fried tofu **VE**
Pan fried vegetable, watercress and coriander salad, chilli sauce
- Woodland mushroom, leek and goats cheese arancini **V**
with smoked tomato puree and parmesan

Dessert

- Salted caramel rocky road brownie, whipped cream and strawberries **V GA**
- Profiteroles filled with whipped cream **V**
dipped in chocolate ganache
- Baked cheesecake, vodka soaked raspberries and
dark chocolate sauce
- Whole poached pear, berry coulis and fresh mint **Gf Df VE V**
- Vanilla panna cotta with winter berry coulis **Gf**
- Strawberry shortbread **V**
shortbread, Chantilly cream and strawberry tower with berry coulis

Tea, Coffee & Truffles

Perfectly Personal

No two couples are alike, so why would your package be? Your celebration should be as unique and special as you are and with our perfectly personal package you can enjoy your wedding, your way.

Room hire charges apply depending on package chosen and number of guests. (Minimum numbers of 50).

Item - per person (unless otherwise advised)	2022	2023
Glass of house wine (175ml)	£5.50	£6.00
Glass of house wine (250ml)	£6.50	£7.00
Glass of Pimms	£20.00	£25.00
Glass of Prosecco	£7.00	£7.50
Glass of Champagne	£50.00	£60.00
Canapes - selection of 4 per person	£8.25	£8.75
Half bottle of house wine	£10.00	£12.00
Bottle of house wine	£18.00	£20.00
Bucket of beer	£20.00	£23.40
Three course wedding breakfast (from)	£25.00	£28.00
Tea & coffee	£1.95	£2.25
Tea, coffee & mints	£4.00	£4.50
Tea, coffee & truffles	£5.00	£5.50
Sorbet course	£4.50	£4.75
Cheese board, per table (up to 10 guests)	£45.00	£50.00
Chair covers and sashes	Cost supplied on request	Cost supplied on request
Resident DJ	Cost supplied on request	Cost supplied on request
Evening buffet - 4 items	£17.95	£19.95
Evening buffet - 6 items	£19.95	£19.95
Evening buffet - 9 items	£21.95	£23.95
Additional buffet item (from)	£3.50	£4.50



Additional Extras

Canapés - £8.25 for 4 per head

Smoked salmon blinis with crème fraîche and lemon

Red grape wrapped in goat's cheese and herb mousse **Gf**

Poached chicken and herb roulade, garlic marinated sweet pepper **Gf**

Prawn mousse on salted cucumber with smoked paprika **Gf**

Pork liver pate on toasted brioche with red onion jam

Toasted focaccia with cherry tomato and basil compote

Sorbet Course **Gf Df Vg** - £4.50

Mediterranean lemon

Orange

Pink grapefruit

Champagne

Green apple



Mango and ginger

Evening Buffet Menu





Our evening buffet menu is design to allow you the flexibility to build your own menu. We start with a selection of sandwiches and finish the menu off with you choosing the final number of menu items according to what's included in your package.

This package comes with sandwiches as standard.




Sandwich Selection

- Open ciabatta sandwich with egg mayonnaise and watercress 
- Herb focaccia with cheddar and sundried tomato salsa 
- Tuna mayonnaise, salted cucumber, red onion and cos lettuce wraps
- Honey roast ham, gherkin, and mustard baguette










Great British Selection

- Mini steak and black pepper pie
- Handmade pork and caramelised onion sausage roll
- Battered cod goujon, thick cut chips and mushy peas
- Honey glazed chipolatas with mustard mayonnaise
- Pork pie with Branston pickle
- Yorkshire pudding with rare roast beef, horseradish and watercress
- Thick cut chips  
- Cheddar and chive jacket skins  









European Selection

- Three cheese pizza, basil pesto
- Mozzarella glazed garlic ciabatta 
- Chorizo puff pasty bites
- Hummus and red pepper crostini 
- Mozzarella and cherry tomato skewers with sundried tomato oil
- Breaded halloumi sticks, bbq dip 

World Selection

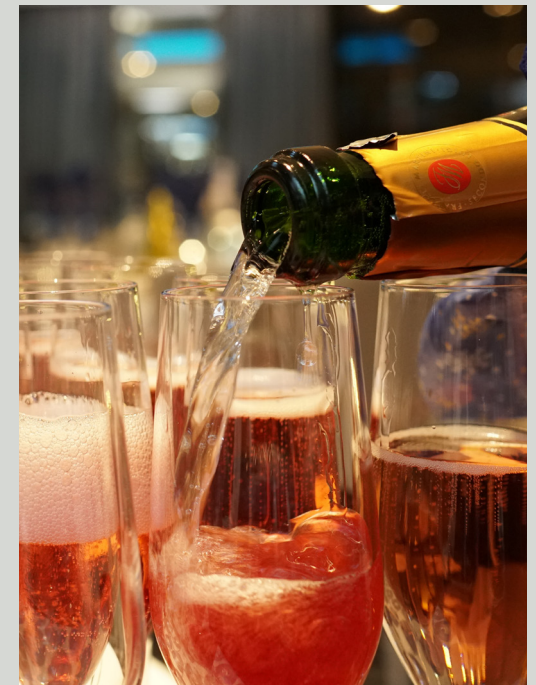
- Oriental king prawn rolls, sweet chilli dip
- Chicken and green pepper satay skewers 
- Sticky honey and bbq wings 
- Tandoori chicken wraps
- Cajun spiced potato wedges with salsa 
- Blackened salmon bites with soured cream 
- Curried chicken kebabs  
- Vegetable spring rolls with plum sauce 
- Vegetable skewers with basil pesto  

Sweet Selection

- Fresh fruit platter, berry coulis  
- Mini jam doughnuts 
- Meringue nests with whipped cream and berry compote  
- Warm chocolate brownie pieces  
- Mini cheesecake selection 

Cheeseboard - £45 for 10 people

- Mature cheddar
- Stilton
- Somerset brie
- Savoury biscuits
- Celery
- Apples
- Grapes
- Chutney
- Roasted figs



Children's Wedding Menu

Please choose one option per course

Is it ready yet?

Garlic ciabatta with cheese 

Breaded mozzarella sticks with tomato sauce 

Crunchy carrot and cucumber stick with hummus and pitta bread 

I'm hungry again...

Cheesy pizza with a small salad 

Cod fish fingers with chips and peas

Mac'n'Cheese with a small salad 

Breaded chicken strips with chips and beans

I want chocolate!

Chocolate chip brownie with vanilla ice cream 

Two scoops dairy ice cream 

Slices of melon with strawberries 

Includes unlimited glasses of orange or blackcurrant squash

2022 5 years and under FREE 6 - 12 years £30

2023 5 years and under FREE 6 - 12 years £30



The Small Print

WEDDING TERMS AND CONDITIONS

In order to avoid any misunderstanding in respect of your booking, the following Terms of Business apply to all bookings relating to weddings and events. We like to make things as clear as possible, if however you have any questions please feel free to speak to us before you sign them.

1. Booking Confirmation

Any booking with us is considered as provisional until the Hotel receives a signed copy of these terms from you. When we've received them signed this will be deemed your acceptance of these terms.

2. Guest Numbers and Accommodation - Changes and amendments

Minimum numbers are required at the time of contracting and the Hotels minimum charge for the services booked will be based on those numbers. Please note all package prices are based on minimum numbers as per stated above.

- i)** To allow us to plan your event properly you will need to provide us with final guest numbers 28 days prior to the event.
- ii)** If your numbers go down, cancellation charges will be applied. However if you give us more than 2 weeks notice, you can reduce your numbers by up to 10% without charge. The final charge payable will be based on this number or the actual number attending, whichever is the greater and provided that the minimum numbers have been exceeded.
- iii)** If you provide less than 2 weeks notice, the contracted numbers will be charged. If the numbers are reduced below the minimum numbers for your room, we may have to reallocate the room to one appropriate to the size of your event.
- iv)** Subject to agreement, bedrooms can be held for your guests, at the time you confirm your event. However these rooms will be released a minimum of 6 weeks prior to the event if they have not been guaranteed or pre-paid and additional room requests will be subject to availability.

We will keep in touch with you from the start to ensure we have all the details we need, however you'll need to make sure you let us know by the timescales above.

3. Availability

All rooms, rates and facilities are subject to availability at the time of booking and are at the discretion of the hotel.

4. How & when do I need to pay?

You'll need to pay a non-refundable deposit of a minimum of £750 or 10% whichever is the greater, when you confirm your booking. 50% of contracted booking value is payable 12 weeks prior to your event. Full payment of the balance is due 28 days before the event.

We are no longer able to give credit to Private individuals and we reserve the right to charge interest at the rate of 2% above the Bank of England base rate if you do not settle within the agreed terms.

5. What happens if I cancel?

No one wants to cancel, however we do understand sometimes these things happen. Although we will do everything within our ability to help you in the unfortunate event that you need to cancel, there needs to be an agreed 'Cancellation Policy'.

Date of Cancellation

Between 3 -5 months prior to the date the event is scheduled to take place - 50% of the total booking value based on minimum numbers.

Between 1-3 months prior to the date the event is scheduled to take place - 75% of the total booking value based on minimum numbers.

Less than 1 month prior to the date the event is scheduled to take place - 100% of the total booking value based on minimum numbers.

6. Cancellation by us because of events beyond our control

In the unlikely event that the Hotel has to cancel you booking, you'll receive back any pre-payment other than that the Hotel will not have any other liability. However the Hotel may only cancel if:

- (i)** The Hotel or any part of the Hotel is closed or becomes unavailable due fire, alteration, re-decoration or by order of a public authority or any other cause outside our control.
- (ii)** If you, or we become insolvent, or in the case of an individual, become subject to bankruptcy petition.
- (iii)** The booking, the persons associated with the booking and/or the purpose of the event might damage the reputation or the Hotel or organization.
- (iv)** If you have not met the payment terms or payment prior to your event.

7. Guest Etiquette

We want all of our valued guests to have a great time, however for the comfort and enjoyment of all including our employees it is important that attendees at your wedding maintain acceptable levels of behaviour and noise on the Hotel premises. In the unlikely event that you are requested to by the Hotel Management, you must take necessary steps to ensure that your guests adhere to this. In the event of your failure to comply with this request, the Hotel Management may stop your wedding, without being liable for refund or compensation.

8. External Suppliers

- (i)** The food we prepare and serve every day is carefully prepared in line with our Food Safety Management System, we therefore have a duty to ensure that any foods brought into the hotel are suitable. This helps us to prevent or reduce the risk of food poisoning and food borne illnesses, we therefore only accept certain items produced from external professional sources i.e. Wedding cakes, Wedding favours, Chocolate fountains etc. Any items brought into the hotel for your function must be approved in advance by The View Hotel Eastbourne and a declaration for each item must be signed before bringing onto the premises will be agreed.
- (ii)** Any external entertainment providers who you wish to book for your function i.e DJ, Live Band, Photo Booth, Magicians ect must be approved in advance by The View Hotel Eastbourne. All external entertainment providers are required to provide a copy of their public liability insurance and if applicable, a current PAT test certificate for any electrical items.