



REGENCY HALL WEDDING BOOKING FORM



	Venue	Duration	Price	Extras
Wedding Party	Exclusive use of hall, meeting room, green room, foyer & kitchen.	All day including setting up on the day & clearing the following morning	£795.00 Deposit - £100.00 (non refundable)	Damage deposit £150 Own bar in hall £100 extra
Evening Party	Exclusive use of hall, meeting room, green room, foyer & kitchen.	Evening Party from 7pm - 1am & clearing the following morning, includes 2 hr set up	£475.00 Deposit - £100.00 (non refundable)	Damage deposit £150 Own bar in hall £100 extra

Please note that any extra hours required other than the times shown, will be charged at the halls hourly rate of £16.00.

Sports & Social Club Bar is included in the above prices – subject to availability / Own Bar – extra charge of £100

Consumption of own alcohol is not permitted on the premises without prior agreement from the Management.

(THE OUTSTANDING BALANCE MUST BE PAYED AT LEAST ONE WEEK BEFORE REQUIRED DATE)

Type of Event		Date Required	
Start Time		Finish Time	
Name		Address	
Phone Number		Email	
Extras eg Bar Kitchen, Audio		Special requests	

Email info@regencyhall.org.uk

Telephone 01834 811700

On making this booking you agree to our Terms and Conditions that can be found and read on our Book a Room page.

Terms and conditions read (please tick)

Sign

Date.....