



Updated January, 2015

For Office Use:
Date Received:
Booking Reference:
Deposit Paid:
Balance:
Notices:
Total Cost:

Marriage Ceremony Booking Form

Ceremony Venue	
Ceremony Date	
Ceremony Time	

1. Full Name	
2. Full Name	
Contact Postal Address	
Contact Telephone Number	
Contact email	

A deposit/fee of £ is enclosed.

I/We accept the terms and conditions of the booking

I/We accept that any changes to the venue, date or time of the ceremony will incur an appropriate administration fee

I/We accept that it is our individual responsibility to give the appropriate notice of marriage in order for the marriage to proceed. (please contact the Register Office if you need advice on this).

Named Contact in event of Refund: _____
(only in person can receive a refund)

Signed

1.....

2.....

Date

