



**Intimate Garden Wedding Reception
at
PARKROYAL**

Allow our professional wedding planner to arrange your beautiful wedding reception in our resort's garden overlooking the sea. Delightful garden wedding can be arranged to make your wedding day truly special or enquiries, please call us at (604) 881 1133 or email scs@pen.parkroyalhotels.com.

GARDEN WEDDING RECEPTION PACKAGE

**Valid until 31 December 2008 except eve of Christmas
& New Year and on Christmas & New Year Day**

PACKAGE PRICE: RM4,800.00nett

Package price includes: -

- Champagne fountain with one (1) bottle of champagne
- Five (5) tier ceremonial display cake
- One (1) kg Royal Icing Cake
- Specially decorated floral wedding arch
- Red carpet
- Reception table with floral center piece
- Hand bouquet for the bride and button-hole for the groom
- Two (2) corsages
- Romantic Melody of the "Wedding March" to welcome the Bride and Groom
- Photographer (36 shots) – professional fee plus one CD format
- Set-up for maximum 50 persons

OPTIONAL

- One (1) Hour Open Bar (standard pouring brands) cocktail party at RM160nett per person
- Canapés can be arranged at RM130nett per tray
- Additional Hand Bouquet at RM350nett and Button-Hole at RM60nett
- Theme set-up can be arranged at RM1,300++ for a maximum of 50 persons only (a choice of Oriental Romance, A Fairytale Wedding or Romance by the Sea).

ROOM COURTESIES

- The wedding couple's room will be upgraded to a Suite inclusive of Fruit Basket, Flowers and a King size bed

Ⓢ (The prices quoted above are inclusive of 10% Service Charge and 5% Government Tax and are non-commissionable)



WEDDING DOCUMENTATION PACKAGE

RM1,800.00nett

There is no longer a minimum stay required for the intending couple. However, for those whose stay in Malaysia less than one month, a special approval from the Chief Minister's Department must be obtained. Therefore, we recommend a minimum stay of 6 nights so that there is sufficient time to complete all documentation and bureaucratic procedures.

Solemnization Ceremony will be held every Tuesday, Wednesday and Friday in the local Registration Office. Once all documentations are completed, the wedding can be solemnized in the same week.

The above price includes the following arrangements:

- 1) **Oath taking Ceremony:** the couple will be contacted upon arrival to Penang and a meeting will be arranged to discuss all matters relating to their registration, wedding ceremony, appointment with the commissioner of Oath, etc.

Transportation will be provided for the intending couple from the hotel to the Registration Office. This will also include visit to the office of the commissioner of Oath where our wedding specialists will submit all relevant documents to the Officer-in-charge for Oath taking.

During the Oath taking, the wedding couple will be called in for an interview with the Commissioner of Oath. This procedure may take about 3 to 4 hours depending on the queue at Registrar office.

Note: No pre-arranged appointment is allowed, it is based on first-come-first-serve basis.

- 2) **Eve of the Wedding Day:** Our wedding specialist will contact the wedding couple on the eve of their wedding day to check if they have any last minute requirements.
- 3) **On the Wedding Day:** Transfer will be arranged for the wedding couple to the registration office where our wedding specialist will submit all relevant documents to the officer-in-charge for the signing ceremony.
- 4) **Hotel reception:** A Presiding Officer will be called upon to handle the wedding ceremony / reception at the hotel. Normally the reception is arranged on the same day of the signing ceremony at the registration office.



DOCUMENTS REQUIRED FOR PROCESSING

Original copies of the following documentation from the parties intending to get married are required by the local authorities on arrival, but it is imperative that you forward photocopies of all documents to us at the time of the booking and certainly no later than **2 weeks** prior to wedding date.

- Both birth certificates
- Passport of both parties
- 4 photographs each (32 mm x 38 mm)
- If one of the parties is a divorcee, proof of Decree Absolute is required
- If the bridegroom or bride is a widower or widow, to submit a photocopy of the death certificate
- If change of name by Deed Poll – proof is required
- If either party is under 21 years old, the parents or guardians are required to be present to give written consent in person
- Both parties need a statutory declaration stating their marital status stamped and signed by a solicitor and Malaysia Embassy.
- 2 witnesses are required for the wedding solemnization, and if the bride or bridegroom wish to have their friends or relatives to be their witnesses, it is essential to give us their passport details, otherwise our wedding specialist can arrange locally.

Note: both parties are required to bring along all original documents. The documents are to be presented when the wedding couple is performing Oath taking and Registration.