

CIVIL CEREMONIES
BOOKING ENQUIRY

Proposed DATE(S) _____ Proposed TIME(s) _____

FULL NAMES of both parties is necessary here.

(1) _____

(2) _____

CONTACT ADDRESS

POSTCODE _____

Permission to add details to our database

Yes/No

TELEPHONE _____ MOBILE _____

E-MAIL _____

This is a PROVISIONAL/CONFIRMED booking (please delete as appropriate)

How did you find out about us _____

Date confirmed _____

Number of people in Function Room _____ (max 36 inc. wedding couple)

If applicable additional number of people in party _____ (to remain in grounds)

Other special arrangements

Seating Plan issued Yes/No

Music booking form completed Yes/No

Wedding Toast/services of steward Yes/No

Extra Items please list below *see enclosed Civil Ceremonies information for details.*

Total cost of booking _____

Deposit(*non refundable*) _____ Still to pay _____

Signed _____ Date _____

For office use only

Payment _____ Cash _____ Cheque _____

Receipt given _____

Date of payment _____ Confirmation of numbers _____

Jan 14