

BOOKING FORM
Civil Marriages and Partnerships
The Guildhall, Lyme Regis

Please complete this form and return it to the address below along with a **minimum deposit of 10% of the fee payable**. Once received, a fixed booking will be made and an invoice for the balance due will be forwarded one month prior to the ceremony. Please make cheques payable to 'Lyme Regis Town Council'

Names _____

We are booking a Civil Marriage / Civil Partnership (please delete as appropriate)

Address _____

Telephone _____

Date of Ceremony _____

Time of Ceremony _____ **Confirmed with Registrars?** Yes No

No. of Guests attending _____
(Please note public seating area is limited and the maximum number of guests should not exceed 50)

Do you require prior access to decorate the Main Chamber? Yes No

Will any of your guests require the use of the lift? Yes No

Do you wish to have music or a reading during your ceremony? Music *Please forward CD to us.*
Reading

In order to assist with our advertising please indicate where you learnt of the Guildhall as a Wedding venue.

To confirm the details stated above, please sign below. The booking can only be accepted with the signatures of both parties involved.

Signed: _____

Signed: _____

Date: _____

Please return completed form and deposit cheque to:
Civil Marriages/Partnerships
Lyme Regis Town Council
Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS

Telephone: (01297) 445175
Email: admin@lymeregistowncouncil.gov.uk

Office Use Only:

Date Received:	Amount Paid:
	Receipt No:
	Outstanding amount: