

WEDDINGS
&
CIVIL PARTNERSHIPS



“

I haven't even been here an hour and already,
Edinburgh is the city of my dreams.

”

Welcome to your happily ever after...

Whether it be a grand scale celebration or an intimate family wedding, DoubleTree by Hilton Edinburgh City Centre can offer a stunning venue for your special day.

With our team of experienced and dedicated event planners, our personalised approach will help create the wedding of your dreams.



Take in the view...

Although you will probably not have eyes for anyone or anything but your partner, take a moment to admire the view over Edinburgh.

The stunning views from our Penthouse Suite will provide an unrivalled backdrop to your special day that will wow your guests and set the scene to create memories that last a lifetime.





Unique wedding venue in the heart of the city...

...with a knowledgeable team who are passionate about creating the most perfect day of your life. Sumptuous in house catering, well established relationships with our trusted suppliers and a view to remember, we are truly one of a kind.

Flexibility at its best...

From a red carpet arrival to a beautifully decorated wedding breakfast, we will work closely with you and recommend local suppliers to ensure that every single detail is exactly as you have imagined it.

Whether you would like to say "I do" with Edinburgh Castle perfectly framed behind you in our Penthouse, or dreaming of a blank canvas ideal to be tailored for your dream day in our Orchardfield Suite, we can cater to all your needs.

Looking for the perfect location for your evening reception the private bar and rooftop terrace turn the Penthouse into a secluded space where you will be able to savour every moment in privacy and away from the hustle and bustle of the city.



Your day...

For an unforgettable wedding day you can either book our all-inclusive Wedded Bliss package or our bespoke wedding option which is as unique as you are.

For further information or to talk over your wedding ideas, please contact our Wedding planner and who will be delighted to discuss your plans or meet with you in person to view our spectacular view and enjoy a DoubleTree Cookie!



All you need...

Check in the day before your wedding and allow yourself to relax and enjoy the experience to the fullest.

Spend some quality time with your nearest and dearest over a drink and dinner in Monboddo.

Then make sure you get an early night and enjoy the DoubleTree Sweet Dreams® experience so that you are refreshed for the most important day of your life.



It's time...

You wake up in your cosy bed, well rested and can't wait to start your special day.

Our deluxe bedrooms and suites provide you with the extra space needed to get ready. Hang up your dress, lay out your accessories and take your time...

We are ready when you are.





Extend the celebrations...

After an unforgettable wedding day and your first night as a married couple, extend the celebrations just a little bit longer.

Enjoy the bliss of breakfast in bed, have a lie in, savour every precious second of being together.

When you're ready, why not host your post wedding gathering with afternoon tea in Monboddo while you share photos and stories and relive the memories from your big day?

This is only the beginning of your life together.

The world is your oyster, so here's to happily ever after...





When booking a bespoke wedding with DoubleTree Hilton Edinburgh City Centre you can select everything individually for your day from the room to the meal and drinks.

Our Bespoke Wedding Includes

- A dedicated and experienced Wedding Planner who will be your one point of contact and assist with your wedding day decisions
- Complimentary dressing room on the morning of your big day
- A master of ceremonies to guide you through your day
- Red carpet for your arrival
- No minimum food and beverage spend, you can select from our menus and drinks to add on the best option for your day
- Built in PA system and cordless microphones
- Fully dressed tables with white cloths, linen napkins
- Choice of centrepieces
- Choice of wedding cake base and knife
- Private bar for your guests
- Sound system with Spotify
- Themed lighting to match your wedding colours
- Preferential accommodation rates for your guests to enjoy
- A complimentary menu tasting meal for two before the wedding, to ensure your menu is perfect, when booking a sit down meal.

Venue Hire Prices 2021 2022 2023

	2021	2022	2023
PENTHOUSE			
Room Hire	£1,950	£1,950	£2,150
Ceremony Additional Rate	£500	£500	£500
ORCHARDFIELD			
Room Hire	£1,300	£1,300	£1,400
Ceremony Additional Rate	£500	£500	£500

Capacities

PENTHOUSE		ORCHARDFIELD		MONBODDO	
Ceremony	110	Ceremony	200	Drinks reception	120
Wedding Meal	110*	Wedding Meal	130*	Monboddo can be used non-exclusively with an area reserved for your wedding party free of charge.	
Evening reception	180**	Evening reception	200**		

*This is the room at full capacity and does not include a dance floor.

** This is the room at full capacity and does not provide seating for all guests.

Wedded Bliss Package

- Complimentary accommodation for the wedding couple on the night of the wedding in a beautiful double rooms with full Scottish breakfast
- A dedicated and experienced Wedding Planner who will be your one point of contact and assist with your wedding day decisions
- Complimentary dressing room on morning of your big day
- A master of ceremonies to guide you through your day
- Red carpet for your arrival
- Arrival drinks reception for your guests with prosecco, bottled beer and soft drinks
- Three course wedding breakfast from our delicious silver package
- Half bottle of house wine per person with the meal
- Glass of prosecco for your guests during the wedding toasts
- Themed lighting to match your wedding colours
- Built in PA system and cordless microphones
- Fully dressed tables with white cloths, linen napkins and white chair covers
- Choice of centrepieces
- Choice of wedding cake base and knife
- A choice of three evening buffet menus
- Private bar for your guests
- Sound system with Spotify
- Disco and DJ for your evening reception
- Preferential accommodation rates for your guests to enjoy
- A complimentary menu tasting for two before the wedding, to ensure your menu is perfect, when booking a sit down meal.

Package Prices 2021 2022 2023

PENTHOUSE - 60 GUESTS

Package	£5,580	£5,580	£5,820
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ORCHARDFIELD - 60 GUESTS

Package	£4,860	£4,860	£5,040
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Additional day and night guests - adults	£75 per person
Additional day and night guests - children	£20 per person
Additional evening guests - adults & children	£15 per person

Evening Celebration Package

- A dedicated and experienced Wedding Planner who will be your one point of contact and assist all your decisions
- Red carpet for your arrival
- Arrival drinks reception for your guests with prosecco, bottled beer and soft drinks
- Themed lighting to match your wedding colours
- Built in PA system and cordless microphones
- Choice of room set up style
- Choice of centrepieces
- Choice of wedding cake base and knife
- A choice of evening buffet menus - 6 items or BBQ buffet
- Private bar for your guests
- Sound system with Spotify
- Disco and DJ for your evening reception
- Preferential accommodation rates for your guests to enjoy

Package Prices 2021 2022 2023

PENTHOUSE - 50 ADULT GUESTS

Package	£2,850	£2,850	£3,000
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ORCHARDFIELD - 50 ADULT GUESTS

Package	£2,350	£2,350	£2,450
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Additional guests £40 per person

We offer up to up to 10% discount for off peak weddings, please contact our wedding planner for more details.



DOUBLE TREE by Hilton™

EDINBURGH CITY CENTRE

SILVER - £30.00 per person

Starters

- Leek & Potato Soup
Onion bread crouton. (V)(VG)(GF)
- Chicken liver parfait
Toasted sweet brioche, red onion & cranberry marmalade. (GF)
- Roasted heritage tomato & mozzarella salad
Garlic ciabatta and olive tapenade. (V)(GF)

Main courses

- Breast of Chicken wrapped in crispy smoked bacon
Buttered caraway kale & cabbage, potato fondant, lentil & red wine sauce. (GF)
- Grilled fillet of salmon
Caper crushed new potatoes, tender stem broccoli. (GF)
- Sweet Potato, chickpea & roasted red pepper cake
Refried beans, garlic butter dressing. (VG)

Desserts

- Roasted pineapple, crushed meringue & mango mousse
Lemon & lime syrup. (GF)
- Lemon posset
Vanilla shortbread. (GF)
- Vanilla panacotta
brandied black cherry syrup.

GOLD - £40.00 per person

Starters

- Roasted pepper & tomato soup
Basil scented olive oil. (V)(VG)(GF)
- Prawn & crayfish cocktail
Bloody Mary mayo, crispy brown bread tuille. (GF)
- Roast chicken, ham hock & herb terrine
English mustard mayo, wheatberry & apple salad. (GF)
- 'Whipped' goats cheese mousse
Beetroot carpaccio, rye bread sticks. (V)(GF)

Main courses

- Breast of Chicken wrapped in crispy smoked bacon
Buttered caraway kale & cabbage, potato fondant, lentil & red wine sauce. (GF)
- Braised shoulder of lamb
Dauphinoise potato, red wine & red currant sauce. (GF)
- Crispy skinned sea bass
Warm barley & broad bean salad, lightly spiced parmentier potato. (GF)
- Moroccan spiced vegetable & rice paper parcel
Braised brown rice, peas & broad beans. (VG)

Desserts

- Warm chocolate brownie
Coconut cream.
- Raspberry & vanilla cheesecake
Raspberry coulis.
- Sticky toffee pudding
Toffee sauce, vanilla ice cream.
- Dark chocolate & salted caramel tart
Caramel sauce.

DIAMOND - £50.00 per person

Starters

- Curried sweet potato soup
Coriander cream, toasted coconut. (V)(VG)(GF)
- Duck rillettes
Sour dough crisps, beetroot syrup.
- Gin cured Scottish salmon
Shallot jam, caper berries & lemon. (GF)
- 'Whipped' goats cheese mousse
Beetroot carpaccio, rye breadsticks. (GF)
- Guinea fowl, chicken & pistachio terrine
Plum & damson jelly, prosciutto shard. (GF)

Main courses

- Fillet of beef
Truffle scented potato gratin, wild mushroom jus.
(£6.00 supplement) (GF)
- Duo of lamb
Herb crusted rack, slow cooked shoulder, colcannon potatoes, port & red wine jus.
- Sugar baked breast of duck
Roast 'rainbow' beetroot, braised potato fondant. (GF)
- Spiced salmon in filo pastry
Chargrilled Mediterranean vegetables, orange & grapefruit dressing.
- Butternut squash & spinach pithivier
Butter fried kale, harissa, pomegranate & toasted almonds.
(V)(N)

Desserts

- White chocolate cheesecake
Salted peanut butter caramel sauce. (N)
- Dark chocolate pyramid
Almond biscuit, bitter chocolate mousse. (N)
- Ginger crème brûlée
Blackcurrant coulis, butter shortbread. (GF)
- Warm chocolate fondant
Salted caramel ice cream
- Vanilla poached pear
Anise & almond sauce. (VG) (N)

(V) = Vegetarian (GF) = Gluten Free. (VG) = Vegan (N) = Contains Nuts
Prices and menus are valid for the 2020/21 season and are subject to change. Prices are based on a one choice menu. If you prefer a two choice menu, this is available for an additional £5.00 per person and requires a pre order. If you desire a bespoke menu for your wedding, our Head Chef is more than happy to create this for you. Ask our team for more details.

EVENING BUFFET

Sandwiches

- Pastrami, smoked cheese and tomato chutney
- Egg mayonnaise and rocket (V)
- Honey roast ham and piccalilli
- Tuna mayonnaise and cucumber

Wraps

- Cold smoked salmon, cream cheese and cucumber
- Roasted red pepper, feta and hummus (V)
- Chicken, avocado and rocket

Hot Food

- Cajun spiced chicken drumsticks
- Sweet chilli chicken wings
- Steak pies
- Sausage rolls
- Selection of pizzas
- Vegetable samosas (V)
- Tomato, basil and mozzarella bruschetta (V)
- Breaded haddock strips
- Filo king prawns
- Bacon rolls

Desserts

- Warm sticky toffee pudding with clotted cream
- Brandy snap basket, chocolate mousse and hazelnut praline
- Lemon posset, lemon curd and raspberries
- Vanilla crème brûlée with shortbreads
- Vanilla panna cotta with berries

3 items £12.95 | 4 items £15.95 | 5 items £18.95 | 6 items £21.95

(V)=vegetarian. Prices and menus are valid for the 2020/21 season and are subject to change. If you desire a bespoke menu for your wedding, our Head Chef is more than happy to create this for you. Ask our team for more details.

BBQ BUFFETS

(Available from May to September)

Meat

- BBQ pulled pork burger
- Cajun chicken
- 8oz Scottish beef burger
- Harissa and yoghurt marinated lamb skewers

Vegetable

- BBQ haloumi and vegetable kebabs (V)
- Mushroom and chickpea burger (V)

Choice of three meat options and one vegetable option.

All BBQ buffets are served with a selection of salads, sauces, brioche rolls, bacon, cheese and corn on the cob
£20.00 per person

CHILDREN'S MENU

(Available for children under 12 years of age)

Main courses

- Grilled fish fingers with baked beans and French fries
- Grilled chicken breast with steamed vegetables and potatoes or fries
- Steamed fillet of salmon with steamed vegetables and potatoes or fries
- Pasta dish of the day
- Beef burger with fries and ketchup

Main course, ice cream and fruit juice for £9.95 per child



DOUBLE TREE
by Hilton™

EDINBURGH CITY CENTRE

WHITE	125ml	175ml	250ml	BTL	FIZZ	125ml	BTL
El Velerio Verdejo Spain	£4.30	£5.80	£7.60	£23.00	Galanti Prosecco Extra Dry Italy	£6.50	£32.00
Nederburg The Manor Chardonnay Western Cape, South Africa	£4.50	£6.20	£8.00	£24.00	Galanti Spumante Rose Italy		£40.00
Short Mile Bay Chardonnay South Eastern Australia	£4.50	£6.20	£8.00	£24.00	Moët & Chandon Brut Impérial France		£70.00
RED							
El Velerio Tempranillo Valdepeñas, Spain	£4.30	£5.80	£7.60	£23.00			
Short Mile Bay Shiraz South-Eastern Australia	£4.50	£6.20	£8.00	£24.00			
Monte Verde Merlot Central Valley, Chile	£4.50	£6.20	£8.00	£24.00			
ROSÉ							
Wicked Lady White Zinfandel California, USA	£4.30	£5.80	£7.60	£23.00			
Corte Vigna Pinot Rose Campania, Italy	£4.50	£6.20	£8.00	£25.00			

Prices and menus are subject to change. Please ask our team for more details.

Beer & Cider

SCOTTISH CRAFT BEERS

Innis & Gunn Original Oak Edinburgh, Scotland, 330ml, 6.6% abv	£4.90
Brewdog Punk IPA Aberdeenshire, Scotland, 330ml, 5.6% abv	£4.90

INTERNATIONAL BEERS

Peroni Italy, 330ml, 5.1% abv	£4.40
Budweiser USA, 330ml, 4.8% abv	£4.40
Corona Mexico, 330ml, 4.5% abv	£4.40
Budweiser Prohibition Brew Non-Alcoholic Can USA, 330ml, 0% abv	£3.00

CIDERS

Kopparberg Strawberry & Lime Sweden, 500ml, 4% abv	£5.50
Kopparberg Mixed Fruit Sweden, 500ml, 4% abv	£5.50
Kopparberg Non Alcoholic Strawberry and Lime Sweden, 500ml, 4% abv	£5.00

(V) = Vegetarian, (VG) = Vegan, (GF) = Gluten Free, (DF) = Dairy Free

Prices and menus are subject to change. If you desire a bespoke menu for your wedding, our Head Chef is more than happy to create this for you.

Canapés

MEAT

- Haggis bon bon with whisky and cranberry glaze
- Pressed ham hock with piccalilli, cucumber (GF) (DF)
- Confit duck leg and hoi sin spring roll

FISH

- Salmon gravlax, horseradish crème fraiche, pickled cucumber (GF)
- Smoked mackerel pate, cranberry, lime and ginger (GF)
- Thai crab cake parcels, coriander aioli

VEGETARIAN

- Mozzarella, sun dried tomato, red onion jam and olive puff pastry (V)
- Roasted red pepper and hummus, rye bread, avocado (V) (VG)
- Sweet potatoes crostini, roasted grapes, jalapenos (V) (VG) (DF)

SWEET

- Dark chocolate brownie, Chantilly cream, and raspberry (V) (VG)
- Glazed lemon tart (V)
- Strawberry, watermelon stack with mint and balsamic glaze (V) (VG) (DF)

3 canapés £10.00 | Add 1 canapé for £3.50 per person



DOUBLE TREE
by Hilton™

EDINBURGH CITY CENTRE

Just engaged...

- Envision your wedding and set a budget
Think about the theme for your special day
- Pick a wedding date and time
Select several options, then check with your venues, officiant and important guests before finalising
- Assemble your planning team
Consider hiring a professional wedding planner
- Choose your bridesmaids and groomsmen
- Make an approximate guest list
- Start a Pinterest board for inspiration
Look up [DTEdinburgh](#) to get started
- Consider taking out wedding insurance
- Look for and book venues for your ceremony and reception
You can have both your ceremony and reception with us. We will work closely with you from day one to assist you with all the details, ensuring that your wedding day is unforgettable
- Book accommodation for your first night as married couple
Consider our [one bedroom suite](#) for a luxurious start to your marriage
- Book your registrar/church and organise your wedding license
Do you need us to complete an AP1 form?
- Start researching suppliers
We can put you in touch with local photographers, cake designers, pipers, musicians, magicians, chair cover & centrepiece hire etc.

1 year + to go...

- Finalise your guest list
- Book your photographer/videographer
- Bride: Go dress hunting
Try on various styles of dresses until you find the style that suits you best. You may wish to start this earlier. Made to measure dresses can take up to one year to create

- Think about your entertainment for the night
How about a pianist for the cocktail hour, strolling violinists, a DJ or band?
- Start thinking about your honeymoon
There are many [DoubleTree by Hilton Hotels around the world](#), including resorts in [Fiji](#), [the Seychelles](#), [Tanzania](#), [Costa Rica](#), [Peru](#), [China](#), [the United Arab Emirates](#) and closer to home in [Spain](#) and [Italy](#). Consider the whole of the [Hilton portfolio](#) and your choices are endless.

6 - 9 months to go...

- Send out save the date cards
This is a particularly good idea if you are marrying during a tourist or holiday season.
- Arrange accommodation for your guests
We can create a personalised landing page for you where your guests can book their accommodation. You can also add the relevant code to access this page to your save the date cards
- Register for your gifts
- Consider your floral decor
We can provide you with details of local florists
- Firm up your bookings with suppliers
- Groom: start thinking about your attire for the big day
- Shop for bridesmaids dresses and groomsmen's outfits
- Book your entertainment for the evening reception
- Arrange transport for your guests if required
- Book your wedding cars
- Order your wedding cake
- Buy your wedding rings

3 - 6 months to go...

- Send out your invitations
- Arrange your favours
- Organise your dress fittings
- Finalise details with your suppliers
- Renew or get passports if necessary
- Hire a calligrapher if you would like your invitations professionally addressed
- Choose your first dance and book lessons if required
- Book your menu tasting with our Head Chef (with 3 course sit down menus only)

8 weeks to go...

- Choose your music for the day
Remember to let us know aisle, entrance and exit music
- Finalise your order of service for the day, ceremony and reception
- Book your stylist and try out wedding day hairstyles
- Book a makeup artist and go for a trial run
- Submit Marriage Notice (M10) Forms no later than 29 days before the date of marriage

3 weeks to go...

- Finalise your seating plan
Call anyone who hasn't RSVP'd
- Have the final meeting with your wedding coordinator
Talk through your day in detail
- Write your vows
- Send your guest list to appropriate suppliers such as the calligrapher
- Enjoy your hen and stag parties

2 weeks to go...

- Confirm your final numbers and table plan with us
Also let us know menu choices and any dietary requirements
- Order in-room welcome baskets for out-of-town guests
Our reception team will be happy to place any gifts in the rooms for your guests' arrival
- Deliver must-have shot lists to your photographer and videographer
- Deliver final song list to your DJ or bandleader
- Bride: Get your final pre wedding haircut and colour

1 week to go...

- Drop off any decorations FAO your wedding coordinator
- Collect your wedding dress
- Pack for your honeymoon
- Do something relaxing
- Groom: Get your hair trimmed
- Groom: Go for final fitting and pick up your formalwear

1 day to go...

- Have a manicure and a pedicure
- Check in, settle, relax
- Spend some quality time with your family and friends
Excite your senses over dinner and drinks in Monboddo
- Make sure you get an early night
Enjoy the DoubleTree Sweet Dreams® experience

And then all that's left to do is...

- Enjoying every second of your wedding day
We wish you lots of love & happiness for your life together



EDINBURGH CITY CENTRE

SPECIAL EVENTS AND ACCOMMODATION

The Company reserves the right to vary the foregoing Terms and Conditions.

1 THE CONTRACT

(a) The party you are contracting with is DoubleTree by Hilton Edinburgh City Centre ("the Company"), which operates the Hotel and Conference Centre ("the Venue") referred to.

(b) All enquiries are dealt with and thereafter processed by The Company completing a Contract Form, a copy of which will be sent to the client(s) within 5 working days of the date of intimation by the client(s) of confirmation of the booking. The client(s) shall be obligated to respond in writing by signing and returning the contract within 5 working days of receipt. The date shall be deemed to be 48 hours after the date of postmark.

(c) All prices quoted for this agreement are inclusive of V.A.T. at the prevailing rate.

2 PAYMENT

(a) Please note our preferred method of payment is BACS.

(b) Cash payments can only be done in person at hotel reception.

(c) Cheques are discouraged but if necessary must be made payable to 'DoubleTree by Hilton Edinburgh City Centre' and in order to be cleared 21 days prior to an event will not be accepted later than 28 days prior to an event. If a cheque is not cleared 21 days prior to an event, an alternative payment method is required.

(d) For credit or debit card payments where the card holder is not present at the hotel, a third party credit card authorisation form must be completed by the card holder and returned along with photographic ID upon which the payment will be processed manually.

(e) A deposit may be required within a week of signing your contract.

(f) Full payment is required 3 weeks prior to the event taking place, failure to pay in advance may result in your event being cancelled.

(g) A credit card number may be required in advance for any extras added on the day of the event. A third party credit card authorisation form will be attached with the contract. This will be fully explained prior to the event. Where the card holder is present on the day, the card will be pre authorised for any extras.

(h) Any extras ordered on the day of your event will automatically be charged to this card.

3 VARIATIONS OF TERMS AND CONDITIONS AS CONTAINED IN THE CONTRACT FORM

(a) Provisional numbers will be asked for at the time of booking and the hotel reserves the right to stipulate a minimum number to be charged for the event. Final numbers and final details must be confirmed 14 working days prior to the event (not including the day of the event) and, subject to any minimum number, this will be the number you will be charged for.

(b) Should the client(s) desire to increase the previously agreed numbers it will be solely at the discretion of The Hotel as to whether any increase will be permitted.

(c) Should there be any diminution in numbers from those intimated as provided for in "3a" above, The Company reserves the right to charge in full in respect of the total numbers as intimated and thus contracted.

(d) The hotel reserves the right to change a designated room after appropriate consultation if the agreed minimum numbers are not met. This does not affect any minimum charge.

(e) If on the day you do not meet your minimum spend (if applicable) you will be liable to pay the amount due on the night. You may be asked to provide a card at the beginning of the event as a guarantee.

4 CLIENT(S) GUESTS USE OF THE VENUE

(a) The Company has statutory obligations and without prejudice to that generality such as those incumbent upon The Company related to Liquor Licensing, Fire Regulations, Health & Safety and others. It is therefore the obligation of clients and their guests to comply with these requirements as may be directed and enforced by staff at The Hotel.

(b) Consumables must be as supplied only by the Hotel or

its authorised agents and without prejudice to the foregoing generality also excludes the consumption of prizes won at any event.

(c) Clients and their guests shall not act in an improper or disorderly manner. They shall also leave promptly at the appropriate time and comply with reasonable demands of The Hotel personnel.

5 CANCELLATION OF EVENTS

(a) By the Company

The Event may be cancelled should any of the following circumstances occur:

- (1) The Hotel, or any part of it, is closed due to fire, alteration or re-decoration, by order of any public authority or due to circumstances outwith the control of The Company
- (2) The client(s) become bankrupt or insolvent or enter into liquidation or have an administrative receiver or receiver appointed over all or a substantial part of their assets.
- (3) If you are more than 30 days in arrears with payment to the hotel or the Company for previously supplied services.
- (4) Where a deposit and instalment payments are being made to account for any future event, then should there be arrears outstanding for more than 7 days, The Company reserves the right to cancel the contract.
- (5) Any other circumstances, which in the sole opinion of The Company would lead to either the reputation of The Hotel being damaged or damage being caused to the property of The Hotel. As a direct result of any of the above consequences occurring, The Company will refund any advance payments made subject to any costs involved and absolves itself from any further liability.

(b) By the Client(s)

If the Client cancels a booked event at the hotel, the following charges will be due. In each case the percentage charge applies to the estimated total for the event as previously agreed.

- (1) For cancellations between 24 and 16 weeks prior to the start date: 20%
- (2) For cancellations between 16 and 12 weeks prior to the start date: 35%



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EDINBURGH CITY CENTRE

- (3) For cancellations between 12 and 8 weeks prior to the start date: 50%
- (4) For cancellations between 8 and 2 weeks prior to the start date: 75%
- (5) For cancellations less than 2 weeks prior to the start date: 100%

Cancellation by the Client relating to accommodation bookings of more than bedrooms 10 rooms:

- (6) Between 4 and 2 months prior to arrival, the charge will be 50%
- (7) Between 2 and 1 month prior to the arrival date, the charge will be 80%
- (8) For cancellations less than 28 days from the arrival date, the charge will be 100%

All cancellations must be received in writing and will be deemed to take effect from the date when received by the Hotel.

The hotel reserves to the right to re-quote bedroom rates if the client makes significant amendments to the number of reserved rooms, the hotel's services or the guest's length of stay. Any non-arrival rooms will be charged at the contracted rate.

6 ACCOMMODATION

All room rates are quoted per room per night. Please advise us of any particular room preferences in advance. Preferences will be noted, however are subject to availability. Please note triples are limited within the hotel.

The Hotel reserves the right to review the rates in case of an increase in VAT.

If any accommodation is booked with your event, we will require a rooming list 14 days prior to your first arrival date. In case of any bedroom allocation for your wedding party, 50% of unused bedrooms will be released 6 weeks prior to your arrival date. Any further unused allocations will be released 4 weeks prior to your arrival date.

7 ACCESS TIMES

Bedroom bookings confirmed on a day rate are accepted on the basis that access to the room is limited to the period between

10.00am and 6.00pm unless previously agreed by The Hotel and acknowledged in writing. Unless this is arranged in advance, bedrooms must be cleared out with these times in order to fulfil any other contract.

For function rooms, a day hire rate provides access to the room from 9.00am to 5.30pm and an evening hire rate provides access to the room from 7.00pm until 1.00am.

8 LIABILITIES

a) Please safeguard your property. The hotel will not accept any liability for loss or damage to property or death or illness of or injury to persons unless caused by the Company's negligence.

b) Unless the Company is liable as referred to in (a), you will indemnify the Company from and against any and all liability for loss of or damage to property or death or illness of or injury to persons and against any and all claims, costs, demands, proceedings and damages arising there from as a result of the event.

c) The clients shall be responsible for the orderly conduct of its delegates, and shall ensure that its delegates have regard to any regulations imposed by any competent authority, and that nothing shall be done which will constitute a breach of the law. The Client shall fully indemnify the Hotel against any claims, or loss or damage arising as a result of breach of this clause.

d) Where the hotel is requested to book facilities and/or services on behalf of its clients or their guests with third parties, it will do so in good faith but cannot be held liable should the standard of those services prove deficient, nor for the acts or omissions of such third parties.

e) You are advised to consider your insurance cover in respect of (b) above.

9 GENERAL

(a) Goods and services may not be bought or sold on the premises without the Hotel Manager's prior written consent in which case additional terms and conditions will apply which you must sign. No tickets whatsoever may be sold at the event.

(b) The hotel name, logo and telephone number and the name "DoubleTree by Hilton Edinburgh City Centre" may not be used

in any advertising or other publicity without the prior written consent of the Hotel Manager.

(c) No signs, displays, posters or other material may be fixed to the walls of hotel rooms without the prior authorisation of the Hotel Manager.

(d) If the contract includes the client employing the services of an outside contractor then the client will indemnify the hotel against any loss of or damage to property or death or illness of or injury to any persons and against all claims, costs, demands, proceedings and damages arising there from. Any outside contractor employed by the client must report to the Duty Manager at the hotel and sign the hotel's standard Contractors Indemnity Form. The Hotel reserves the right to refuse access to any contractor in appropriate circumstances.

10 CAR PARKING

Charges apply to all wedding guests. There are three options of parking close by. The hotel has an agreement in place with Thistle Parking located on Semple Street where guests can park for 24 hours on a discounted rate. Tickets require validation by the hotel prior to paying. Spaces cannot be reserved and are subject to availability on entry. The discount is only noticeable for stays longer than 4 hours on weekdays and longer than 8 hours on weekends.

11 SECURITY

The Hotel will discuss at time of booking enquiry if security staffing is required for your event. Mandatory security may be required depending on the type of event. The Client is responsible for settling these charges, which will be advised prior to signing the contract.

We will work with our preferred security agency to arrange the security for your event. Any security arrangements done by the Client, do not count towards total officers required as stipulated by the Hotel Management.

12 DIETARY REQUIREMENTS

Please advise us of any dietary requirements at least 5 days prior to your event.



DOUBLETREE
by Hilton™

EDINBURGH CITY CENTRE

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