



*Let's talk  
Weddings*

Self-Catering wedding  
brochure

The Royal Court Hotel  
Tamworth Road  
Coventry  
CV7 8JG

02476 334171 Option 2





*Let our Hotel be  
Your perfect Wedding Venue*

**Wedding Ceremony Capacities**

<b>Boardroom</b>	<b>Minimum Numbers 4</b>	<b>Maximum Numbers 10</b>
<b>Blenheim Suite</b>	<b>Minimum Numbers 10</b>	<b>Maximum Numbers 90</b>
<b>Windsor Suite</b>	<b>Minimum Numbers 50</b>	<b>Maximum Numbers 150</b>
<b>Britannia Suite (Half)</b>	<b>Minimum Numbers 100</b>	<b>Maximum Numbers 200</b>
<b>Britannia Suite</b>	<b>Minimum Numbers 200</b>	<b>Maximum Numbers 500</b>
<b>Hotel Grounds</b>	<b>Minimum Numbers 20</b>	<b>Maximum Numbers 100</b>
<b>Marquee</b>	<b>Minimum Numbers 80</b>	<b>Maximum Numbers 150</b>

**Registrar Fees**

	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>Monday – Thursday</b>	<b>£581.00</b>	<b>£581.00</b>	<b>£610.00</b>
<b>Friday</b>	<b>£641.00</b>	<b>£641.00</b>	<b>£673.00</b>
<b>Saturday</b>	<b>£701.00</b>	<b>£701.00</b>	<b>£736.00</b>
<b>Sunday</b>	<b>£761.00</b>	<b>£761.00</b>	<b>£799.00</b>
<b>Bank Holidays</b>	<b>£831.00</b>	<b>£831.00</b>	<b>£872.00</b>

**These fees are paid directly to the registrars  
with a Notice of Marriage fee at £35.00 per person**



## Wedding Reception Capacities

<b>Blenheim Suite</b>	<b>Minimum Numbers 10</b>	<b>Maximum Numbers 90</b>	
<b>Windsor Suite</b>	<b>Minimum Numbers 50</b>	<b>Maximum Numbers 150</b>	<b>Private Bar</b>
<b>Britannia Suite 1 &amp; 3</b>	<b>Minimum Numbers 80</b>	<b>Maximum Numbers 120</b>	<b>Private Bar</b>
<b>Britannia Suite 2 &amp; 4</b>	<b>Minimum Numbers 80</b>	<b>Maximum Numbers 120</b>	
<b>Britannia Suite</b>	<b>Minimum Numbers 200</b>	<b>Maximum Numbers 500</b>	<b>Private Bar</b>
<b>Marquee</b>	<b>Minimum Numbers 80</b>	<b>Maximum Numbers 150</b>	

**Price upon application**

### **Room Includes**

- **Tables & Chairs**
- **Cutlery** (starter knife, starter fork, main course knife, main course fork, dessert spoon & teaspoon per person)
- **Crockery** (starter plate, main course plate, dessert plate/bowl)
- **Glassware** (Champagne Flute, wine and water glass, water jugs, draught beer glass)
- **White Linen Table Cloths**
- **White Linen Napkins**
- **Corkage for alcohol & soft drinks**

### **Hire**

- **Chair Covers with a Sash Colour of your choice or Chivari Chairs (numbers depending)**
- **Access to the Britannia Kitchen for your caterers**
- **5m x 2m stage**
- **Ice Buckets & Ice**
- **Cake Stand & Bridal Knife**
- **Complimentary Bedroom for Bride and Groom**
- **2 x complimentary changing rooms (1pm – 7pm)**







**Corkage for Alcoholic & Non-Alcoholic Beverages is included within the Room hire**

**Draught beer provided by hotel**

**Beers available are - Carlsberg & Tetley - needs to be purchased from the Hotel at**

**£3.00 per pint. (Subject to change)**

**Delivery of Beverages**

**Drinks to be delivered 48 hours prior to the event**

**Client to contact the bars manager on [bars710@britanniahotels.com](mailto:bars710@britanniahotels.com)**

**Upon delivery of drinks a full inventory of what has been delivered will be completed with the bars manager and it will be signed by the client and bars manager**

**Drinks are to be taken away from the hotel at the end of the event**

**The bars manager will only liaise with the event point of contact**

**Beverage Service**

**2 x bar staff will be provided by the hotel for the draught beer service only**

**Caterers to provide waiting staff to dispense all drinks to the tables and to oversee the whole drinks service**



# Approved Caterers

**Five Rivers**

**Shamim HM**

[shamim@thrfiveriversgroup.com](mailto:shamim@thrfiveriversgroup.com)

**01922646164**

**Friends Corner**

[sales@friends-corner.co.uk](mailto:sales@friends-corner.co.uk)

**07756699233**

**Punjabi Foods**

[punjabifoods@hotmail.com](mailto:punjabifoods@hotmail.com)

**02476686769**

**Johal Caterers**

[info@johalcatering.co.uk](mailto:info@johalcatering.co.uk)

**Sanjay Foods**

[info@sanjayfoods.com](mailto:info@sanjayfoods.com)

**0116266077**

**JJ Caterers**

[Ranuamarjit85@gmail.com](mailto:Ranuamarjit85@gmail.com)

**07404402670**



## Important Information for Caterers

- Caterers are to provide waiters for all the food & drink service.
- Waiting staff are to pay table with cutlery, crockery, glassware & Linen Napkins, along with clearing the tables at the end of the event.
- Once you have chosen your caterers, we welcome them to make an appointment to do a site visit to view the kitchen facilities.
- Caterers MUST sign a disclaimer form prior to the event and return the form to the hotel.

### Caterer's requirements for the day of the event

- Upon arrival to the hotel the caterers must report to reception and pay a £500.00 kitchen bond, this will be refunded at the end of the event on inspection of the Kitchen.
- Reception will introduce the caterers to the Duty Manager to show the staff to the Kitchen and where all the cutlery, crockery & glassware is located ready for set up.
- All rubbish at the end of the event is to be clear to the designated refuse area, which will be shown by the Duty Manager.
- There MUST be staff on until the end of the event to ensure all areas are clean, tidy and in order.

### Waiting Staff

- Waiting staff must be hired through your caterers, no third party is to be hired.
- Waiters to be onsite within enough time to set tables & run your drinks reception.
- The hotel expect all staff to be respectful, well-mannered & professional onsite.
- The catering and waiting staff represent the hotel whilst onsite, therefore must be smart and matching uniforms are essential.

**We advise you to give this information to your caterers**

## Room Decorations

- Please inform your wedding-co-ordinator of your supplier's details, along with public liability & PAT certificates.
- Suppliers will have access from 6am on the day of the event to set up and all items MUST be removed by 1am.
- Any tables, staging or chairs that are required are to be requested in your final meeting, they cannot be arranged on the day of the event.
- Décor supplier along with all suppliers to report to the hotel on arrival.

## Restrictions

- No Staples to be used on tables, staging or any fixtures around the room.
- No confetti inside the Suite unless a £50.00 cleaning charge is prepaid.
- No fireworks or Pyrotechnics.
- No attaching décor to walls, ceilings, or fixtures.

**We advise you to give this information to your suppliers**

## Entertainment

- Once you have selected your DJ for your special event, please inform them that they must give you a copy of the public liability & PAT tests to give to the hotel in your final meeting – six weeks prior to the event. If these documents are not received prior to the event, the hotel will not allow access to them.
- A site visit is recommended to view the space & electrical points.
- Please note, due to being close to a residential area, please inform your DJ's that we do have sound limiters in place in all of our function rooms.
- Full company details are required, we also require arrival times, this is to be confirmed on the final meeting.
- Access of the function room will be available from 6am and equipment must be removed by 1am on the day of the event.
- We request that set up staff be in smart uniform when they are onsite, as they are representing the hotel.
- Any staging, chairs & tables are to be requested prior to the event date.

## Restrictions

- No Fireworks or Pyrotechnics
- No confetti cannons unless a £50.00 cleaning charge is prepaid
- No attaching equipment to any walls, ceilings or Fixtures
- Dry Ice & Haze Machines need to be authorised by the hotel prior to the event.

**We advise you to give this information to your suppliers**

