



# FELIXSTOWE TOWN COUNCIL

## Terms and Conditions for Wedding Venue Hire

### Definitions:

**Hirer** The 'Hirer' shall be the person signing the declaration on the booking form.

**Council** The 'Council' shall be Felixstowe Town Council.

**Rooms refer to the Council Chamber, Courtroom Gallery or Clerk's Office.**

**Any changes to these Conditions must be provided in writing by the Council**

### 1. Bookings

- 1.1 The Council may accept or refuse to accept any booking request without any reason or explanation being given.
- 1.2 A non-refundable deposit of 25% must be paid at the time of booking to secure a date for your ceremony in our diary.
- 1.3 If the ceremony is in less than 2 months' time, full payment must be made at the time of booking.
- 1.4 The balance of the ceremony fees is payable either at the time of the booking or no less than 2 months prior to the date of the ceremony.
- 1.5 It is the responsibility of the couple to ensure that they complete the legal preliminary requirements for their marriage by booking with the Registration Service on 0345 6072050, or email [pswich.registrars@suffolk.gov.uk](mailto:pswich.registrars@suffolk.gov.uk). The Registrars will be able to confirm their ceremony charges.
- 1.6 The designated room is separate from any other activity taking place in the building, whether accompanying the ceremony, or not. The consumption of alcohol, soft drink or food is not permitted in the room where the ceremony is due to take place, for one hour prior to, or throughout the ceremony. We may be able to offer a separate room for post ceremony drinks if desired at the fees shown below:

### Felixstowe Town Hall Wedding Price List 2023/2024

<b>WEDDINGS AND SPECIAL EVENTS FELIXSTOWE TOWN HALL</b>	<b>Weekday (1<sup>st</sup> April- 30<sup>th</sup> Sept)</b>	<b>Weekend (1<sup>st</sup> April- 30<sup>th</sup> Sept)</b>	<b>Any Day (1<sup>st</sup> Oct- 31<sup>st</sup> March)</b>	<b>Post- Ceremony Drinks *</b>
Council Chamber <small>(for ceremonies attended by a maximum 76)</small>	<b>£435</b>	<b>£555</b>	<b>£435</b>	<b>N/A</b>
Clerk's Office <small>(for ceremonies attended by a maximum 15)</small>	<b>£220</b>	<b>£275</b>	<b>£220</b>	<b>N/A</b>
Courtroom Gallery	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>£118</b>
Other Rooms	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>£118</b>

\*Charge is for the use of the room only, following your wedding service, on a self-catered basis.

## **2. CANCELLATION**

- 2.1 The Hirer may cancel the booking at any time; however no refunds will be given for bookings cancelled less than two months before the hire date. Refunds for bookings cancelled more than two months in advance of the hire date will be based on any fees paid less the 25% non-refundable deposit.
- 2.2 In the unlikely event that the booking is cancelled by the Council for reasons beyond the Hirer's control, a full refund will be given, including the deposit.
- 2.3 The Council will not be liable for any cost incurred as a result of a booking being cancelled by either party. Hirers are advised to consider insurance cover in the event of cancellation due to circumstances beyond their control.

## **3. GENERAL RULES**

- 3.1 Felixstowe Town Council or its representatives, Police, Fire and other emergency service personnel are to be allowed free access to the Hall at all times, and may terminate any function and / or order the immediate evacuation of the Town Hall in case of an emergency.
- 3.2 No Smoking – The whole of the Town Hall including kitchen and toilets is designated as a no smoking area, which must be strictly observed at all times.
- 3.3 All fire and other exits and passageways are to be kept free from obstructions at all times.
- 3.4 To support our efforts to reduce single plastic waste, only paper or dried flower petals may be used. No metal, plastic, glitter or confetti cannons may be used. You are also encouraged to consider alternatives to any other single use plastic material proposed for use at your wedding.
- 3.5 By signing this Booking Form below, you agree to be bound by these terms and conditions.
- 3.6 Declaration: *I have read and agreed to the Terms and Conditions for booking Felixstowe Town Hall.***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print full name: \_\_\_\_\_

Date of ceremony: \_\_\_\_\_

Room: \_\_\_\_\_

Return this form to:

Felixstowe Town Hall  
Undercliff Road West  
IP11 2AG  
01394 288191 or 282086  
[sue.faversham@felixstowe.gov.uk](mailto:sue.faversham@felixstowe.gov.uk)

**Please note the out of hours emergency contact number for the Town Hall Caretaker:  
mobile 07545430974**