

Guildhall  
Fore Street  
East Looe  
Cornwall PL13 1AA



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

Registered Charity No: 1166934

**HIRE OF GUILDHALL CHAMBER ROOM 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 date is a: Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday / Public Holiday  
(delete as applicable)

Ceremony start time: .....

**Access to the Chamber will be half an hour prior to the ceremony, unless arranged with the office.**

Please complete the following Booking Form with details of your requirements, if you need further clarification please do not hesitate to contact us at the Trust on either 01503 263709, [info@eastloometowntrust.co.uk](mailto:info@eastloometowntrust.co.uk), once your wedding is booked final arrangements will need to be discussed with a member of staff.

I/we undertake to comply with all the terms and conditions of hire on page 3 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..

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For Office Use Only

Deposit Invoice Number:  
Date Paid:  
Spreadsheet Updated:

Balance Invoice Number:  
Date Paid:

<b>Wedding Packages at The Guildhall Chamber Room - East Looe</b>			
<b>Wedding Package</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>
<b>Elopement Monday to Thursday</b>			
<b>Elopement Package Friday &amp; Saturday</b>			
<b>Elopement Package Bank Holiday/Outside Office Hours</b>			
The Elopement Package includes:-			
Up to 10 Chairs (uncovered), Use of Bluetooth Speaker, French Polished Table and Silk Flower Display (on windowsills)			
<b>Elopement Package Extras</b>			
Red Carpet	1		
Chairs covered with white covers & gold bows			
<b>Elopement Package Total Due</b>			
<b>Traditional Package Monday to Thursday</b>			
<b>Traditional Package Friday &amp; Saturday</b>			
<b>Traditional Package Bank Holiday/Outside Office Hours</b>			
The Traditional Package includes:-			
Up to 30 Chairs (Uncovered), Use of Bluetooth Speaker, French Polished Table, Silk Flower Displays (on Windowsills)			
<b>Traditional Package Extras</b>			
Red Carpet	1		
Chairs Covered with white covers & gold bows			
Name Cards for Reserved Seating			
<b>Traditional Package Total Due</b>			
<b>Classic Package Monday to Thursday</b>			
<b>Classic Package Friday &amp; Saturday</b>			
<b>Classic Package Bank Holiday/Outside Office Hours</b>			
Classic Package Includes:-			
Up to 55 Chairs Covered with white covers and gold bows, Use of Bluetooth Speaker, French Polished Table or Table Covered with White Linen Cloth, Silk Flower Displays (on Windowsills), Red Carpet, Name Cards for Reserved Seating			
<b>Classic Package Total Due</b>			
<b>Total Due</b>			
Deposit Paid		£50	
<b>Balance Due</b>			

# 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](http://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.