

BOOKING FORM

Civil Marriage and Partnership Ceremonies

The Guildhall, Lyme Regis

Please complete this form and return it to the address below along with a **deposit of £50**. Please note that your deposit is non-refundable.

Names:

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

Address:

.....

.....

Telephone:

Email:

Date & Day of Ceremony:

Time of Ceremony: Confirmed with Registrars? Yes No

No. of guests attending:

(Please remember that the maximum number of guests is limited to 65 if you require the lift and 75 if no lift is required)

You can provide us with a CD or memory stick of music to play during certain parts of the ceremony (music to be of a non-religious nature in accordance with civil marriage and partnership law). Will you be choosing to have this? Yes No

Will you be requiring use of the lift? Yes No

Before returning this form please ensure that you have confirmed date and time of wedding with Registrars

On receipt of your completed form and deposit we will write to confirm your booking. To confirm the details above, please sign below. The booking can only be accepted with the signatures of both parties involved.

Signed:

Signed:

Date:

Civil Marriages/Partnerships
Lyme Regis Town Council
Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS

Telephone: (01297) 445175

[Email: enquiries@lymeregistowncouncil.gov.uk](mailto:enquiries@lymeregistowncouncil.gov.uk)

For office use only:

<i>Date Received:</i>	<i>Outstanding Balance:</i>
<i>Deposit Paid:</i>	<i>Invoice Due Date:</i>
<i>Deposit Receipt No.:</i>	<i>Balance Receipt No.:</i>
<i>Final information sent:</i>	<i>Music Received:</i>

Please Note: Upon receipt of your deposit and completed booking form you will be sent a letter of confirmation. If for any reason you do not receive this within 14 days please contact us on the above number. Should any information you have given us on this form change, please notify us immediately.