

Guildhall
Fore Street
East Looe
Cornwall PL13 1AA



Trust Manager: Jane Day
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V.A.T. Registration No: 526 8810 29

Registered Charity No: 1166934

HIRE OF GUILDHALL FOR CIVIL WEDDINGS / PARTNERSHIPS CEREMONY

APPLICATION & GUARANTEE

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

Date of hiring: .. /.. /20..

No. of Guests (for seating arrangements) (Max. 55)
(Covid regulations permitting)

No. of Family Groups for social distancing regs

This is a weekday / Saturday / Sunday / Public Holiday (delete as applicable)

Ceremony start time:

Access required from:

.....

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

I/we undertake to comply with all the terms and conditions of hire on page 2 of this form, and to pay the hiring fees and any deposit required in advance.

Full names of both parties:

.....

Address:

Post code:

Telephone: Email

Signed

Date: .. /.. /20..

Deposit Paid - £50.00

Balance Due - £

For Office Use Only

Deposit Invoice Number:

Balance Invoice Number:

Date Paid:

Date Paid:

Spreadsheet Updated:

Conditions of Hire

1. Payment to be made in advance. We require a £50 non-refundable deposit on booking and full payment to be received at least three months before the ceremony. An invoice will be sent by email. Payment 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
If a bank transfer cannot be arranged – please contact the office to arrange for payment by cheque or cash – there is a charge of 65p per cheque and 90p per £100 cash.
2. If the date has to be rescheduled due to issues with the registrar then there is an admin charge of £35 – to be rescheduled within one year. If the ceremony is cancelled by East Looe Town Trust then there will be a full refund. If the ceremony is cancelled by the hirer a month before the ceremony, then half the cost (less deposit) will be refunded. If the ceremony is cancelled by the hirer within a month of the ceremony, there will be no refund.
3. **Arrangement for the Registrar are entirely the hirer's responsibility – there are details on Cornwall Council website - www.cornwall.gov.uk or telephone 0300 1234 181.**
4. 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;*
 - e. *include any form of worship.”*
5. The Hirer to be responsible for leaving the premises and surrounds clean and tidy. A cleaning charge may be applicable.
6. All damages and breakages are to be paid for.
7. No posters are to be stuck to the walls.
8. Smoking is not allowed in the building.
9. No car parking is provided in connection with the hire, but there is a pay and display car park nearby.
10. No confetti to be used in the building – but biodegradable confetti may be used outside.
11. If you require the main lights in the hall to be turned off, Fire Regulations stipulate that the exit lights must be switched on.

Prices:

Wedding Ceremony

- Weekday Day time (between 9am & 5pm) £300.00
- Weekday evening (between 5pm & 8pm) £350.00
- Saturday day time (between 9am & 5pm) £480.00
- Saturday evening (between 5pm & 8pm) £550.00
- Sunday/Public holidays (including NYE) (between 9am & 3pm) £550.00
- Sunday/Public holidays (including NYE) (between 9am & 3pm) £600.00