

**TENTERDEN TOWN COUNCIL**



Your Ceremony at  
**TENTERDEN TOWN HALL**

Please complete this form and return it to the Town Clerk's office.  
All information will be stored securely and treated as confidential.

Which room do you wish to book? <small>Delete one</small>		<b>MAYOR'S PARLOUR</b> <small>Maximum of 44 guests.</small>								
		<b>ASSEMBLY ROOM</b> <small>Maximum of 140 guests.</small>								
<b>Number of guests:</b>		Please note that any changes to the number of guests attending should be communicated to Town Hall staff so that your ceremony room can be properly prepared before you arrive.								
Day of week: <small>E.g. Saturday.</small>		Date: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y			
Time: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>10:30 am</td><td>2:30pm</td> </tr> </table>	10:30 am	2:30pm		Please check date availability with the Town Hall.						
10:30 am	2:30pm									

**Person 1 details:**

Title:	Forename(s):
Surname:	
Name you would like to be called during the ceremony: <small>E.g. James or Jim.</small>	
Postal Address:	
Post Code:	
Home Telephone:	Mobile Telephone:
Email Address:	
Which country issued / would issue your passport:	

**Person 2 details:**

Title:	Forename(s):
Surname:	
Name you would like to be called during the ceremony: <small>E.g. James or Jim.</small>	
Postal Address:	
Post Code:	
Home Telephone:	Mobile Telephone:
Email Address:	
Which country issued / would issue your passport:	

Primary contact: <small>Delete one as applicable.</small>	<b>Person 1</b> <small>Above</small>	<b>Person 2</b> <small>Above</small>
Preferred method of contact: <small>Delete one as applicable.</small>	<b>Email</b>	<b>Post</b>
Will you be supplying an interpreter for the ceremony?	<b>Yes</b>	<b>No</b>

<b>Fees:</b> <small>(Additional fees are paid to the registration service)</small>	<b>MAYOR'S PARLOUR</b> <small>Maximum of 44 guests.</small>	<b>ASSEMBLY ROOM</b> <small>Maximum of 140 guests.</small>
Weekdays:	<b>£220.00 (inc. vat)</b>	<b>£325.00 (inc. vat)</b>
Weekends:	<b>£360.00 (inc. vat)</b>	<b>£540.00 (inc. vat)</b>

**Booking and Payment:** No booking shall be confirmed, nor shall any agreement exist, until £100.00, non-refundable deposit, has been paid to secure the booking. The remaining balance is due 60 days prior to the date of the ceremony. The full amount must be paid upon application if the booking is made less than 60 days prior to the ceremony.

We can accept payment by cash, cheque made payable to **Tenterden Town Council**, or BACS (sort code **60-83-01**, account no. **20412694**). If you choose to pay by BACS please contact us to let us know that a payment has been made.

**Refunds:** If cancellation is made more than 30 days prior to the ceremony the £100 non-refundable deposit will be retained only. If a cancellation is made less than 30 days prior to the ceremony, Tenterden Town Council will retain 50% of the total fee to defray administration costs and loss of other bookings.

**Receptions at the Town Hall:** The Assembly Room at the Town Hall is available to hire for your reception for £25.00 per hour (excluding security costs). Please contact the Town Clerk's office for further details.

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**Additional Arrangements:**

Will you be providing your own floral arrangements? <small>Delete as applicable. If so, please give prior notice of the date and time your florist will wish to have entry to the Town Hall. Artificial flowers are provided as standard.</small>	<b>Yes</b>	<b>No</b>
Will you be providing your own musical choice for the ceremony? <small>Delete as applicable. If so, this must be secular in nature. Please liaise with Town Hall staff regarding the arrangements for your musical choice.</small>	<b>Yes</b>	<b>No</b>

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**Declaration:**

We understand that we are responsible for compliance with the requirements listed on this form and accept the conditions unreservedly.

**Person 1**

**Person 2**

Signed \_\_\_\_\_ Signed \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

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Please return the completed form to **Tenterden Town Council, Town Hall, 24 High Street, Tenterden, Kent TN30 6AN**, or by email to [townhall@tenterdentowncouncil.gov.uk](mailto:townhall@tenterdentowncouncil.gov.uk). When the form and payment have been received we will register the details of your ceremony with the Kent County Council Registration Service, who will contact you regarding the necessary arrangements and their fees.

If you have any queries concerning your booking, please do not hesitate to contact us using the above addresses, or by telephone on **01580 762271**.

**Information Security.** Tenterden Town Council cares to ensure the security of personal data.

We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies. We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which time it will be deleted. (Please review our Privacy Notice & Retention Notice online at: [www.tenterdentowncouncil.gov.uk](http://www.tenterdentowncouncil.gov.uk) for further information.)



## HOW TO BOOK YOUR WEDDING CEREMONY

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The Kent Registration Service would like to congratulate you on choosing Tenterden Town Hall for your ceremony. There are now some things you have to do to ensure a Registrar and Celebrant are booked to conduct your ceremony.

### **Booking**

Once you have confirmed your booking Town Hall staff will enter your details onto an online booking system. This notifies your local Ceremonies Team of your provisional booking. The Ceremonies Team will then email or send you a booking confirmation letter.

### **Fees**

- (1) A non-refundable booking confirmation fee is payable to Kent County Council within two weeks of receiving the booking confirmation letter. If the booking confirmation fee is not received within two weeks, then unfortunately your booking will be cancelled.
- (2) A ceremony fee also applies. This can be paid at any time up to 16 weeks before your wedding day. Once this payment has been received, your Ceremony Choices Pack will be sent to you so you can personalise your ceremony.

### **Legal preliminaries (Notice of Marriage/Civil Partnership)**

Before your ceremony, you will have to give a 'notice of marriage or civil partnership' in the district where you live. This notice must be given in person by each of you at your local registration office and is valid for 12 months. There is a 28 day waiting period after giving notice before the marriage can take place. If either of you are a Non-EEA National, this waiting period may be extended to 70 days before you can get married. We therefore recommend you do not delay giving your notice of marriage.

You will need to bring certain documents with you to the appointment; this will depend upon personal circumstances. We will advise you of this when you book.

**Please see our website for fees, full details on legal preliminaries and our Terms and Conditions - [www.akentishceremony.com](http://www.akentishceremony.com)**

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### **Please note:**

Only a civil, non-religious ceremony can be permitted by the Kent Registration Service at a Kent or Bexley venue.

If you wish to make any changes to your ceremony booking, please let Kent County Council and Town Hall staff know immediately. Please note any changes to your confirmed booking, including cancellation, will incur additional fees.

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## **FEES CHARGED BY KENT COUNTY COUNCIL'S REGISTRATION SERVICE, VALID FROM 26<sup>TH</sup> APRIL 2021 UNTIL 31<sup>ST</sup> MARCH 2022.**

Please note that these fees are paid to the registration service, which will contact you in due course, and are **NOT** payable to Tenterden Town Council.

<b>BOOKING FEE.</b>	
Booking confirmation fee (non-refundable)	£75.00

<b>LEGAL PRELIMINARIES.</b>	
Notice of marriage or civil partnership must be given in a Register Office (separate notice must be given by both parties)	£35.00 (each)
If you are a non-EEA national and will fall within scope of the Immigration Act 2014 referral scheme (fee applicable to both parties)	£47.00 (each)

<b>APPROVED PREMISES (APs) CEREMONY FEE</b> for ceremonies taking place between 26 <sup>th</sup> April 2021 and 31 <sup>st</sup> March 2022. Please note: these fees do not include those charged by the venue.	
Monday to Friday	£520.00
Saturdays, Sundays and Bank Holidays	£710.00

<b>THE FOLLOWING FEES MAY ALSO APPLY.</b>	
Booking cancellation fee	£60.00
Ceremony Amendment Fee	£35.00
Marriage or Civil Partnership Certificates (ordered the day before)	£11.00 (each)
Commemorative Certificates	£4.50 (each)