

HALL PLACE AND GARDENS

**BOOKING FORM: GREAT HALL/DRAWING ROOM - WEDDINGS**

(Please delete as necessary)

**Hirer's Name:** \_\_\_\_\_ **Contact no.** \_\_\_\_\_  
(if other than bride or groom)

**Bride:-** \_\_\_\_\_

**Contact Nos. Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Groom:-** \_\_\_\_\_

**Contact Nos. Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Name & Address (for all future correspondence)**

\_\_\_\_\_  
\_\_\_\_\_

**Nature of event:** Ceremony Only / Ceremony & Reception / Reception only  
(Please delete as appropriate)

<p><b>Date Required:</b> _____</p> <p><b>Times required:-Start:-</b> _____ <b>Finish:</b> _____</p> <p><b>Actual Ceremony time:</b> <i>(if applicable)</i> _____</p>
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**Number of guests attending:** \_\_\_\_\_

**Receptions Only:-**

**Caterer:** \_\_\_\_\_

A table plan for your wedding breakfast and for the evening party will be required nearer the time.

As the house is used for a number of functions, please book the **earliest** time required to the **latest** departure, including **locking up time**. Please note that the normal finishing time is midnight. If required, an extra hour until 1.00am will cost an additional £500.

**Any damage caused will be the liability of the hirer. The Bexley Heritage Trust cannot be held responsible for any loss or injury sustained during this event. A copy of an insurance certificate should be forwarded to the Bexley Heritage Trust not less than 4 weeks prior to function date, as per the terms & conditions.**

A licence is not required for musical entertainment for a private party, or for alcohol served at a private function. Hall Place is licensed for the **sale** of alcohol. **Any alcohol/drinks** served must be managed/served by a paid member of staff from either the bar or catering companies. These companies **must** be taken from the selected panel enclosed with the wedding pack. The building is **strictly NON-SMOKING – guests who persist in smoking within the building will be required to leave.**

- *Confetti, the use of naked flames, smoke machines and bubble machines are not permitted in the house or grounds. This list is not exhaustive and any items must be checked with the establishment prior to ordering.*
- *Access to the first floor is not permitted during the evening reception.*
- *Amplified music is permitted at the discretion of the management, and must finish 30mins prior to the agreed finish of the function*

Non-returnable deposit 50% of total cost (inc. vat) to be included with the booking form and returned to: **Lynda Weaver, Commercial/Function Manager, Hall Place, Bourne Road, Bexley, Kent, DA5 1PQ**

**(Cheques payable to 'Bexley Heritage Trading')**

I have read all the information provided and agree to abide by the terms and conditions overleaf.

Signed \_\_\_\_\_ Name (please print) \_\_\_\_\_ Date \_\_\_\_\_