

Dear

**MARRIAGES AT GUILDHALL, SANDWICH**

Thank you for expressing interest in having your Marriage Ceremony at Guildhall. The Toll Bridge Fund is happy to offer you the Historic Court Room which is able to accommodate the Bride and Groom 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 Wedding 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 MARRIAGE CEREMONY**

1. As the Kent registration service allow couples to personalise their Marriage Ceremony, the Toll Bridge Fund 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 wedding 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 in the marriage room 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 wedding in the Court Room will be responsible for ensuring compliance with Performing Rights and Phonographic Performance requirements.
5. Ushers 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 Marriage 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 Marriage Ceremony. The operator may only stand in a position agreed with the Superintendent Registrar. 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 Marriage Ceremony are as follows:

Monday – Friday	:	£250	
Saturday	:	£350	See below for Sandwich
Sundays/Bank Holidays	:	£400	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 Bride or Groom'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. Wedding Receptions in addition to the Marriage Ceremony Where the Main Hall or Jury Room are used for the wedding reception in addition to the Marriage 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 Marriage 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 WEDDING CEREMONY IN COURT ROOM  
GUILDHALL

Please complete and return this form to the Clerk to the Trustees, 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 Marriage Ceremony  
with the Superintendent Registrar before booking Guildhall)

1. Name of Bride : .....

Address .....

.....Post Code.....Home Tel No. ....

Work Tel No. .... Mobile Tel No. ....

Nationality .....D.O.B.....E-Mail .....

Electoral Registration No. if resident in Sandwich .....

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

Name of Groom : .....

Address .....

.....Post Code.....Home Tel No. ....

Work Tel No. .... Mobile Tel No. ....

Nationality .....D.O.B.....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 Wedding : .....

3. Time of Wedding : .....

4. Rehearsal date if required : .....

5. Number of Guests : .....

6. Name of 2 Ushers if more than 20 Guests .....

.....

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 Superintendent Registrar 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. The Registration Service has advised that marriages at approved premises may be followed by a celebration, commemoration or blessing but not a religious marriage ceremony.

Will you require additional time for a further formality? **Yes/No**

10. Will you require the Main Hall or Jury Room for the wedding reception in addition to the Wedding Ceremony, if the rooms are available (Please check with Town Clerk's Office before fixing your wedding date with the Registrar) **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 Marriage 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 Wedding ceremony.

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

(\* Please delete as appropriate)