

CHECKLIST

With so much to remember and organise, here is a handy checklist for all those details you need to arrange with recommended contacts

✓	ORGANISE	CONTACT	TELE NO.	NOTES
	Budgets & Numbers			
	Decide Date & Venue	Wedding Co-ordinator	03 379 6760	Latimer
	Agree Church / Venue			
	Book Reception/ Meal / Party	Wedding Co-ordinator	03 379 6760	Latimer
	Book accommodation	Group Reservations	03 379 6760	Latimer
	Make Up / Beauty / Hair			
	Book Entertainment			
	Book Photographer			
	Book Toastmaster			
	Choose Bridesmaids / Best Man / Ushers			
	Choose Wedding Dress			
	Order Wedding Cake			
	Order Transport			Taxi, Buses
	Invitations & Stationery			
	Book Honeymoon			
✓	ORGANISE	CONTACT	TELE NO.	NOTES
	Gift Register			
	Legal Arrangements			
	Bridesmaids' Dresses			
	Mens Outfits			
	Flowers			
	Balloons			
	Wedding Rings			
	Send Invitations			
	Arrange Stag / Hens' Party			
	Check Passports Valid			
	Arrange Order of Ceremony			
	Gifts for Bridesmaids			
	Confirm Catering Numbers	Wedding Co-ordinator	03 379 6760	Latimer
	Confirm all Arrangements	Wedding Co-ordinator	03 379 6760	Latimer
	Final Dress Fitting			
	Final Payment prior to Event	Wedding Co-ordinator	03 379 6760	
	Make it to the Church on Time			

LATIMER
HOTEL
CHRISTCHURCH • NEW ZEALAND

your wedding at the latimer

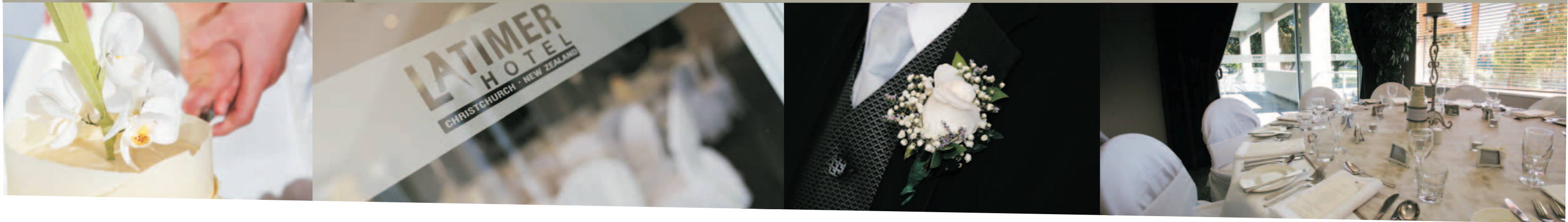


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congratulations!

The staff at the Latimer Hotel would like to take this opportunity to congratulate you on your Engagement and look forward to playing a memorable part in the success of your Wedding Day.

YOUR WEDDING AT THE LATIMER



'THE LATIMER' FUNCTION CENTRE

Our Function Centre provides an ideal setting for such a joyful occasion with its pleasantly appointed rooms overlooking tree-lined Latimer Square. Please telephone 03 379 6760 to make an appointment with our Wedding Co-coordinator, who will be delighted to discuss and assist in the planning of your 'Special Day'.

WE MAKE YOUR DAY EXTRA SPECIAL

We know that your Wedding is one of the most important days of your life and this is why we promise to give you 'V.I.P. treatment' from your first enquiry to the morning after the big day and beyond!

Weddings are a personal and special occasion and therefore should be tailor-made to suit your individual needs, tastes and preferences.

Our expert Wedding Co-coordinator, along with our friendly team of professional Food & Beverage Staff, will provide the ultimate service to make your special day a day to remember.

your reception



LET US HELP YOU RELAX & ENJOY EVERY MOMENT

Weddings at 'The Latimer' are very special. We offer a relaxed approach to your planning your Wedding Day complemented by personal attention and service. Our promise to treat you as individuals ensures your wedding arrangements are personal to you.

YOUR CHOICE OF VENUES

We offer a selection of excellent well-appointed venues to suit your requirements.

The Savoy Room accommodates up to 120 guests for a Banquet or Buffet Meal and up to 200 for an evening Reception. A private bar and dance floor are available in the venue.

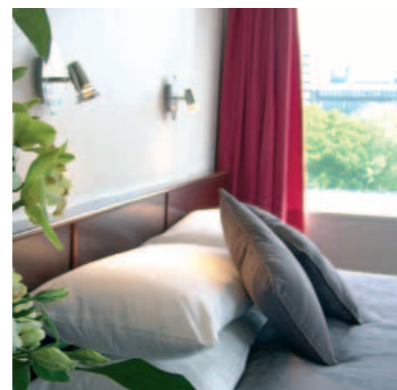
The Clarendon Room accommodates from 80-100 guests.

The Savoy South or the Gloucester Room are ideal for smaller occasions, accommodating up to 50 guests.

YOU & YOUR GUESTS MAY STAY IN STYLE

The Latimer Hotel offers a range of accommodation options from which to choose. Your guests may make a selection from luxury hotel rooms, studio units and one and two bedroom self-contained apartments which include fully equipped kitchens including washer/dryers.

A complimentary Honeymoon Suite is available for your wedding night.
*Special conditions apply



some important details

LET US PREPARE A QUOTE FOR YOU

A provisional booking may be made with our Wedding Co-coordinator who will send you a quotation detailing costs for your wedding day. This quote will include a management fee, which will be required as a deposit within 28 days to confirm the date. The management fee, which is non-refundable, covers venue hire, cake table & knife, decoration, white damask tablecloths and serviettes, full venue set up and your dedicated Wedding Co-coordinator. We will confirm receipt of your deposit. We do reserve the right to reallocate your chosen date should you fail to confirm within 28 days.

CALCULATING GUEST NUMBERS

1. Please inform us of any changes to anticipated guest numbers as early as possible with final numbers being supplied to us 7 days before your Wedding Day. Your account will be based on numbers supplied at that time, unless they are actually higher on the day.
2. Other costs are as estimated in your quotation. Prices quoted are subject to alteration due to any circumstances beyond our control, although every effort is made to honour these. We will advise you of any changes to charges at the earliest date possible.

PAYMENT OF ACCOUNTS

We request that you pay a further \$1000 three months prior to the event. With the balance of food cost, based on final numbers, to be settled 7 days before the event. All Bar Charges and incidentals must be settled within 2 days of the event.

CANCELLATION OF YOUR WEDDING AT THE LATIMER

In the unfortunate circumstance that you must cancel your wedding reservation, Latimer Hotel reserves the right to retain your management fee or any part of which is considered appropriate to cover expenses incurred or income lost as a result of the cancellation. Cancellation less than 1 month prior to the event may result in a cancellation fee of 50%.

BOOKING YOUR ACCOMMODATION

Your Wedding Co-coordinator will discuss this with you in the first instance and will then allocate you a point of contact within the Reservations section.

It is the responsibility of the Wedding Organiser to liaise with this point of contact regarding any changes to bookings and advise payment details.

The Wedding Organiser is responsible for any unpaid charges or non arrivals for these rooms. All other guests should book directly with the Reservations team. All rooms are subject to our normal booking conditions.

ALCOHOL AND CATERING

1. Consumption of alcohol, other than that supplied by the Latimer Hotel is not allowed without prior permission. A corkage charge will apply for any externally supplied alcohol which has been agreed.

2. Catering by any outside agency is not permitted.

relax and enjoy your day!