



NEWBURY Town Council

Town Hall Wedding and Civil Ceremony Booking Form

Smoking is prohibited in the building

TIMES	Day			CONTACT	Names of Couple (for signage)	
	Date				Contact Name	
	Booking Start Time		Hrs		Contact Address	
	Ceremony Start Time		Hrs		Email Address	
	Booking Finish Time		Hrs		Contact Number	

You may arrive up to one hour before the ceremony to decorate the Council Chamber. Please request that your guests arrive no sooner than 30 minutes before the ceremony. The hire includes the use of the Council Chamber, Town Hall ceremonial entrance, hall, main staircase and landing. Please ensure that all members of your party vacate the Town Hall, and all your equipment and decorations are removed within an hour and a half of the start of the wedding ceremony.

PRICES

<u>Monday to Saturday</u>	<u>Sunday and Bank Holidays</u>	<u>Extras</u>	
£420 (inc VAT)	£540 (inc VAT)	Sound Equipment	
		Laptop and Projector	
£100 Deposit Paid	Please pay directly into the Town Council's bank account: Acc no: 3476 1954 Sort code 40-51-62	Hire of Glasses for Toast £10.00	

I confirm I have spoken to the West Berkshire Council Registrar and booked the registrar to perform the Wedding / Civil partnership ceremony. Initial:

I agree to hire the premises under the conditions set out overleaf to pay the appropriate charges for the hire.

I agree to ensure a nominated person is responsible for the delivery of the emergency evacuation procedure to our group.

Name (printed): Signature: Date:

Please enter details, retain a copy and return the signed copy/e-copy to Newbury Town Council, Town Hall, Market Place, Newbury, Berkshire, RG14 5AA to confirm your booking. For further details please contact 01635 35486 or kym.tucker@newbury.gov.uk