

Where every event is made special.

WEDDINGS & FUNCTIONS AT EDINBURGH NAPIER

Edinburgh Napier
UNIVERSITY



CELEBRATE IN STYLE AT EDINBURGH NAPIER.

LET US HELP YOU ORGANISE YOUR SPECIAL EVENT.

WHETHER IT'S YOUR **WEDDING DAY, BIRTHDAY PARTY**

– LARGE OR SMALL, **ANNIVERSARY, PRIVATE DINNER**

PARTY, CEILIDH, OR YOUR COMPANY'S GALA

DINNER. YOU NAME IT, WE CAN HOST IT.



INSPIRING EDINBURGH



“Edinburgh, in my estimation, is the most beautiful city in Britain.”

HRH PRINCE CHARLES, A VISION OF BRITAIN, 1989





Simply put, Edinburgh is one of Europe's most beautiful cities.

With its fabulous architecture of spires, towers and columns that dominate the city, combined with its fascinating history, it's no wonder so many people choose to celebrate their wedding and special events in this wonderful city.

With a varied calendar of events from the Edinburgh Fringe in August to the Winter Festival during most of December, not to mention the art galleries, shopping, museums and restaurants, Edinburgh offers something for everyone.

Whether you are local or coming from afar, Edinburgh offers a warm welcome and traditional Scottish hospitality. Whatever the occasion, a time to celebrate with friends and families is important, and at Edinburgh Napier we appreciate that every event should be made special.



“ The city of romance, Edinburgh... under its humble roofs, poets have dreamed & lovers have sung. ”

SIR HARRY LAUDER



A PLACE IN HISTORY





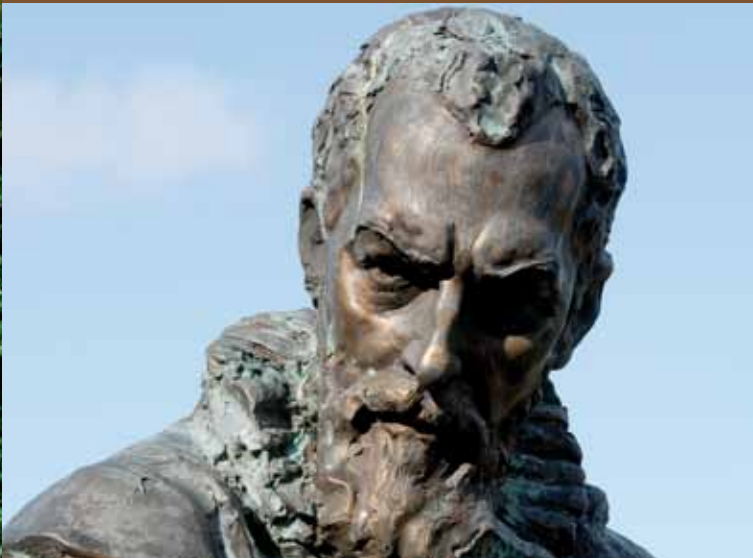
The Craighouse estate, where our functions suite is based, is set high upon one of Edinburgh's seven hills and is one of the city's finest sites, with extensive grounds and panoramic views.

The lands of the Craighouse estate appear in the Scottish Records as early as the reign of David II. In 1878, the old mansion house and surrounding estate was sold and became The Thomas Clouston Clinic. It developed into the most progressive institution for the development of mental health in the world and resembled a fine country house hotel. After being handed over to the NHS in the late 1940s, Edinburgh Napier University acquired the estate in 1994.

Craighouse is now a flagship estate for the University, hosting weddings and functions all year round.

Craighouse is a stunning venue that can't fail to impress you and your guests. It combines the grandeur of times gone by with charm and modern flexibility, which will leave you with a wonderful lasting memory of your special event.

The Craighouse Collection comprises of four function rooms: The Edinburgh Suite, which consists of the Forth, The Queens and The Castle Room; and the magnificent Turmeau Hall, which is the largest of the function rooms.



“ We had a wonderful day and all our guests commented on everything from the beauty of the rooms to the quality of the food. ”

ROOMS WITH A VIEW



Credit: Accord Photography, Bonnybridge



THE EDINBURGH SUITE

The Edinburgh Suite has a wonderful balcony, and is the perfect extension for drinks, pictures and ceremonies. With ample grounds around the estate leading up to the New Craig building, wedding couples, in particular, are spoilt for that 'perfect shot'.

The **Castle Room** is a bright and spacious function room with wonderful panoramic views over the city, offering the perfect backdrop for wedding ceremonies. With access to a large balcony, guests can take in the views over a drinks reception.

The Castle Room is also ideal for formal dinners and has a built-in bar which can be neatly disguised, when not required, altering the room into a reception venue. Combined with the Turmeau Hall, it also acts as the bar and quiet seating area for guests for larger weddings and functions.





ROOM CAPACITIES

	Wedding Ceremony	Reception	Standing Buffet	Formal Buffet	Reception/ Dancefloor Including Evening Buffet	Formal Dinner
The Edinburgh Suite The Castle Room	100	100	70	-	150*	50
The Edinburgh Suite The Queens Room	-	50	50	-	-	-
The Edinburgh Suite The Queen's Room/Foyer/Balcony	-	120	-	-	-	-
The Edinburgh Suite The Forth Room	-	-	-	-	-	18
The Edinburgh Suite Balcony	60 SE 20 ST	-	-	-	-	-
The Turmeau Hall	-	150*	-	90	150*	120

SE = Seated ST = Standing *The Castle Room and Turmeau Hall combined

The Forth and Queen's Rooms are two modest sized, beautifully furnished function rooms. The Forth Room is a richly decorated dining room, perfect for that intimate dining experience for a small party. The Queen's Room (ideal as a combined package with the Forth) can be entered via an adjoining door. It is a complimentary room with a feature fireplace and sofas, offering a perfect informal space for drinks and canapés.

THE TURMEAU HALL

The Turmeau Hall is undoubtedly the most impressive of Edinburgh Napier's functions rooms. Rising 45 feet to the crown of its vaulted ceiling, it is a credit to its Victorian age. The hall is designed with dark oak panelled walls, twin canopied fire places, Venetian windows and a Minstrels Gallery, where musicians once played during grand balls. Unquestionably unique and impressive without being ostentatious, it lends itself to those looking for something very special.



SIT BACK & RELAX



“ Edinburgh Napier has such wonderful rooms... as a wedding venue, it's in a class of its own. ”

DEDICATED SERVICE

As part of our service, Edinburgh Napier offers a dedicated Functions Co-ordinator who can guide you through all aspects of your event – from timing schedules and menu choices through to room set up. The Functions Co-ordinator will be there on the day to co-ordinate all the activities and pay attention to all your requirements such that you can relax and enjoy yourself knowing everything is in hand.

FOOD FOR THOUGHT

All catering provided is done in-house. Edinburgh Napier offers a broad selection of menu choices depending on your budget and taste. We aim to be flexible – our chef will be more than happy to put a menu together that meets your specific requirements. A full wine menu is also available and a bar tariff can also be provided, in advance. Should you have a preference as to what is provided at the bar, we will be happy to stock this, upon request.





PRESENTATION PERFECT

For functions that are having speeches and require some support on the day, the Turmeau Hall has a permanent PA System installed.

Your Functions Co-ordinator can advise you on how to use the equipment and what costs are involved.

CHILDS PLAY

If your wedding or event is going to have lots of children attending, we can arrange for a separate room to be made available to keep them entertained.

This room can be cleared into a child friendly zone and supplied with a television and video, if required.

REST EASY

Edinburgh Napier University has arrangements with local hotels and bed and breakfasts that can provide guests with accommodation at a discounted rate throughout the year.

Please ask the Conference Office for further details – they will be happy to assist.



WEDDING PACKAGES



THE HIGHLIGHTS

- Licensed for Civil, Religious and Partnership Ceremonies
- Offering the full day event from the wedding ceremony to evening receptions
- Intimate smaller weddings available mid week
- Stunning grounds and panoramic views over the city
- Catering possible from 18–150 guests
- In house catering and flexible service
- The wonderful Victorian Turmeau Hall

IT'S ALL PART OF OUR SERVICE

- Dedicated Wedding Co-ordinator
- Planning Meeting three months prior to the date of the wedding
- Master of ceremonies service during speeches
- Invitation to wedding taster evening
- Printing of menus, place cards and table plan
- Cake stand and knife
- A full bar service
- Red carpet
- Consultation and advice

FINALISING DETAILS



As the date of your wedding/event draws closer, there will be various details that need finalising.

Approximately 12 weeks before the reception (or 4 weeks for non-wedding events), our Functions Co-ordinator will arrange an appointment for you to discuss the details of your function. Before you attend this informal discussion, we would ask you to consider the various points below, where relevant to you. This will assist us in our planning to make sure your event is perfect on the day.

- Approximate numbers for formal sit down meal (including children)
- Menu required including drink requirements
- Table plan and guest list - this will be discussed with a draft plan being required 2 weeks before the event
- Approximate time of arrival of day and evening guests
- Venue and time of the church/registry office/ceremony
- Arrangements for photographs
- Special dietary requirements
- Evening buffet timings, menu and numbers
- Address to which you require your account to be sent
- Details of band, flowers and decorations etc
- Disabled guest requirements
- Any other specific details you require us to pay special attention to on the day itself

“Swiss clocks could not run more efficiently.”

WEDDINGS

For weddings, it is usual for a 'Wedding Reception Schedule' to be agreed between yourself and the Functions Co-ordinator. A detailed schedule for your own reception will be produced following your planning meeting, tailored to your individual requirements, and a copy will be sent to you for your records.

WEDDING SCHEDULE EXAMPLE

14.30 - 15.00	<ul style="list-style-type: none"> • Wedding Ceremony
15.00 - 15.30	<ul style="list-style-type: none"> • Photographs <i>Outside ceremony venue (weather permitting)</i>
15.30 - 15.50	<ul style="list-style-type: none"> • All Guests/Wedding Couple Arrive at Reception
15.50 - 16.30	<ul style="list-style-type: none"> • Wedding Party Photographs • Reception Drink in the Castle Room • Cash Bar <i>(Optional)</i> • Cutting of the Wedding Cake
16.40	<ul style="list-style-type: none"> • Wedding Principals Welcome Line Up into the Dining Room. <i>Dependent on the numbers of guests and whether it involves the whole wedding party or not.</i>
17.00	<ul style="list-style-type: none"> • All Guests Seated • Wedding Meal & Speeches
19.30	<ul style="list-style-type: none"> • Evening Guests Arrive/Reception Drink <i>This is the usual time for evening guests to arrive, but again is dependent on timings</i>
20.00	<ul style="list-style-type: none"> • Band Begins - First Dance
21.30 - 22.00	<ul style="list-style-type: none"> • Evening Buffet
22.00 - 00.00	<ul style="list-style-type: none"> • Dancing

BOOKING TERMS & CONDITIONS

- 1 Provisional bookings may be accepted and held for a period for 14 days, as agreed with the Conference Office.
- 2 For large conferences or new bookings, Edinburgh Napier University may request a 20% deposit based on room hire charges along with a signed booking form. The deposit will be non returnable in the event of cancellation at any stage. Further cancellation charges will be incurred out with 8 weeks.
- 3 The room hire charge (for weddings and functions) is payable as a non refundable deposit as confirmation of the booking. Bookings will remain provisional for 14 days until a booking form is received and the entire room hire deposit has been paid.
- 4 Wedding clients will need to pay £30.00 per head (based on numbers agreed at your planning meeting). This will be invoiced after your planning meeting. The remaining balance is normally invoiced after the event, however Edinburgh Napier University reserve the right to request the balance to be paid before the event takes place if required.
- 5 The choice of menu must be confirmed at least one month prior to the function. The number of vegetarian meals must be stated when final numbers are given.
- 6 Table plan details, if required, should be provided no later than two weeks prior to the function.
- 7 Final numbers are required 7 days before the event. This will be the number charged for, unless exceeded.
- 8 For catering, children under 12 years of age are charged at 50% of the adult rate. A children's menu is available.
- 9 All catering prices include VAT at 15% (at the time of publishing). Prices are subject to change without prior notice due to duty/VAT changes. Menu and wine/bar prices are subject to alteration without notice due to variations in market prices. All information and prices in the brochure were correct at the time of printing. Edinburgh Napier University cannot accept responsibility for any errors or omissions.
- 10 Where a cash bar is requested Edinburgh Napier University is required to apply for an occasional licence. A licensed bar will be provided subject to satisfactory application of an occasional licence for the stated times for any event. At least 6 weeks notice is required for application of an occasional licence. Please note that no draught beer is available.
- 11 Guests are not permitted to bring onto the University premises any alcohol for personal consumption. Any guest found to be consuming alcohol not purchased from the licensed bar will be asked to leave. Edinburgh Napier University does not offer corkage.
- 12 Minimum numbers for Delegate Rates are noted in the main brochure. Any bookings where numbers fall under the "minimum" number suggested will incur additional charges and penalties. A reduction in numbers (after the contract has been signed) of more than 25% will incur full charges.
- 13 Children under 14 are not permitted into the bar area whilst it is being used for the sale of alcohol.
- 14 A nominal staffing charge will be levied for any function where set up requests are considered excessively time consuming.
- 15 Any amendments to seating plans and menu cards requested 10 working days before the event may levy a late administration charge of £25.00.
- 16 Any wedding or function, cancelled after the planning meeting will be charged a nominal staffing fee. Bar licences which have already been purchased will also be charged.
- 17 The contract is formed with the named parties on the booking form. Edinburgh Napier University will accept cancellations from either named party. Please note should one named party cancel the event Edinburgh Napier University will not verify this with remaining named parties on the booking form.
- 18 Edinburgh Napier University operate a cancellation policy, further details are as follows:
Any deposits taken are non refundable for any event at any time. Below are additional charges for cancellations.

Within 7 days (within 1 week)	Full payment of total value of contract, based on most recent numbers given.
8 – 21 days (within 3 weeks)	75% of total value of contract, based on most recent numbers given.
22 -35 days (within 5 weeks)	50% of total value of contract, based on most recent numbers given.
36-56 days (within 8 weeks)	25% of total value of contract, based on most recent numbers given.
More than 57 days (more than 8 weeks)	No cancellation charges.
- 19 Clients will make good any bank charges or exchange rate differences should they pay by BACS transfer.
- 20 If any member of a visiting group maliciously interferes with the fire alarm system a penalty of £400.00 will be imposed on the group.
- 21 Any damage to University property during occupancy of the premises will be made good by Edinburgh Napier University and the cost will be charged to the user. A deposit may be requested by the University as security for any loss or damage to University property which is returnable if no loss or damage is sustained.
- 22 Edinburgh Napier University does not accept responsibility for the loss of property belonging to, nor accidents sustained by, members or organisations using University facilities. Clients wishing to store gifts and equipment after an event do so at their own risk.
- 23 The hirer is responsible for any injury, loss or damage to any person, including participants or to any property including the University's which arises out of the let or activities connected with it. Hirers are advised to arrange appropriate liability insurance cover to protect themselves against claims arising out of such events. The hirer shall produce satisfactory evidence of such cover on demand.
- 24 A responsible person must be designated to be present throughout the event and must be accountable for the behaviour of those present. This person will be expected to highlight fire drill and first aid procedures of the University to conference delegates. For functions they will be responsible for ensuring guests refrain from drinking alcoholic beverages in undesignated areas.
- 25 The use of audio visual equipment constitutes an additional charge, and some equipment may only be operated by a member of staff.
- 26 Where exhibitions are to be held, exhibitors must secure in advance the approval of the University Safety Advisor. Details of layout may be requested.
- 27 Permission to use additional furniture, fittings and/or move existing equipment from out with the University must be obtained beforehand from the conference office. Any portable electrical appliances brought to the University must have been suitably tested in accordance with the Electricity at Work Regulations, 1989.
- 28 Specific booking times must be stated. Unscheduled rehearsals, use of premises etc, will not be permitted unless arrangements have been negotiated with the conference office.
- 29 Alteration to lighting circuits may only be made with the consent of the conference office.
- 30 The user shall be wholly responsible for satisfying any conditions imposed by the Copyright Designs and Patents Act 1988, The Theatres Act 1968, or the Civic Government (Scotland) Act 1982 and for obtaining the necessary licences (e.g. Public Entertainment Licence), performing rights and copyright for any performances being given.
- 31 Edinburgh Napier University will treat all information given by clients in confidence and as required by the Data Protection Act 1998. The information you provide will be stored on our computer systems and is used for marketing purposes and business analysis. If you do not wish us to store your information please inform the conference office in writing.
- 32 Bookings are subject to alteration or cancellation (although extremely unlikely) should the premises be required by the University for emergency purposes. Written notice will be provided and any deposit will be refunded.
- 33 Edinburgh Napier University reserves the right to relocate (where possible) any booking which may be affected by a sale of property, or estates strategy decision. When a booking cannot be moved to an appropriate facility the client will receive immediate notification and a full refund.
- 34 Premises are offered for let as seen at the time of application and no building work out with normal maintenance will be undertaken by the University to accommodate a special activity. Edinburgh Napier University reserve the right to carry out immediate and necessary building work on University premises despite having confirmed bookings. Clients will be informed if the University feels the work will affect their booking.
- 35 From time to time, building work and its associated noise is unavoidable in the locale of the developments and campuses. Edinburgh Napier University do not control such work, and do not always receive advance notice of when it will begin, or detailed information as to the nature of the work to be undertaken at any specific time. Any disruption to your event caused by this may not form the basis for any claim for discount of compensation.
- 36 The University shall not be obliged to perform any obligation under the contract, if such performance is rendered impossible, sustainably more difficult or delayed as a result of Acts, Orders or Regulations issued by central or local government, industrial disputes (whether official or unofficial), war, hostilities, riots, flood, fire, accident, acts of God, epidemic, failure or shortage of supplies, alteration or redecoration of the University, or from any other cause, event or due regard to its interests. The University shall not be liable for any loss, damage, cost or delay arising from or as a result of such non-performance.



Call us on
+44 (0) 131 455 3711

Email us at
conferences@napier.ac.uk

Visit us at
www.napier.ac.uk/cca

We are only a touch of a button away.

GETTING TO CRAIGHOUSE

FROM EDINBURGH AIRPORT

Take an Airlink bus from outside the arrivals area of Edinburgh Airport. Buses are frequent and run approx. every 10 minutes. Although the bus route terminates at Waverley Station, guests should disembark at Haymarket Station and get a taxi to Craighouse. Alternatively, a taxi to Craighouse straight from Edinburgh Airport will take approx. 25 minutes.

FROM WAVERLEY/HAYMARKET TRAIN STATIONS

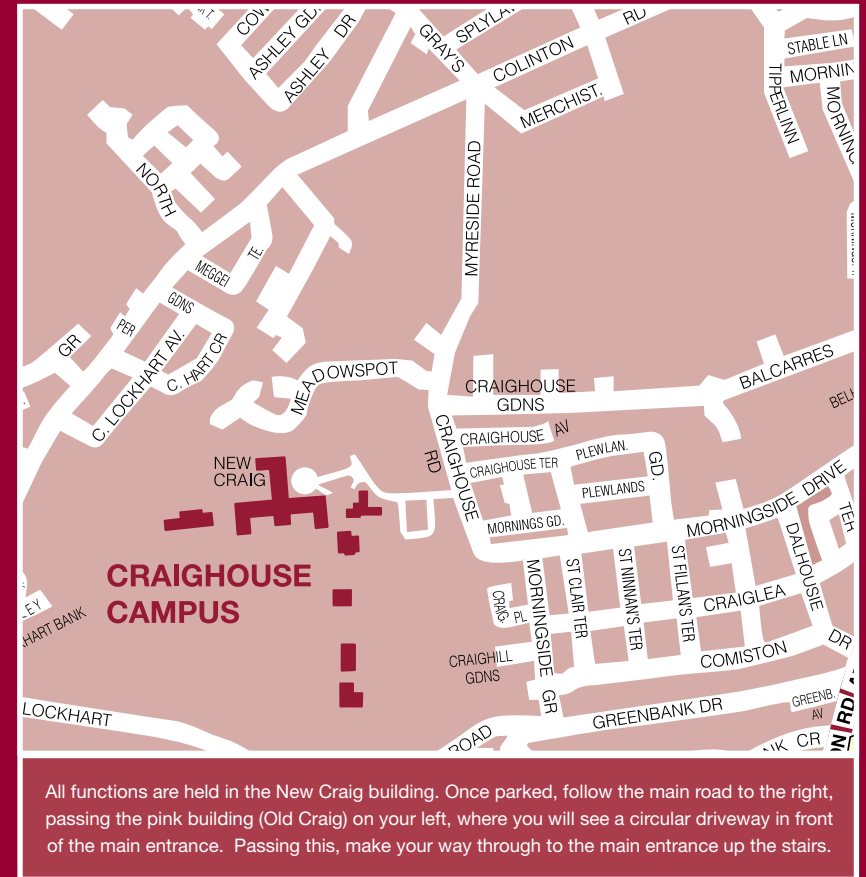
Taxis from Waverley/Haymarket Train Stations take approx. 15-20 minutes. Bus No. 23 runs direct from Waverley Station to Craighouse Campus.

BY BUS

- 23** - Every 10 minutes via Trinity, Canonmills, Hanover Street, The Mound, Tollcross, Bruntsfield and Morningside into the campus.
- 41** - Every 30 minutes via Hanover Street, The Mound, Marchmont, Grange and Blackford into the campus.
- 38** - Every 20 minutes, stopping a short walking distance from the campus on Balcarres Street.

BY CAR

From the north or south, take the city by-pass and exit at the Lothianburn Junction. Follow the road towards Edinburgh City Centre (Comiston Road) and turn left along Morningside Drive. Follow the road to the end where it bends into Craighouse Road. Craighouse Campus is on your left hand side.



Call us on **+44 (0) 131 455 3711**

Email us at weddings@napier.ac.uk

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