



Weddings at the Guildhall
Newport, Shropshire

Weddings at the Guildhall – Newport Town Council

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	£
VAT	£
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 shared only with the Superintendant Registrar and not shared or provided to any other third party.



Weddings at the Guildhall
Newport, Shropshire

Wedding Booking Checklist

Total £	Deposit £	Balance £
Invoice No.		
Receipt No.		
Room Booking - Diary		
How Many Guests?		
Anti-chamber required?		
Interviews Together?		
Bow Colour		
Seating Plan		
Photographer		
Escort (who)		
Bridal Party?		
Best Man?		
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		