



WEDDING CEREMONY BOOKING FORM

Selsey Town Council
55 High Street, Selsey,
West Sussex, PO20 0RB
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enquiries@selseytowncouncil.gov.uk

CONTACT NAME:

ADDRESS:

CONTACT NO.:

EMAIL ADDRESS:

NAME OF PERSON SUPERVISING EVENT: <i>(Minimum age 21 years)</i>

DATE OF CEREMONY:

NUMBER OF GUESTS ATTENDING:	licensed for 60 guests
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CEREMONY BOOKING:	Start	am/pm
<i>(Start time should be 30 minutes prior to your Ceremony Time)</i>	Finish	am/pm

TOTAL BOOKING TIME:	Start	am/pm
<i>(If you require time in addition to the standard 2 hours)</i>	Finish	am/pm

Wedding Package includes the following:
<ul style="list-style-type: none"> ● 2 hour hire of Council Chamber ● Basic room set up (for up to 60) ● Interview space for Registrar ● Member of Town Council staff for duration of Ceremony

<p>Note: It is important that you have booked your Registrar prior to booking the chamber for your ceremony.</p> <p>Should you wish to set up the room prior to your ceremony (and arrange clear up afterwards) you will need to book additional time.</p>
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PAYMENT REQUIRED:		Date Received	
WEDDING PACKAGE	£100	Damage Waiver Bond <i>(£150 refundable)</i>	
ADDITIONAL CHARGES	£	50% Deposit <i>(non-refundable)</i>	
TOTAL COST	£	Balance <i>(Due no later than 2 weeks prior to hire date)</i>	

I/We have read and understood the the Selsey Town Council's Standard Terms and Conditions of Hire as attached and agree to fully abide by them. I understand that as per the Data Protection Act 1998 the data on this form will not be used for anyother purposes other than in connection with the hire of halls and/or equipment.

Signed:

Date:

Print Name:

On Behalf of:

For office use only:			
BOOKING SYSTEM	INVOICE NUMBER	POSTED	
DIARY	DWB RETURNED	BOOKING S. RECEIP	



Welcome to the Town Hall Complex!

The pricing below refers to all Halls available for hire from Selsey Town Council, unless otherwise stated.

STANDARD PRICING	WEEK DAY SESSION COSTS		WEEKEND SESSION COSTS	
	DURATION	DAY (9am to 5pm)	EVENING (5pm to 10pm)	9am to 10pm
	1 Hour Session	£14.00	£16.00	£16.00
	2 Hour Session	£18.00	£22.00	£22.00
	3 Hour Session	£25.00	£30.00	£30.00
	Each Additional Hr	£9.00	£9.00	£9.00

ADDITIONAL CHARGES

Late Use	£16 per hour for each additional hour after 10pm to 12am
The Arena	£10 per hour in addition to the hall hire charge above
Sale of Alcohol	£21 - A Sale of Alcohol form must also be completed
Kitchen Area	£16 per session - This is for sole use of the kitchen facilities
PA System	£5 per session - Selsey Centre only.
Projector	£5 per session - This includes the Projector and Screen
Flip Chart	£5 per session - This includes flip chart and stand

VENUE DETAILS	Room Size	User Details
Large Hall	W24.8' x L44.9'	85 seated at table, 150 seated without tables
Council Chamber	W15.6' x L27'	40 - at tables, 60 seated without tables
Exhibition Hall	29.5' x L44.3'	Maximum capacity 150

WEDDING CEREMONY

The Council Chamber at our Selsey Town Hall Complex is fully licensed and makes the perfect venue for your Wedding Ceremony.

Our basic package is only £100 please ask a member of the team for full details.

Note: This does not include the booking of a Registrar which you must arrange yourselves by contacting the West Sussex Register Office - 01243 642122

Ask a member of our team for full details on Marriage Ceremonies and a Ceremony Booking Form

DAMAGE WAIVER BOND

A damage waiver bond cheque is required from all users and held by Selsey Town Council. Providing no damage is incurred the bond will be returned or destroyed as you wish. Please see our Terms and Conditions for full details.

NOTE: Bouncy Castles, Smoke Machines and Smoking is strictly prohibited on these premises

ALL BOOKINGS MUST BE PAID FOR IN FULL IN ADVANCE.