

Dear

CIVIL PARTNERSHIPS AT GUILDHALL, SANDWICH

Thank you for expressing interest in having your Civil Partnership Ceremony at Guildhall. The Toll Bridge Fund is happy to offer you the Historic Court Room which is able to accommodate the Couple and up to 60 wedding guests.

Please find herewith a copy of the terms and conditions of the hiring, fees payable and an application form. If you decide to go ahead with your Civil Partnership Ceremony in the Court Room, please complete the attached form and return it to me with your deposit.

Please let me know if there is any further information or assistance you require.

Yours sincerely

Clerk to the Trustees

**TERMS AND CONDITIONS OF HIRE OF
COURT ROOM, GUILDHALL, SANDWICH
FOR A CIVIL PARTNERSHIP CEREMONY**

1. The Toll Bridge Fund wishes to allow couples to personalise their Ceremony, and will do all it can to arrange the room as you wish to have it but because of the nature of the room, it will normally be arranged as for a Court.
2. A Responsible Person will be appointed by the Toll Bridge Fund to oversee the arrangements for your ceremony and once your booking has been confirmed you will receive notification of who that person is to be.
3. Silk flower arrangements can be provided should you choose not to provide your own floral arrangements.
4. Equipment is available for playing your CD's or cassettes during the Ceremony and they must be secular only. Persons booking a ceremony in the Court Room will be responsible for ensuring compliance with Performing Rights and Phonographic Performance requirements.
5. Stewards will be required to be provided by the hirer of the Court Room if more than 20 guests are likely to be in attendance.
6. No smoking is allowed in the Court Room and no food or drink is to be consumed or confetti thrown in the room prior to or after the Ceremony.
7. Fixing of floral and other decorations. Nothing shall be fixed to the walls, fixtures or fittings with pins, nails, screws or adhesive tape. Please consult the Clerk to the Trustees or Town Sergeant if you wish to decorate the Court Room.
8. Your guests will be given the opportunity to take photographs in the Court Room after your Ceremony. Please advise guests that flash lights must not be pointed directly at the paintings within the room.
9. A video camera may be used in the Court Room provided the operator remains stationary and does not do anything which would constitute a distraction to the Ceremony. The operator may only stand in a position agreed with the Celebrant. No additional lighting may be used.
10. Fees: (Please note these do not include the charges made by the Registration Service.)

The fees payable for use of the Court Room for your Ceremony are as follows:

Monday – Friday	:	£220	
Saturday	:	£300	See below for Sandwich
Sundays/Bank Holidays	:	£350	residents reductions

For rehearsal a charge of £30 per hour or part thereof will be made

11. Reduction for Sandwich residents : A reduction of £50 on the above prices will be made for residents of Sandwich. The Toll Bridge Fund will only accept the Couple's name on the electoral register for Sandwich.

12. Deposit : A £50 returnable deposit will be charged against damage to the Court Room or for cleaning should confetti be thrown within the building.

13. Receptions in addition to the Ceremony Where the Main Hall or Jury Room are used for a reception in addition to the Ceremony in the Court Room, a reduction equivalent to 10% of the normal hire charges will be given. The Clerk to the Trustees or Town Sergeant will be happy to arrange for you to view these rooms and assist in any way they can.

If you decide to go ahead with your Ceremony in the Court Room, please complete the attached form and return it, with the appropriate deposit/fee, to:-

The Clerk to the Trustees
Town Clerk's Office
Guildhall
Cattle Market
Sandwich CT13 9AH

Tel No. 01304 617197
Fax No. 01304 620170

APPLICATION FOR CIVIL PARTNERSHIP CEREMONY
IN COURT ROOM, GUILDHALL

Please complete and return this form to the Town Clerk, Town Clerk's Office,
Guildhall, Cattle Market, Sandwich CT13 9AH

Any personal information given in this application will be kept in strictest confidence.
(Please remember you must confirm the date and time of your Ceremony with the
'Celebrant' before booking Guildhall)

1. Name of Couple 1

Address

..... Post Code D.O.B

Home Tel No. Work Tel No.

Mobile Tel No. Nationality

E-Mail

Electoral Registration No. if resident in Sandwich

(This information can be obtained in the Town Clerk's Office)

Name of Couple 2

Address

..... Post Code D.O.B

Home Tel No. Work Tel No.

Mobile Tel No. Nationality

E-Mail

Electoral Registration No. if resident in Sandwich

(This information can be obtained in the Town Clerk's Office)

2. Date Proposed for the Ceremony :

3. Time of Ceremony :

4. Rehearsal date if required :

5. Number of Guests :

6. Name of 2 Ushers if more than 20 Guests
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7. Will you provide your own floral arrangements ? **Yes/No**
If yes, please give prior notice of the time you or your Florist
will wish to have entry to the Court Room.

8. Are you providing music for the ceremony ? **Yes/No**
If yes, this may be a compact disc or tape but must be
secular in its content.

Music must be handed to the 'Celebrant' under whose control it will be used.

The signatories to this application become automatically responsible for ensuring
compliance with Performing Rights and Phonographic Performance requirements.

9. Will you require the Main Hall or Jury Room for a reception in addition to the
Ceremony, if the rooms are available (Please check with Town Clerk's Office before
fixing your ceremony date with the 'Celebrant) **Yes/No**

If Yes please tick the accommodation required

Main Hall/Bar/Kitchen

Jury Room/Kitchen

It will be necessary to complete application to hire the Room/Rooms required (Hire
charges and application form available from the Town Clerk's Office).

11. Booking and Payment : No booking shall be confirmed nor shall any
agreement exist unless a booking deposit of £100 has been paid to Sandwich Toll
Bridge Fund.

The balance of the booking fee and a deposit against damage/confetti thrown is due
60 days prior to the date of the ceremony. In the event that the room is booked within
60 days of the ceremony, then the full amount is payable upon application.

12. Refunds : The monies paid to Sandwich Toll Bridge Fund in respect of
booking a room for a Ceremony, less 50% of the deposit, will be refunded provided at
least 60 days notice is given of cancellation of the event. If less than this notice is
given then no refund will be made of the deposit. The fees retained by the Toll
Bridge Fund will be to defray administration costs and loss of other potential
bookings.

13. Declaration :

I understand that I am responsible for compliance with the requirements listed above and I accept the conditions unreservedly.

Signed Date

* I enclose herewith a cheque for £100 (payable to “SANDWICH TOLL BRIDGE FUND”) to cover the deposit for booking the room. The balance of the booking fee, together with £50 deposit against damage/confetti thrown, will be due 60 days prior to the Ceremony.

* I enclose the full booking fee plus £50 deposit against damage/confetti thrown.

(* Please delete as appropriate)