



LEDBURY TOWN COUNCIL

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WEDDING CEREMONY IN JACOBEOAN ROOM

Thank you for your enquiry regarding our lovely Jacobean Room for your wedding ceremony.

I am enclosing a Booking Form with Terms and Conditions for the Room Hire. The total hire charge is £265.00 for the room, this comprises a deposit of £60.00 which is required to secure your booking with the balance of £205.00 due 28 days prior to the Ceremony. We accept payments by cash, card or cheque.

The Jacobean Room has a capacity of 28 Seated Guests, 12 Standing Guests plus one wheelchair or push chair.

Please note that the Jacobean Room hours for dropping any items off for your Wedding is 10:00am - 4:30pm.

If you would like to view the Jacobean Room, have any questions or would like to speak with our Wedding Co-ordinator, Jill Jupp, you can contact her directly on weddingcoordinator@ledburytowncouncil.gov.uk or 07946 519093. Jill will be there on the day to ensure the comfort of you and your guests. She will also ensure that the room is suitably laid out and that any personal requests, e.g. music and décor, are accommodated.

One thing that we ask you to note is that you must book your registrar separately with Hereford Register Office, who can be contacted on 01432 260565 or you can make your booking at <https://www.herefordshire.gov.uk/births-deaths-marriages/organise-marriage>.

I look forward to hearing from you.