

YOUR WEDDING



FOUR
PILLARS
HOTELS

OXFORD SPIRES

With us, you're at home



CONGRATULATIONS





YOUR HAPPY EVER AFTER STARTS HERE

Our best wishes on your engagement and for your future life together. We hope you'll let us give you both the perfect start by holding your celebrations at Oxford Spires Four Pillars Hotel, our elegant four-star property just a 15 minute walk from the centre of Oxford.

Idyllic surroundings, superb service, spacious accommodation and tasty cuisine make Oxford Spires Four Pillars Hotel the ideal venue, but we also suggest that you visit the hotel and meet our wedding co-ordinator to see for yourselves.

Our promise to you

From the moment of booking, we promise you all the assistance and advice required to arrange your special day.

About Oxford Spires Four Pillars Hotel

- Situated just a 15 minute walk from Oxford city centre
- Beautifully built from Cotswold stone, a new build with a contemporary feel
- Set within 40 acres of glorious parkland which backs on to the River Thames
- 115 luxuriously furnished bedrooms, one bridal suite and connoisseur up-graded rooms
- Licensed for civil wedding ceremonies
- A choice of wedding ceremony and reception settings
- Superbly appointed leisure club with gym and heated swimming pool

Founded in 1974, Four Pillars Hotels remains independently owned and committed to maintaining our reputation for delivering the very best in service.



We'll help create the best day of your life

ALL THE ELEMENTS





FROM IDEAS TO 'I DO'

At Oxford Spire Four Pillars Hotel we can arrange everything you need.

Pre-Wedding Party

Why not stay with us the night before your wedding and hold a small dinner party for close family and friends? Special group rates are available.

The Ceremony

Our licence for Civil Wedding Ceremonies makes it possible for your wedding service to be conducted on our premises, even on Sundays. We have a number of licensed rooms catering for all needs.

Our wedding co-ordinator will be happy to advise you on arranging a Civil Ceremony at the hotel to ensure your marriage is tailored to your specific requirements.

Photography & Videography

Wedding photographs and video capture the essence of the day and we have some beautiful settings. Your photographer and videographer are welcome to visit us in advance, or we can recommend these services for you.

Flowers and Décor

We can recommend local florists who will be delighted to discuss your needs and can help carry through any colour scheme or theme.

The Finishing Touch

Have a stress free start to the day – our resident beautician is available to assist with hair and make-up.

Children Welcome

Younger guests are well looked after with specially adapted menus and high chairs.



The difference is in the detail

CELEBRATE IN STYLE



WINE, DINE AND DANCE

From intimate gatherings to lavish affairs, our choice of settings ensures we have the perfect place for your reception.

Cathedral Suite

A superb air-conditioned suite that can accommodate 180 guests for a seated wedding breakfast, and up to 250 for an evening party. This room will give you exclusive use of the Martyr's bar and lounge area.

Cardinal Suite

An elegantly presented room, which has exclusive use of the adjoining terrace – a perfect venue for pre-wedding breakfast drinks. This room will accommodate 60 for a seated wedding breakfast and up to 100 for an evening party.

Wolsey Suite

A superb air-conditioned suite that can accommodate 50 guests for a sit down wedding breakfast or 25 guests on a grand banqueting table.



The perfect space for your special day

THE WEDDING PACKAGE



YOUR WISHES, OUR COMMAND

Your wedding day will be unique, but you will probably want to include some traditional and finishing touches. Our 'Wedding Portfolio' caters for all your needs with no hidden costs.

This package includes:

- Our wedding co-ordinator's assistance
- A Toastmaster to co-ordinate your perfect day
- Red carpet treatment and a personal welcome on arrival
- Use of our grounds for all your photographs
- Your reception room set with white linen and napkins
- Table plan and personalised menu cards
- Use of the hotel's cake stand – round or square
- A cake knife for you to cut your cake and to take home with you as memorabilia
- Complimentary overnight accommodation for the Bride & Groom
- Full English breakfast for the Bride & Groom
- Late check out for the Bride & Groom
- Special accommodation rates for all your guests
- Exclusive use of the bar during your evening reception
- Children under 4 years free of charge
- Complimentary tea, coffee and mints following your wedding breakfast
- Temporary membership of Willows Leisure Club for all residential wedding guests during their stay at the hotel
- Free car parking



We pay attention to your needs

OBSERVING TRADITION



ALL YOU NEED TO KNOW

It's our job to make sure that your reception includes all the elements of protocol you require. Our wedding package includes a Toastmaster from the London City Guild, so everyone else can relax and rely on our experience.

Top Table

We can advise on seating plans for a traditional Top Table, but can also suggest alternatives tailored to meet specific needs.

Receiving Line

Before the Wedding Breakfast, you will want to welcome your guests officially. The Receiving Line facilitates this, and our role is to ensure that the participants are all present and in place.

Cutting of the Cake

This tradition usually follows the main course, it may also be done after the speeches or before the first dance. We will organise the cutting of the cake and offer it to your guests with coffee or the evening buffet.

Toasts & Speeches

The toasts are traditionally made in the following order:

- Father or close family relative
- Bridegroom's reply and thanks
- Best Man's speech
- Others (including the bride) may request to speak

The hotel's toastmaster will announce and introduce each speech.

Should you wish to implement any changes to the usual protocol, rest assured we will be able to advise and assist you.



Trust us to know what's right

RELAX AND UNWIND



TAKE SOME TIME OUT

Guest rooms

115 elegantly appointed bedrooms, freshly furnished rooms in a contemporary style, providing luxurious accommodation. All en-suite and well equipped, the range of rooms include classic, connoisseur and superior apartments.

As the guests of honour, we offer you a complimentary connoisseur room with breakfast on your wedding night as part of the package. Alternatively, you may want to sample our luxurious four poster bridal suite which is available at a supplement.

We are also happy to offer your wedding guests a discounted room rate (please see insert).



Leisure facilities

Hotel guests are made temporary members of Willows Leisure Club. Take a dip in our heated swimming pool or perhaps an invigorating sauna, spa or steam bath. Alternatively book a session with our beauty therapist and choose from a wide range of therapies to complete that spa experience.

If you are feeling energetic you could take advantage of our air-conditioned gymnasium with state of the art equipment.



We make it easy to unwind

TERMS & CONDITIONS



1. Applicable Terms

All bookings made by any firm, company, group, individual, or other organisation of whatever type ("The Guest") are subject to these terms and conditions.

2. Formation of Contract

A booking will not constitute a legal contract until it has been confirmed in writing by both The Guest and the operating company of the Hotel ("The Hotel") and until any deposit or payment in advance requested by The Hotel has been paid and a receipt for the same issued to The Guest and until a copy of these Terms and Conditions has been signed by The Guest and returned to The Hotel. Any booking which has not been so confirmed by The Guest within a period of 14 days from the date on which the original booking was made may be cancelled by The Hotel. Every attempt will be made by The Hotel to contact The Guest prior to effecting such a cancellation, but notice by letter to The Guest's last known postal address shall be considered adequate.

THE HOTEL MAY CANCEL AT ANY STAGE ANY FUNCTION OF WHATEVER NATURE IF IT BELIEVES THAT TO ALLOW THE FUNCTION TO PROCEED WOULD CONTRAVENE THE LAW, IN SUCH CASE ANY CONTRACT SHALL BE NULL AND VOID AND THE HOTEL'S LIABILITY WILL BE LIMITED TO THE RETURN OF ANY DEPOSIT(S) PAID.

3. Deposits and Prepayments

- a. A non-refundable deposit of £1,000.00 to be paid within 14 days of the provisional booking being made. This deposit is only refundable if the Hotel is able to re-sell a cancelled date for a booking to the same value.
- b. The initial deposit must be accompanied by a signed copy of these Terms and Conditions.
- c. Six months prior to the date of the function, 25% of the balance is payable.
- d. Three months prior to the date of the function a further 50% of the balance is payable.
- e. One month prior to the date of the function the final balance is payable, and must be accompanied by confirmation of the final numbers.
- f. Payments by credit card may only be made by the cardholder in person at the Hotel-credit card details cannot be accepted by telephone.

4. Cancellations

In the event of cancellation the following payments are payable:

- a. Cancellation received six months or more before the date of the function. Initial deposit plus 25% of the estimated total charge for the function.
- b. Cancellation received less than six months but more than three months before the date of the function. 50% of the estimated total charge for the function (less any deposits so far paid).
- c. Cancellation received less than three months before the date of the function 90% of the estimated total charge for the function (less any deposits so far paid).

5. Number of Guests

An approximate number of persons attending the function should be given at the time of booking. Final numbers must be given 28 days prior to the function. The Hotel will charge for the final numbers given as minimum, but reserves the right to charge for the actual number of guests attending if this is greater. The Hotel cannot guarantee to be able to accommodate numbers greater than the final numbers advised 7 days prior to the function, although every effort will be made to accommodate any such requirements. However if the final number is greater than the legal fire limit, the Hotel will be obliged to turn the excess numbers away.

- 5.a. Part Reduction in Numbers – The Hotel reserves the right to allocate an alternative function room to that originally booked if the number of guests falls by 25% or more of the original numbers advised at the time of booking.

6. Charges

All prices are liable to fluctuate and specific charges will only be guaranteed for a period of 6 months prior to the function. Any prices quoted, whether in writing or otherwise, shall be liable to amendment in the case of a change in the rate of Value Added Tax, or any other tax directly affecting the charges quoted. A corkage charge will apply to any wines or spirits provided by The Guest or any other person attending the function.

7. Liability

Save as contained in statute The Hotel will not be liable or responsible for any loss, damage or inconvenience of any type or kind.

8. Loss of or Damage to Property

The Hotel will not be liable for any loss of, or damage to, the property of any Guest or other person in The Hotel except as defined in the Hotel Proprietors Act 1956 or as otherwise provided by statute.

9. Indemnity

The Guest will indemnify The Hotel against any loss or damage caused by The Guest, or by any other person attending the function, to any part of The Hotel or its fixtures or equipment, or to any property belonging to third parties.

10. Interest

The Hotel reserves the right to charge interest on overdue accounts at a compound rate of 2% per calendar month or part thereof.

11. Law

These conditions and the contract of which then form a part shall be governed by English Law and the parties to the contract hereby submit to the exclusive jurisdiction of the courts of England.

12. Force Majeure

The Hotel shall not be liable for any breach of its obligations under this agreement resulting from causes beyond its reasonable control including but not limited to fires, strikes, riots, embargoes, inability to obtain supplies, or regulations of a civil or military authority.

13. Whole Agreement

This agreement contains the entire understanding of the parties and supersedes all prior written or verbal agreements or representations. No variation will be binding unless in writing and signed by an authorised representative of The Hotel.

14. Engagement of External Contractors

Should The Guest wish to employ the services of any external contractor, The Guest will confirm such arrangement with The Hotel, and The Hotel reserves the right in its absolute discretion to refuse such a request. If a request is accepted, The Guest hereby undertakes to indemnify The Hotel against claims against it resulting from any act or default by such external contractor. All external contractors shall be in the possession of up to date public liability insurance copies of which must be made available to The Hotel.

15. Decorations

The Guest shall not affix any materials to walls or ceilings of The Hotel by the use of nails, screws, pins or any adhesive tape of any kind without prior permission from The Hotel. Due to Health & Safety regulations we do not permit the use of candles.

16. Conduct

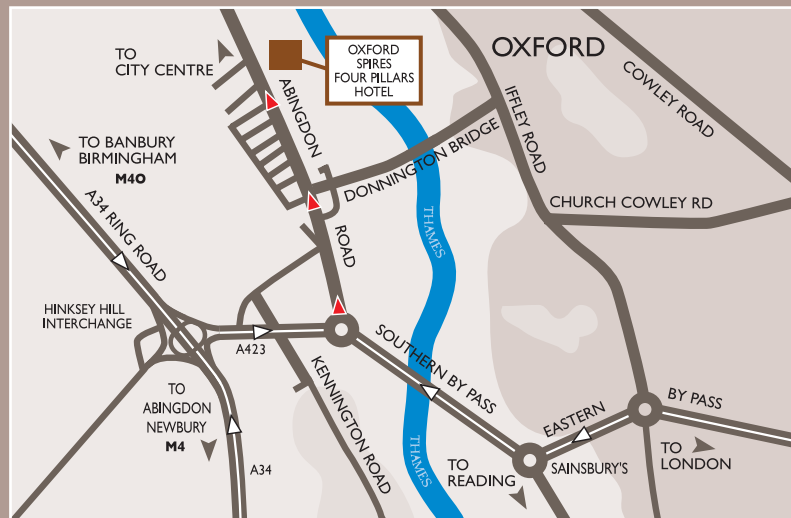
The Guest shall be responsible for the orderly conduct of the function and shall ensure that nothing will be done which constitutes a breach of the law or in any way cause a nuisance or infringe any licensing laws or illegal gaming or betting laws.

DIRECTIONS

From the North or from London leave the M40 at junction 9, taking the A34 south to Oxford. Leave the A34 at Hinksey Hill Interchange, following signs for City Centre. Take the first exit left at next roundabout onto Abingdon Road. The hotel is approximately 1 mile ahead on right.

From the South, leave the M4 at junction 13, taking the A34 north to Oxford. Leave the A34 at Hinksey Hill Interchange, and then follow instructions above.

Private car parking is available.



OXFORD SPIRES

With us, you're at home

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