

The Perfect Venue

From the moment you enter the Old Swan Hotel, with your initial enquiry, to the time you check out following your Wedding Reception, you are assured of a warm & friendly, yet highly professional service.

Standing in five acres of beautiful gardens, the Old Swan Hotel, a firm favourite since the Victorian era, offers the traditional elegance of a Country House Hotel, in the centre of the famous spa town of Harrogate.

The Hotel boasts seven function rooms, each with their own individual style, allowing us to cater for the most intimate of celebrations, to the most extravagant!

We have an experienced Wedding Coordinator who will help you to plan your big day: from flowers to photographers and candles to Wedding cars, we can offer a range of ideas & recommendations to make your big day extra special.

Wedding packages are shown in this information pack, however a full Banqueting Selector & Wine List is available for you to tailor make your own package, should you wish to

Rooms to suit you

Garden Room & Ballroom

The Garden Room & Ballroom, combined, can cater for up to 300 guests for a formal Wedding Reception and up to 450 guests for an evening buffet & disco.

The Ballroom area boasts it's own dance floor & stage.

Garden Room

The Garden Room can cater for up to 150 guests for a formal Wedding Reception and up to 300 guests for an evening buffet & disco.

The Garden Room has the benefit of large windows overlooking our beautiful gardens.

The Wedgwood Room

The Garden Room can cater for up to 200 guests for a formal Wedding Reception and up to 350 guests for an evening buffet & disco.

The Wedgwood is, perhaps, the most magnificent of all the rooms at the Old Swan Hotel.

Red Lounge

The Red Lounge can cater for up to 70 guests for a formal Wedding Reception and up to 80 guests for an evening buffet & disco.

The Red Lounge overlooks the gardens at the front of the Hotel and has a magnificent feature fireplace.

Rose Room

The Rose Room can cater for up to 70 guests for a formal Wedding Reception and up to 80 guests for an evening buffet & disco.

The Rose Room follows the traditional theme, synonymous with the Old Swan Hotel and is also used for the majority of our Civil Ceremony services.

Please note: minimum chargeable numbers apply for the Garden Room & Wedgwood, for the daytime & for the evening

With this ring

The Old Swan Hotel is licensed to hold Civil Ceremonies, offering a beautiful alternative to the Registry Office and our Wedding Manager can provide expert advice on timings & seating layouts.

The room you choose is available half an hour prior to the Ceremony & half an hour after it concludes.

A hire charge is made for the room in which the Ceremony is conducted.

Prices:

<i>Wedgwood Restaurant</i>	<i>-</i>	<i>price on application</i>
<i>Ballroom & Garden Room</i>	<i>~</i>	<i>price on application</i>
<i>Red Lounge</i>	<i>~</i>	<i>£500.00</i>
<i>Rose Room</i>	<i>~</i>	<i>£475.00</i>

This is in addition to the charges made by the Registrar for conducting the service.

Please check availability & the cost of the Registrar with Harrogate Registry Office by telephoning 01423 506949. Booking the Registrar is the responsibility of the Bride & Groom.

Added extras – from us to you

- ♥ ***Complimentary Bridal Suite for the night of your Wedding***
- ♥ *Personalised menus for each table*
- ♥ *The display copy of the seating plan and also place cards*
- ♥ *Services of an experienced Function Manager to perform Toastmaster duties*
- ♥ *Red carpet welcome*
- ♥ *Use of our round or square silver cake stand & knife*
- ♥ *Special accommodation rates for your guests, subject to availability*

Recommendations for other details such as flowers, balloons, stationery & photographers can be given by our Wedding Coordinator.

Please note: prices subject to increase for 2010

The next step

Once you have seen the facilities at the Hotel and decided that the Old Swan is where you want to celebrate your “special day”, the next step is to make your reservation.

A provisional booking can be made & held for a maximum of two weeks (unless we receive interest from other parties), with no obligation.

We request a £500.00 non-refundable deposit to confirm your booking, and a further 50% of the estimated final cost 90 days prior to your Wedding date. The final balance payment is required a minimum of 21 days prior to the event date.

The Hotel reserves the right to make alterations to the brochure & price list without notification, prior to the contract being signed.

For peak days throughout the year minimum numbers will be set by the hotel for each function room. Please ask the Wedding Coordinator for further details. 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. The minimum menu spend per person based on the menus below is £59.95.

Wedding Packages

Wedding Breakfast Menu A

Rose of Cantaloupe Melon with a Seasonal Berry Compote and Mint Syrup

or

Your Choice of Soup with Crispy Croutons

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Pan Roasted Pork Loin Steak with Glazed Apple and a Rich Cider Sauce

Or

Corn Fed Chicken Supreme with Creamed Leeks and Red Wine Jus

~oOo~

Vanilla Baked Cheese Cake with a Dark Chocolate sauce and Raspberry Compote

Or

Pear Crème Brûlée with Cinnamon Shortbread Biscuits

~oOo~

Coffee and Tea with Mint Crisps

£39.00 per person inclusive of VAT

Choose one option from each of the above courses

Wedding Breakfast Menu B

Chicken Liver & 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

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Roast Mini Shoulder of Lamb 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

~o0o~

Dark Chocolate Mousse with a Fresh Raspberry Coulis and Chantilly Cream

Or

Strawberry Mille Feuille with a Mint Syrup and Fresh Cream

~o0o~

Coffee and Tea with Mint Crisps

£42.00 per person inclusive of VAT

Choose one option from each of the above courses

Wedding Breakfast Menu 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

~oOo~

Pan Fried Fillet of Beef 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 with a Red Wine Jus

~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 Mint Crisps

£48.00 per person inclusive of VAT

Choose one option from each of the above courses

Evening Reception

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
Cheese, Onion and Chive Puff Pastry Pasties*

£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

*Corn Fed Chicken and Sweet Chilli Wraps
Wild Mushroom and Pine nut Filo Pastry Parcels
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
BBQ Chicken Wings
Gala Pie with Sweet Pickle
Sesame Prawn Toast
Goujons of Plaice with Tartare Sauce*

£16.95 per person

Drinks Package A

Arrival Drink of Bucks Fizz or Pimms and Lemonade

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Half a Bottle of Wine per person

Choose From

*Ropiteau L'Emage Chardonnay or Drostdy Hof Chardonnay
and*

Ropiteau L'Emage Cabernet Sauvignon or Drostdy Hof Merlot

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Toast Drink of Sparkling Wine

£18.50 per person

Drinks Package B

Arrival Drink of Champagne

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Half a Bottle of Wine per person

Choose From

*Anapai River Sauvignon Blanc or Moondarra Semillon Chardonnay
And*

Anapai River Pinot Noir or Moondarra Shiraz

~oOo~

Toast Drink of Champagne

£24.00 per person

Drinks Package C

Arrival Drink of Bellini

~oOo~

Half a Bottle of Wine per person

Choose From

Pouilly Fume 'Les Charmes' or Aura 'Verdejo' Iverus'

And

Beaujolais Villages Ropiteau or Rioja Vina Alcorta Reserva

~oOo~

Toast Drink of Champagne

£26.50 per person

Please note - The Hotel reserves the right to make alterations to the wine selections above at any time

Extras

*Children's Menu available from £7.50 per person
Canapés from £6.00 per person (a choice of 4)
Sorbet Course from £3.50 per person
Platter of Cheese for up to 10 Guests from £5.00 per person*

Canapé Selection

Cold

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

Hot

*Curried Lentils in Mushrooms
Croque Monsieur
Mushroom & Tarragon Vol-au-Vent
Breaded Scampi & 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*

VEGETARIAN OPTIONS

Starters

Feta Cheese & Sun-Dried Tomato Terrine

With tossed French leaves, drizzled with a French dressing

Goats Cheese, Tomato & Black Olive Tart

With tossed seasonal leaves, dressed with a herb & pesto oil

Mains

Roast Vegetable Stack

Topped with goats cheese,

Finished with a herb cream & balsamic dressing

Oven-Baked Stuffed Pimentos

Filled with a woodland mushroom, asparagus & pine nut ragout,

Set on a bed of herb butter sauce

Feuille de Brick Money Bag

Filled with wild mushrooms, sun-blushed tomatoes & pine nuts,

Served with a raspberry & cherry tomato compote

GUIDANCE FOR COUPLES WISHING TO MARRY
IN APPROVED PREMISES

1. Having confirmed the date and time of their marriage at the “approved premises”, the couple should be advised to contact the local office at:

Ann Wynn
Superintendent Registrar
The Register Office
Bilton House
31 Park Parade
HARROGATE
HG1 5AG
Tel: 08450 349480
Fax: 01423 502105

Hours of opening – Monday to Friday, 8.30am to 4.30pm

2. They need to confirm with the Superintendent Registrar that he/she can attend and conduct the ceremony on the day and time in question. This can be done up to 12 months in advance of the marriage, and should always be done as soon as possible.
3. The couple will then receive written confirmation within 7 days of the phone call. This will outline:
 - (a) The date and place at which they will need to give the legal notice of their intention to marry;
 - (b) The documents they need to produce;
 - (c) the fee to be paid.

N.B *A notice of intention to marry can be given a maximum of 12 months in advance of the date. This must be done before the Superintendent Registrar of the Office in the district in which you reside. You CANNOT get married without giving due notice in the district(s) where you live.*

THE CEREMONY

A ceremony which takes place at “approved premises” has no religious connotations.

The Superintendent Registrar who performs the ceremony will outline the manner in which it is to be conducted. The couple should discuss with him/her, in advance, the way they wish to personalize the ceremony. Any right of copyright music, readings etc permitted at the ceremony are a matter for the couple and the holder of the approval for the premises.

AND FINALLY

The onus is on the couple to make sure that all legal requirements have been satisfied and that the Superintendent Registrar who will be conducting the ceremony has the relevant authorities in his/her possession, well in advance of the date of marriage.

03 August 2004

WEDDINGS IN APPROVED PREMISES

TIMETABLE OF REGISTRATION OFFICERS' VISIT

1. The Superintendent Registrar and Registrar will arrive at the venue about 20 minutes before the Wedding ceremony. They will advise reception of their arrival. It is assumed that there will be staff on hand from the venue to help and assist the Wedding party as they arrive e.g. where the Wedding room is, cloakroom facilities. Staff from the registration service will not usually be available to do this.
2. They will then need to meet up with the Responsible Person on duty and view the Marriage Room in use for the ceremony and also to locate the room put aside for interviewing. The interview room should have a telephone available. Registration staff may also need somewhere to be able to leave coats, briefcases and money etc safely until after the marriage ceremony.
3. The Responsible Person should then introduce the Registration staff to the Bride & Groom. While the Bride & Groom are being interviewed, the Responsible Person should arrange for the guests to be seated in the Marriage Room. Music may be played during this time.
4. Once the preliminaries have been completed, the ceremony can take place. One format may be as follows: the Registration staff will enter the Marriage Room and take their seats, followed by the Bride & Groom, either together, or if wished the Groom may enter first, followed by the Bride, possibly on her escort's arm or followed by Bridesmaids. The Bride & Groom may wish to have some different music played at this point. Once the Wedding party have taken their positions, the music should then be stopped.
5. The Superintendent Registrar will conduct the marriage ceremony. If desired by the couple this may be recorded on video.
6. Once the ceremony has ended (this takes between 15-30 minutes) the Registrar will enter the details in the Marriage Register. Music may be played at this point, and indeed may help to overcome the halt in official proceedings. The writing takes about 3 to 4 minutes on average. The Bride & Groom will then be asked to check and sign the register, together with the witnesses. The two Registration Officers will then sign. The Registrar will then complete the Marriage Certificate and this will be handed to the Bride & Groom. At this point photographs of "the signing of the register" may take place. It may be that the Wedding party may also wish to go on to another location for more photographs, e.g. the garden.
7. At this point the Registration staff will take their leave.

As a word of caution, any music played, or any reading and additional words must be of a secular nature. Anything religious, or religious by association, is not permitted during a civil marriage ceremony.

It may be that staff will have other ceremonies to attend so your co-operation in ensuring the ceremony starts promptly would be much appreciated in order to avoid potential difficulties with later bookings.