**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 . . . . . . . . . . . . . . . . . . . . | | | | |