

ALFORD CORN EXCHANGE WEDDING RECEPTION BOOKING FORM



NAME	
ADDRESS	
PHONE NO	
E-MAIL	

DATE OF WEDDING RECEPTION

WEDDING PACKAGE	COST	SELECTED
<p>HALL HIRE</p> <p>FROM 4pm FRIDAY to 12 noon SUNDAY</p> <p>This will include as standard use of:</p> <p>Main Hall, Cafe room, kitchen, use of banqueting tables and chairs as well as crockery.</p> <p>Red carpet in entrance of Corn Exchange</p> <p>Easel or tree for seating plan</p> <p><i>With this package the hall hirers are responsible for setting out tables, chairs etc. as well as all clearing away (sweeping, emptying bins, storing tables and chairs away).</i></p>	£1,000	

ADDITIONAL EXTRAS

Bay trees for either side of entrance doors	£60		
Set up of hall including putting up of tables and chairs as outlined in bride and grooms seating plan. Clearing away after reception, sweeping floors and emptying bins, putting tables and chairs away.	£200		
Provision of licence, bar and staff with selection of bottled wines, beers, spirits and soft drinks for sale.	No Cost		
Chair cover and sash hire for up to 100 chairs (to match chosen colour scheme). This price includes the dressing of the chairs.	£400 (£4 per chair)		
Table cloth hire and laundering per table. (tables seat 10 people) 90 x 90	£10 per cloth		No. Required
Table cloth for top table and any tables required for catering 70 x 144	£20 per cloth		
White napkins	£1 each		

Waitresses to serve drinks on arrival at reception (not including cost of the drinks) per hour (it is suggested that at least two are required to serve arrival drinks and if waitresses are required to clear tables, four are recommended.	£10 per hour per waitress		
Hire of flower pedesals to do own flower arranging	£18 each		
Wedding cake stand, silver knife, cake server and card post box	£20		
Three tier white china cake stands	£3 each		
Corkage fee for provision of own drinks. Bar manager will contact hirers 1 month prior to wedding	£5 per bottle		

DEPOSIT TO BE PAID TO SECURE BOOKING, THIS IS NON-REFUNDABLE	Date	£350
Deposit paid		
Final Payment to be paid in full one month before wedding.		£
Date final payment paid		
Deposit to cover any damages (to be refunded after reception) NB: If the Corn Exchange bar has been requested and guests to the wedding bring in drinks from outside a surcharge of £50 will be deducted from the deposit)		£150
Deposit for hire of cake stand (to be refunded after reception)		£50
DEPOSITS TO BE PAID IN FULL ONE MONTH BEFORE WEDDING		
Date deposit paid		

Accounts use:

Please record amount and date of any payments below

Amount received Date

Refund of £.....

Refunded on.....