

THE WEDDING PACKAGE



Congratulations on your engagement and welcome to The Old Swan Hotel, the perfect setting for your wedding.

From the moment you contact The Old Swan Hotel with your initial enquiry to the time you depart following your wedding reception, you are assured of a warm and friendly, yet highly professional service.

Standing in five acres of beautiful gardens, The Old Swan Hotel is a firm favourite since the Victorian era, offering the traditional elegance of a country house hotel in the centre of the famous spa town of Harrogate.

We are aware that every wedding is individual and belongs to you and therefore you are more than welcome to tailor your wedding to your very own individual requirements.

Our very experienced and dedicated wedding co-ordinator will guide you through every step of the way to create your perfect day.



THE OLD SWAN
HOTEL

Swan Road, Harrogate, North Yorkshire HG1 2SR

Tel: 01423 500055 **Fax:** 01423 501154 **Email:** weddings.oldswan@classiclodges.co.uk

www.classiclodges.co.uk/theoldswan

THE OLD SWAN WEDDING PACKAGE

We are pleased to include the following items in the Old Swan Wedding Package:

- Use of the hotel and beautiful grounds for your photographs
- Guidance and assistance from our dedicated wedding co-ordinator to help you through the planning and organisation of your wedding day
- An experienced function manager to guide you through your day and to act as Master of Ceremonies for your wedding
- Complimentary car parking for your guests
- Red carpet welcome
- White table linen
- Use of our round or square silver cake stand and knife
- Complimentary Bridal Suite for the night of your wedding
- Preferential accommodation rates for your guests – subject to availability

The following can also be arranged at an additional charge:

Printed personalised menu cards, table plan and placecards

Coloured table linen

Chair covers

Floral arrangements

Table and room decorations

We have various contacts throughout the events and entertainment industry locally and nationally and can book live music for you, please ask your wedding co-ordinator for further details.

CIVIL CEREMONIES & ROOM HIRE CHARGES

The Old Swan Hotel is licensed to hold Civil Ceremonies and Civil Partnerships, offering a beautiful alternative to the Registry Office and our wedding co-ordinator can provide expert advice on timings and seating layouts.

The room you choose is available 30 minutes prior to the ceremony and 30 minutes after it concludes.

A hire charge is made for the room in which the ceremony is held, which is in addition to the charges made by the Registrar for conducting the service.

Wedgwood Restaurant £1,000.00

Ballroom and Garden Room £1,000.00

Red Lounge £500.00

Rose Room £500.00

To book your Civil Ceremony at the Old Swan Hotel you need to follow these steps:

Firstly, check with our wedding co-ordinator that your chosen date is available and make a provisional booking.

Next, contact the Superintendent Registrar at Harrogate Registry Office on 01423 506949 and they will guide you through what you need to do to make a booking with them.

MINIMUM NUMBERS

For peak days throughout the year minimum numbers will be set by the hotel for each function room. Should your final numbers decrease from the minimum chargeable number stated on the contract, the hotel reserves the right to move the wedding to a room more suited to the size of your celebration. Please ask your wedding co-ordinator for further details

WEDDING BREAKFAST PACKAGES

WEDDING BREAKFAST PACKAGE A

Chefs choice of Soup with crispy Croutons
or
Rose of Cantaloupe Melon with a seasonal Berry Compote and Mint Syrup (V)

~oOo~

Pan Roasted Pork Loin Steak with glazed Apple and a rich Cider sauce
or
Free range Chicken Supreme with creamed Leeks and a red wine jus

Vegetarian Option

Filo Pastry Parcels
with Sun-dried Tomato, Pine Nuts and Wild Mushroom (V)

~oOo~

Vanilla baked Cheesecake with a Dark Chocolate sauce and Raspberry Compote
or
Pear Crème Brûlée with Cinnamon Shortbread Biscuits

~oOo~

Coffee and Tea with Chocolates

£35.00 per person inclusive of VAT

We require you to select one choice from each section to create a set menu.
We do allow an alternate option for any guests who may be vegetarian or have a special dietary requirement

WEDDING BREAKFAST PACKAGES

WEDDING BREAKFAST PACKAGE B

Chicken Liver and Oyster Mushroom Pate with a crisp, dressed Salad, a Plum and Apple Chutney with Melba Toast

or

Chilled Thai Salmon Escalope with dressed Leaves, Lime Yoghurt and Multi Grain Bread

Vegetarian Option

Feta Cheese and Sun-Dried Tomato Terrine
with tossed French Leaves, drizzled with a French Dressing (V)

~oOo~

Roast Lamb Rump with glazed Shallots and a Thyme and Redcurrant jus

or

Pan fried fillet of Sea Bass with Lemon Rosti Potatoes and a Dill Cream sauce

Vegetarian Option

Chargrilled Vegetable Stack
topped with Mozzarella Cheese and Pesto sauce (V)

~oOo~

Dark Chocolate Mousse with a fresh Raspberry Coulis and Chantilly Cream

or

Strawberry Mille Feuille with a Mint Syrup and fresh Cream

~oOo~

Coffee and Tea with Chocolates

£39.00 per person inclusive of VAT

We require you to select one choice from each section to create a set menu.
We do allow an alternate option for any guests who may be vegetarian or have a special dietary requirement

WEDDING BREAKFAST PACKAGES

WEDDING BREAKFAST PACKAGE C

Pressed Ham Hock Terrine with a crisp dressed Salad and a sweet Tomato Pickle
or
Smoked Salmon with Caper Berries, Lemon dressed Leaves
and a Sour Dough Bread

Vegetarian Option

Goats Cheese, Tomato and Black Olive Tart
with tossed seasonal Leaves, dressed with a Herb and Pesto Oil (V)

~oOo~

Braised Rib Eye Steak with a Wild Mushroom and Button Onion Confit and Port
reduction
or
Oven baked Fillet of Pork wrapped in Parma Ham with a Sage and Onion Stuffing and
a red wine jus

Vegetarian Option

Oven-Baked Stuffed Pimentos
filled with a woodland Mushroom, Asparagus and Pine Nut Ragout,
set on a bed of Herb Butter sauce (V)

~oOo~

Meringue Swan filled with fresh Cream and seasonal Berries
or
Steamed Date and Brandy Pudding with a Caramel and Baileys Cream sauce

~oOo~

Coffee and Tea with Chocolates

£48.00 per person inclusive of VAT

We require you to select one choice from each section to create a set menu.
We do allow an alternate option for any guests who may be vegetarian or have a
special dietary requirement

EVENING RECEPTION PACKAGES

EVENING PACKAGE A

A Choice of Light Bites
Choose from one of the following options

Bacon Sandwiches
Sausage Sandwiches
Beef Burger in a Sesame Bun
Steak and Onion Ciabatta

£6.95 per person
Served with chips £8.95 per person

EVENING PACKAGE B

A Selection of Tapas
Served on large plates for up to 10 guests

Spicy Potato Wedges
Chicken and Pepper Kebabs
Courgette, Mushroom and Cherry Tomato Kebabs
Salmon Goujons with a Homemade Tartare Sauce
Selection of Mini Bruschettas

£10.95 per person

EVENING PACKAGE C

Traditional Buffet
Free Range Chicken and Sweet Chilli Wraps
Celery Batons with a Blue Cheese Dip
Duck Spring Rolls with a Plum Sauce
Salmon and Dill Vol-au-Vents
King Prawns in Filo Pastry
Mini Goats Cheese and Red Onion Tartlets
Avocado and Sour Cream Wraps
Gala Pie with Sweet Pickle
Goujons of Plaice with Tartare Sauce

£16.95 per person

DRINKS RECEPTION PACKAGE

DRINKS PACKAGE A

Arrival drink of Bucks Fizz or Pimms and Lemonade
Half a bottle of House Red/White Wine per person
Toast drink of Sparkling Wine

£18.50 per person

DRINKS PACKAGE B

Arrival Drink of Bucks Fizz
Half a bottle of House Red/White Wine per person
Toast drink of Champagne

£24.50 per person

DRINKS PACKAGE C

Arrival Drink of Bellini
Half a bottle of House Red/White Wine per person
Toast drink of Champagne

£26.50 per person

A full hotel wine list is available for you to tailor make your own wine package – please note a supplement rate will apply if an alternate wine is chosen.

CANAPÉ SELECTION

£5.00 per person, for 4 canapés per person

Please choose a selection from the following options
(additional canapés £1.50 per item)

COLD

Celery and Stilton
Smoked Salmon on Toast, with Lemon
Ham and Cheese Pinwheel
Parma Ham on Toast
Melon and Parma Ham
Tomatoes on Toast
Cherry Tomatoes, Cream Cheese and Chives
Asparagus on Toast
Cucumber on Toast, with Prawn
Cream Cheese on Toast
Brioche with Pâté and Tomato Chutney

HOT

Curried Lentils in Mushrooms
Croque Monsieur
Mushroom and Tarragon Vol-au-Vent
Breaded Scampi and Tartar Sauce
Mini Burgers with Ketchup
Curried Prawn Vol-au-Vent
Mini Quiche
Thai Chicken Pieces
Piglets in Blankets
Deep-fried Breaded Brie with Cranberries
Oriental Style Spring Rolls with Hoi Sin Sauce
Prawn Toast

ACCOMMODATION

The hotel has 136 bedrooms, a selection of those can be reserved for you and your guests at a preferential rate

Check-in time is 2pm and check out is 11am

We can arrange an early check-in for the Bridal Suite (subject to availability) but this must be pre-arranged with the hotel

We recommend that anyone wishing to book accommodation do so as soon as possible to avoid disappointment

Please speak to your wedding co-ordinator for our availability and rates for your wedding

MIDWEEK WEDDING PACKAGES

Are you thinking of getting married during the week? (Monday-Thursday)

We have a fantastic package for weddings, inclusive of the following:

- Arrival Drink
- 3 course Wedding Breakfast including 2 glasses of House Wine
- DJ and Disco Entertainment
- Bacon Rolls for your Evening Reception
- Bridal Suite for the Bride and Groom on the Wedding Night

Packages from £50.00 per person – subject to minimum numbers of 75 guests to attend.

You may wish to enhance this package with additional items or cater for increased numbers – a supplement rate will be made.

Please note that our standard terms and conditions apply

Please speak to your wedding co-ordinator for information on further special packages that we offer.

EXTERNAL CATERING WEDDING FUNCTIONS

We can accommodate external caterers at the Old Swan Hotel within our main function rooms for the purpose of religious celebrations.

We provide a package, which includes:

- Hire of our Wedgwood Room for the ceremony
- Hire of our Garden / Ballroom for the main function room
- Hire of our Red Lounge for use as a private bar or relaxation area
- Hire of our Banqueting Kitchens
- Tables and chairs for your event if required
- White table linen tablecloths and napkins if required
- Complimentary Bridal Suite for the Bride and Groom for the night of their wedding
- Preferential accommodation rates are available for you and your guests.

The Old Swan Hotel does not provide cutlery, crockery, glassware or table decorations for the event however we can recommend suppliers who can assist you with your specific requirements.

Caterers are required to use their own staff for food preparation and service

Please speak to your wedding co-ordinator for a bespoke rate applicable to your needs.

EXTERNAL CATERING TERMS AND CONDITIONS

For every event on a scale such as this, it is important that both parties are aware at the earliest stage of the Terms & Conditions relating to the booking policy and the rights from both sides. Please read through this section prior to signing this contract for your wedding to be held at The Old Swan Hotel.

DEPOSITS & PAYMENT TERMS

A £1,000.00 payment on account is required to confirm your booking. £500.00 of this payment is to secure your booking and the remaining £500.00 is a refundable deposit payment, used to cover the hotel against any potential damage left from your caterers. A full inspection of the banqueting kitchens will be made immediately after the event has finished by a member of the hotel management team, who will agree to refund your deposit as applicable. A further payment equal to 50% of the booking value is required 8 weeks prior. The final estimated charge is 3 weeks prior. All accounts are due and payable upon receipt of an invoice. The Old Swan Hotel reserves the right to charge interest at the rate of 4% per week, or part thereof compounded on overdue accounts. We would also require details of a credit card or debit card as a guarantee for any additional costs incurred on the day, payable upon departure on presentation of an invoice. Deposits are non refundable, but may be transferred to an alternative date, at the discretion of the General Manager.

GENERAL

1. The Old Swan Hotel reserves the right to change the customers assigned function room for another of comparable suitability.
2. The Old Swan Hotel shall be entitled at their sole discretion to cancel the event upon notice to the client in the occurrence of one or more of the following circumstances:
FORCE MAJEURE i.e. acts of God
OUTSTANDING PAYMENTS, OR if in the opinion of The Old Swan Hotel either the customer or any of their servants, invitees, guests, management or representatives act in a manner considered to be prejudicial to the good name of the hotel, The Old Swan Hotel shall be at liberty to terminate the contract or event forthwith without being liable for any refund or any compensation to the client.
3. The Old Swan Hotel requires to know of all third party contracts for entertainment or services for a function and reserves the right to prohibit the same. The Old Swan Hotel also reserves the right to determine the noise level at a function and the clients are obliged to adjust to this level.
4. The customer shall be liable for all losses or damages sustained by The Old Swan Hotel in respect of the premises, furnishings, utensils or equipment, whether the same is caused wilfully or by negligence or default and shall be liable for the cost of replacement, plus compensation for the loss of business caused thereby.

FINAL NUMBERS

Confirmation of the accommodation requirements must be received 6 weeks prior and table plans 1 week prior to the Wedding.

CANCELLATION

In the event of cancellation of a booking by the client for whatever reason The Old Swan Hotel will make a cancellation charge for the total anticipated loss of revenue to The Old Swan Hotel on the following basis:

52 weeks & over	25% of the booking value
27 to 51 weeks	50% of the booking value
13 to 26 weeks	75% of the booking value
12 weeks or less	100% of the booking value

5. The customer agrees to be bound by all reasonable instructions of duly authorised representatives of The Old Swan Hotel in respect of condition of the function and shall further ensure that those attending shall similarly comply.
6. Any written information made available to the customer of The Old Swan Hotel shall be deemed incorporated herein and in the event of dispute these terms & conditions shall prevail.
7. No modifications to these terms and conditions shall be binding upon the The Old Swan Hotel unless the same is in writing and duly signed by the General Manager within The Old Swan Hotel.
8. The laws of England shall govern this contract and any dispute referred to the English Courts.
9. To secure your Wedding a deposit of £1000.00 is required along with a signed copy of this form and a letter of confirmation, fourteen days from making the provisional booking.
10. The Hotel reserves the right to review its annual prices from time to time and to alter prices without notice.
11. No sale, auction of business shall be transacted at The Old Swan Hotel without the prior written consent of the General Manager at The Old Swan Hotel.
12. After confirming the Wedding the hotel cannot be held responsible for accommodation being fully booked.
13. Times agreed for the day cannot be changed without written permission from the Hotel.

TERMS AND CONDITIONS

For every event on a scale such as this, it is important that both parties are aware at the earliest stage of the Terms & Conditions relating to the booking policy and the rights from both sides. Please read through this section prior to signing this contract for your wedding to be held at The Old Swan Hotel.

DEPOSITS & PAYMENT TERMS

A deposit of £1,000 is required to confirm your booking. With a further payment equal to 50% of the booking value required 8 weeks prior. The final estimated charge 3 weeks prior. All accounts are due and payable upon receipt of invoice. The Old Swan Hotel reserves the right to charge interest at the rate of 4% per week, or part thereof compounded on overdue accounts.

We would also require details of a credit card or debit card as a guarantee for any additional costs incurred on the day, payable upon departure on presentation of an invoice. Deposits are non refundable, but may be transferred to an alternative date, at the discretion of the General Manager.

FINAL NUMBERS

We reserve the right to apply minimum numbers to the booking, which will be chargeable in full should final numbers fall below this level as stated on the booking form.

Confirmation of the accommodation requirements must be received 6 weeks prior and table plans 1 week prior to the event taking place.

CANCELLATION

In the event of cancellation of a booking by the client for whatever reason The Old Swan Hotel will make a cancellation charge for the total anticipated loss of revenue to The Old Swan Hotel on the following basis:

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OUTSTANDING PAYMENTS, OR if in the opinion of The Old Swan Hotel either the customer or any of their servants, invitees, guests or representatives act in a manner considered to be prejudicial to the good name of the hotel, The Old Swan Hotel shall be at liberty to terminate the contract or event forthwith without being liable for any refund or any compensation to the client.
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4. The customer shall be liable for all losses or damages sustained by The Old Swan Hotel in respect of the premises, furnishings, utensils or equipment, whether the same is caused wilfully or by negligence or default and shall be liable for the cost of replacement, plus compensation for the loss of business caused thereby.
5. The customer agrees to be bound by all reasonable instructions of duly authorised representatives of The Old Swan Hotel in

respect of condition of the function and shall further ensure that those attending shall similarly comply. No food or beverage may be brought from outside onto the premises unless permission is given in writing by the General Manager.

6. Any written information made available to the customer of The Old Swan Hotel shall be deemed incorporated herein and in the event of dispute these terms & conditions shall prevail.
7. No modifications to these terms and conditions shall be binding upon the The Old Swan Hotel unless the same is in writing and duly signed by the General Manager within The Old Swan Hotel
8. The laws of England shall govern this contract and any dispute referred to the English Courts.
9. To secure your date a deposit of £1000 is required along with a signed copy of this form and a letter of confirmation, fourteen days from making the provisional booking.
10. The Hotel reserves the right to review its annual prices from time to time and to alter prices without notice.
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BOOKING FORM

Date of Function _____

Brides Name: _____

Grooms Name: _____

Organisers name: _____

Address: _____

Post Code: _____

Tel No (Day) _____

Tel No (Evening) _____

Email Address _____

Name and Address of where Ceremony
will take place _____

Actual Time of Wedding Ceremony: _____ Length of Ceremony: _____

Number of Guests: _____

Do you wish to reserve the banqueting
suite for an evening reception? Yes No Number of
evening guests: _____

Do you wish to reserve any accommodation
for your guests? Yes No (if yes please indicate how many _____)

I CONFIRM THAT I HAVE READ AND ACCEPTED THE HOTELS TERMS AND CONDITIONS
I ENCLOSE A NON-REFUNDABLE DEPOSIT OF: _____

Signature: _____ Date: _____

Payment Received: _____ Date: _____

Name: _____

Signature: _____

Tick this box if you do not wish to receive further information from The Old Swan Hotel