

WEDDINGS AT THE NORWICH INN



WWW.WEDDINGSATNORWICHINN.COM

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W E L C O M E !

Hello! Congratulations on your engagement!

It is our mission to make the entire process as smooth as possible for our couples. Wedding planning can sometimes feel like a full-time job and juggling that along with your everyday commitments can feel overwhelming. We want to do everything in our power to make things easier.

We specifically designed our packages to include everything you need for your big day. Including a place for both of you to get ready, a gorgeous ceremony location, impeccable food and extraordinary service.

From the minute you arrive for your wedding weekend to check out the day after, we have everything you need right here. Or if you want to explore, we're only minutes away from some of Southeastern Connecticut's greatest attractions.

We know what an important decision finding the right venue is and are honored to be considered for such a momentous occasion.

We're looking forward to getting to know you and hopefully being a part of your big day!

Sincerely.

MALANA & THE NORWICH INN WEDDING TEAM



MEET MALANA

Hello! I'm Malana, the Senior Sales Manager here at the Norwich Inn. I've had the pleasure of coordinating weddings here since 2021. You can usually find me running around with an iced coffee in one hand and clipboard in the other.

Over the past ten years, I've helped over 250 couples get married and still feel the same way now as I did when I worked my very first wedding. Enjoying the excitement, joy and fun that comes with every couple's special day.

The Norwich Inn will always hold a special place in my heart, because I got married here. When my husband and I chose June 20, 2020 as our wedding date, we had no idea we would end up having to postpone not once, but twice. Or that I would end up accepting a job here and starting three months before our big day. It was quite the adventure to get there, but we finally had our perfect day on September 18, 2021.

I look forward to getting to know you and helping plan the wedding of your dreams!



@thespaatnorwich



The Spa at Norwich Inn



WEDDINGWIRE



the knot

The Spa at Norwich Inn

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WEDDING PACKAGES

	ROSE PACKAGE	LILY PACKAGE	ORCHID PACKAGE
NUMBER OF HOURS	Reception Only: 5 hours Including Onsite Ceremony: 5 1/2 Hours		
COCKTAIL HOUR	<ul style="list-style-type: none"> • 1 Hour of Quality Open Bar • Harvest Cheese Display • 4 Butler Passed Hors D'oeuvres from Tier One 	<ul style="list-style-type: none"> • 1 Hour of Premium Open Bar • Harvest Cheese Display • 5 Butler Passed Hors D'oeuvres from Tiers One & Two 	<ul style="list-style-type: none"> • 1 Hour of Premium Open Bar • Harvest Cheese Display • 6 Butler Passed Hors D'oeuvres from Tiers One, Two & Three
RECEPTION	<ul style="list-style-type: none"> • 3 Hours of Quality Open Bar • Champagne Toast • Two Course Plated Dinner • Wedding Cake • Coffee & Tea Service 	<ul style="list-style-type: none"> • 3 Hours of Premium Open Bar • Champagne Toast • Three Course Dinner • Wedding Cake • Coffee & Tea Service 	<ul style="list-style-type: none"> • 3 Hours of Premium Open Bar • Champagne Toast • Three Course Dinner • Wedding Cake • Coffee & Tea Service • Tableside Wine Service <p>Or Upgrade to Super Premium Bar</p>
PRICE	\$150++ per person	\$165++ per person	\$180++ per person

PRICES ARE SUBJECT TO A TAXABLE 21% SERVICE CHARGE AND 7.35% CT SALES TAX.

GUEST COUNT REQUIREMENTS

Saturday: 75 Adult Guests | Friday & Sunday: 50 Adult Guests
Monday-Thursday: 25 Adult Guests

ADDITIONAL PRICING

Vendors: \$39++ | Children 11 & under: \$39++
Minors (12-20): \$79++



HOSPITALITY PACKAGES

RECEPTION WITH ONSITE CEREMONY

\$3,500

INCLUDES:

- 2 Spaces for Getting Ready
- Choice of Breakfast or Lunch Menu
- Set-up & Break-down of Event
- Dress Rehearsal (Day Before the Wedding)
- Water Station for Ceremony & Reception
- White Garden Chairs for Ceremony
- Power at the Ceremony Site
- Reception & Cocktail Tables and Chairs
- Tablecloths & Choice of Color Napkin
- Plates, Silverware, Glassware



RECEPTION ONLY

\$2,750

INCLUDES:

- 2 Spaces for Getting Ready
- Choice of Breakfast or Lunch Menu
- Set-up & Break-down of Event
- Water Station for Reception
- Reception & Cocktail Tables and chairs
- Tablecloths & Choice of Color Napkin
- Plates, Silverware, Glassware



BREAKFAST MENU

Orange Juice, Cranberry Juice & Grapefruit Juice
Norwich Inn Bakery Basket | Assorted Coffee Cake
and Breakfast Breads | Fruit Bowl with Fresh Berries
Individual Greek Yogurt | House-Made Granola
Coffee, Decaffeinated Coffee & Assorted Tea
Bottled Water | Mimosa Bowl

LUNCH MENU #1

Platter of Buffalo Chicken Wings
Assortment of Bar Snacks | Bottled Water
Soft Drinks | Bucket of Assorted Beers

LUNCH MENU #2

Fruit Platter with Fresh Berries | Vegetable Crudit 
Turkey Club Wrap Platter | Coffee, Decaffeinated
Coffee & Assorted Tea | Mimosa Bowl or Bucket of
Assorted Beers | Bottled Water

You're more than welcome to have as many guests as you like in your suite while getting ready. Included food & beverage is based off 5 total guests. If you would like to add food & beverage for additional guests, the cost is \$30++ per person.

ALL THE DETAILS

OVERNIGHT HOTEL SUITE FOR THE HAPPY COUPLE

All of our packages include a complimentary hotel suite on the night before and the night of your wedding. You also have the option to block additional rooms for your guests at a discounted rate.

All guest rooms on property have a 4pm check-in and 12pm check-out.

COUPLES MASSAGE

Also included in all our packages is Signature Couples' Massage. You can enjoy those services during the planning process, on your wedding weekend or up to a year from your wedding date.

SPA AMENITIES

Our award-winning spa is available daily from 8am-7pm. Hotel guests can access our facilities and choose from our wide selection of services to relax before or after your wedding!

MENU TASTING

Once you have booked your wedding, we invite you to come in for a food tasting to try the selections you would like to offer on your wedding day.

WEEKEND FESTIVITIES

Why should the fun stop at the wedding? Here at The Spa at Norwich Inn, you can have an entire wedding weekend! We offer a 10% discount on food, if you want to add a rehearsal dinner, welcome party or farewell breakfast.

ATTENTION TO DETAIL

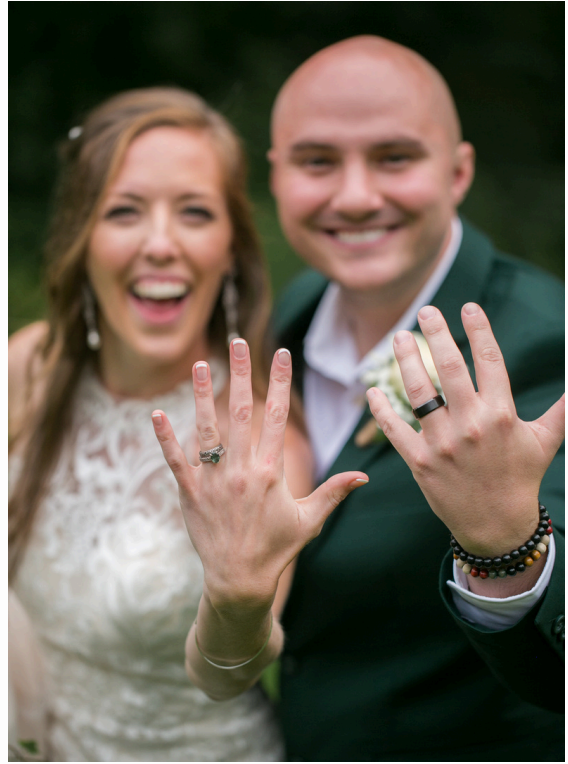
We understand that your wedding day is one of the most important days of your life, and we intend to make it all about you. That way you can relax and enjoy every minute of your big day!

GETTING READY ACCOMMODATIONS

Our hospitality packages include spaces for both of you to get ready that day! You can choose from our spacious Conservatory or your hotel suite to act as your dressing rooms for the day. The Conservatory is reserved all day and stays open throughout the wedding if your wedding party needs to access it or store anything. Once guests have left the hotel suite, it is refreshed by our wonderful housekeeping team, making it look as it did when you first checked in.

COORDINATION

Any bride knows that there are hundreds of little details that go hand in hand with planning a wedding. Here at the Spa at Norwich Inn, our Wedding Manager will assist you with all questions and concerns and be there for you every step of the way, from booking to the big day!



FREQUENTLY ASKED QUESTIONS

WHAT IS YOUR WEDDING TIMELINE?

The timeline we have found works best is as follows:

4:30pm-5:00pm- Ceremony | 5:00pm-6:00pm- Cocktail Hour | 6:00pm-10:00pm- Reception

You are more than welcome to start earlier if you'd like. Due to the rooms above the ballroom, we do stop music at 10pm. However, we can host an after party in the Conservatory or Cottage from 10pm-12am.

WHAT IS THE BAR TIMELINE?

We provide four total hours of open bar. One hour during cocktail hour and the remaining during the reception. The timeline is usually is as follows:

5:00pm-6:00pm- Open Bar at Cocktail Hour | 6:00pm-6:30pm- Bar Closes
6:30pm-9:30pm- Open Bar during Reception | 9:30pm-10:00pm- Bar Closes

You don't have to use this timeframe. You can create your own. There is an option to add a cash, consumption, or open bar to your package for a half hour or hour.

DO WE HAVE TO USE VENDORS ON YOUR LIST?

Not at all! You can use whomever you'd like. Our list has vendors who we know do an excellent job.

SHOULD I GET A WEDDING PLANNER OR DAY OF COORDINATOR?

While most of our clients, choose not to, you are more than welcome to hire a planner or day of coordinator. We are happy to help with your decorations and décor, but there is a limit to what we set up. Below are examples:

BELOW ARE ITEMS THAT WE ARE HAPPY TO ASSIST WITH:

Setting up your place cards/seating chart, card box, guest book, picture frames, table numbers, centerpieces, votives, favors, table runners, charger plates, champagne flutes, cake knifer and server, cake topper, cocktail hour centerpieces, welcome signs, simple ceremony chair décor, memory tables, unity candle, sand ceremony.

BELOW ARE ITEMS THAT WOULD REQUIRE ADDITIONAL ASSISTANCE:

Balloon arches, arbor decorations, aisle runners, photo backdrops, chair covers (if not rented through us), bows or fabric décor on reception chairs, any décor in excess of 50 pounds (wine barrels, large pedestals/columns etc).

If there are any items not listed, please confirm with us prior to setup.

HOW DOES THE BREAKDOWN WORK AT THE END OF THE NIGHT?

At the end of the evening our Banquets staff will move your decorations to one area for you to collect and pack up the next morning. The only items that must be removed that evening are your cards and gifts.

CAN WE USE REAL CANDLES?

Yes! As long as they're enclosed in glass.

DO YOU HAVE CENTERPIECES WE CAN USE?

Yes, we have mirrors, votive candles (clear & gold mercury glass), white lanterns, and hurricane vases..

HOW DO ROOM BLOCKS WORK AT YOUR PROPERTY?

We can offer up to 12 rooms (plus your suite) for weddings. Your guests will receive a discounted rate when they call reservations (860) 425-3555 and mention your group name.

DO YOU HAVE ATTRITION?

No, you do not have to pay if your blocked rooms don't book. Our release date is 45 days before your event. At that time our system will automatically release any un-booked rooms.

DO YOU HAVE A TWO NIGHT MINIMUM?

There is a two night minimum for Saturday weddings.
The two night minimum does not apply to weddings on a Friday or Sunday.

ARE THERE OTHER HOTELS NEARBY?

Yes, there are 5 other hotels on the same street as us and multiple others within 10-15 minutes.

CAN YOU EXPLAIN THE DRESSING ROOMS?

There are two places for the happy couple to get ready. Usually the one group is in the Conservatory and the other group is in the hotel suite. You can select if you want breakfast or lunch delivered.

To ensure your privacy, once the food and beverage is dropped off, Banquets doesn't come back to clean up until after the ceremony. Our housekeeping staff will refresh the hotel suite during your wedding.

WHEN DO WE HAVE OUR TASTING?

We offer individual tastings. They are scheduled in chronological order and typically take place January through April each year. If your wedding is scheduled for the beginning of the year, your tasting would be in November or December.

DO YOU ACCOMMODATE FOOD ALLERGIES OR DIETARY RESTRICTIONS?

Yes! When your final counts are due, you'll fill out a master seating list which will state what the allergy or dietary restriction is next to their name and entrée selection.

WHAT ISN'T ALLOWED?

We do not allow glitter, confetti, sparkler send off's, sky lanterns, cold spark sparklers, or fog machines. If you have a flower girl, we require real flowers for outdoor ceremonies.

CAN WE RENT ITEMS. LIKE CHIVARI CHAIRS. TABLECLOTHS. NAPKINS. TENT. DANCE FLOORS ETC.?

Absolutely! Our preferred vendors list has multiple rental companies listed, or you can use any licensed & insured company of your choosing. If you do rent items, please confirm logistics with your Sales Manager. Otherwise, we can't guarantee correct sizing and accurate drop off and pick up times.



Kind Words

'I WANTED TO TAKE A MOMENT TO THANK YOU FOR YOUR HELP ON OUR WEDDING DAY! THE EVENT WAS BEAUTIFUL AND WENT BETTER THEN I COULD HAVE POSSIBLY HAVE HOPED FOR! WE HAVE BEEN RECEIVING A TIDAL WAVE OF COMPLIMENTS FROM ALL OF OUR GUESTS RANGING FROM THE DELICIOUSNESS OF THE FOOD, BEAUTY OF THE LOCATION, AND SMOOTHNESS OF THE EVENING. YOU AND YOUR TEAM TRULY MADE THE NIGHT ONE MY HUSBAND AND I WILL CHERISH FOR THE REST OF OUR LIVES. WE WILL RECOMMEND THE NORWICH INN AND SPA TO ANYONE LOOKING FOR AN A+ EVENT SPACE. THANKS AGAIN!



Mr. & Mrs. Warbin