



Alford Corn Exchange Event Venue



Wedding Reception Booking Form

Name:

Address:

Phone No:

Email:

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, Café 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 the entrance doors | £60 | |
| Set up of hall including putting up 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 covers, 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) | |

| | Cost | Selected | No Required |
|--|------------------|----------|-------------|
| Table cloth hire and laundering per table. (tables seat 10 people) 90 x 90 | £10 Per cloth | | |
| Table cloth for top table and any tables required for catering 70 x 144 | £20 per cloth | | |
| White Napkins | £1 each | | |

| | Cost |
|--|------------------------------|
| 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 it waitresses are required to clear tables, four are recommended. | £15 per hour per waitress |
| Hire of flower pedestals to do own flower arranging | £18 each |
| Wedding cake stand, silver knife, cake server and card post box | £20 |
| Three tier white chine cake stand | £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 | £350 |
| Deposit Paid..... Date..... | |
| Final Payment to be paid in full on 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) DESPOSITS TO BE PAID IN FULL ON MONTH BEFORE WEDDING Date deposit paid..... | £50 |

Accounts Use

Please record amount and date of any payments below

Amount received:

Date:

Refund of £

Refunded on: