

PENNARD HOUSE

Somerset

CONGRATULATIONS!

Congratulations on confirming your wedding at Pennard House, we are very much looking forward to helping you with your special day!

Now that you have your venue sorted, you can start looking at all the other lovely things you need to consider for your wedding. We have put together a little pack of useful information in order to assist with your planning. We'll be in touch with you now and again, but in the meantime please don't hesitate to get in touch if you have any questions at all, however big or small!

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Ceremony

Now with a date in the diary, the ceremony needs to be booked. Here are the contact details for a Church Wedding, Civil Ceremony or Humanist Ceremony.

☐ Church Warden:

Jean Heal
Tel: 01749 860452
Email: jean.heal@btinternet.com

☐ Somerset Registration Office:

Tel: 01823 282251
Website: www.somersetweddingservice.org.uk
Ceremony Booking Request Form: [Booking Your Ceremony - Somerset Registration Services](#)

For a Humanist Ceremony - you are more than welcome to use a celebrant of your choice.

Catering

We are so excited to provide your wedding catering from our very own kitchens! If you have any questions, please get in touch with our catering manager Denise at denise@pennardhouse.com.

Wedding Insurance

It is a requirement that you take out wedding insurance before the day.

Other Suppliers

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You will now have a confirmed time for your ceremony which you can then plan around for other suppliers and their arrival times. Here are some suppliers you may consider booking next:

- ☐ Photographer
- ☐ Florist
- ☐ Hair Stylist
- ☐ Makeup Artist
- ☐ Band/DJ
- ☐ Cake

We can of course send over our list of lovely suppliers that we have got to know and love over the years!

Wedding Director & Itinerary

The autumn prior to your wedding you will be allocated a wedding director at Pennard House who will then be your point of contact up to the big day!

You will create your itinerary with the help of your wedding director, which will contain all the details of your wedding day, including arrival times/departure times of suppliers, contact details, order of the day and accommodation allocations plus all the little details which will help your day run smoothly!

Once the first draft of your itinerary has been completed we will then arrange a planning meeting over the phone to start building the itinerary and answer any questions you may have.

Children

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It is so lovely to welcome little ones to share your big day, although it is worth considering plans for them in the evening once the party commences and children begin to get tired.

For any children staying at Pennard, parents are most welcome to settle children down with a babysitter so they can relax and enjoy the rest of their evening.

We advise that any children under the age of 8 should head home by 10pm.

Gift List

You may also wish to consider having a wedding gift list. If you are considering this, we have an agreement with two wedding gift list companies that offer the ability to set up personalised lists or do cash funds / honeymoon funds, or set up a charitable donation fund.

One is called **Prezola** (<https://prezola.com/>).

The other one is **The Wedding Shop**, a similar set up and for couples marrying at Pennard they offer you a £50 credit to your list to get you started. www.weddingshop.com/register.

Confetti

Shropshire Petals

The team at Shropshire Petals have very kindly offered 10% off for Pennard House couples!

They are certainly worth having a look at if you are considering confetti for your big day! Simply order online at www.shropshirepetals.com and add the code at the checkout.

Discount Code: **PENNARD10**

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One month to go!

In the final months running up to the big day, we hopefully will have the itinerary as complete as possible. Although some suppliers are unable to confirm their arrival times until much closer to the day.

1 month before the wedding day:

- ☐ Remaining invoices will be raised for you.
- ☐ Final guest numbers confirmed
- ☐ Menu's finalised
- ☐ Table plan complete
- ☐ Room allocations complete

In the meantime, any questions can be directed to anyone at Pennard House at weddings@pennardhouse.com. We are all here to help!

