

**Guildhall
Fore Street
East Looe
Cornwall
PL13 1AA**



**Admin: Judy Martin and
Anona Vazquez-Masson
Maintenance: Antony Scarah
Telephone: (01503) 263709
Email: info@eastlooe-town-trust.co.uk**

V.A.T. Registration No: 526 8810 29

Registered Charity No: 1166934

HIRE OF GUILDHALL FOR CIVIL WEDDINGS / PARTNERSHIPS

APPLICATION & GUARANTEE

We hereby apply for the use of the Guildhall as follows:

DATE OF HIRING: No. of Guests (for seating arrangements)
(Max. 70)

Ceremony only

Ceremony start time:

Access required from:

Ceremony and Reception

Ceremony start time:Access required from:

Expected finish time: No. of tables required.....

How did you find out about our wedding facilities?

e.g. Our website, other website (please identify), advert in ...

N.B. If it is required to switch off the main lights in the hall, the Fire Regulations insist that the exit lights must be switched on.

Please discuss details of your requirements with the Manager when finalising your arrangements

I/WE UNDERTAKE TO COMPLY WITH ALL THE TERMS AND CONDITIONS SET FORTH ON THE REVERSE OF THIS FORM AND TO PAY THE HIRING FEES AND ANY DEPOSIT REQUIRED IN ADVANCE.

FULL NAME OF BOTH PARTIES:

ADDRESS:

POST CODE:TELEPHONE: EMAIL.....

Signed Date

**Guildhall
Fore Street
East Looe
Cornwall
PL13 1AA**



**Admin: Judy Martin and
Anona Vazquez-Masson
Maintenance: Antony Scarah
Telephone: (01503) 263709
Email: info@eastlooe-town-trust.co.uk**

V.A.T. Registration No: 526 8810 29

Registered Charity No: 1166934

CONDITIONS OF HIRE

1. Payment to be made in advance, cheques made payable to East Looe Town Trust.
2. All damages and breakages are to be paid for
3. The Hirer to be responsible for leaving the premises and surrounds clean and tidy.
4. No posters are to be stuck to the walls
5. No smoking is allowed in the building
6. A Guarantee deposit of £100 is required, if the reception is to be held on the premises. This is refundable providing the chamber is left clean and undamaged. **N.B.** Please ensure the office has the correct address for repayment of the deposit, especially if it will be different to the address overleaf.
7. No car parking is provided in connection with the letting but there is a pay and display car park nearby
8. When the venue is hired for the ceremony and a reception, guests will need to vacate the building after the ceremony for 30 minutes, to allow for changes to the layout.
9. No food preparation area is currently available in the Guildhall.
10. Please note the following extract of the Conditions of Approval of the license to perform civil marriage/partnership ceremonies:
*“Any proceeding conducted on approved premises shall not be religious in nature. In particular, the proceedings shall not:
(a) include extracts from an authorised religious marriage service or from sacred religious texts;
(b) be led by a minister of religion or other religious leader;
(c) involve a religious ritual or series of rituals;
(d) include hymns or other religious chants; or
(e) include any form of worship.
But the proceedings may include readings, songs or music that contain an incidental reference to a god or deity in an essentially non-religious context. For this purpose, any material used by way of introduction to, in any interval between parts of, or by way of conclusion to the proceedings shall be treated as forming part of the proceedings.”*

Payment

We ask for a 10% deposit on booking and full payment to be received a fortnight before the ceremony. Payment may be made in cash, by cheque or by bank transfer to the account details below:

Bankers:	Lloyds Bank plc
Account Name:	East Looe Town Trust
Sort Code:	30-67-79
Account No.:	38364760