



LEDBURY TOWN COUNCIL

Marriage / Civil Partnership Ceremony Room Booking Form

Date of Ceremony:

Time of Ceremony:

Registrar Booked:

Yes / No

Name:

Address:

Contact Phone
No's:

Home:

Mobile:

Email:

AND

Name:

Address:

Contact Phone
No's:

Home:

Mobile:

Email:

Please make cheques payable to "Ledbury Town Council".

If you would like to pay by Bank Transfer please find our details below:

**If you have any questions concerning this Booking Form please contact our
Admin Officer Telephone 01531 632306 or email
admin@ledburytowncouncil.gov.uk**

Our account info for payment via BACS

Account No: 07624736 Sort Code: 30-94-14

Please quote your Name as a reference.

We also accept Credit Card payments either over the phone or in person.

Church Street, Ledbury, Herefordshire, HR8 1DH Tel. (01531) 632306

Email: admin@ledburytowncouncil.gov.uk Website: www.ledburytowncouncil.gov.uk



LEDBURY TOWN COUNCIL

Deposit: (Minimum £60.00 non-refundable)	£	Paid on:		Invoice No.:	
Balance to pay:	£	Due on:			
Total:	£265	Paid in full on:		Receipt No.:	

I agree to the terms and conditions attached.

Signed:

Date:

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LEDBURY TOWN COUNCIL

Terms and Conditions

To avoid any misunderstanding in respect of your booking, the following Terms & Conditions apply to all bookings relating to ceremonies held in The Panelled Room of the Town Council Offices.

Booking Confirmation

Any booking is considered provisional until the booking form is completed and returned to Ledbury Town Council, together with a non-refundable deposit of £60.00. Once received, this will be deemed as your acceptance of these terms and conditions.

Payment

The remaining balance is to be paid 28 days prior to the ceremony. Payment must be made in Pounds Sterling.

Damage to Property & Premises

The Town Council Offices is a Grade II Listed Building. Due to its historical nature you will be not be permitted to decorate the room in any way that involves attaching decorations to the walls unless there is an existing fitting. Under no circumstances will you be permitted to attach anything to the walls, use nails or any other potentially damaging material. Penalty fees apply to anyone found misusing the building or causing damage. You will be liable for any loss, damage or breakages to Town Council property caused by yourselves or your guests.

No Smoking

Smoking is only permitted outside the venue.

Presents and Personal Effects

The Town Council does not accept responsibility for presents or personal effects left on the premises; please ensure you have adequate insurance for this and that you remove all items of value on the day itself.

Supplier Contacts

The Town Council Offices is a ceremony only venue and does not take any responsibility for any reception venue or supplier you use.

Alcohol

No alcohol may be brought to the venue on the day without prior consent. Under no circumstance must alcohol be sold on the premises.

Punctuality

The ceremony must start at the specified time. Changes will not be permitted unless previously agreed.

Liability of the Company

Ledbury Town Council shall not be liable for any breach of the terms and conditions or delay or failure in providing services as a result of causes beyond its reasonable control including (but not limited to) fire, flood, strikes, delays in transportation, power failure, failure of services or inability to obtain the necessary information or consent from any authority.

Please note that access to the Jacobean Room hours are 10:00am - 4:30pm, this includes dropping any items off for your upcoming wedding.

Clerk to Ledbury Town Council
22.06.2026

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