

# 2024/25 ASIAN WEDDING SERVICE



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# YOUR WEDDING



Congratulations, you are about to embark on one of the most memorable events in your life - your wedding.

Naturally, nothing less than perfection will do and a whole host of exciting decisions lie before you; the dress, the flowers, the honeymoon and of course, the venue.

We'll help you celebrate the most memorable day of your life in one of the most beautiful wedding venues in Wales. The idyllic setting, exquisite landscaped gardens, sweeping staircases and classic terraces inspire beautiful photography and a day that you'll cherish and remember for years to come.



Few Asian wedding venues in South Wales provide the sense of occasion or grandeur offered by the Vale Resort. Set in 650 acres of spectacular countryside, yet only four minutes from the M4, the Vale Resort is the perfect location for your special day.

When it comes to hosting an Indian or Asian wedding celebration, nowhere in Wales does it quite like us.

The Vale Resort has two decades of experience hosting unforgettable events, and it shows. We offer far more than just a fantastic setting. Our vast, landscaped grounds and eclectic mix of wedding rooms provide the perfect backdrop for an unforgettable Indian & Asian wedding, whatever you have in mind.



Did we mention we can cater for up to 400 guests? And as your chosen celebration room will be exclusively yours for the day, you and your guests are guaranteed privacy. But we're more than just a grand venue. We're renowned for our laid-back approach to luxury. Your guests will always feel at home here, with the warmest of welcomes and the utmost respect for your traditions, cultural heritage and religious rituals. We love what we do, so nothing is ever too much trouble.



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# YOUR WEDDING PACKAGE



**Only £6000** per day

Charge to include:

- ♥ Castle Suite Venue Hire\*
- ♥ Tables (Selection of 6ft round banqueting tables & trestle tables available)
- ♥ Chairs (Standard banqueting chairs)
- ♥ White Table cloths
- ♥ Use of the Castle suite kitchens
- ♥ Soft Drink Corkage
- ♥ 1 complimentary bedroom for the Wedding Couple (If required for the night before or the night of the wedding.)
- ♥ Picture perfect countryside setting
- ♥ 400+ **FREE** onsite car parking
- ♥ **FREE** anniversary dinner
- ♥ **FREE** one month membership of our Health & Racquets Club
- ♥ **20% OFF** Vale Spa treatments for the bride (one month prior to the wedding.)
- ♥ Reserved car parking space\*



External Caterers must be chosen from our approved list. Non-approved catering companies will not be allowed on the premises.

Access to the Castle Suite will be via the entrance of the Vale Health & Racquets Club, a red entrance carpet (weather permitting) will be provided.

Access to the venue is given from 9am on the day of the wedding. Should access the day before be required, we are unable to confirm this until 2 weeks before the wedding. If the venue is booked the day before or you require earlier access than 9am, an early morning access can be organised, however please advise what time you require access to the venue from as soon as possible so that this can be organised.



+Access to additional meeting rooms for use of prayer room or gender segregation must be booked in advance at an agreed room hire rate. Access cannot be guaranteed if requested on the day.

\*1 x Reserved parking space can be provided at the front of the hotel for the Wedding Couple if required. Please advise prior to the day if this is required & the name for this space. All other guests will be required to park in the main car park.

*Vale*  
RESORT  
★★★★

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# APPROVED CATERERS



Your marriage marks the start of an exciting new chapter in your lives and we want to help you celebrate it in style. We know it's often the little details that can turn a special day into something truly magical. They say the way to the heart is through the stomach and that's all the incentive we need to ensure we always work with the best Indian and Asian catering companies.

## APPROVED:

- ♥ Eastern Cuisine Wales - Cardiff (07446 008271)
- ♥ Pure Catering - Llantrisant (01443 625076)
- ♥ Clay Oven - London ( 020 8903 8800)
- ♥ Sapna - London ( 020 8965 5145)
- ♥ Premier Flavour - Southall (020 8570 2080)
- ♥ Green Leaf - Southall (020 8574 0159)
- ♥ Ragasaan - London (0208 839 0880)
- ♥ Haveli Catering - Pontyclun (074324 76675)
- ♥ Dream Days For You Ltd - Kent (07702 245 385)



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# TERMS AND CONDITIONS

## CAPACITY

The Castle Suite can accommodate up to 400 guests for a reception (Based on 40 tables of 10 guests on each with no entertainment/staging space or aisle). Should you wish to accommodate an entertainment space (Staging & dancefloor) the Castle Suite can only accommodate up to 33 tables, plus staging & dancefloor. Tables can accommodate up to 12 per table, however this may be tight.

## SET UP

Access to the venue is given from 9am on the day of the wedding. Should access the day before be required, we are unable to confirm this until 2 weeks before the wedding. If the venue is booked the day before or you require earlier access than 9am, an early morning access can be organised, however please advise what time you require access to the venue from as soon as possible so that this can be organised. The Vale Resort will set up the initial room layout for the day. Please ensure a floor plan is provided no later than 1 week before the wedding to the hotel. Should you require the venue to be turned around throughout the day, your caterer will be responsible for carrying this out.

## STAFFING

The Vale Resort will not provide staffing for your wedding. This is the responsibility of your caterer. Please discuss staffing costs directly with your caterer.

## RUBBISH & CLEAR DOWN

It is your caterers responsibility to clean & clear the kitchen & venue at the end of the night. All items from the wedding need to be removed 24hr hours post wedding. The hotel will not take any liability for any items left after this period. Your suppliers will need to clear all decor & equipment at the end of the wedding. We do not permit supplier items to be kept in the hotel overnight. Any items left on site are left at your own risk. It is the responsibility of the caterer to remove and dispose of all rubbish and unused food.

## GUEST ACCOMMODATION

1 complimentary bedroom for the Wedding Couple if required for the night before or the night of the wedding. A maximum of 9 bedrooms will be held at the Vale Resort and a £50 non-transferable, non-refundable deposit is required for each bedroom. Unnamed bedrooms without deposits will automatically be released eight weeks prior to the wedding. Rooms booked after the release date will be at the best available rate on the day, subject to availability. Kindly note that we appreciate a notice of cancellation by noon on the day prior to your arrival, which will incur the loss of your initial deposit paid. If a cancellation is made after this time or your room goes through as a no-show, you will be charged the remaining balance of your first nights accommodation. Please note that any deposit taken is non-refundable.

## CATERER

Please select your caterer from the list of approved caterers that the Vale Resort provide. Should you wish to book a caterer that is not on our approved list there are a few documents that we require from them prior to you booking them (Public Liability, Food Hygiene Certificate - This needs to be a rating of 5, we don't accept any lower / Food Safety Certificates along with contact details for 3 venues they regularly cater at to gain testimonials). Please contact our Sales Team directly to confirm what these are & if we would allow them on site. All caterers are required to settle a kitchen bond (£500 for approved caterers, £1,000 for first time caterers) prior to the wedding day that will be refunded back to them should all areas & equipment be left in the same state they were provided in. Should loss or damages occur, this will result in loss of their full or part deposit.

## CUTLERY, CROCKERY & GLASSWARE

We do not provide Cutlery, Crockery or Glassware within our Dry Hire Packages. Please ensure you have sufficient Cutlery, Crockery or Glassware to run the event. This can be organised directly with your caterer.



# TERMS AND CONDITIONS

## ENTERTAINMENT

We do not allow live entertainment in the grounds of the hotel. Should you have Dhol Players for the Grooms entrance, they must play between the hours of 11am & 6pm & make their entrance via the leisure entrance.

## FIRE CEREMONY

The Vale Resort permits the small fire ceremony to take place on site. Please ensure that you have signed the Fire Ceremony Disclaimer (at the back of this brochure) prior to your wedding day to ensure that this can take place on the day of the wedding.

## CORKAGE

The Vale Resort includes soft drink corkage within the External Catering Package. Should you wish to provide alcohol, we will charge a flat corkage fee of £1000. We do not open our bar for you to serve your own alcohol behind, you must provide your own bar & glassware. Should you wish to have access to our beer taps, we require you to hire our bar staff at £18.00 per hour, per staff member & we will provide the beer to be charged on a per pint consumption on the day (either to yourselves or your guests). You must hire our bar staff from 1 hour before & 1 hour after the bar opening & closing time to allow time for set up & clear down. A minimum of 3 bar staff are required for serving behind the bar, plus an additional bar staff to clear glasses from the tables. You are then required to hire any glassware for the tables from the Hotel at £0.50 per glass, per person to save confusion between the hotel & caterers glassware.

If you choose not to provide your own alcohol but want the Hotel to provide this service, we will provide the glasses for any drinks served behind the bar. You are then required to hire any glassware for the tables from the Hotel at £0.50 per glass, per person to save confusion between the hotel & caterers glassware.

## VENUE DECORATIONS

The Vale Resort do not provide any decorations for the venue, these must be sourced by the wedding couple. Access to the venue is guaranteed from 9am on the day of the wedding for set up & any decorations must be set up by the supplier. Any decorations provided must not obstruct any fire exits. Candles are permitted, however they must be in glass holders that cover the flame & are not permitted on the floor. The Vale Resort do not have any staging on site. Should you require staging, you will be required to hire this in via an external company. All items from the wedding need to be removed 24hr hours post wedding. The hotel will not take any liability for any items left after this period. Your suppliers will need to clear all decor & equipment at the end of the wedding. We do not permit supplier items to be kept in the hotel overnight. Any items left on site are left at your own risk.

## A PROVISIONAL BOOKING

Can be held for two weeks. After this time, the booking must be confirmed or released. To confirm the booking, we require a non-refundable, non-transferable deposit of £1000.

## FINAL PAYMENT

50% of the total booking value is due 6 months prior to the wedding. Final payment due at least fourteen days before the wedding along with the final numbers and menus. Once final numbers and payment have been made, there will be no refund if numbers are reduced.



# FREQUENTLY ASKED QUESTIONS

## **Do you permit fireworks?**

Fireworks are not permitted at the Vale Resort.

## **Is throwing confetti permitted?**

We allow dried rose petals only due to the wildlife at the resort.

## **What time is check in and check out?**

Check-in is from 3.00pm and check-out 11.00am. You may request an early check-in (which may incur a charge) but we cannot guarantee.

## **Do we need to book the local registrar for our Civil Ceremony?**

Yes, we are unable to do this for you. Please contact the Vale of Glamorgan Registrar on 01446 709490.

## **How long will the Vale Resort hold provisionally hold the wedding date?**

We will hold the date for two weeks. After this time we require a deposit of £1000 to confirm your booking which is non-refundable and non-transferable.

## **Do you take more than one wedding a day?**

No, the venue is exclusively yours for the day.

## **Will the hotel set up my wedding cake on the day?**

As your cake is such an important part of your day we would like you or your cake company to set this up exactly how you would like it. Our staff are unable to move or handle your cake.

## **Do we need to order table decorations/flowers?**

You will need to organise your own table decoration which can be delivered directly to the venue the morning of the wedding.

## **Are candles permitted?**

You can use your own candles as decorations however, they must be in glass containers with no naked flames and not on the floor.

## **What white linen do you provide?**

White table cloths will be provided with our compliments. If you are arranging your own coloured table linen you will need to inform your Wedding Co-ordinator prior to your wedding.

## **Do we need to order chair covers?**

This is entirely your choice, please see the attached list of our friends who can help.

## **Can we provide our own evening entertainment?**

We are happy for you to provide your own entertainment. They would need to provide us with their public liability insurance, PRS music licence and that all of their equipment is PAT tested.

## **What time does the bar and entertainment finish?**

Bars close 12.00am Sunday - Thursday and 12.30am Friday and Saturday. Entertainment finishes at 12.30am Sunday - Thursday and 1.00am Friday and Saturday.

## **Do you provide a master of ceremony/toastmaster?**

No this isn't a service we offer for external catering events. Please discuss this directly with your caterer as this task normally falls to them.



# INDIAN / ASIAN WEDDING FIRE CEREMONY TERMS & CONDITIONS

- ♥ Vale Resort agrees to a small fire ceremony to take place as part of the wedding ceremony of \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_
- ♥ The fire **MUST** be lit in a fire proof container and be no more than a maximum of 6 inches high
- ♥ The wood used must be dry as no smoke can be emitted as this may cause the hotel fire alarms to be set off and hotel evacuated.
- ♥ Children under 12 years of age are not permitted to be near or approach the Mandip.
- ♥ **A fire warden with fire extinguisher and fire blanket to be provided by the bride and groom.**
- ♥ A full H&S risk assessment must be carried out prior to the commencement of a fire ceremony.
- ♥ The Vale Resort duty manager and the wedding events manager must be informed when the fire ceremony is about to commence and a manager must be present throughout the ceremony. No fire alarms will be disabled.

## I agree to the above T&C's

Signed \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## Signed on behalf of Vale Resort

Signed \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_





# INDIAN / ASIAN WEDDING EXTERNAL CATERER TERMS & CONDITIONS

Name of Caterer \_\_\_\_\_

Registered Address \_\_\_\_\_

Postcode \_\_\_\_\_

Date of Wedding \_\_\_\_\_

## **I/we agree to the following:**

- ♥ All catering areas to be fully inspected by a senior person in your company together with a Vale Resort F&B / Duty manager.
- ♥ Any Vale Resort equipment used to be maintained and cleaned to the exact level at time of inspection.
- ♥ Kitchen and catering areas to be maintained and cleaned to government 5\* Food Hygiene Standard level.
- ♥ It is the responsibility of the caterer to remove and dispose of all rubbish and unused food.
- ♥ Any damage caused by the caterer or their staff must be replaced or recompense will be taken from the catering bond to cover the cost of repair.
- ♥ A catering Bond of £500 must be paid by the caterer at time of signature of this document.
- ♥ A final inspection will be undertaken by the caterer / representative together with a Vale Resort F&B Manager or Duty Manager. If all parties agree that all catering areas have met the above T&C's then a full 100% refund of the bond will be immediately affected.

I agree to the above terms and conditions and am an authorised signatory of

Company Name \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

Contact Number \_\_\_\_\_ Email \_\_\_\_\_



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