



Congratulations for your Special Day...

Your wedding day is a very special occasion and we at Copthorne Resort Solway Park would like to ensure that it is a memorable one.

Let us take care of your wedding arrangements so that you can enjoy a trouble free and happy occasion in our beautiful surroundings.

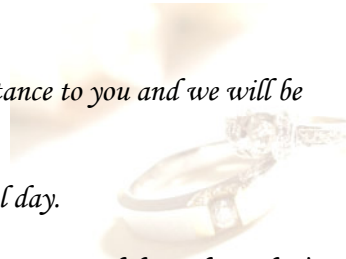
I hope the information contained in this booklet will be of assistance to you and we will be pleased to discuss with you your specific requirements.

So why not read on to see how we can help you plan your special day.

We have a wonderful team who will be dedicated to ensuring your magical day. Please don't hesitate to contact me on 06 370 0500 to discuss any of your arrangements.

We look forward to hearing from you.

Wendy Donnelly
Weddings Co-ordinator



We offer you...

An Outdoor Wedding Garden for your service and 24 acres of Landscaped grounds for your photographs.

Function Rooms available to be designed to your requirements.

Complimentary wedding night in one of our stylish Executive Suites and a leisurely Breakfast the next morning. Subject to special conditions.

Great Accommodation Packages to offer your Guests.

Our Facilities...

Our hotel is the ideal place for your wedding reception, catering from as few as 10 guests up to as many as 500. From the moment you arrive our friendly professional team will be on hand to ensure that everything runs smoothly on the most important day of your life.

Our Accommodation

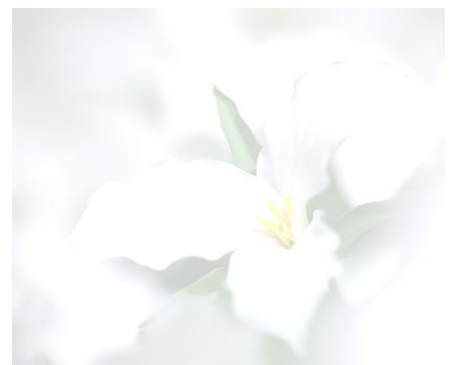
- ⌘ Executive Suites*
- ⌘ Deluxe Suites*
- ⌘ Continental Suites*
- ⌘ Standard Rooms*

Our Guest Services

- ⌘ 24 hour reception and room service*
- ⌘ Complimentary daily newspapers*
- ⌘ Ample free car parking*
- ⌘ On-site Laundry and Dry Cleaning Services*

Our Facilities

- ⌘ House Bar*
- ⌘ Restaurant and Cafe*
- ⌘ 24 acres of beautiful park like surrounds*
- ⌘ 10 bay golf driving range*
- ⌘ Indoor Heated pool and Outdoor pool*
- ⌘ Squash / Tennis / Volleyball courts / Petanque*
- ⌘ Games room*
- ⌘ Spas*

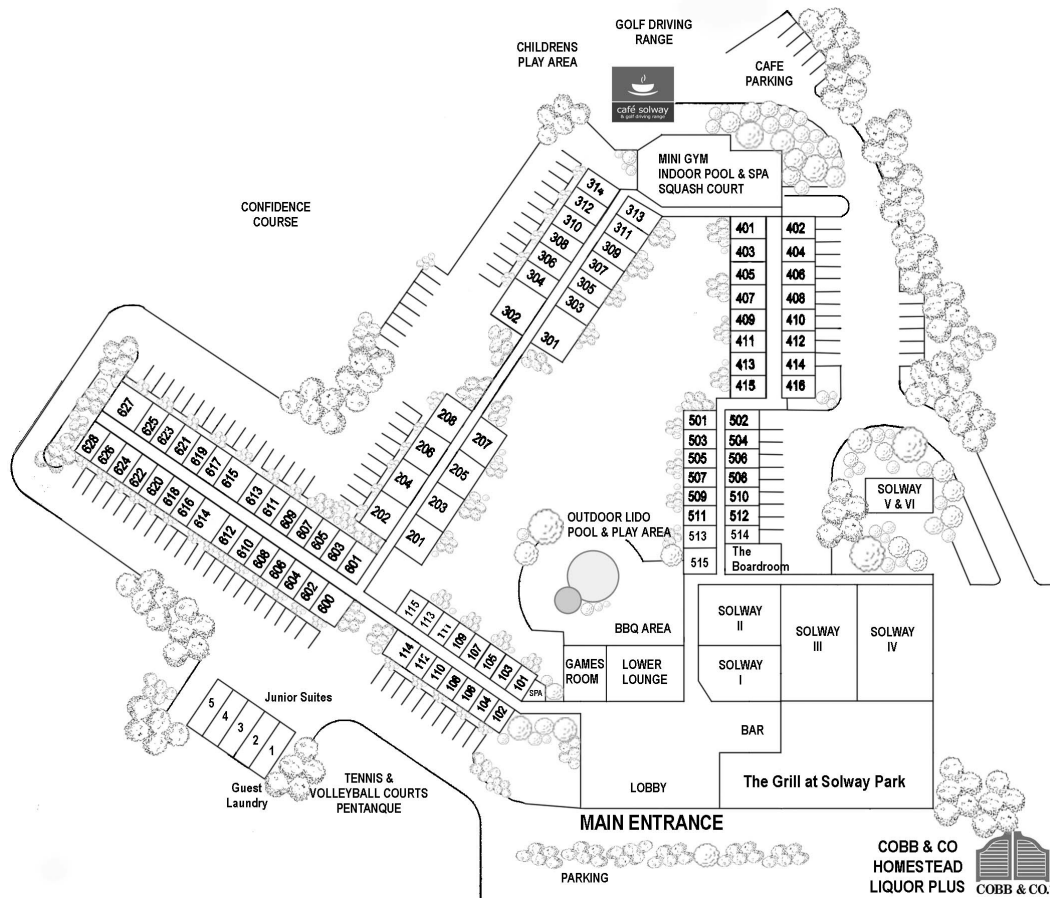


COPTHORNE
HOTEL & RESORT
SOLWAY PARK, WAIRARAPA

Room Rates...

Rooms	Full Day 7am to 6pm
Solway I	\$250.00
Solway II	\$250.00
Solway III	\$250.00
Solway IV	\$250.00

Our Complex...



Planning your Special Day...

Your wedding is a very special day for everyone because of all the wonderful and memorable things that happen. Planning your wedding is an exciting time for both to share...choosing the ring, gazing at beautiful dresses, preparing your new home, these all need time. Five or six months before your day gives you plenty of time to enjoy all the preparations of getting married.

We are committed to your special day and have prepared a few helpful hints to ensure that your day flows as smoothly as the bride's gown.

First Steps

The first thing you will be planning for your wedding is the budget. Talk amongst yourselves about the kind of service you would like; you may wish to be married in a church or prefer a garden setting. On your very special day, you will want the finest of everything so plan carefully the style of reception and honeymoon.

When you have decided, visit your Vicar or Celebrant and make arrangements for your marriage ceremony. They will be of great help to you both and explain everything you will need to know about walking up the aisle and saying "I do". If you wish, a rehearsal can be arranged to set your minds at ease and to assure you that it will be perfect on your wedding day. Take this opportunity to apply for a marriage license. If you have chosen an outside Wedding nominate an inside Venue as a backup in case of inclement weather.

Book your Reception

When you have the date, arrange and book your reception. We will be more than happy to offer you any advice on catering matters, styles of seating arrangements and anything else you are unsure of.

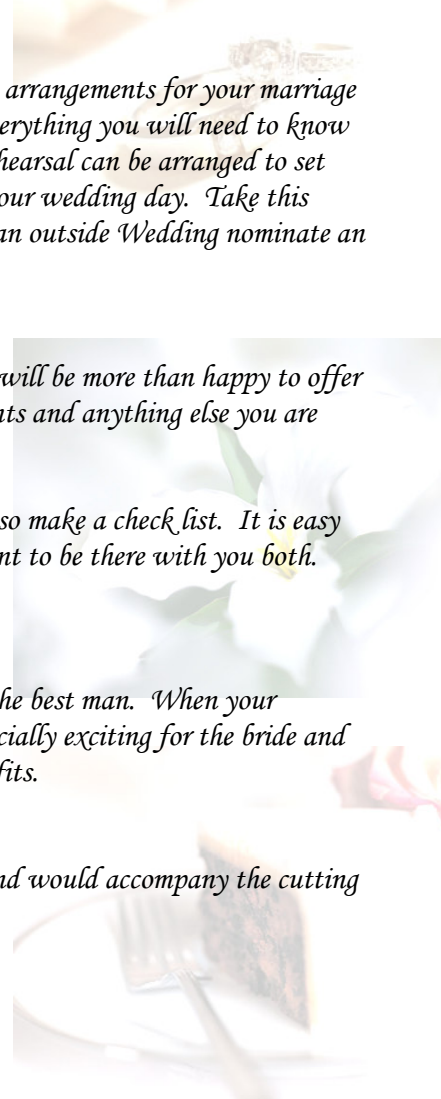
You have probably discussed between yourselves who to invite, so make a check list. It is easy to forget somebody when you have so many people who will want to be there with you both. Think of all your relatives and friends on both sides.

Bridesmaids and Best Man

It is now a good time to think of bridesmaids, groomsman and the best man. When your decision is made you can start shopping with them. This is especially exciting for the bride and bridesmaids! Consider hiring the bridegroom and best man's outfits.

Toasts and Speeches

These would normally take place at the beginning of the meal and would accompany the cutting of the wedding cake which is distributed after the meal.



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Checklist for the Bride and Groom...

6 - 12 months before the wedding

Determine the Budget
Draw up the Guest List
Set day & time of Ceremony & Reception
Choose/book a Celebrant, or chosen Church or Venue
Obtain floral, photographic, printing & entertainers estimates
Discuss/choose colour scheme (or theme)
Begin the search for the Wedding Gown, Headgear and Jewellery
Obtain men's suit hire estimates
Choose your Best Man, Groomsman, Bridal Attendants etc
Make Honeymoon reservations with fiancé
Book Bridal Cars
Select Photographer/Videographer

3 - 5 months before the wedding

Choose/Order invitations, write and send them
Plan Reception & Decorations
Plan Ceremony & Reception Music
Choose florist
By now the Wedding Gown & Groom's Suit should be organised/purchased and Bestman & Groomsman's suits, attendants dresses
Decide on accessories for the Wedding Party
Order Wedding Cake
Finalise your Guest List
Meet with Photographer to discuss arrangements & photo preferences etc
Select Wedding Rings
Choose make-up artist & Hairdresser

2 months before the wedding

Finish any late invitations
Acknowledge gifts as they arrive
Finalise reception details, timings & RSVP's
Go over Wedding Ceremony details & organise rehearsal
Decide on floral arrangements - bouquets, reception & church
Select Grooms gift

1 month before the wedding

Have trial hair & make-up session

Final fittings for Bride, Attendants, Groom & Groomsman
Make an appointment to see a beautician one week before
Attend Bridal Showers
Organise seating plan & place cards
Arrange Wedding License

2 weeks before the wedding

Wear in your Wedding shoes (both Bride & Groom)
Those giving speeches should be planning what to say!
Confirm with Attendants, Best Man & Mother of the Bride (or friends etc) things that need doing after the Wedding (eg. Returning hired clothing, take care of Bride's Gown, removing stored Wedding Gifts) and decide who is doing what
Make final check on bridal party outfits
Arrange name changes for reception
Pick up Wedding Rings
Reconfirm all arrangements: Florist, Reception, Ceremony, Cars, Honeymoon, Photographer, Music
Attend Hens/Stag night

5-7 days before the wedding

Wrap Groom's & Attendants gifts
Give last minute guest list to the caterer
Begin gift display
Continue to acknowledge gifts
Check with florist on delivery time of Bridal Flowers
Arrange for any hire items to be collected
Have a facial/massage/manicure/pedicure
Final check on all arrangements
Visit your photographer to check on last minute details of your Wedding Coverage
Provide Room plan to the Co-ordinator
Provide Co-ordinator with table decorations

1 day before the wedding

Decorate the church or place of Ceremony
Collect men's suit hire
Attend Wedding Rehearsal
Deliver Wedding cake to the Venue
With the preparation over. relax & have a wonderful day



Checklist for:

Copthorne Resort Solway Park...

- Arrange complimentary suite for bride and groom on their wedding night*
- Arrange entertainment for wedding reception if requested*
- Arrange menu for reception in consultation with bride and groom*
- Arrange pre-reception drinks and wines for tables*
- Arrange accommodation for out of town guests*
- Arrange catering for day after wedding for viewing of presents*

Looking to the Future - Anniversaries...

<i>1st</i>	<i>Paper</i>	<i>13th</i>	<i>Lace</i>
<i>2nd</i>	<i>Cotton</i>	<i>14th</i>	<i>Ivory</i>
<i>3rd</i>	<i>Leather</i>	<i>15th</i>	<i>Crystal</i>
<i>4th</i>	<i>Fruit / Flowers</i>	<i>20th</i>	<i>China</i>
<i>5th</i>	<i>Wooden</i>	<i>25th</i>	<i>Silver</i>
<i>6th</i>	<i>Candy</i>	<i>30th</i>	<i>Pearl</i>
<i>7th</i>	<i>Wool / Copper</i>	<i>35th</i>	<i>Coral</i>
<i>8th</i>	<i>Bronze / Pottery</i>	<i>40th</i>	<i>Ruby</i>
<i>9th</i>	<i>Pottery / Willow</i>	<i>45th</i>	<i>Sapphire</i>
<i>10th</i>	<i>Tin</i>	<i>50th</i>	<i>Golden</i>
<i>11th</i>	<i>Steel</i>	<i>55th</i>	<i>Emerald</i>
<i>12th</i>	<i>Silk / Linen</i>	<i>60th</i>	<i>Diamond</i>



*Book your wedding with Copthorne Resort Solway Park,
sit back and relax; let us do the work,*



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Testimonials...

"We were absolutely thrilled with the manner and service ... extremely impressed ... your reputation will certainly be passed on by all of us".

Suzanne & Allen - Wedding Function

"A huge thank you to you and the Solway Team ... wonderful organisation, the way you listened to our needs ... nothing was left out".

John & Chris - Wedding Function

"Wendy is every bride's second mum ... we can't speak more highly of her efforts ... we will be recommending that everyone hold their wedding at Masterton's most complete hotel"

Mike & Jane - Wedding Function

"You went beyond the call of duty ... everything was A1 ... thanks Solway."

Rich & Bea - Wedding Function

"I was so impressed with everything you guys did ... your thoroughness and taking care of everything relieving stress ... you are a credit to your job and Solway."

Brent & Jo - Wedding Function

"We couldn't have hoped for anything better ... your service and attention to detail was great."

Regan & Chris - Wedding Function

"I am writing to commend the staff ... the food was absolutely outstanding and of the highest quality at all times ... the staff worked tirelessly throughout ... truly magnificent ... must be commended for all the hard work and organising."

Judith & Ian - Wedding Guest

"Couldn't have asked for more helpful, knowledgeable, calm, friendly and willing staff ... nothing we asked for was a problem ... accommodating, full of helpful advice and always a friendly smile ... the meal was absolutely delicious and beautifully presented."

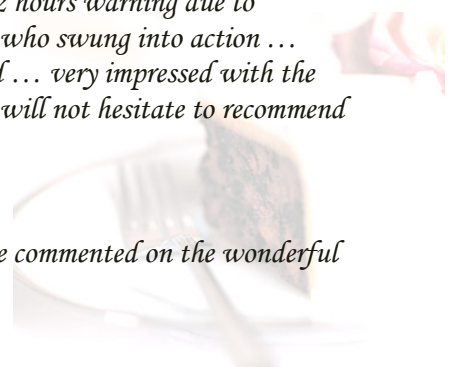
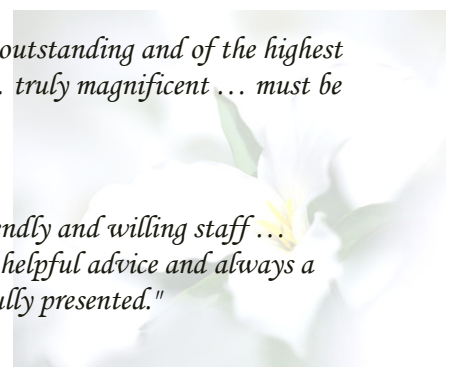
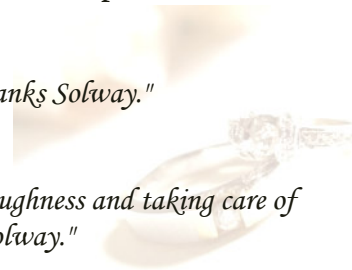
Steven & Louisa - Wedding Function

"Thank the Copthorne for rescuing my son's wedding with only 2 hours warning due to inclement weather ... particularly grateful to Wendy and staff who swung into action ... nothing was too much trouble ... the food was the top standard ... very impressed with the range of services ... the best I have seen here or overseas ... we will not hesitate to recommend the complex and services."

Alan & Faye - Wedding Function

"Solway Park made everything much more enjoyable ... everyone commented on the wonderful service and excellent presentation ... will come again."

David & Leanne - Wedding Function



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Terms and Conditions...

The following terms and conditions have been set in place for the protection of all parties involved to avoid any misunderstanding.

1.0 FINAL NUMBERS:

- 1.1 The numbers expected to attend the event must be advised ten (10) working days prior to the commencement of the event, with final confirmation no later than Five (5) working days prior to the event. This final number will constitute the minimum charge.

2.0 CONFIRMATION:

- 2.1 To secure a Function or Wedding reservation with Copthorne Resort Solway Park, please return to us a signed Function or Wedding proposal and terms and conditions as acceptance of the proposal.
- 2.2 A deposit of one third of the total food costs and venue hire on confirmation is required, with half the balance remaining being paid prior to two months from the Function or Wedding's date.

3.0 FINAL PAYMENT:

- 3.1 For Functions and Weddings, final payment will be due on departure by credit card or bank cheque unless prior credit facilities have been approved by the Manager of Copthorne Resort Solway Park.
- 3.2 It is understood that in instances where prior credit facilities have not been arranged with Copthorne Resort Solway Park and where the Client's guests or invitees have incurred additional charges such as meals, laundry, toll charges and liquor, these accounts must be settled on departure. If these charges are not paid by the individual concerned, they must be settled by the Client as part of the final account.
- 3.4 Payment of accounts is required by the 20th of the month following the date of invoice/s. If this requirement is not met, we reserve the right to assign this account to debt collectors and that the debtor acknowledges liability for all recovery costs incurred by ourselves and our debt collection agency should such action be deemed necessary.

4.0 CANCELLATION:

- 4.1 Functions and Weddings including accommodation and food and beverage may be cancelled in writing up to 30 days prior to the Function or Wedding commencement without penalty to the client.
- 4.2 For cancellations between 30 days and 14 days prior to the Function or Wedding, 15% of the total estimated revenue for the Function or Wedding may be charged.
- 4.3 For cancellations between 14 days and 7 days prior to the Function or Wedding, 25% of the total estimated revenue for the Function or Wedding may be charged.
- 4.4 For cancellations less than 7 days prior to the Function or Wedding, 50% of the total estimated revenue for the Function or Wedding charged.
- 4.5 All cancellations must be received by the Copthorne Resort Solway Park in writing.

5.0 FOOD & BEVERAGE:

- 5.1 Copthorne Resort Solway Park reserves the right to discontinue the supply of liquor at any time, pursuant to the Sale of Liquor Act.
- 5.2 Without the prior written consent of the Food and Beverage Manager no food or beverage items of any kind will be permitted to be brought in or taken out of the Hotel.
- 5.3 The Hotel shall make a reasonable charge for the service and corkage of all food or beverage permitted to be brought into the Function.
- 5.4 The Function Organizer agrees to be individually responsible to inform their guests of this policy and to appropriately police the conduct of their guests while on the Premises. Guests in violation of this agreement may be asked to leave the Premises immediately. The Hotel reserves the right to refuse service to anyone.

6.0 HOTEL DAMAGES/INSURANCE:

- 6.1 The Client is financially responsible for any damage, breakage or pilferage sustained to the Hotel Premises or Equipment by the Client, the Client's guests, invitees, outside contractors or other persons attending the function, whether in the room reserved or any area or part of the Hotel, prior to, during or after the event.
- 6.2 Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building unless prior approval has been given by the Hotel Manager. Suitable floor protection is to be used as required. Signage in Hotel public areas is to be kept to a minimum and must be approved by the Hotel Manager.
- 6.3 For all exhibitions and stage set-ups produced by outside contractors, plans and power requirements must be approved by the Manager Copthorne Resort Solway Park prior to the event.
- 6.4 Copthorne Resort Solway Park will take all necessary care of the Client's property but will take no responsibility for damage to or loss of property or merchandise left in the Hotel prior to, during or after the function.
- 6.5 The Client will be responsible for the removal of the property after the conclusion of the event and any goods left in the Hotel after the function without prior arrangements will be deemed abandoned.
- 6.6 The Client must arrange their own personal liability insurance and security, as required.
- 6.7 The Client should conduct their function in an orderly manner, in full compliance with all applicable laws at a minimum disruption to other guests of the Hotel.

- 6.8 If the Hotel has reason to believe that a function will affect the smooth running of the Hotel's business, its security or reputation, the Hotel reserves the right to cancel the function without liability at any time either before commencement of the function or during it.
- 6.9 Copthorne Resort Solway Park reserves the right to exclude or remove any objectionable persons from the function or Hotel premises without liability at any time during the function.

7.0 ENTERTAINERS:

- 7.1 Any form of entertainment must be discussed and approved with Management.
- 7.2 Accommodation, food and beverage services for entertainers, photographers, etc are not provided. Where a client stipulates such a requirement an additional charge will be applicable. Confirmation is required five working days prior to the Function or Wedding.

8.0 PRICING POLICY:

- 8.1 A service charge may be applicable for each additional hour a function continues after the agreed finish time based on the number of confirmed attendees. Likewise, a surcharge may apply for Food & Beverage functions of 25 guests or less.
- 8.3 Every endeavour will be made to maintain prices as quoted however prices are based on current costs and may be subject to change without notice to meet increases as they arise.
- 8.4 The prices in this Function pack are valid until 31 March 2008.

9.0 FORCE MAJEUR:

- 9.1 Where matters beyond the reasonable control of Copthorne Resort Solway Park impairs or prevents the Hotel being able to perform its obligations under the event contract, the Client releases Copthorne Resort Solway Park from any liability or loss incidental or consequential to such matters.

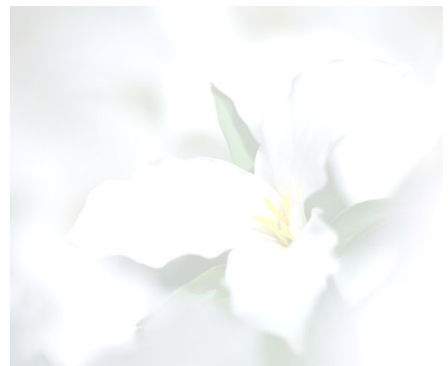


Signed as acceptance of Wedding Proposal and Terms and Conditions

Signature.....

Name.....

Date.....





**COPHORNE
HOTEL & RESORT**

SOLWAY PARK, WAIRARAPA

High Street, Masterton, New Zealand

0800 SOLWAY

functions@solway.co.nz

www.solway.co.nz