Booking Form for Weddings and Civil Partnership Ceremonies

Contacts:

1. *Names of those getting married:*

a.

b.

2. *Address where we can contact you:*

3. *Telephone number where we can contact you:*

4. *Email:*

Ceremony:

5. *Date of ceremony*

6. *Time of Ceremony*

7. *Room for ceremony* *Dining Room (50 people)*
   (delete as appropriate) *Courtroom (150 people)*
   Withdrawing Room (35 people)

8. Approximate number of guests (please note that we cannot exceed the numbers stated for each room due to health and safety regulations)

9. Will you require an additional room for refreshments? Yes / No

10. I have discussed these arrangements with the Superintendent Registrar and have confirmation that they are able to conduct the ceremony at this time Yes / No

11. I enclose a cheque for £100 deposit, made payable to Shire Hall Museum Trust Yes / No

Please read the statement below:

I have discussed the above arrangements with Judge's Lodging staff. This deposit secures the use of my chosen room/s for the date required . I understand that this deposit is non-refundable if cancellation takes place within one month of the ceremony date. Up until one month, £50 will be returned to me.

Signed _____ *Date* _____

(Print) _____

Return this form with your deposit to: The Judge's Lodging, Broad Street, Presteigne, Powys, LD8 2AD
Tel: 01544 260650 Email: info@judgeslodging.org.uk