

HORNSEA TOWN COUNCIL

YOUR WEDDING AT HORNSEA TOWN HALL



*The following pages contain the information you need to plan your Wedding and Reception at Hornsea Town Hall. Your wedding day is one of the most important days of your lives and with that in mind every member of staff will assist in any way they can to make sure that we have done everything in our power to make your Wedding Day
'A Perfect Day to Remember'*

HORNSEA TOWN COUNCIL

75a Newbegin, Hornsea, East Yorkshire, HU18 1PA. Tel: (01964) 532252

TARIFFS AND BOOKING

Wedding Ceremonies

The Town Hall, Hornsea has been approved by the East Riding of Yorkshire Council for the solemnization of marriages in pursuance of Section 26 (i) (bb) of the Marriages Act 1949 and the registration of civil partnerships in pursuance of Section 6 (3A) (a) of the Civil Partnership Act 2004. Please ensure that you check with the registrar for availability prior to booking the Town Hall.

We are pleased to offer you the following rates:

Wedding Ceremony only:-

Hire of the Jubilee Room (Top Floor) – up to 30 persons	£150.00
Hire of the Grosvenor Room (1 st Floor) – up to 160 persons	£200.00
Hire of the Hall Garth Room (Ground Floor) – up to 120 persons	£200.00

Wedding Reception Only:

Hire of the Grosvenor Room (1 st Floor) – up to 160 persons	£250.00
Hire of the Hall Garth Room (Ground Floor) – up to 120 persons (Half day 10am to 5pm or 6pm to 12 midnight)	£250.00
Either room for the full day 10am to 12 midnight	£400.00
Entire Building	£600.00

Wedding Ceremony and Reception:

Hire of the Jubilee Room (Top Floor) – up to 30 persons	£350.00
Hire of the Grosvenor Room (1 st Floor) – up to 160 persons	£500.00
Hire of the Hall Garth Room (Ground Floor) – up to 120 persons	£450.00
Entire Building	£750.00

ALL PRICES ARE INCLUSIVE OF VAT

We will endeavour to ensure that no other bookings are made on the day of your wedding. However, to make certain we would recommend that the entire building is booked for the day. 10am to 12 midnight

All prices are subject to change on the 1st April each year any bookings made prior to this date will be honoured at the cost at the time of booking.

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It is the responsibility of the Bride and Groom to apply to the Registrar and make arrangements with them, **the Registrar's fee is an extra cost to be met by you.**

East Riding of Yorkshire
The Register Office
Walkergate House
Walkergate
Beverley
East Yorkshire
HU17 9EJ
Tel: 01482 393600

Monday – Thursday 9.00am – 4.30pm, Friday 9.00am – 4.00pm, Saturday 9.00am – 12.00
An appointment system is in operation.
Closed first Wednesday pm each month

EAST RIDING OF YORKSHIRE REGISTRATION OFFICES

If you live in the East Riding you may give your notice of marriage or civil partnership or enquire about any of the other services offered at any of the following registration offices:-

Registration Office, Bridlington	Tel: 01482 393570
Registration Office, Cottingham	Tel: 01482 393565
Registration Office, Driffield	Tel: 01482 393600
Registration Office, Goole	Tel: 01482 393580
Registration Office, Hedon	Tel: 01482 393600
Registration Office, Hessle	Tel: 01482 393600
Registration Office, Hornsea	Tel: 01482 393600
Registration Office, Pocklington	Tel: 01482 393574
Registration Office, Withernsea	Tel: 01482 393600

To locate any of the above offices please visit:

www.eastriding.gov.uk/registration-services/registration-office-finder

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TRADING TERMS AND CONDITIONS OF BOOKING

All bookings are accepted subject to the terms and conditions set out below, and these will be deemed to apply to all events held at Hornsea Town Hall unless they have been specifically varied in writing.

Booking

Prior to booking please make an appointment to see Mrs Chris Berry to discuss your specific arrangements regarding your Ceremony or Reception.

Bookings not accepted

Hornsea Town Council reserves the right to refuse bookings not deemed suitable for the Town Hall or grounds. Hornsea Town Council reserves the right to cancel any booking if the Town Hall becomes unavailable due to circumstances beyond its control. Hornsea Town Council will however take reasonable steps to fulfil the booking to the best of its ability, if we are unable to accommodate your wedding your deposit will be refunded in full.

Deposit

In order to secure a particular date for your Ceremony or Reception we require a 20% non-refundable deposit.

Final Payment

Payment of the balance of the invoice should be received by Hornsea Town Council no later than 4 weeks prior to the event.

Threat to Property

The Client is under the express obligation to respect the property, its contents and the employees of Hornsea Town Council.

Hornsea Town Council will take whatever action it considers necessary to protect the property, its contents and its employees if they feel that they are being threatened in any way by the action of the client, or its guests, entertainers or suppliers. Hornsea Town Council will not accept any liability for any loss or damage that the client may suffer under these circumstances.

Damage

The client shall indemnify Hornsea Town Council against any damage or loss howsoever caused by the client and its guests, entertainers or suppliers to the property and its contents and any vehicles, sound and lighting equipment or any other equipment on hire or situated at Hornsea Town Council and to its employees, suppliers or visitors.

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Personal Liability

Hornsea Town Council and its employees accept no responsibility for death, personal injury, damage to or loss of personal property incurred at Hornsea Town Hall and the client and its guests, entertainers or suppliers enter onto Town Council property at their own risk.

Regulations

All guests using Hornsea Town Hall property must comply with all regulations concerning licensing, fire and health and safety. Hazardous or dangerous items may not be brought into the Town Hall.

External Entertainment

It is the responsibility of the third party to provide all risk assessments and insurance for all activities conducted at Hornsea Town Council premises.

Useful Information

- CD's of your chosen music are permitted, on the condition that they do not have any religious connotations.
- Confetti is not permitted inside in building. The use of Bio-degradable Rice Paper or Rose Petals is permitted to be thrown within the boundary of the building and Hall Garth Park.
- Photographs may be taken in Hall Garth Park.
- Fireworks are not permitted indoors but may be permitted outdoors with prior consent.
- Chinese Lanterns are not permitted.
- Helium balloons are not permitted inside the building as it interferes with the alarm system.
- No candles or naked flames are permitted within the building.
- Wine and champagne can be stored at the Town Hall during the week running up to the wedding (not refrigerated).
- We do not have the facility to store the wedding cake; however, it may be left in the kitchen at the owner's risk.
- Tablecloths, cutlery, crockery, glassware and cake knife are all provided by Hornsea Town Council and are included within the cost.
- A lift is available for anyone who finds stairs difficult.
- A stage is available.
- There is free parking available to the rear of the building on Cinema Street Car Park.

WEDDING CHECK LIST

WEDDING DATE: _____

TIME OF ARRIVAL: _____

CEREMONY to be held in: Jubilee Room/Grosvenor Room/Hall Garth Room

TIME: _____

REGISTRAR BOOKED: YES NO

No. OF GUESTS: _____

RECEPTION to be held in: Jubilee Room/Grosvenor Room/Hall Garth Room

IS FULL VENUE BOOKED: YES NO

TIME: _____

No. OF GUESTS: _____

ANY SPECIAL REQUESTS: _____

FOR OFFICE USE ONLY
DEPOSIT:

Amount paid: £ _____

Date:

Received:

Final Payment: £ _____

Due By:

Received: