



*Weddings* AT DERBY'S HIDDEN GEM





## THE *Perfect* SETTING



Congratulations on your engagement! We're delighted that you are considering our beautiful venue to be part of your special day. Surrounded by **8 acres of elegant grounds and steeped in local history**, The Derby Conference Centre is a stunning, art deco, Grade II listed building. Situated in the heart of Derby and commonly known as **Derby's hidden gem**, you can easily bring all of your loved ones together for your special day, no matter where they live in the country.

We're proud to offer a range of **stunning, versatile, licensed reception rooms** which can cater from anywhere between 20 to 400 guests, and with our onsite accommodation, you can celebrate your

special day with your family and friends around you. From small ceremonies through to large celebrations, all of our spaces can be **tailored to your requirements** and our comfortable Wyvern Bar allows your guests to relax with a drink or two.

Our **professional and experienced Wedding Co-ordinator** is on hand each step of the way to ensure that every detail is perfectly planned, ready for your big day. And when it arrives, our **highly professional management team** will make sure everything runs like clockwork, leaving you to enjoy your day, stress free.

*The Derby Conference Centre*

Imagine being able to enjoy your entire day in one place...well imagine no more, as that is exactly what we offer here at The Derby Conference Centre. Our **versatile and elegant reception rooms** are licensed to hold civil ceremonies, which enables you to have your **wedding ceremony and reception under one roof**, without the hassle of co-ordinating travel between venues.

We have a wonderful range of rooms to choose from, with **seating for up to 380 guests**. Our venue can accommodate both small and large gatherings; from intimate wedding breakfasts to dancing the night away, with The Derby Conference Centre you really are spoiled for choice.

## WEDDINGS & CIVIL *Ceremonies*



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## YOUR *Overnight* STAY



As your special day comes to a close, there's nothing better than being able to take a short walk and retire to one of our **50 4\* AA rated bedrooms**. With elegance and modernity that you and your guests will love, The Derby Conference Centre boasts a range of single, twin and double rooms to choose from. With premier rooms also available, your guests can enjoy an extra touch of luxury during their stay.

The **superb décor**, high levels of comfort and **interior charm** provide a truly wonderful setting for an overnight stay. All of our hotel rooms are en-suite, and come complete with **complimentary Wi-Fi**, tea & coffee facilities and a delicious full English breakfast, providing your guests with the perfect end to your perfect day.

For a truly unique experience, you can create your own **tailor made package** from our range of **luxury menus**. We understand that your first meal together as a married couple must be a memorable one, using **only the finest ingredients**, our chef will provide you with your own taste of luxury.

We offer a range of options and menus from canapés to wedding breakfasts and buffets. Our Wedding Co-ordinators will cater to your every need with a selection that will truly compliment your wedding celebrations.

## *Satisfy* YOUR GUESTS



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## PLANNING *Your* DAY



The perfect wedding takes a lot of planning but don't worry we're here to help! Our wedding experts have put together this handy checklist to help you get started.

### *12-18 Months to go*

Congratulations! Finding The Derby Conference Centre means you've completed the first step towards your dream wedding: finding the perfect venue.

- Find your dream wedding venue.
- Set your date.
- Guestlist - so many elements of your day will depend on how many family & friends will share the special day with you.
- Budget, budget, budget! Things may change later, but it's good to have a rough idea in mind.
- Book photographers, florists, and drivers, well in advance – they're always in high demand!

### *6 Months to go*

It's starting to get a bit more 'real'!

- Book the all-important honeymoon! It might seem like a long way off, but popular destinations go quickly. Have fun with this; it's a nice decision to have to make!
- Start finalising the outfits for the bride, the groom, and the rest of the wedding party. Make sure you leave enough time for any last minute adjustments.
- Invite the guests. The more notice you can give, the better!
- Don't forget about YOU. Hair, make-up and all your pampering needs should be pencilled in for the big day.
- Look for 'cake-spiration' and book a slot with your favourite wedding cake designer.

### *1 Month to go*

We will confirm all final details; including final numbers, catering requirements and any last minute changes with you at this point.

- Prepare your vows and speeches. Remember, these are for you - the happy couple, and not just to entertain your guests. So grab a pen and don't be afraid to wear your heart on your sleeve.
- Decide on the seating arrangements. This can sometimes be more challenging than you might think.

### *1 Week to go*

The final countdown is on. Are you getting excited now?

- Collect or arrange a time for your beautiful outfits to be picked up.
- Make sure the bridesmaids and the best man all have contact details for any services you've booked (transport, photographers and so on).
- Pass the rings to the best man for safety.
- Collect the cake!

### *Final Stages*

Take all of the decorations, cake and flowers to the venue a day or two before the wedding and make sure you contact us well in advance to arrange this.

### *Today's the Day!*

All you have to do now is say those all-important words. Relax, enjoy the day, and celebrate the start of your beautiful marriage!



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## WE'RE HERE TO *Help*

Everyone speaks the language of love here at The Derby Conference Centre. Our team will be on hand throughout each planning stage of your wedding and are here to make it a special day for you and your partner.

Call us on 01332 861842 and select Option 2 to find out more about how our friendly and professional team can help you have the wedding you've always dreamed of!



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