

# Weddings

## Booking Form

The fee for a wedding ceremony is paid in full at the time of booking. This fee is non-refundable. A deposit of £1000.00 is required when booking a reception. This deposit is non-refundable. The balance of the reception fee is to be paid two months prior to the event, together with the damage deposit. The damage deposit will be returned as soon as possible if there is no damage, usually within 7 days.

### Cancellation

If your reception is cancelled more than nine months in advance then no further payment will be required. If the reception is cancelled between six and nine months in advance then 50% of the outstanding balance will be required to be paid. If less than six months notice of cancellation is given, then the whole of the outstanding balance must be paid.

Name of couple to be married \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Home telephone \_\_\_\_\_ Work tel. \_\_\_\_\_

Email address \_\_\_\_\_

Date & time of event \_\_\_\_\_

Ceremony only  Reception only  Ceremony & Reception

Payment £ \_\_\_\_\_ Ceremony fee (2012 - £650.00, 2013 - £750.00)

£ \_\_\_\_\_ Reception deposit (£1000.00)

£ \_\_\_\_\_ **Total**

Please pay either by BACS

BACS details Sort code 20 - 97 - 40 Account no. 50253766

or

Cheque details Please make cheques payable to Layer Marney Tower

Signed \_\_\_\_\_ Date \_\_\_\_\_

A confirmation of this booking form will be sent.