



Weddings at the Guildhall – Newport Town Council

Weddings at the Guildhall
Newport, Shropshire

Booking Form

	Partner 1	Partner 2
Names		
Address		
Contact Number		
Email Address		

Day & Date of Wedding	
Time of Wedding	
Registrar Confirmed?	

Cost Breakdown

Wedding Chamber	£
Ante-Chamber	£
Holiday/Bank Holiday Fee	£
Total Cost	£

When you contact us:

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.



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Wedding Booking Checklist

Room Booking	
How Many Guests?	
Deposit Paid?	
Anti-chamber required?	
Invoice created?	
Balance due date?	
Interviews Together?	
Full Balanced Paid?	
Bow Colour	
Special Requirements?	
Music CD 1 – Background for guests’ arrival at least 10 tracks CD2 – Track 1 Brides arrival Track 2 & 3 Signing Register Track 4 Exit	