



UTTOXETER TOWN COUNCIL

**HIRE OF THE BALLROOM/ALAN DEAN SUITE
FOR CIVIL MARRIAGE CEREMONIES**

Hire of Ballroom or Alan Dean Suite (Please circle accommodation required)

Full names: _____

Address for correspondence _____

Telephone number _____

Date of Wedding _____ Time _____

Have you booked the Registrar? _____

Number of Guests _____

Will any wedding cars require access to the High Street Yes/No

Number of wedding cars requiring access (Maximum of 2) _____

Time access required _____

Vehicle Registration Number(s) _____

Do you wish to provide your own flowers? Yes/No

Do you require background music upon arrival? Yes/No

Do you require any other special arrangements? (The Council will endeavour to meet all reasonable requests) Please give details below:

PLEASE NOTE: No religious blessings/ceremonies are allowed on the premises

I agree to pay the fee of £ _____ for the hire of The Ballroom/Alan Dean Suite and the charge made by the Registrar, **together with a separate holding cheque which is a refundable deposit for damages of £200 per function, a minimum of 7 days prior to the event.**

Signed _____

Date _____

UPON CANCELLATION OF ANY FUNCTION AT LEAST 28 DAYS PRIOR TO THE FUNCTION THE AMOUNT PAID WILL BE REFUNDED LESS A £50 CHARGE FOR ADMINISTRATIVE PURPOSES.

Should you have any queries please do not hesitate to the Town Hall on (01889) 564085 or info@utttoxetertowncouncil.org.uk

Comments

FOR OFFICE USE ONLY

	Amount Paid	Invoice Number	Date Paid	Date Holding Cheque returned
50% Deposit				
Balance				
Holding Cheque				