



Swan Hill Resort

Stay. Rest. Play. Meet. Dine

**Your guide to Wedding Ceremonies
and Receptions at
Best Western Swan Hill Resort**



The Ceremony



Imagine a sub-tropical garden setting. The swaying palms, the lush greenery, the fragrances of sub-tropical flowers and the tranquillity of waterfall sounds with sand-edged pools tempting you. The gardens and in-and-around the Best Western Swan Hill Resort provide an exceptional backdrop to your milestone day. A day you, your family and guests will long remember as an eventful day of your marriage. A day to be recalled and celebrated throughout your lives together.

Garden weddings and civil ceremonies are an increasingly popular choice among couples and where better to celebrate this day but at the Best Western Swan Hill Resort where your aspirations of creating the right ambience, the right atmosphere and the right vibe and mood to ensure every picture taken spells out a 1000 words no less of just how great a day your day of commitment in love day can be.

Our professional event planners, or as we refer to them, 'The Dream Makers', have had extensive experience in creating many different scenes and backdrops for weddings here at the resort and will ensure your stress levels remain in check as they totally understand what your needs and aspirations are. You are encouraged to make adjustments and enhancements with personal touches and signatory embellishments which personalise and engender meaning and relevance to both of you, your families and your friends.

In having your wedding ceremony and festivities staged at the Best Western Swan Hill Resort, your valued guests need only walk to/from their suite at the resort where the trauma of travelling is removed from such a festive day. Talk to us about our 'Stay & Celebrate Packages' available to you and your guests which avail a cost-effective way of having your guests remain close at-hand throughout the celebrations of your special day.





Wedding Specials

Were you to be planning on getting married before December 20th 2009? The Best Western Swan Hill Resort still has dates available. Book now and choose from:

- Complimentary courtyard ceremony (valued at \$500) (not including Food & Beverage)
or
- Complimentary Honeymoon Suite over 2 nights* (valued at \$450)
or
- A 10% discount on already reduced Friday & Sunday night weddings (saving up to \$12.50 per person)
or
- Complimentary appetiser platter per table (valued at \$10 per person)
or
- Floral table centrepiece upgrade (valued at \$35 per table)

Conditions apply - only applicable for new bookings made after 1st September 2008. Wedding must be held by 20th of December 2009. * Subject to availability

The Main Event

A truly beautiful venue for garden wedding ceremonies, the Best Western Swan Hill Resort was extensively recently refurbished to a 4.5 star rated deluxe resort featuring executive and family suites and offering ample guest parking and an exceptional selection of six reception venues, including the resort's recreational pools & gardens.

Our Wedding Packages include the use of the Resort Poolside Sub-tropical Gardens availing a maximum of up to 150 guests.

A Best Western Swan Hill Resort Garden Wedding Ceremony may be staged at any time. Appropriate notification is required to ensure other guests are advised and all requirements be in place to facilitate a most memorable event.



The Garden Ceremony

A Grand Occasion



The grand occasion of a wedding is a festive, celebratory life-changing event which varies greatly as each event is a very personal occasion. Our **Grand Occasion** package provides the ‘shell’ in which you can include all the personal touches you deem necessary to personalise your event, one of life’s most celebrated milestones.

- A Garden Ceremony, availing the gathering of guests in a lush garden setting to witness the ceremonial exchange of your wedding vows. Seating and ceremonial stage setting included.
- Your guests eagerly provide their congratulatory best wishes and take their photos before the commencement of the Wedding Banquet. *(cost not included)*
- Champagne & Canapés may be served at this time. *(optional with additional cost)*
- A String Quartet can be arranged to provide beautiful classical music. A suitably memorable addition to the event. *(optional with additional cost)*
- Photographics of the wedding party within the garden setting may then take place whilst your guests congregate in the Palm Cocktail Lounge for pre banquet drinks and canapés. *(optional with additional cost)*
- A selection of very suitable, memorable culinary artworks to select from, when compiling your preferred banquet menu, thus ensuring each of our senses are well satisfied on this very exceptional day. *(optional with additional cost)*
- A selection of beverage plans to compliment the occasion. *(optional with additional cost)*

Price: \$850

Price covers use and setting of garden ceremony only. All food and beverage at additional per person cost. The Grand Occasion is only available on the basis of your Wedding Banquet also being held at the Best Western Swan Hill Resort.

Champagne & Canapés	.	.	.	from \$12.50 per person
String Quartet	.	.	.	Minimum 2 hours \$1,450.00
Pre Banquet drinks in Palm Cocktail Lounge from				\$15.00 per person
Banquet Menus	.	.	.	2 course from \$55.00 per person
	.	.	.	3 course from \$72.00 per person



An Elegant Occasion



An occasion such as a wedding is a festive, celebratory life-changing event which varies greatly as each event is a very personal occasion. **The Elegant Occasion** package provides the ‘shell’ in which you can include all the personal touches you deem necessary to personalise your event, one of life’s most celebrated milestones.

• A Garden Ceremony, availing the gathering of guests, under a marquee, in a lush garden setting to witness the ceremonial exchange of your wedding vows. Seating, with white bows and ceremonial stage and a floral arch setting is included. Seating up to 90 guests.

- Your guests eagerly provide their congratulatory best wishes and take their photos before the commencement of the Wedding Banquet.
- Champagne & Canapés may be served at this time. *(optional)*
- A String Quartet can be arranged to provide beautiful classical music. A suitably memorable addition to the event. *(optional)*
- Photographics of the wedding party within the garden setting may then take place whilst your guests congregate in the Palm Cocktail Lounge or our poolside gardens for pre banquet drinks and canapés. *(optional)*
- A selection of very suitable, memorable culinary artworks to select from, when compiling your preferred banquet menu, thus ensuring each of our senses are well satisfied on this very exceptional day. *(at additional cost)*
- A selection of beverage plans to compliment the occasion.

Price: From \$2,500

Price covers use and setting, including basic marquee, and garden ceremony only. All food and beverage at additional per person cost, depending on the makup of your preferred menu & wine selection. The Grand Occasion is only available on the basis of your Wedding Banquet also being held at the Best Western Swan Hill Resort.

Champagne & Canapés	.	.	.	from \$12.50 per person
String Quartet	.	.	.	Minimum 2 hours \$1,450.00
Pre Banquet drinks in Palm Cocktail Lounge	from			\$15.00 per person
Banquet Menus	.	.	.	2 course from \$55.00 per person
	.	.	.	3 course from \$72.00 per person



The Wedding Banquet



Create the most memorable day of your life within the surrounds of the sub-tropical palms, where the culmination of lush garden surrounding, banquet-style cuisine and superior service will ensure all aspects of your special day are perfectly realised.

Rest and refresh in our bridal suite before your reception commences. Capture your special memories in our lush garden poolside setting.

Greet your guests as they enjoy canapés and pre dinner drinks poolside. With tables dressed in crisp white linen and candelabras glowing as dusk falls – Palms Banquet Room is an elegant and lavish venue perfect for your wedding.

An ‘open-to-your ideas & aspirations’ approach is taken, where we have the flexibility to offer you more choice to celebrate your eventful day. Our dedicated events team will carefully prepare all details to your specifications.

Best Western Swan Hill Resort wedding packages may include:

- Canapés on arrival
- Standard house beverage package (beer, wine and soft drinks)
- Your choice of 3 or 5 course menus
- Fresh salad and vegetables per table
- Bread roll per person
- Freshly brewed coffee and a selection of teas, served with chocolates
- White or black chair covers with choice of coloured sash
- White table underlays and white napery
- Candelabras with oil burning candles
- Bridal and cake table skirting and floral arrangement

For a costing proposal or to receive our general information pack, please complete the attached enquiry form.





Your Wedding at the Best Western Swan Hill Resort



At the Best Western Swan Hill Resort, we take meticulous care to ensure your wedding is complete with your personalised touch where your guests will undoubtedly see your personal specifications have been put into play to provide you with 'ownership' of this your milestone day.

We do this by having you provide your exact specifications and needs. This combined with our planning experience and a commitment to service excellence will ensure your day is

optimised to the max!.

The contemporary yet stylishly furnished Palm Banquet Rooms provide a suitable backdrop to your event, ensuring a relaxed, comfortable, mood yet intensifying the relevance and significance of the occasion. Our ever attentive, yet unobtrusive, service will ensure the success of your Wedding reception.

The Palm Banquet room also features a 70's style disco dance floor with strobe-lights and mirror-balls, where your guests can dance the night away in style. Should there be the need, the room can open to include the Palm Restaurant on a mezzanine level providing additional seating and space for an additional 70 guests.

An all-in-door event may also be staged at the Best Western Swan Hill Resort should inclement or weather conditions preclude an out-door event.

Seating

Bridal Table set for 10 – 12 Adults

Round Tables set for 10 adults or less

Palm Banqueting (One) room: 120 guests including Bridal table of 8-10 persons
100 guests were the dance floor be required.

Palm Banqueting & Mezzanine: 170 guests including Bridal table of 10-12 persons
(Mezzanine – Palm Restaurant)

Beverage Account

Bar & Table service for beer and light beer, house red and white wine, soft drinks and water.

Account to be set for the duration of the evening. Beverage expenditure is monitored throughout the course of the function. Banqueting staff will advise you of the remaining 'tab' and your advice sought should you wish to increase the tab or have guests pay for their drinks from that point onwards. Bar Service will cease at 12.30am, where guests are requested to vacate within the ensuing half-hour.



Your Wedding at the Best Western Swan Hill Resort

DJ's and Equipment



All DJ's and Equipment must be in the venue and set-up in readiness for the event, no less than 4 hours prior to the event. DJ's must do a Sound Check a day prior to the event to make sure that the right equipment has been selected for the venue.

DJ's are required to supply all required equipment from the power-point – onwards. Venue management will at all times have control over sound levels as other guests and surrounding neighbours must also be considered.

All equipment must be dismantled and removed from the venue no less than 8 hours after the event conclusion.

Payment

To secure your booking, we require a deposit of \$1,000.00 when confirming your Wedding date, as tentative bookings are not accepted. Please complete the required information below and return it to Best Western Swan Hill Resort where your booking will thereafter be confirmed.

We accept Visa, Master Card, American Express, Diners Club Bank Cheque and direct deposit. Credit card surcharge of 2.5% on the use of American Express and Diners Club cards is charged.

Total payment is to be made no less than 24 hours after the completion of the event.





Best Western Swan Hill Resort Wedding Confirmation Details



Full Name:

Function Date:

Phone No:

Address:

.. .. .

Post Code: Email Address:

Credit Card (please circle): M' Card / VISA / Amax / Diners

Cardholder Name:

Card Number:

Deposit Amount:

Expiry Date: Security #:

Cardholder signature:

By signing the above document, I hereby authorise the Best Western Swan Hill Resort to open an account in my name, to deduct/accept the above stated amount from my preferred payment method and to confirm the booking for my Wedding to be held at the Best Western Swan Hill Resort, as stated above.





Your Wedding at the Best Western Swan Hill Resort

Wedding Pack Complimentary inclusions

Best Western Swan Hill Resort recognises that staging such a major event is a costly undertaking. To assist you, we would like to include the following items which would normally be an additional cost to be met by you. We have decided as a matter of policy to provide these items as our contribution and gratitude to you for staging your very special event with us.



- Room and Table seating
- Arrangement of your centrepieces and place cards
- Overnight complimentary accommodation in **three** suites.
 - The Honeymoon suite and bottle of champagne
 - Two executive suites with spas and bottle of Champagne for both the bride's and the groom's parents
- Guest list & Table Map at door
- Printed menus at every guest setting on tables
- Champagne for the toast
- Honeymooner's Breakfast for two

What we do:

Our experienced and dedicated events staff will undertake the following detail.

- Staff: Back of house dispense and floor service staff
- Resort Gardens ceremony setup with stage, floral settings and guest seating
- Resort Gardens Food & Beverage service points and floor staff
- Resort Gardens resetting
- Arrangement of table settings - tables, floral centrepieces, layout
- Style of napkins
- Glasses - Beer, Wine and Soft drink
- Guest list – alphabetical and table order with table location map
- Guest name place cards
- All food and beverage arrangements
- Menu layout, design & printing
- Sound system check and microphone for speeches
- Lighting check
- Every 30 minute restroom clean & restock

Menu Design & Selection

To ensure our kitchen brigade is able to be in complete readiness for your event, menu selection needs to be finalised no less than 21 days prior to the event. This enables sufficient time to ensure procurement of all selected foodstuff and preferred wines. Chef prefers to undertake a pre-event rehearsal of the menu where 10 days prior to the event a complete banquet for four is staged in the restaurant for you to trial in order that you are completely satisfied with your menu and wine selection.



Menu Style & Mode of Service

Alternate Menu. A two, three of four course menu of 2 or 3 selections in each course. Served around each table in an alternating sequence. This is an elegant way to surprise your guests, as they should feel free to exchange meals with each other to suit their individual preference.

Table de Hote Menu. A two, three of four course menu of 2 or 3 selections in each course. Floor staff will take each guest's order and deliver accordingly at the time of each course service.

Mode of Service

To follow tradition, the bridal table is the first to be served, thereafter the bride and groom's parents table's followed by your guests in table sequence. The Alternate Menu mode of service provides for the efficient delivery of each course to each table, whereas Table de Hote service is slowed to a degree with floor staff needing to take each guest's order. There is also a surcharge of 25% on Table de Hote service as additional staff are required to facilitate the additional services required.

Menu Selection

Starters:



Bruschetta

Garden fresh diced tomato, basil pesto and pecorino toasted on French bread

Wholemeal Damper

... with fresh herbs and garlic

Roasted Garlic Bread

... with leek and fried shallots

Trio of Dips

... with char grilled flat bread

Soup

... with grilled Chiabata bread

Thai Pumpkin Soup

Tomato and Bacon Soup

Cream of Mushroom and Tarragon Soup

Seafood Chowder

... with seared scallops barramundi and shrimps

Spiced Coconut Soup

... with Udon noodles Vietnamese mint & prawns (med spice)



Entrée:



Fettuccini Fungi

Sautéed mushrooms and shallots in a chardonnay cream reduction

Risotto Bocconcini

Roasted pumpkin, caramelised onion with fresh herbs

Chilli encrusted Lamb Rack

... on a nicoise salad with basil pesto

Salmon Gravlax

... on a zucchini and olive blini with lime beurre' blanc

Seared Scallops

... on a salad of crispy prosciutto, cherry tomatoes and rochet lettuce with coriander and lime vinaigrette

Roasted Pumpkin and Goats Cheese Tart

... with romesco tapenade and petite salad

Crispy Pork Belly Laksa

... with udon noodles sugar Snap peas Vietnamese mint and Coriander

Cannelloni

Filled with roasted garlic, tomato and ricotta, served with petite salad

Mains:

Poached Chicken Breast

Wrapped in filo pastry served with baby spinach and crushed olives on smashed salsa Verde potatoes with balsamic green beans and chive hollandaise.

Chilli and Coriander encrusted Whole Flounder

... on chat potatoes wilted Bok Choy with lime bottles sauce

Fillet of Salmon

Pan fried, herb encrusted and served on a nicoise salad

Porterhouse

... Grilled to medium on a horse radish gratin with wilted spinach and char grilled seasonal vegetables with red wine jus and romesco

Pork Fillet

Stuffed with ricotta and baby spinach wrapped in prosciutto served on a leek and roasted garlic hash, served with seeded mustard jus

Chicken Breast

Poached in a coconut and red curry broth, served on a walnut and red cous-cous salad

Lamb Rack

... on roasted potatoes, beetroot, parsnip, sweet potato and honey, glazed bush carrots with minted jus



Your Wedding at the Best Western Swan Hill Resort

Roasted Leg of Lamb

Marinated in lemon extra virgin olive oil and fresh herbs, served on roasted potatoes with your choice of seasonal vegetables or Mediterranean salad with choice of rosemary jus

Linguini Marinara

Scallops, prawns, barramundi and mussels tossed in a roasted tomato spinach and chilli sauce

Grilled Spatchcock

... on salsa Verde kipfler potatoes, Savoy cabbage with rosemary scented jus

Dessert:



White Chocolate and Praline Parfait

... with a dark cherry compote

Chocolate and Blueberry Tart

... with king Island double cream

Lemon Tart

... with vanilla bean ice cream and lime sugar syrup.

Fruit Salad

... with vanilla ice cream or cream

Your menu selection includes A selection of Tea & infused Teas and percolated Coffee with our Compliments. Available self-service from the hot beverage buffets.

Pricing:

Menu as at June 2008, subject to change without notice

All pricing herein is subject to change without notice.





Your Wedding at the Best Western Swan Hill Resort

Beverage Billing and Packages



Hosts can choose to set up a bar tab or allow guests to pay for their drinks individually. If you organise a pre-paid bar tab the amount can be increased throughout the function as needed.

Transport

The Resort is accessible via public transport, with trains & buses stopping regularly close-by. Taxi's drive past the hotel on a regular basis, and we can organise taxi and limousine services for guests as required.

Trading hours

Trading hours for Best Western Swan Hill Resort are as follows:

Monday to Saturday: 7am to 11.30pm

Sunday: 7am to 10.30pm - Function Rooms: events and functions only, midday till late.

Terms and conditions

Please ensure the host for your function reads the following terms and conditions carefully:

Under the smoke free environment bill 2000 smoking is not permitted in Best Western Swan Hill Resort bar or in the hotel's accommodation facilities. Smoking is permitted outdoors ONLY till 11.45pm for noise regulation purposes.

Best Western Swan Hill Resort does not permit entry to persons under the age of 18 years into licensed areas without being accompanied by parent or guardian.

We reserve the right to refuse alcohol service to intoxicated persons as part of our responsible service of alcohol under the Liquor Act 1982. Please note that Best Western Swan Hill Resort is licensed to trade until midnight on Sunday, Tuesday and Wednesday and 1am on Thursday, Friday and Saturday. Last drinks will be called approximately half an hour prior to closing or at the discretion of management.

We have a duty of care to our patrons to ensure they leave the Hotel premises safely. When leaving Best Western Swan Hill Resort please exit by way of the main entrance. Remember, our friendly staff can arrange taxi services for guests and patrons so do not hesitate to ask. Please consider our in-house guests and neighbours and keep noise to a minimum when exiting the hotel.



Your Wedding at the Best Western Swan Hill Resort

Confirmation



Please note that all reservations are subject to confirmation. Tentative reservations will be held for 3 days after the initial enquiry. We require a signed letter of agreement complete with credit card details and payment by credit card, of room hire to confirm the reservation. Any tentative booking not confirmed within 7 days may be released at the discretion of Best Western Swan Hill Resort Management.

Security deposit

Best Western Swan Hill Resort policy may require an additional security deposit and additional security costs at the discretion of management. The client is responsible for any loss or damage to Resort property caused by guests attending the function. This payment is refunded after the function.

GST

All prices quoted are inclusive of GST and are subject to change without notice.

Guaranteed Numbers

We have a guaranteed numbers policy, which requires the host to confirm final attendance numbers at least 3 full working days prior to the function date. If numbers decrease by more than 10 percent of the confirmed number you will be charged for food ordered at the negotiated food per person pricing for those persons that do not attend.

DJ's and Equipment

All DJ's and Equipment must be in the venue 4 hours prior to the event. DJ's must do a Sound Check a day prior to the event to make sure that the right equipments is used in the venue

Menu Selections

We require confirmation of the menu seven days prior to the function. In the absence of menu confirmation we will design a suitable meal package for your function. Please note that the menu is subject to seasonal variation. We can cater to personal requests where possible.

Payment

We accept Visa, MasterCard, American Express, bank cheque and direct deposit. Credit card surcharges are as follows:

American Express & Diners: 2.5%

All other credit cards at no additional cost.



Your Wedding at the Best Western Swan Hill Resort



A confirmation payment of the room hire is required upon booking the function room. In the case of function food, final numbers and pre-payment of the total catering bill is required no less than 7 full working days prior to the function. Pre-set bar tabs need to be paid prior to commencement of the function. Company cheques can be made payable to Best Western Swan Hill Resort or a direct debit can be made prior to the function.

Cancellation

Cancellation of confirmed function bookings must be made 14 (fourteen) days prior to the function date. A cancellation fee of \$300 and \$80 PER ROOM BOOKED applies if functions are cancelled with less than fourteen days notice. All cancellations must be made in writing.

Management reserves the right to cancel Functions at anytime providing notice in writing within 14 working days.

NB

The Best Western Swan Hill Resort is a licensed premise and the following rules and regulations apply to all patrons in regard to the serving of alcohol:

- It is not permitted to bring your own alcohol into any of the hotel's bars, recreational areas or function rooms.
- No under-age drinking on resort premises.
- Smart dress code – no thongs, singlets or caps in restaurant, cocktail bar or function rooms.

Process to book function @ the Best Western Swan Hill Resort

Once you have decided on the date(s) for your function complete your function checklist and return by fax 03 5032 9109 or Email to: bestwestern@swanhillresort.com.au

On receipt of your checklist we are able to put together a function confirmation for you this will be forwarded to you via email so that you can check the details and return along with your credit card details and your signature.

Pricing:

All pricing herein is subject to change without notice.

The Smaller Print:

When at the Best Western Swan Hill Resort Poolside Gardens, your guests are encouraged to adhere to safety and security regulations. Failure to do so may require offending guest/s to leave. Should any wilful damage be incurred during the course of any event, in any part of the property where the function is taking place and all other areas, costs may be charged to your account as a result.