



DAWLISH TOWN COUNCIL

The Manor House, Old Town Street, Dawlish, Devon. EX7 9AP

Tel: 01626 863388 email: admin@dawlish.gov.uk

WEDDING BOOKING FORM FOR COUNCIL PREMISES

YOUR DETAILS		
Names:		
Address:	Phone:	
	Mobile:	
Email: <i>(a confirmation will be emailed detailing the booking schedule & charge)</i>		
YOUR WEDDING		
Date of event	Date:	
Time of event <i>(For ceremony only bookings, a 3 hour block is allocated)</i>	Start Time:	Ceremony time:
Nos. Expected:	Ceremony:	Reception (if applicable):
Room(s) required:	Ceremony:	Reception (if applicable):
Room set-up requirements – please give brief details:	(A detailed requirements sheet will be emailed following confirmation of the booking)	
Will there be recorded and/or live music at the wedding?		
Will there be the sales of alcohol at the event?		

I confirm that I have read and understood the Room Hire Terms & Conditions supplied & consent to my data being processed and stored in accordance with the Data Protection Act 2018.

Name:(Block Capitals).....

Signature:

Date:

How did you hear about the Manor House as a wedding venue?.....

PAYMENT DETAILS: A non-refundable deposit of 25% is required on booking. Payment can be made at the Manor House Reception or by Bank Transfer to the details below:

Bank Details: Lloyds Bank Account No. 55935068 (Account Name: Dawlish Town Council)

Sort Code: 30-84-67

Name: Dawlish Town Council

(Please include name & booking date in the reference for bank transfers)

Wedding Ceremony Only Rates (from April 1st 2021)

Room	Maximum Capacity – under our wedding license for the ceremony (ensure you account for 2 Registrars and photographers etc.)	Rate (3 Hours are Allocated)
Council Chamber	95	£185
Mayor's Parlour	35	£125
Rooms 3, 5 & 6	18	£65
Room 4a or 4b	30	£95
Room 4a and 4b combined	60	£185
Foyer	50	£95
Porch	4	£65

Exclusive Use Rates (from April 1st 2021)

The Manor House, Old Town St All Rooms & Grounds	100	£600
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*The kitchen is fully stocked with crockery and glasses for 100 and includes oven, microwave and dishwasher, as well as a water boiler for continuous hot water for tea and coffee etc. If the kitchen is used, please ensure that it is left tidy, and all crockery is washed or put in the dishwasher.

Dawlish Town Council supports Dawlish Against Plastics and Fairtrade.
The Council urges avoidance of single use plastics and using Fairtrade products where possible.