

## APPLICATION FOR USE OF FACILITIES FOR A CIVIL WEDDING & A CIVIL PARTNERSHIP

In order for the application to be considered payment in full must accompany this form

**Names of persons:**

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Day:	Date:	Start Time:	Ceremony:	Finish Time:

Please ensure that start time allows for guest arrivals e.g. if the ceremony is scheduled for 4.00pm, we suggest the room is booked from 3.30pm to 4.30pm.

	Number expected:
<b>Cranston Suite (Limit 40 people)</b>	
<b>Main Hall (Limit 60 people)</b>	
<b>Meridian Hall (Limit 140 people)</b>	

I the undersigned make application for hire of accommodation on the East Court Campus with the details set out above.

**Full Name:**

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**Address:**

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**Postcode:**

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**Signature of applicant:**

**Date:**

**Telephone Number: Work:**

**Home:**

**Email:**

**Mobile:**

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(Please Tick) I agree that any use of the accommodation is subject to the terms and conditions stipulated by the East Grinstead Town Council, full details of which have been supplied to me and which I have read and understood.

(Please Tick) I understand that it is my responsibility to contact the Registration Offices in West Sussex.

Please note: When making your booking you will be advised of how to complete the necessary legal preliminaries, including the giving of notice.

Please contact the ceremonies team on 01243 642122.

**The form relates to the hire of accommodation for a civil ceremony and any additional hiring in respect of receptions and/or other functions must be made on a separate sheet.**