



THE OLD
HOUSE

BOOKING FORM

Date: Time:

Event type: Civil Wedding Renewal of Vows Naming Ceremony

Names: and

Address:

Main contact number: Name:

Secondary contact number: Name:

Emergency contact on day: Name:

Include hire of sashes and table coverings? Yes No

Choice of sash colour: Dusty Rose Red wine Gold Ivory

Number of Guests (max. 24):

Include hire of Wedding Suite (two hour booking) Yes No

Include hire of reception rooms (two hour booking) Yes No

Deposit Paid £: Balance Due £:

Signed Terms & Conditions returned

Additional information (can be provided closer to ceremony)

Decoration:

Set up time: Removal time:

Music (guest to operate): CD AUX device Bluetooth device

Other:

Florist name and contact:

Photographer name and contact:

How did you hear about the Old House?

Hitched / Bridebook / other venue webpage (please state):

Facebook / Twitter / Instagram

Magazine ad / newspaper ad

Physical flyer or poster

Banner in Rochford / Hockley

Word of mouth

Search engine (e.g. Google)

Other (please state):

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Diary Booked Schedule updated

Deposit Paid Finance sheet updated Confirmation Sent

Balance Paid Finance sheet updated Confirmation Sent

Attending Officers: and

Final details reminder