



Shaftesbury Town Council
 Town Hall, High Street, Shaftesbury
 Dorset SP7 8LY
 Tel No 01747 852420



Email; enquiries@shaftesburytowncouncil.co.uk

**BOOKING FORM FOR A CIVIL CEREMONY
 (Friday, Saturday or Sundays Only)**

Contact Details- Bride

Name

Address

..... Post Code

Telephone No. Email

Contact Details – Groom

Name

Address

..... Post Code

Telephone No. Email

DATE OF WEDDING CEREMONY			
TIME OF WEDDING CEREMONY		NUMBER OF GUESTS (MAX.85)	
ROOM SET UP(if known) *Delete as appropriate			
*FACING GOLD HILL	*FACING HIGH STREET	*FACING DOOR	
COLOUR OF SASHES IF REQUIRED (ADDITIONAL COST)			
*PEACH	*PINK	OTHER (Please state)	
SILK FLOWERS TO DECORATE WOODEN PILLARS		*YES	*NO
ADDITION USE OF ROOMS OVER THE 2HR PERIOD		*YES	*NO

Signed (Applicant) Date

Please see overleaf for details of charges and other important information



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Scale of Charges

Hire of Council Chamber and Mayors Parlour for a Civil Ceremony for 2hours	£ 230.00
Additional use of rooms over the 2 hour period	£ 60.00 per hour
Chair Covers & Sashes	Up to 50 Guests £ 25.00
	Over 50 Guests £ 35.00

PLEASE NOTE THE COST OF THE REGISTRAR IS NOT INCLUDED IN THE ABOVE. APPLICANTS MUST MAKE A SEPARATE ARRANGEMENT TO BOOK THE SERVICES OF THE REGISTRAR WHO WILL BE OFFICIATING AT THE CEREMONY. They can be contacted on 01305 225153

A 10% booking fee is required with this application. The balance is payable two weeks before the date of the Ceremony. Please make cheques payable to Shaftesbury Town Council or pay by BACS into;

Bank Account No . 05300940 Sort Code. 54-41-30

SORRY – No Naked Flames allowed