

Booking form

We understand that you may not have finalised all aspects of your day, or may need to discuss some details with us, but please complete as much of this form as possible.

Name:

Address:

.....

Postcode: Telephone:

Email address:

Date & time of function: / / Arrival: Departure:

Preparation Time: *Please indicate if/when you would like to access the venue early to set up*

Date: / /

Start time of access: Departure time:

Function Type: Ceremony only Reception only
 Full wedding package (ceremony & reception)

Room Required: *Please indicate (by ticking the box) which room(s) you would like to apply to hire*

Stone Hall Assembly Room Stone Hall & Assembly Room Kitchen

Where did you hear about us?

Agreement

Date of function: / /

I,, apply for permission to use the King's Lynn Town Hall facilities as indicated on the booking form, subject to the charges and conditions of letting in force at the date of the function for which accommodation is hired.

- I enclose a deposit of 25% of the current hiring charge. I will pay the balance of the charge no later than 3 months before the date of the function and acknowledge that failure to do so may result in immediate cancellation of the booking.
- I have read, understood and agree to the terms and conditions of booking (as on Alive West Norfolk website).
- We may like to take pictures of your room set-up and use these in future promotion of the venue, if you are happy for us to do so, please tick this box.

The Council takes the safety of your personal data very seriously and the information you provide will be treated in accordance with Data Protection legislation. We will use your data for the purposes of processing your booking and will not pass your data to a third party, other than KL Events. Your data will be used for this specific purpose and may also be shared between Council departments where there is lawful authority to do so. You can find more information about your rights in respect of your information and how we process it by looking at our Data Protection and Privacy Notices at west-norfolk.gov.uk/privacy.

I understand the personal information collected on this form will be used by the Council to deal with my request and will be retained securely. I understand this information will only be disclosed to other agencies in connection with processing my request.

Print name

Signature Date





King's Lynn Town Hall
Saturday Market Place, PE30 5DQ

01553 777775

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kingslynntownhall.co.uk

This venue is owned by the
Borough Council of King's Lynn & West Norfolk
and operated by
Alive West Norfolk

Alive
West Norfolk

Borough Council of
King's Lynn &
West Norfolk

