Viche Events

Where imagination becomes reality...



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I have attached our Hire range booklet for you to have a look through and to see what styling services and packages we offer, included is our complete wedding checklist to make this a fun and enjoyable journey.

Planning your wedding whether two years or two months in advance can be stressful. If you are like us, who like to make endless lists only to forget them minutes later, then our Wedding Checklist is for you. This checklist is a general countdown of all the main things you need to do. Let's face it, wedding planning can be a bit of a headache; coordinating all the different bits and pieces, so we created a full task list of all the usual things you will need to do, from dress shopping to organising the rsvp list and so on. The list is a basic timeline based on a 12-month engagement and planning time, running through the typical times you would research and book different elements.

12 months +

▼ Set the date

Start your wedding planning twelve months or more in advance to ensure you get to book the venues and suppliers of your choice at best prices. You could save money by booking a mid-week wedding instead of a Saturday.

♥ Send save-the-date cards

To make sure your guests don't book their summer holiday and miss your special day.

♥ Set your budget

Make it realistic without going into debt and add in a contingency just in case.

♥ Draw up your guest list(s)

Try to make it equal and keep both families happy. Have a separate evening reception guest list if you want some work colleagues or friends of the family to come but you don't know them well enough to invite them to the ceremony and the wedding breakfast.

♥ Book your venue(s)

The sooner you book your venues, the easier everything else will be to plan. You'll need to book a venue for your ceremony (either a church, registry office or other licensed civil wedding venue) and a venue for your reception, for your wedding breakfast and disco or other after-dinner entertainment. Take into account seating capacity, room hire costs, catering options, indoor and outdoor settings for photographs. You could save thousands of pounds by booking out of season – many venues have fantastic winter wedding offers too.

♥ Appoint bridesmaids, a best man and ushers

Choose from close friends and family who are nearby ideally and, ahem, thoroughly trustworthy!

♥ Book your photographer and videographer

Find a photographer who offers the style of photos you are looking for (traditional, contemporary, reportage style or a combination), meet them personally, ask to see their portfolio and also a whole album from one wedding.

♥ Meet your minister/registrar

They'll be able to answer all your questions about the ceremony, and help you find suitable readings and music.

♥ Book a DJ/band/entertainers

You might want to book a DJ to dance the night away, or hire a live band or classical musicians for your reception. Some couples like to have a singer perform a live solo piece at their ceremony, others book magicians or celebrity lookalikes for their evening reception just to add a sense of fun!

♥ Book caterers if needed

If the reception venue you have booked is not doing your catering then you'll need to consider hiring outside caterers or, if your budget is tight, catering the wedding with buffet party platters from your local supermarket.

♥ Book your cars

You'll need to book one bridal car for you and your father, and you may also want to book a second or third car for your mother and bridesmaids. If you want to make it easier and fun for all your family and friends – book a bus! You could get some amazing wedding photos of you and your guests atop a vintage double decker bus!

♥ Book your florist

And decide how many flowers you would like and where, or if you're on a tight budget, invest in everlasting silk flowers that can be sold on after the wedding. A combination of real and silk flowers can be just right.

♥ Book your honeymoon

Book it in your maiden name and use your existing passport, then change all your documents to your married name when you return.

♥ Take out wedding insurance

It's not costly and could save you thousands if a supplier suddenly lets you down. It's worth it just for peace of mind!

♥ Decide what kind of wedding dress you want

If you're having a couture bridal gown made for you then you'll need to start this process now. If you're ordering a

designer dress then allow 4-6 months and if you're buying off-the-peg or second-hand, 4-6 weeks before should be fine for alterations if needed.

♥ Start your healthy eating diet and exercise programme

Whether you want to lose weight or simply tone up for your wedding day and honeymoon, there is no better time to start than now! Go to the gym together as a couple or go with a friend. You'll never have such amazing motivation to look good again!

6 months +

♥ A note about DIY

♥ Order/make your wedding invitations

Don't forget all the other wedding stationery including: orders of service, place cards and thank you cards

♥ Order the wedding cake

Or cupcakes or 'cheese cake', or have your wedding cake home made.

♥ Buy your wedding shoes and accessories

Get your shoes in good time for your first dress fitting, and your tiara and veil in time for your make up and hair trial. Choose what jewellery you will wear too.

♥ Book your make up artist and hairdresser

Speak to several to find the one that's right for you, then book a hair and make up trial complete with your tiara and veil if possible.

♥ Buy your bridesmaid's dresses and suits for the groom, best man, ushers and any flower girls or page boys.

Book the honeymoon suite

And ask for some rose petals to be scattered on the bed...

3 months +

♥ Have your wedding dress altered

And then don't lose any more weight!

♥ Start having regular facials

To ensure your skin is healthy and glowing on your wedding day. Think of all those wedding photos!

♥ Buy your wedding rings

Make sure they are both the right size and that your wedding ring will sit comfortably alongside your engagement ring if you plan to wear them together.

♥ Send your wedding invitations

Traditionally they are sent out 6-12 weeks before the wedding but you can send them sooner if you prefer. Include information for your guests on overnight accommodation, transport, parking and any dress code if appropriate. Include reply cards to ensure they all RSVP and ask your guests if they have any specific dietary requirements.

♥ Order your venue décor and table decorations

Including wedding favours and table centrepieces

♥ Decide on a gift list

Make it available to all your wedding guests (through your invitations) and your wedding website if you have one.

♥ Choose wedding music and readings

Your minister/registrar will be able to advise further.

♥ Buy gifts for the best man, ushers and bridesmaids

And bouquets of flowers for the mothers of the bride and groom.

♥ Arrange to have any vaccinations done

If required for your honeymoon.

♥ Start to plan your hen and stag parties

With the help of your best man and chief bridesmaid respectively.

1 month before

Arrange for a final fitting of your wedding dress

And bring along your mum, sister or best friend too!

Reconfirm the wedding arrangements with all your suppliers

Speak to them personally and make sure you have confirmation of dates, places and times in writing from them.

♥ Have your last nights of freedom!

And don't do anything you wouldn't want him/her to do...

♥ Finalise the seating plan

And make your table planner.

♥ Arrange the wedding rehearsal

A few days before is ideal and you could make an evening of it by inviting all your bridal party along to dinner afterwards too. It's a good opportunity for them to all get together just before the big day.

Contact any guests who have not replied to your invitation

The venue and the caterers will need to know final numbers at least 1-2 weeks before.

♥ Arrange a date to pick up any hired suits

And make a note of when they need to be returned – give that honour to your best man.

♥ Write the wedding speeches

Write them from the heart, and then practice, practice, practice...

♥ Have a facial to ensure your skin is glowing

And stay calm and unstressed knowing everything is in order. Stress-free = spot-free.

1 week before

Have your hair trimmed and/or coloured

Then you'll know it's looking its best for your 'up do' or curls on the big day, but only do as planned in your hair trials – this is not the time to experiment with a new colour or drastic style changes!

♥ Have the wedding rehearsal

This will help you know where to stand and when to speak and will prepare you so you don't feel nervous on the day.

♥ Pack for your honeymoon

You're going on the holiday of a lifetime!

♥ Wear-in your wedding shoes

Don't wear them outside, but do wear them around the house to make sure they're comfy on the day.

Create a wedding emergency kit

Include make up, a compact mirror and powder, lipstick, tissues etc – anything you think you might need on the day. Ask your chief bridesmaid to carry it for you.

Order your foreign currency for your honeymoon

And make any other last minute arrangements.

♥ Buy ivory wedding umbrellas

If the weather ahead looks rainy!

Have your beauty treatments

Go for pre-wedding and honeymoon waxing or fake tanning in appropriate time before the big day. Get eyebrows shaped and anything else that needs attention done the week before, not the day before.

▼ Find your 'something old, something new, something borrowed, something blue'

Ask your mother or grandmother for something old, the rest is easy.

♥ Hand over the supplier list of contacts to a designated person

Give the list of all the wedding suppliers involved in your wedding day with their contact details and times they are meant to arrive, in case they need to be contacted, to your best man and/or chief bridesmaid and then do not give it all another thought!

The day before

♥ Have the day off to relax

Don't go to work, spend the day with friends or family and don't do anything too exhausting.

♥ Have your nails manicured

Book it for the afternoon to avoid chips and breaks.

▼ Try to get an early night

You're getting married in the morning!

♥ And, just one final word of advice...

• On your wedding day, the one thing you should try to keep in mind is that it's not the end of your wedding planning, it's the beginning of your marriage. So, whatever may happen on the day, your marriage is what really matters most, and that's why it will be a wonderful day you'll remember for the rest of your life.

Wedding Packages

Jasmine Package

Starlight backdrop or light up sign
100 chair covers and sash
10 Centerpieces from selection complete with mirror
plate
or wooden log
Petals or diamantes
100 organza bag favours with personalised chocolate
1 table plan
10 table numbers
100 place cards
Candy cart for up to 100 people fully carted with

and decorated L Wishing well or wishing tree £700

sweets

Belle Package

Starlight backdrop or light up sign
70 chair covers and sash
7 Centerpieces from selection complete with mirror
plate
or wooden log
Petals or diamantes
Candy cart for up to 100 people fully carted with
sweets
and decorated
&I
Wishing well or wishing tree
£450

Elsa Package

Starlight backdrop

Starlight top table skirt

Starlight cake table skirt

60 chair covers and sash

6 Centerpieces from selection complete with mirror plate

or wooden log

Petals or diamantes

«I.

Wishing well

£350

Tinkerbell Package

50 Chair covers with organza sash, 5 table centrepieces from selection L A wishing well £150

Sashes can be upgraded for Hoods, Ruffles or Sequin bands for an additional cost.

Fresh Flowers in Centre Pieces can be added for an additional cost.

All items and offers are subject to availability.

Flower Packages

Orchid Package

1 Bridal Bouquet
2 x Bridesmaids Bouquet
Up to 6 x Button Holes
Choice of Centrepieces from selection
Mirrored Plates, tealights and table confetti or crystals
Chair Covers

Chair Sashes - colour of your choice
3ft Top Table/Ceremony Table Flower Arrangement
Personalised Favours in Matching Organza Bags
1 x White Wishing Tree with Personalised Tags
and Framed Sign
1 x Candy cart fully decorated

60 Guests (6 tables) £849 80 Guests (8 tables) £1027 100 Guests (10 tables) £1195

Lily Package

I x Bridal Bouquet

2 x Bridesmaids Bouquets

Up to 6 x Button Holes

Choice of Centrepieces

Mirrored Plates, tea-lights and table confetti or

crystals

Chair Covers

Chair Sash-- Colour of your Choice

3ft Top Table/Ceremony Table Flower Arrangement

Personalised Favours in Matching Organza Bags

60 Guests (6 tables) £719 80 Guests (8 tables) £872 100 Guests (10 tables) £1015

Roses Package

1 Bridal Bouquet
2 Bridesmaids Bouquets
Up to 6 x Button Holes
Choice of Centrepieces from selection
Mirrored Plates, tea-lights and table confetti or crystals
Chair Covers
Chair Sashes - colour of your choice

60 Guests (6 tables) £610 80 Guests (8 tables) £742 100 Guests (10 tables) £865

Sunflower Package

1 Bridal Hand tie seasonal flowers bouquet
3 Bridesmaids Bouquets
6 buttonholes (including groom)
2 mother's corsages
2ft small Top Table/Registrar Table Arrangement

£250

Sashes can be upgraded for Hoods, Ruffles or Sequin bands for an additional cost.

All items and offers are subject to availability.

Centerpieces are from a range of selection but can be upgraded

Bling Packages

Twinkle Package

LED white starlight dance floor 14ft x 14ft
Starlight Backdrop
Starlight top table skirt
Starlight cake table skirt
Illuminated LOVE letters
8 x mood lights

£1000.00

Starlight Package

Starlight Backdrop Starlight Top table skirt Starlight Cake table skirt

£250 Add our Light up sign

£400

Diamante Package

LED white starlight dance floor 14ft x 14ft
Starlight Backdrop
Starlight top table skirt
Starlight cake table skirt
100 x white or black fitted chair covers
100 x sashes in your choice of colour
10 x table centrepieces from a selection
2 x fairy lit bay trees

£1250.00

Sparkle Package

Sequin Ceremony/Cake Table Linen
Full Sequin Top Table Linen
5 Sequin Table Runners for each table
Scatter Crystals for each table
50 Chair Sashes, Bands or Drapes with Brooch for
each guest

£300

We currently have 5 colours of sequin linen available for hire: Gold, Silver, Pink, Blush and Nude.

Sweet Treat Packages

Sweet Tooth

Large chocolate fountain with ten dips.

Popcorn machine

Candy floss machine

Unlimited 2 hours use
£500

Candy Pop

Popcorn machine Candy floss machine Unlimited 2 hours use £200

Love is Sweet

The hire of the candy cart.

Glassware, serving equipment, sweetie bags and setup.

Choose up to 10 different types of sweets from a large list emailed to you prior to your event.

We also bag up any leftover sweets at the end of the night for you. These also make a great idea for take-away wedding favours.

£175

 \mathcal{L} Personalised favours bags to be included in package £200

Personalised sign

Let them eat cake

Cupcake stand 100 cupcakes from a selection of flavours and design

£150

Balloon Packages

Starter Package

10 balloon bouquets with 3 latex balloons with choice of decorate weights or handmade bows, table or floor standing

2 double bubble bouquets -Includes 3 χ 11" balloons surrounded by 5 χ 16" balloons with choice of decorate weights

1 χ 20ft - 24ft single line balloon arch with weight and handmade bow behind top table or in area of choice

£150.00

Air walkers

Bride & Groom air walkers

2 Arches; for top table, buffet table
Foil bells balloon for cake table
2x5 balloons on weights for floor

10 balloon bouquets with 3 latex balloons with
choice of decorate weights
Post box or wishing well
Table scatters to match theme

£300

Up up and Away

10 balloon bouquets with 3 latex balloons with choice of decorate weights or handmade bows, table or floor standing

1 x 20ft - 24ft single line balloon arch with weight and handmade bow behind top table or in area of choice

2 double bubble bouquets -Includes 3 x 11" balloons surrounded by 5 x 16" balloons with choice of decorate weights

Wedding post box or wishing well

Table scatters to match theme

£200.00

Cloud Nine

10 table centrepieces bouquets of two 11" latex balloons and three 18" foil balloons
2 double bubble bouquets -Includes 3 x 11" balloons surrounded by 5 x 16" balloons with choice of decorate weights

3 Cloud-Nine arrangements with 16" double-bubble topper tethered with tulle swaging 1 walk-through entrance arch of latex balloons 1 three foot exploding "confetti" balloon for the dance floor 30 "champagne bottle" bubbles

£400

Table scatters to match theme

Niche Events Complete Hire Range

Nuche Events Con	ipiece Itue Kunge
<u>Lycra Chair covers</u>	Centerpieces Continued
White chair Cover	Cloche Bell
Black chair covers	Crystal Table Chandeliers
Purple chair covers	Blossom Tree
Red chair covers	Hanging Glass baubles
Ivory chair covers	Flute champagne vase
Polyester Chair covers	Cube glass hire
White chair covers	Sequence Range
lvory chair covers	table cover
Sashes	Chair band
Organza sash	table runner
Organza wrap	Backdrop
Satin sash	Starlight LED backdrop
Ruffle Sash	Starlight LED top table skirt
Taffeta sash	Starlight cake table skirt
Hooded sash	black led backdrop
Hessian sash	Drapes and Swags
Lace sash	Ceiling drapes
Table covers Square	Top table swag
54"x54"	Cake table swag
70″×70″	Balloons
90″x90	Top table arch
	Cake table arch
Rectangle	
70"x108"	3 balloon bouquets
54"x90"	5 balloon bouquets
Round	7 balloon bouquets
110" dia	Single balloons
120" dia	Door way arch
Runners	Cloud Nines/fantasy clouds
Organza runners	Spiral Arches
Satin runners	Champagne bottle balloons
Hessian runners	Popping balloons
Lace runners	18/20" shape foil balloons
<u>Centrepieces</u>	40" foil balloon numbers
Large Martini Vase,	bride & groom air walker
Small/Medium vases	Balloon centrepiece
Large Fish Bowls	3 double bubble balloons
Medium fish vases	5 double bubble balloons
Manzanita wishing tree,	7 double bubble balloons
Long Lilly vases	Gender popping balloons
Tall cylinder vase	dance floor gazebo
Glass wedding bud vase	Sweet treats
Tall hurricane lamps	Candy cart on its own
Small Hurricane vases	Candy cart with accessories
Square mirror vases	Candy cart full package 100pp
Candelabra	Candy buffet
Silver candelabra	Children candy cart
Bird cage	Chocolate fountain with base 100pp
Tea light crystal Candlestick	Popcorn Machine
5 arm Gold Globe Candle Holder	Candy floss machine
Vintage cream Jug	Cupcakes
Villtage cicalit Jug	Cupcanes

Illuminated Signs	Fresh Flowers
4ft LOVE Sign	Bridal
4ft Heart sign	Hand tied posy
Top table LOVE sign	Shower bouquet
Top table Mr Mrs sign	Bridesmaids
3ft MR&MRS sign	Hand tied posy
Additional Items for Centerpieces	Posy
Foam flowers	Basket
Silk flower	Wrist Corsage
Aqua beads	Buttonholes
Mirror plates	Groom buttonhole
Led lights	Buttonholes
Scatter diamonds	Corsage
Petals	Flower girl
wooden logs	Posy
Candles	Basket of petals
Hanging diamonds	Decorated wand
Ostrich Feathers	Arrangements
Extra's	Pedestal
Topiary rose Bay tree	Chair/pew ends
Aisle runner	Thank you bouquets
Wooden Wishing well hire	Registrar Table Display 2ft
Royal Mail post box hire	Top table display
Bird cage	Real petal confetti on tables
Up lighters	Centerpieces
Mirror table plan hire	Wedding day stationary
Bird cage table plan hire	Table plans
Red carpet hire	Table numbers
Throne chairs	Place Cards
Full room draping	Menu cards
Chivalari chair hire	Wedding favours
Chair bands with diamante clip	Wedding Poems scrolls
Bubble machine	Bridal Packages
Vintage cake stand	Bridal hair and makeup including trial
Acrylic cupcake 5 tier stand	Bridal hair including trial
Standing Easel	Bridal makeup including trial
Gold table Easel	Bridesmaid hair or makeup
Wooden Ladder	Mother of bride/groom hair or makeup
Small Roman pillars (2)	LED Dance Floor
white free-standing birch trees	14ftx14ft White dance floor
Giant Games	14ftx14ft Black dance floor

Terms and Conditions

- 1. A non-refundable deposit of £25 of the total invoice cost is payable to secure your booking. No Booking for any service supplied by Niche Events is confirmed until a deposit is received.
- 2. Full payment is required 14 days prior to the event. If payment is not received at least 14 days before we will assume that our services are no longer required and a cancellation charge will be administered, this will be 75% of the total invoice for services. If the booking is cancelled more than 60 days before 50% will be applied. No cancellation fee (minus deposit) will be applied if booking is cancelled more than 90 days before the event.
- 3. All covers and draping fabrics are laundered prior to fitting and any standard accidental staining is acceptable i.e. food, drink and shoe marks from guests on the bottom of the covers. Any damage which is considered to be caused outside of the above i.e. staining foodstuffs, standing on covers, tears, rips, ink stains (drawing), burns, candle wax etc will result in additional charges for laundering or repair or replacement.
- 4. Lost and damaged chair covers are charged at £5 per cover and £2.50 per sash. Replacement charges also apply to other damaged items, as well as any hired items missing on collection from the venue (it is the hirer's responsibility to ensure that all hired items are present on collection). Replacement costs of other hired items can be obtained on request i.e. vases, mirrors
- 5. When hiring either the Manzanita Tree's with Crystals or any decorations that require Ostrich feathers, artificial flowers etc we do stress not to let your guests remove any of the items from the display. All the items on the displays are counted before we leave and will be recounted when we come to pick the goods up. Any missing items will be charged to the hirer.
- 6. The company retain the right to substitute hireable items not available due to stock levels/damages, i.e. a closed rose bud may be substituted for an opened rose, although every effort will be made to match as closely to original specifications when possible. The company owns all their equipment; however, in the rare case our equipment is faulty/damaged prior to your event, the company retain the right to sub-hire a replacement service. Every effort will be made to match as closely to original specifications where possible, nonetheless, the company will not be held liable for variances between the said services or goods. If any changes are required, we will attempt to contact you via email/telephone as deemed appropriate by us.
- 7. Prices quoted are for one days hire only although fitting may occur on the day before the event and removal the day after, if we are required to return late on the day to remove items (after 11pm), there will be a £40 surcharge. If items are not ready at the specified time and we incur extra expense to return a charge will be made which the hirer will be liable to pay.
- 8. Tables and chairs must be set up before we arrive at the venue. If we arrive at the time stated to us and the tables and chairs are not set up we will not be able to complete the fitment and therefore hold no liability to any inconvenience caused for decor not being set up on time for the event. We do not leave spares behind and only dress the chairs placed out.
- 9. On the day of setup, we will require all linen on the tables ready for us to dress the tables. If you are using the same function room for both your ceremony and reception, you will need to arrange with the venue setup of the table items after the ceremony. We are unable to wait until the ceremony is finished to dress the tables unless pre-arranged with us. It is your responsibility to check that all Items have been provided and to notify us immediately if any discrepancies. We are unable to unstack or arrange chairs at your venue. This is something you will need to arrange with the venue prior to our arrival.
- 10. Due to our workload, you will have an allotted time slot for your delivery/collection. PLEASE ENSURE THAT ACCESS IS AVAILABLE AT THE TIME STATED ON THE FRONT OF THIS FORM. If we are unable to gain access to the venue at the time and date which you have confirmed, then we may not be able to return to redeliver and no refund will be given. Please note that changes to the time of delivery will be strictly subject to our workload and we must be made aware of this at least three weeks prior to your event. Deliveries are booked in strictly on a first come first served basis. In the event of us not being able to set up the items at the agreed time/place, due to an error or fault on the part of the Hirer, we reserve the right to charge a waiting time at the rate of £25 per person per hour (depending on items hired, is likely to comprise of at least two persons).
- 11. We appreciate it is difficult to give final figures until right before the day, but names for place names (with correct spellings) and a plan of seating arrangements must be provided no later than 2 weeks before the event.
- 12. If we must cancel a booking due to reasons beyond our control, we will do so in writing or by Email returning any deposits paid and where possible recommend another reputable company.
- 13. In adverse weather conditions such as Snow & Ice, it is Niche Events decision not to deliver/setup hired goods to the venue if it jeopardises the safety of our staff. Niche Events will endeavour to get the hired goods to the venue and exhaust every option that is available before cancellation of the booking. It is the responsibility of the hirer to make sure the hired goods are insured for such incidences. As a gesture of good will, we would be happy to move the event up to 18 months' subject to availability.
- 14. Niche Events shall not be responsible for injury or damage to persons or property however sustained arising from any goods under hire. We shall be under no liability in respect of any defect arising from wilful damage, abnormal usage conditions, failure to follow our instruction (whether oral or in writing), misuse or alteration or repair to items without our approval.
- 15. A refundable security deposit of £100 by cheque will be payable with the final invoice. The refund of the security deposit will be completed no later than 30 days following the end of the goods hire period. The amount to be refunded will be calculated taking into account any charges owed to us by you.
- 16. Payment of deposit and/or signature on order confirmation is deemed by Niche Events that you have read, understood and accepted the Terms and Conditions.
- 17. The company holds £5million public liability insurance. Copies are available to be emailed to your hotel/venue one week before your event, if requested. In addition, our electrical items are regularly PAT tested for your safety; we also hold a Managing safety, Fire Marshall, first Aid certificates & our staff are trained to Level 2 Food Hygiene Certification.
- 18. The Owner reserves the right to use any photography taken during the Hire Period for promotional purposes unless otherwise advised by the Hirer.