

WEDDINGS
&
CIVIL PARTNERSHIPS



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*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 SKYBar 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 SKYBliss 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 so that you are refreshed for the most important day of your life.

You can relax our experienced team have everything in hand.



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.

Or gather your family and friends in Monboddie the next morning for a private post wedding breakfast celebration.

This is only the beginning of your life together.

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

Testimonials

"Thank you so much! We had the best day and couldn't have picked a better venue. Everyone was so amazing at helping everything go smoothly and making sure everyone had a good time. You're all amazing!"

— Melissa and Jimmy September 2023

"Thank you for a wonderful day. I'm still on cloud 9. The venue is absolutely perfect in every way."

— Claire and Duncan April 2023

"The whole day was completely perfect – from the special little touches while we got ready to the reception at night. So many of our guests have commented on how spectacular SKYbar was, the barbeque in the evening was a huge hit and the room looked exactly as I had hoped."

— Aisling and Kenny September 2022

"Our wedding was everything we would have wanted and more!

I could not recommend this venue more! Please do take a look at it if you are debating where to hold your special day!

If the balcony and view of Edinburgh castle isn't enough to convince you then I don't know what is!"

— Kelly and Scott June 2022

"Huge thank you to you and your team. We had an amazing weekend for our wedding and your staff and yourself have been a huge help to us over the weekend. "

— Debbie and Mark, September 2021



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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 Bridal dressing room
- 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

	2023	2024	2025
SKYBAR			
Room Hire	£2,150	£2,150	£2,250
Ceremony Additional Rate	£500	£500	£500
ORCHARDFIELD			
Room Hire	£1,400	£1,400	£1,500
Ceremony Additional Rate	£500	£500	£500

Capacities

SKYBAR		ORCHARDFIELD		MONBODDO	
Ceremony	100	Ceremony	200	Drinks reception	120
Wedding Meal	100*	Wedding Meal	120*		
Evening reception	150**	Evening reception	200**		

Monboddo can be used non-exclusively with an area reserved for your wedding party free of charge.

*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.



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SKYBliss Package - Full Day

- Complimentary accommodation for the bride and groom on the night of the wedding in one of our beautiful double rooms with full Scottish breakfast
- A dedicated and experienced Venue Wedding Coordinator
- Complimentary Bridal dressing room
- A master of ceremonies to guide you through your day
- Red carpet for your arrival (pre booking required)
- Arrival drinks reception for your guests
- Canapes for drinks reception - three per person
- 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
- Chivari chairs or white chair covers and coloured bow
- Choice of centrepieces
- Wedding cake base and knife
- A choice of evening buffet menus - three items included
- 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.

SKYBliss Package Prices 2024 2025 2026

SKYBar- 60 GUESTS

Package	£8,697	£9,537	£9,537
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ORCHARDFIELD - 60 GUESTS

Package	£5,310	£5,550	£5,550
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Additional day and night guests - adults

2024 £118 | 2025 £127 | 2026 £127

Additional day and night guests - children

2024 £72 | 2025 £73 | 2026 £73

SKYBration Package - Evening

- A dedicated and experienced Venue Wedding Coordinator
- Red carpet for your arrival (pre booking required)
- 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
- 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

SKYBration Package Prices 2024 2025 2026

SKYBar- 80 ADULT GUESTS

Package	£5,640	£6,320	£6,320
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ORCHARDFIELD - 50 ADULT GUESTS

Package	£2,550	£2,650	£2,650
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Additional SKYBration Package evening guests

2023 £50 | 2024 £53 | 2025 £56

Additional Evening Guests SKYBliss Package from

2024 £18 | 2025 £21 | 2026 £21

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

All Inclusive Packages



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Silver Menu

Starters

- Carrot and coriander soup, basil oil (V)(VG)(GF)
- Seasonal mixed vegetable soup, basil oil (V)(VG)(GF)
- Ham Hough terrine, mustard paint, piccalilli, brioche crostini
- Beetroot salad, walnuts, goat cheese mousse (GF) (VG)

Main courses

- Roasted chicken breast, spring onion mash potato with mustard sauce
- Roasted salmon, light tomato and bean casserole
- Mediterranean vegetable puff pastry roulade, cous cous with tomato sauce (VG)(V)

Desserts

- Sticky toffee pudding, butterscotch sauce, popcorn ice cream
- Chocolate beetroot brownie, raspberry and beet puree
- Lemon tart, berry compote, Chantilly cream

Silver Menu Price

2024 £38 | 2025 £40 | 2026 £40

Gold Menu

Starters

- Roasted Tomato and pepper soup, basil oil (V)(VG)(GF)
- Carrot and coriander soup, basil oil (V)(VG)(GF)
- Chicken liver parfait
Red onion marmalade, sourdough crostini (GF without crostini)
- Heirloom tomato salad
Balsamic pearls, basil oil and tuile (V)(DF) (GF without the tuile)

Main courses

- Roasted chicken breast, wild mushroom compote, fondant potato with creamy sauce
- Over baked salmon, dill cream sauce, mustard mash potato with broccoli
- Beef shin roulade, carrots, parsnips, fondant potato, red wine jus
- Moroccan style tagine cooked with lemon, coriander, lasted flaked almonds bound in tomato pepper sauce (VG)(V)

Desserts

- Chocolate Tart, lime ice cream
- Meringue, red berry compote, lavender cream
- Cheese plater, plum compote (Dunlop cheddar, blue cheese, cloud brie) oatcakes and grapes

Gold Menu Price

2024 £45 | 2025 £50 | 2026 £50

(V) = Vegetarian (GF) = Gluten Free. (VG) = Vegan (N) = Contains Nuts
Prices are based on a one choice menu. If you prefer a two choices 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 mayonaise and rocket (V)
- Honey roast ham and piccalilli
- Tuna mayonaise and cucumber

Wraps

- Roasted red pepper, feta and hummus (V)
- Chicken, avocado and rocket

Hot Food

- Sausage rolls / Vegetarian Sausage rolls
- Bacon rolls
- Stovies
- Selection of pizzas
- Vegetable samosas (V)
- Vegetable curry
- Mac and cheese
- Crostini station (£8 per person upgrade)
- Beef bourguignon with roasted baby potatoes (£8 per person upgrade)

Desserts

- Chocolate and beetroot brownie
- Cheese platter (£8 per person upgrade)

2024 3 items £18.00 | 2025 3 items £21.00 | 2026 3 items £21.00

Add additional items for £3 per item per person

BBQ Buffet

(Available from May to September)

Meat

- Bratwurst Sausage with caramelised onion
- Cajun chicken
- 8oz Scottish beef burger
- Harissa and yoghurt marinated lamb skewers

Vegetable

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

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

Full Menu (6 items)

2024 £30.00 | 2025 £33.00 | 2026 £33.00 per person

Kids 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

Garlic bread, main course, ice cream and fruit juice.

2024 £19.50 | 2025 £20.00 | 2026 £20.00

(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.



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Canapés

MEAT

- Haggis bon bon with whisky sauce
- Chicken liver pate, oatcake, red onion marmalade
- Chicken Skewers

FISH

- Basil, lime and tomato gazpacho served with king prawn (GF)
(Without Prawn – V)
- Smoked salmon cream cheese dil crostini

VEGETARIAN

- Vegetable samosas (V)
- Mediterranean pinwheels (V)
- Aubergine Involtni (V) (VG) (GF)

SWEET

- Toasted brioche, cheesecake mousse, raspberries

2024 3 items £12.95 | 2025 3 items £13.95 | 2026 3 items £13.95

Add additional items for £3.50 per item per person

Tea and Coffee

Freshly brewed tea and coffee	£3.95
Freshly brewed tea and coffee with Scottish Tablet	£4.95

Beer & Cider

INTERNATIONAL BEERS

Stella Artois <i>330ml, 5.1% abv</i>	£5.50
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Corona <i>Mexico, 330ml, 4.5% abv</i>	£5.50
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Budweiser Prohibition Brew Non-Alcoholic Can <i>USA, 330ml, 0% abv</i>	£3.00
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CIDERS

Kopparberg Naked Apple <i>Sweden, 500ml, 4% abv</i>	£6.50
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Kopparberg Mixed Fruit <i>Sweden, 500ml, 4% abv</i>	£6.50
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Kopparberg Non Alcoholic Strawberry and Lime <i>Sweden, 500ml, 4% abv</i>	£5.50
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(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.

Drinks prices are 2023 prices and are subject to change. Please ask our team for more details.



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WHITE	175ml	250ml	BTL	FIZZ	125ml	BTL
El Velero Verdejo <i>Spain</i>	£6.10	£8.50	£24.00	Galanti Prosecco Extra Dry <i>Italy</i>	£6.50	£35.00
Short Mile Bay Chardonnay <i>South Eastern Australia</i>	£6.80	£9.50	£27.00	Galanti Spumante Rose <i>Italy</i>		£40.00
Kleine Zalze Vineyard Selection <i>Chenin Blanc Stellenbosch</i>	£7.50	£10.50	£30.00	Perrier Jouet Brut <i>France</i>		£90.00
RED						
El Velero Tempranillo <i>Valdepeñas, Spain</i>	£6.10	£8.50	£24.00			
Short Mile Bay Shiraz <i>South-Eastern Australia</i>	£6.30	£8.80	£25.00			
Monte Verde Merlot <i>Central Valley, Chile</i>	£6.30	£8.80	£25.00			
ROSÉ						
Wicked Lady White Zinfandel <i>California, USA</i>	£6.80	£9.50	£27.00			
Corte Vigna Pinot Rose <i>Campania, Italy</i>	£6.80	£9.50	£27.00			

Drinks prices are 2023 prices and are subject to change. Please ask our team for more details.



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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 API form?
- Start researching suppliers
We can put you in touch with local photographers, cake designers, pipers, musicians, magicians, chair cover & centre piece 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



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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
- Finalise your seating plan - *call anyone who hasn't RSVP'd*

4 weeks to go...

- Send all your final details documents back to your wedding planner
- Arrange your final details appointment to 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...

- 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
- 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 Monboddio
- 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 4 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 4 weeks 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 in excess of 28 weeks prior to the start date: 25%
- (2) For cancellations between 28 and 14 weeks prior to the start date: 50%



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- (3) For cancellations between 14 and 8 weeks prior to the start date: 75%
- (4) For cancellations less than 8 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 have a 3.00pm check in, any early check in requests will be prioritised but cannot be guaranteed.

For function rooms, full day weddings provides access to a

dressing room from 8.00am, An evening hire rate provides access to the room from 7.00pm until 1.00am, unless otherwise agreed with the hotel.

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 NCP Castle Terrace 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.

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 4 weeks prior to your event.



DOUBLETREE
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EDINBURGH CITY CENTRE

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