

*Your Wedding, Your Day, Your Way...*

BEST WESTERN  
ABERAVON BEACH  
HOTEL  
SWANSEA BAY  
★★★

Welcome to the Best Western Aberavon Beach Hotel

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# *Your Wedding, Your Day, Your Way...*

## **Welcome to the Best Western Aberavon Beach Hotel**

Situated on Aberavon Seafront with views of Swansea Bay this hotel is an ideal location for your dream wedding. The hotel holds a civil wedding licence offering you the convenience of enjoying your big day all under one roof.

The Ballroom, our largest suite can cater for all your needs and can accommodate up to 300 guests. We also have the Greenhouse Restaurant and The Quarterdeck suite which are licensed for civil weddings. These can both hold up to 100 guests.

There is ample free parking and our out of town location guarantees ease of access for your guests. The hotel boasts 68 bedrooms, with special rates available for guests attending your big day.



## **Here to help**

We believe that planning ahead is the key to a successful wedding. You want to remember your big day for all the right reasons and to make sure this happens you'll have your own dedicated Wedding Consultant right from your first call. Your Wedding Consultant can call on years of experience from our whole team and will guide you through the build up.

On the day, our experienced Management team will lead you through all the necessary steps and ensure every detail is taken care of.

You will find that there's so much to organise, so let us help take the strain and do the hard work for you. That's what we're here for.

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## **Creating memories**

We believe you'll want to remember your special day forever so we've come up with some small touches to ensure you have wonderful memories...

### **Agree the menu... then try it out**

The meal is always eagerly awaited and should be exactly the way you want it. To make sure it is, we'll invite you to the hotel restaurant to try out your 3 course menu and a glass of wine, with our compliments, before your special day.

### **One year on...**

Celebrate your 1<sup>st</sup> Anniversary with a complimentary dinner, accommodation and breakfast for you and your spouse at the hotel where you got married.

### **Picture perfect...**

The hotel grounds are ideal, or for an even more special set of photos, the beach is literally a 2 minute walk from the hotel and makes for the perfect photographic backdrop.

### **Price Guarantee...**

We want to make sure that you know exactly what you will pay so we will guarantee that the prices we agree with you at the time of your booking will not increase for a period of 18 months. This offer does exclude any changes to the rate of VAT.

**Last of all, remember to enjoy yourself!**



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## **Frequently asked questions**

With the Build up to the big day you may have many questions that you would like answered, we have tried below to give you an idea of the most common:-

### **We have a date in mind what do we do next?**

Because we take bookings so far in advance you should contact us to check availability. We sometimes have dates available at the last minute, especially for the less traditional days such Monday to Fridays and Sundays. So it's always worth calling the hotel.

At this point we can also arrange for you to come and visit the hotel, have a look round and discuss your general requirements with a member of our events team.

### **The date we want is available, what do we do next to confirm our booking?**

Once you let us know, we will provisionally hold the date for you for up to 14 days. To confirm your booking, all you need to do is sign and return the Terms of Business, together with your deposit of £300.00

### **Can we get married on the premises?**

The hotel is fully licensed for civil wedding receptions in the Quarterdeck Suite, Greenhouse Restaurant and Ballroom.

### **When do we discuss the finer details?**

Your Wedding Consultant will arrange to meet with you at various times during the run up to the wedding day to ensure we have all the relevant details. As we say it is Your Wedding, Your Day, Your Way.....

### **When do we need to agree our final numbers for the day?**

To allow us to plan your wedding properly you will need to provide us with final guest numbers 14 days prior to the wedding.

### **When will we need to pay the final balance?**

Full payment of the balance is due 14 days before your wedding.

### **Can I bring music for day and night?**

Of course, if you are using the Ballroom for the evening, it has a built in stage, ideal for a party band. If you wanted to bring in musicians during the day E.g. Quartet, please let us know in advance and we can ensure there is sufficient space.



# *Your Wedding, Your Day, Your Way...*

## **Packages 2022/2023**

### **The Aberavon Beach Hotel package includes:**

Red carpet welcome

Glass of Prosecco or Bottle of Lager on Arrival

Use of the Greenhouse Restaurant, Quarterdeck Suite or Ballroom for the wedding breakfast

White linen napkins and table linen

Choice of cake stand and cake knife

3 course Wedding Breakfast served with coffee

1 glasses of Wine served with the wedding breakfast

Glass of Prosecco for the toast

Complimentary bedroom for the Bride and Groom on the night of your wedding inclusive of Full Welsh breakfast

### **Package prices**

**2022 £42.00 per person**

*Inclusive of VAT*

**2023 £45.00 per person**

*Inclusive of VAT*

*\*If you would like to get married on any other day than a Saturday, please enquire for our discounted rate\**



# *Your Wedding, Your Day, Your Way...*

## **Menu**

Please choose one item from each section for your menu

### **Starters**

Homemade Clear Veg Soup  
Homemade Leek & Potato Soup  
Homemade Minestrone Soup with Parmesan Crouton's  
Smoked Salmon & Prawn Tian  
Chicken Liver Paté with Herb Crostini & Chutney  
Pulled Ham Hock Terrine with Piccalilli & Toasted Sour Dough  
Exotic Fruit Cocktail with an Orange Sorbet

### **Supplement £1.00 per person**

Cockle & Laver Bread Tartlet  
Smoked Chicken Tartlet  
Home-pressed Salmon & Beetroot with Horseradish

### **Main Course**

Roast Topside of Welsh Beef with Yorkshire Pudding & Rich Gravy  
Roast Turkey with Traditional Trimmings & Roast Gravy  
Dorne of Scottish Salmon with Wilted Greens & White Wine Velouté (GF)  
Grilled Pork Loin Steak Coated in a Rich Peppercorn & Brandy Cream Sauce (GF)  
Pan Fried Chicken Supreme with a Wild Mushroom Fricassee  
Edamame Bean, Asparagus & Roasted Garlic Risotto (V, GF)  
Sweet Potato, Cashew Nut & Apricot Chutney Tart (VG)

### **Supplement of £2.00 per person:**

Stuffed Lemon Sole Fillets, Lightly Poached with A Bisque Sauce  
Roast Rump of Welsh Lamb, Creamed Potato, Baby Roasted Veg & a Rosemary Red Wine Sauce

### **Dessert**

Sticky Toffee & Date Pudding with Crémé Anglaise  
Rich Chocolate Marquise with Chocolate Sauce  
Traditional Style Sherry Trifle  
Salted Caramel Profiteroles with a Chocolate & Caramel Sauce  
Trio of Mini Desserts - double chocolate mousse, white chocolate & raspberry mousse, and chocolate & orange tartlets.  
Vanilla Cheesecake served with a Salsa of Fresh Berries

## **Coffee**

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## **Drinks Packages**

### **Included in the wedding package**

Glass of Prosecco or Bottle of Lager on arrival  
1 Glasses of wine with the wedding breakfast  
Glass of Sparkling Prosecco for the toast

If you would like to upgrade your Drink's package, you can choose from the 3 below.

Alternatively, if you have a specific drinks package you would like, please let us know and we can work out a costing for you



### **Gold Package**

*Supplement £4.95 per person*

Glass of bucks fizz for ladies and bottle of lager for men  
2 Glasses of wine served with the wedding breakfast  
Glass of Champagne for the toast

### **Diamond Package**

*Supplement £10.95 per person*

A cocktail of your choice served on arrival  
2 Glasses of wine served with the wedding breakfast  
Glass of Champagne for the toast

### **Platinum Package**

*Supplement £16.95 per person*

Glass of Moët et Chandon Pink Champagne on arrival  
½ Bottle of Chablis or Fleurie per person served with the wedding breakfast  
Glass of Moët et Chandon Champagne for the toast

# *Your Wedding, Your Day, Your Way...*

## **Evening Reception**

For your evening reception we offer a range of finger buffets including:  
(Menus are subject to change)

A Selection of Sandwiches  
Served on White & Brown Bread  
Homemade Filled Tortilla Wraps  
Corned Beef and Potato Rissoles  
Sausage Rolls  
Spicy Sticky Chicken Wings  
Thai Spiced Chicken Fillets  
Plain Chicken Drumsticks  
Beer Battered Cod Bites  
Corned Beef Pasties  
Homemade Falafel with Coriander

Vegetable Samosas  
Onion Bhajis served with Mango Dip  
Vegetable Quiche  
Seasoned Curly Fries  
Potato and Red Onion Frittata  
Selection of Crudites with Dips  
Cheese Tortilla Chips with Salsa  
Crisps  
Crispy Bread Crumbed Mushrooms with  
Garlic Mayo

*Please speak to a member of our team before ordering, if you have a food allergy or intolerance*

### **2022**

Please choose 8 items from the menu @ £14.00 per person  
Please choose 12 items from the menu @ £17.00 per person

### **2023**

Please choose 8 items from the menu @ £15.00 per person  
Please choose 12 items from the menu @ £18.00 per person

"PLANET SOUNDS"

**For your entertainment our resident DJ is available and the following charges apply:**

	<b>2022</b>	<b>2023</b>
The Quarterdeck Suite (Licensed until midnight)	£250	£260
The Ballroom (Licensed until 12.30am)	£280	£300
Karaoke and Disco	£300	£320

*Should you wish to hire your own DJ or band please speak to your wedding co-ordinator*

*and this can be arranged*



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## **CIVIL WEDDING CEREMONIES**

We are an approved venue for Civil Wedding Ceremonies.

The following room hire charges will apply if both day reception and evening reception are held at the hotel:

	<b>2022</b>	<b>2023</b>
<b>The Quarterdeck Suite</b>	£200.00	£220.00
<b>The Ballroom</b>	£260.00	£270.00

All other costs are handled directly with the registrar. Guidance notes are enclosed. Please note that Civil Wedding Ceremonies are only conducted provided that the wedding reception is also at the hotel.

## **ACCOMMODATION**

Should you wish to book your guests for overnight accommodation we would be pleased to offer you the following reduced rates:

	<b>2022</b>	<b>2023</b>
Single Occupancy - Bed and Breakfast	£70.00	£75.00
Double Occupancy - Bed and Breakfast	£75.00	£80.00



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## **Guidance for those who wish to marry on approved premises**

1. As soon as a couple have made provisional arrangements for their marriage on approved premises they should be advised to contact the superintendent registrar for the district in which the premises are situated at Forster Road, Neath, SA11 3BN Tel: 01639 760020
2. Without the presence of this superintendent registrar and a registrar there can be no marriage and any arrangements for the use of the premises depend entirely on their availability. It is therefore, essential that the couple make a provisional booking as soon as they can be accepted. A fee for this attendance will be payable a minimum of 2 weeks prior to the ceremony.
3. The couple will also have to give a notice of marriage to the superintendent registrar(s) of the district(s) in which they live. This notice must be given in person by one of the couple but is valid for only twelve months. One of the couple should, therefore, attend the registrar office where they live as soon as possible after notice can be given.
4. The couple should be warned that any arrangements made for a marriage to take place on the approved premises are dependent on:
  - A) The attendance of the superintendent registrar and a registrar for the district in which the premises are situated; and,
  - B) The issue of the authority or authorities for marriage by the superintendent registrar(s) to whom notice of marriage was given.
5. When notice is given in a different registration district from one where the marriage is taking place, the couple will have to collect the authority before the ceremony and ensure that it is delivered to the Superintendent Registrar who is to attend the ceremony.
6. The couple should be advised that a civil, non-religious ceremony can be permitted by the superintendent registrar. Any music, reading, words or performances that form any part of the ceremony must be secular. The content of the ceremony must be agreed in advance with the superintendent registrar who will be attending the ceremony.
7. Any rights of copyright for music, readings, etc, permitted at the ceremony are a matter for the couple and the holder of the approval.

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## **Wedding Day Countdown**

### **18 - 12 months**

- Once you have set your date and decided the type of ceremony you will be having you will need to book a church or licensed civil venue
- If you choose a civil ceremony, you must make representation to the registrars in Forster Road, Neath, SA11 3BN. Tel: 01639 760020. Guidance notes attached
- This cannot be done more than 18 months in advance
- Aberavon Beach Hotel can hold a date provisionally for you for up to 14 days before a deposit must be paid. This deposit is non-refundable
- Start to compile guest list for ideas on numbers
- Wedding Cars

### **12-9 months**

- Choose your wedding dress and other outfits for the bridal party
- Investigate and book florist, photographer and cake maker
- Think about Honeymoon destination
- Book Live music
- Think about wedding insurance

### **6 months**

- Confirm ceremony arrangements
- Order or make invitations, place cards etc..
- Visit Bridal outfitters, florist and photographer to confirm details
- Choose and order wedding rings
- Visit venue to discuss ideas and make 25% payment against balance. Book next appointment
- Think about Hen and Stag nights

### **3 months**

- Check on cake makers progress
- Finalise Honeymoon Plans
- Book Hairdresser/Beautician
- Send out invitations

### **8 - 6 weeks**

- Visit hotel to discuss menus, drinks, times, numbers, and all final details
- Choose Thank you gifts for bridal Party

### **4 weeks**

- Plan seating arrangements, max 10 per table, 8 fits best
- Chase late replies from guests, review transport, visit hairdresser

### **2 weeks**

- Final visit to hotel to finalise all details. Full and final settlement is due today
- Collect rings from jewellers, check on collection of suits etc..

### **Day Before**

- Pick up suits, ensure all fits correctly
- Pack overnight bag for the hotel
- Drop off any remaining items at the hotel
- Have a relaxing night before the big day!!

**On the day**      Enjoy every moment.....congratulations



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## **TERMS AND CONDITIONS**

### **Menu Options**

We will offer a fixed menu for all your guests for which you can choose one starter, one main course and one dessert from our list of available options. The menu will also include after dinner coffee.

Any guests requiring a fish or vegetarian option or guests with any special dietary requirements, food allergies or intolerance must be advised in writing at the same time.

Our management team will be happy to advise and assist with this and all other aspects of your wedding in the Hotel at any time.

### **Reserving your Date**

We will provisionally reserve a booking for likely numbers attending for an initial 2 week period without any commitment on your part. Following this and to confirm your booking, we require a non-refundable and non-transferable deposit of £300.00 and an indication of numbers likely to attend, or otherwise the reservation will be automatically cancelled. Finally, six months prior to the wedding date we will require a non-refundable further deposit of £1,000.00.

### **Restaurant and Evening Function Room**

The Greenhouse restaurant will be available for your sole use until 6pm, after which time it must be vacated, so we normally suggest that the ceremony starts at 1pm.

The evening function room will be available from 6pm for set-up and decorating, so we suggest you plan for a start time there of 7pm.

Note that there may be another wedding reception or party using the Hotel on the same day

### **Final numbers and payment**

For catering and accounting purposes we will require the final number of guests attending at least two weeks prior to the wedding with your final payment after which time no adjustments, refunds or transfers will be accepted.

### **Cancellation Damage, and Insurance**

In the event of cancellation, the larger of the following charges will apply:-

- i. With more than 6 month's notice – loss of the £300 initial deposit
- ii. With less than 6 month's notice – loss of the £300 initial and the £1,000 further deposit
- iii. With less than 3 month's notice – 75% of the estimated total value
- iv. With less than one month's notice – 100% of the estimated total value

You will be held responsible in the unlikely event of any loss or damage caused directly or indirectly by you or your guests during the function which is a condition of booking.

Therefore it may be worthwhile to purchase suitable insurance to cover these and other such eventualities.

*Please sign and return the bottom copy to the hotel as acceptance of the Booking Conditions and retain the original for your records.*

**Name of Bride & Groom:** \_\_\_\_\_

**Function Date:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Package price per guest:£** \_\_\_\_\_