**BOOKING FORM: Weddings and/or Receptions**

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| --- | --- |
| **Name** | **Name** |
| **Address****Postcode** | **Address****Postcode** |
| **Telephone** | **Telephone** |
| **Mobile** | **Mobile** |
| **Email** | **Email** |
| **Date of Wedding and/or Reception** |
| **Area(s) and time required** | **Spanish Barn** | Three day hire | Tick or time | Hire fee**£** |
| **Spanish Barn** | Short hire (Two day) |  | **£** |
| **Undercroft**  | 10am-1pm |  | **£** |
| **Undercroft** | 2pm-5pm |  | **£** |
| **Chapel** | Time required |  | **£** |
| **Gathering Space**  | Time required |  | **£** |
| **Palm House** | Time required |  | **£** |
| **Photography in the formal gardens and ruins**  | Time required |  | **£** |
| **Drinks reception in the formal gardens and ruins** | Time required |  | **£** |
| **Marquee land charge.** | Per day |  | **£** |
| **Total Hire Fee** | **£** |
| **Date Deposit Due** |  | **Date Balance Due** |  |
| **Ceremony time**(if applicable)  |  | **Guest****numbers** (approx.) |  |
| **Type of event** | Civil ceremony Reception Blessing |
| ***I/We confirm that I/we have studied and understood the Terms & Conditions for venue hire at Torre Abbey and that I/we will comply with them.***Signed . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date . . . . . . . . . . . . . . . . . . . . |