



IT'S ALL ABOUT YOU



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Weddings  
YOUR DAY YOUR WAY







Wedding photography featured in this brochure by  
JD PHOTOGRAPHIC and ERIC PURCHASE PHOTOGRAPHY

LET US MAKE THE FIRST DAY  
OF YOUR LIFE TOGETHER VERY SPECIAL

*Welcome*



**SWAN**  
HOTEL

Whether it's an intimate wedding, a large wedding reception or the civil wedding ceremony, the hotel prides itself on providing the perfect wedding venue in Somerset.





## *Congratulations...*

*Planning a wedding is a very exciting time.  
Our aim is to ensure that your wedding day  
is as special as it can be.*

The hotel is proud to offer a genuinely personal  
service that you can rely on from the initial  
planning stages to the big day.

The hotel provides a beautiful setting for a  
wedding ceremony or reception. Our stunning  
location, directly opposite Wells Cathedral is  
hard to beat.

*Please call our dedicated  
wedding planner on  
01749 836300  
to discuss your requirements.*





# Creating memories you'll never forget

*Privately owned, the hotel offers modern amenities and a warm and friendly service.*

Civil ceremonies (up to 90) and small wedding breakfasts (up to 40) take place in the Garden Room. Guests can also enjoy exclusive use of the Walled Garden.

The adjoining Ivory Suite boasts its own reception and bar area, accommodating up to 90 for a sit down wedding breakfast and up to 150 for an evening reception.



Let us help you make  
it a day to remember...



An amazing venue at an  
amazing price £4,999

- Exclusive use of the Events Suite and private bar areas
- A welcome drink on arrival
- A 3 course set wedding breakfast with coffee
- 2 glasses of wine with the meal
- A glass of sparkling wine for the toast
- Master of Ceremonies
- Cake stand and knife
- An evening reception finger buffet for 100 guests
- A wedding night stay in the Cathedral Suite
- Dedicated wedding co-ordinator

FOR FULL DETAILS AND PRICES, PLEASE  
CONTACT THE HOTEL DIRECTLY.

*Based on 50 guests for the day and 100 for the evening.  
Subject to availability.  
Additional guests are charged per person.*





# The one and only Bride & Groom..

The hotel provides a beautiful setting,  
whatever the time of year.

Capture memorable moments on the  
Cathedral Green, Swan Terrace and  
Vicar's Close.

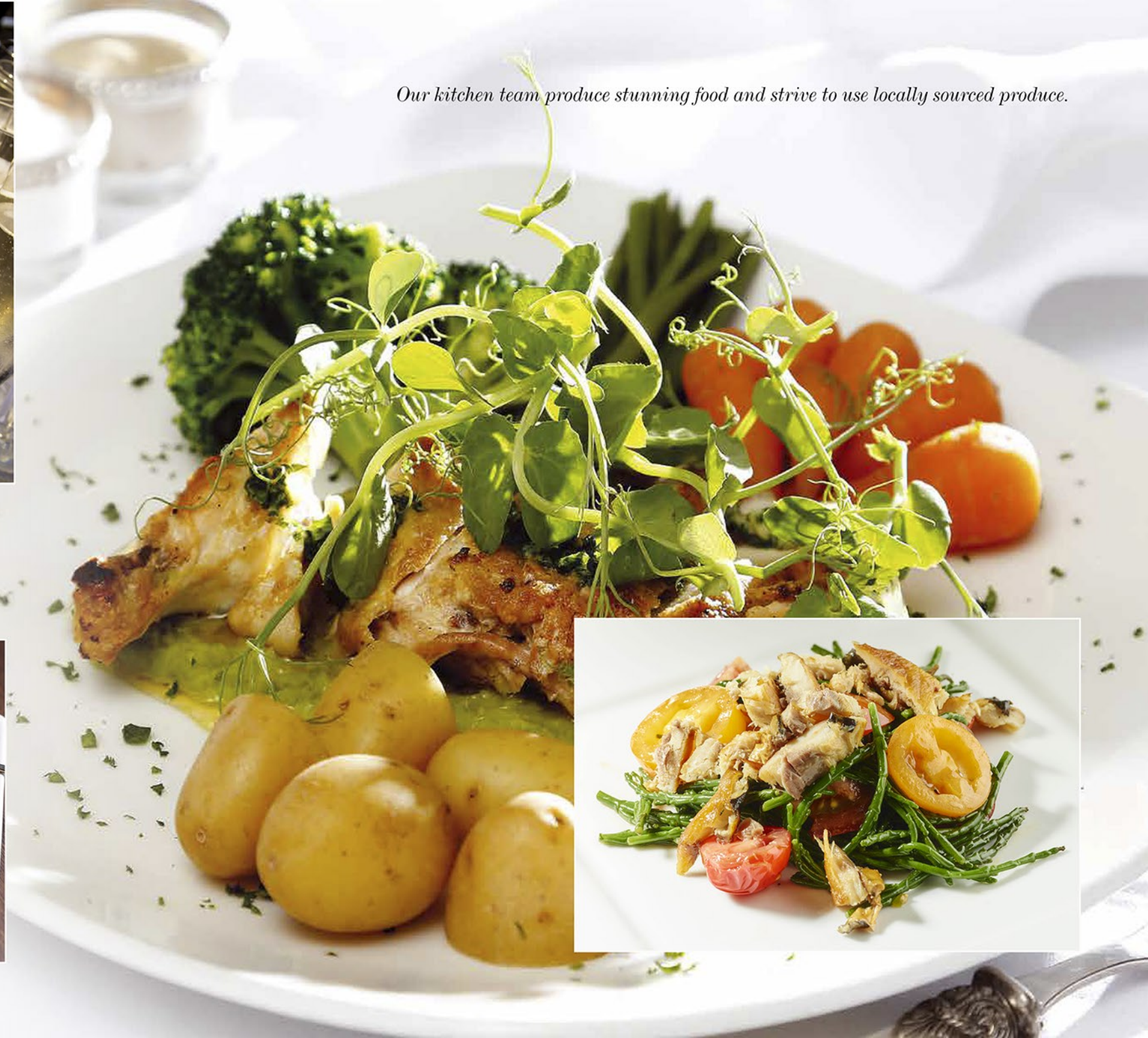




# Superb menu options



*Our kitchen team produce stunning food and strive to use locally sourced produce.*



The hotel offers a wide range of menu options. Meet with our Head Chef and talk through any special requirements.





*A stunning location...*





Where wedding dreams come true



Every picture tells a story...



*Enjoy a wedding night stay in our beautiful Cathedral Suite*





## Accommodation



Guests can stay in one of our 50 ensuite bedrooms.  
Ground floor rooms are available.

On Saturdays and Bank Holidays, a maximum of 5 bedrooms  
(located above the Ivory Suite) may be booked for one night  
at a discount of 10%. There are no restrictions on other days  
of the week.



# Use our checklist for your wedding planning

## 12 months before

- ☐ Book a venue for your wedding
- ☐ Set up a personal social media page to keep your friends up to date about your wedding
- ☐ Finalise guest list
- ☐ Send out save the date cards or emails
- ☐ Hire a wedding planner

## 9 months before

- ☐ Book a photographer
- ☐ Arrange to visit a florist
- ☐ Choose dress
- ☐ Book honeymoon

## 6 months before

- ☐ Book a florist
- ☐ Choose a hairstylist
- ☐ Choose a make-up artist
- ☐ Remind out of town guests to book rooms
- ☐ Choose your gift list
- ☐ Go for a 2nd dress fitting
- ☐ Choose wedding rings
- ☐ Order wedding cake
- ☐ Choose bridesmaids dresses
- ☐ Book transport for the day

## 3 months before

- ☐ Discuss service & banns with your minister
- ☐ Select hymns and order of service / choose readings if desired.
- ☐ Ensure passports are valid for honeymoon
- ☐ Discuss service details with ceremony officials
- ☐ Send out wedding invitations

## 2 months before

- ☐ Meet the photographer
- ☐ Draw up a wedding day timetable
- ☐ Book a make-up trial session
- ☐ Book a hair session and be sure to take any veils/headpieces you will wear
- ☐ Organise hen do
- ☐ Organise stag do
- ☐ Buy gifts for bridesmaids / parents of the bride and groom
- ☐ Contact hair stylist and make-up artist to re-confirm booking
- ☐ Contact your florist to re-confirm booking
- ☐ Contact your caterer to re-confirm booking

## 1 month before

- ☐ Go for final dress fitting
- ☐ Ensure you have paid all of your suppliers
- ☐ Give notice of marriage to your local register office (unless you are marrying in the Church of England/Church of Wales)
- ☐ Confirm honeymoon bookings

## 2 weeks before

- ☐ Sort out local currency for your honeymoon
- ☐ Wear in your new wedding shoes
- ☐ Pick up wedding rings

## 1 week before

- ☐ Reconfirm details with your venue (dates, times, location, contact numbers) including any special dietary requirements you've requested with your menu for guests
- ☐ Finalise seating plan
- ☐ Write place cards
- ☐ Reconfirm details with photographer (dates, times, location, contact numbers)
- ☐ Pack for your honeymoon and ensure you leave all details with a friend in case of an emergency
- ☐ Reconfirm details with hairstylist & make-up artist (dates, times, location, contact numbers)
- ☐ Ensure your waxing/tanning is completed
- ☐ Pick up wedding dress
- ☐ Arrange delivery of wedding cake to venue
- ☐ Make up the favours for your wedding day

## 1 day before

- ☐ Help decorate the venue
- ☐ Ensure your nails are manicured
- ☐ Run through the order of the day with the bridal party to ensure everyone knows what their roles and responsibilities are
- ☐ Get an early night

## On the day

- ☐ Stay calm, you've done it all! It's all ticked off. Now you can enjoy your day.

Relax and enjoy your day!





# *Terms & Conditions*

## WEDDING DEPOSIT AND PAYMENTS

A deposit of £1,000.00 is requested upon booking along with written confirmation. A further 50% of the total cost is required 3 months prior to the wedding, with the total remaining balance to be settled within 1 month of the wedding. 2% interest per month will be charged on any overdue amounts. The return of a deposit upon cancellation will depend upon the ability of the hotel to resell the facilities.

## ACCOMMODATION RELEASES

Once the provisional booking has been confirmed, the rooming list/details must be sent to the hotel 28 days prior to arrival. Any rooms not taken will automatically be released by the hotel and, if subsequently required, must be re-booked by the guest on a request basis.

## CANCELLATION

It is advisable to take out private wedding insurance to cover any unforeseen circumstance and charges that may be incurred.

## INSURANCE & LIABILITY

The hotel is not able to accept any liability for the loss or damage to any property owned by or in possession of the client whilst that person is on the hotel premises. Private insurance is recommended. The client is liable to pay for any damage to the hotel premises or its fixtures and fittings or equipment caused by the client, a guest or sub-contractor working on behalf of the client. In instances of damage, any necessary repair work will be carried out by contractors appointed by The Swan Hotel, for which the client agrees to pay in full within seven days of receipt of invoice.

Full terms and conditions available on booking.







## EVENTS SUITE LAYOUT

