



Four Wedding

At Grand Central Hotel

FAQ's

For further information please contact our events team directly:
(Office working hours Monday – Friday 9.00am – 5.00pm)

Rachel Brown – Events Coordinator

Direct Dial: 028 9590 8908

Email: conf@gch.hastingshotels.com

Hannah Uprichard – Events Assistant

Direct Dial: 028 9590 8909

Email: conf2@gch.hastingshotels.com

Is the venue licensed to hold civil ceremonies?

If you would like to hold both your wedding ceremony and reception under the luxurious roof of Grand Central Hotel, we are fully certified to host civil ceremonies in all of our event spaces – including the Observatory!

How long can I provisionally hold a date for?

As a busy, city centre hotel – it is vital to place a provisional booking for your date should you be considering hosting your wedding here. This will avoid any disappointment of another wedding / event booking on the day you had chosen.

We can hold our provisional bookings for a period of two weeks before they are automatically released from the system.

Do you have a one wedding per day policy?

At Grand Central Hotel we adopt a one wedding per day policy – we want all of our happy couples to enjoy our exclusive wedding experience and focus our full attention on each wedding individually.

Who will be the point of contact on the lead up to your wedding?

The events team – Rachel Brown (Events coordinator) and Hannah Uprichard (Events assistant) will be your point of contact for all things regarding your wedding. They are best contacted via email or telephone and their office working hours are:

Monday – Friday, 9.00am – 5.00pm.

What Packages do you offer and how much are they?

We offer 3 wedding packages here at Grand Central Hotel – each package offers various different things, this is detailed in our wedding brochure. Please see further details on our website.

Linen - £90.00 per person

Silk - £135.00 per person

Velvet - £150.00 per person

Can we have a space on the morning to get ready?

We offer two packages for the morning of your wedding! Please ask a member of the events team if you would like further information on these.

How long do we have the wedding suite for?

The wedding suite is yours ALL day – there will be no other events hosted in this room prior to your arrival on that day. You will have the wedding suite until 1.00am of the next day.

Can we stay in a bridal suite on the evening of our wedding?

Most definitely - We provide a complimentary stay within our packages for the happy couple in one of our stunning city view suites!

Is room dressing included in the packages?

As stated previously, each package includes various different things however, in all packages – table linen, mirrored centres and candelabras are provided.

Depending on your package choice, should you wish for us to supply extra items such as chairs, drapes etc there will be an additional charge or alternatively you can source your own.

Do you provide table plans / name cards / menu cards?

We can certainly provide these for you – if you would like to see what these look like please just ask a member of the events team to send you an image via email! Should you wish to bring your own this is no problem at all, please ensure to let the team know.

Can you host large weddings of 100 + people?

Here at Grand Central Hotel we have smaller event spaces, therefore we do not have the capacity to host more than 70 people – however, should you be interested in having an intimate and luxurious day in the heart of the city, we are the perfect spot for you!

What is the maximum size for the top table at your venue?

In our smaller rooms, the Blackstaff and Farset, the maximum size that the top table could be is 4 people.

In our larger suite, the Panorama, the maximum size for the top table is 10 people.

Do you have a minimum requirement for guest numbers?

With our smaller event spaces, we have a maximum number of 25 people. In our larger room ‘The Panorama Suite’ we have a minimum requirement of 30 guests.

What size and shape are your tables?

The maximum number that we can hold on one of our round tables is 9 people.

What rooms are available and what is their maximum capacity?

We have 3 event spaces within the hotel that you could host your wedding – depending on the scale!

Our Blackstaff & Farset Suites are located on the 1st floor of the hotel and can hold a maximum of 25 people.

Our Panorama suite is located on the 2nd floor of the hotel and has a wall of windows looking out onto Bedford Street. The maximum that this room can hold is 70 people.

Are there any décor restrictions?

We are delighted to see each wedding put their own spin on the room and decorate exactly how they want it! The only restrictions that we have in place are that we do not allow anything to be stuck up on the walls of the room and we do not allow confetti.

How flexible are you with timings of the day?

We can recommend what we feel is best for your wedding depending on the time of ceremony, location etc. However, we are very flexible with timings – this is YOUR day so we will work with you in order to fulfil your expectations.

Can we have our drinks reception in the Observatory?

Our silk and velvet packages guarantee that your drinks reception is held in the Observatory overlooking the beautiful views of Belfast!

Our linen package does not include a drinks reception in the Observatory – this package allows you to have your drinks reception in the stunning Seahorse lounge on the 1st floor of the hotel, however we can upgrade you to the Observatory if your wedding is held Monday – Thursday dependant on availability.

Drinks receptions last a period of 1 hour and 30 minutes.

Can all of my family stay in the hotel after my wedding?

Absolutely! Your guests will receive preferential rates for the evening of your wedding. On booking – we will ensure to check the current bedroom availability on your wedding date to ensure that your family can secure a stay with us! Please note that even though

your guests will receive preferential rates, this does not guarantee them a bedroom should they leave it late notice to place a reservation.

Can we stay an extra night?

You most certainly can stay with us as long as you would like! After the complimentary stay on your wedding night there will be a room charge per night.

Do you offer complimentary menu tasting prior to the day?

We provide a complimentary menu tasting appointment for the happy couple prior to their wedding – this will enable you to gain insight into the delicious meals we will have on offer and select what you would like to have on your wedding menu. To book this, just contact a member of the events team to arrange a suitable appointment.

Can we bring in our own food / beverage items?

Food and beverage sourced outside the hotel is not permitted and we do not offer a corkage service – this excludes the wedding cake.

Is there a cake cutting fee?

No – we will cut this at no extra cost, we ask that prior to the day you outline for us if you would like all of it cut or if you would like to save any.

Do you cater for all dietary requirements?

Of course – our executive head chef and his team work with the needs of each guest to ensure they enjoy a delicious meal! On picking your wedding menu, should anyone have any dietary requirements please note this down and make the events team aware so that we can offer an alternative option.

What evening food options do you offer?

With regards to the evening food options on offer, we can provide a finger buffet for your guests by which you can choose off our menu prior to arrival. Please note that this is based on the numbers charged for the wedding reception therefore any additional guests in the evening will be charged at £5.00 per person per item.

What are your bar prices and is it cash only?

If you take a look at our website, we have a copy of our wine list posted under the Seahorse restaurant section. Our bar accepts both cash and card payments.

Do you provide entertainment?

We can certainly provide entertainment; However, this is not included in the package price and would have an additional charge. You are more than welcome to source your own entertainment – please notify the event team when you have this arranged.

Do you have disabled access?

We have disabled access throughout the hotel – there are elevators that begin on the ground floor and go up to the 23rd floor of the hotel. We also have disabled bathrooms on ground, first and second floor.

Please make us aware of any guest with the need for any special assistance so we can ensure their comfort within the hotel.

Do you have car parking on-site?

Due to the central location of Grand Central Hotel, we have limited valet parking priced at £25.00 per 24 hours – this can certainly be arranged but we always recommend that guests pre-book this with us as it cannot be guaranteed on the day.

Alternatively, there is the ‘Great Northern Car Park’ located directly beside our sister hotel the Europa which is situated a short 4-minute walk away. If guests are residents at the hotel they can avail of this at a discounted price. Please ask reception for more details.

How much will the initial deposit be and when is final payment due?

The initial deposit on confirmation of the wedding is £600.00. The remaining balance can be paid off in instalments or fully two weeks prior to the wedding.

When are final numbers required?

Final numbers for the wedding are required 14 days prior to the day. Should any amendments be made after this, there will still be a charge for the original number booked.

What is your cancellation policy?

In the unfortunate circumstances that you must cancel or postpone your confirmed booking after the signed contract has been received at any time prior to the event, the Hotel will make every effort to re-sell the facilities on your behalf. The Hotel’s Cancellation Policy is 90% on contracted accommodation and room hire revenue, and 65% on contracted food and beverage revenue, being our loss of profit.

Definitive cancellation charges due can only be confirmed to you after the intended date of your event, when we shall reduce the charges by the profit on any alternative business we have been able to secure on your behalf.

Is VAT included in the price?

Yes – our rates are all inclusive of VAT.

Are there any extra charges for staff / room hire etc?

There are no extra charges for staff or room hire – this is all included in the wedding package price.