

*A Truly Unique and Historic Venue...
...with modern versatility*



Located in the centre of the ancient Cinque Port of Sandwich, the Guildhall dates back to 1579, during the reign of Queen Elizabeth I.

Elizabeth I's visit to Sandwich in 1563 is just one of several historic events commemorated artistically in the Court Room at the Guildhall. The Court Room, which is licensed for civil wedding ceremonies and civil partnerships, is oak-paneled throughout. With several stained glass windows and paintings dating back to the Seventeenth Century, it offers an atmospheric and unusual venue for your special day, accommodating up to sixty guests (besides the happy couple). It is also licensed for renewal of vows and baby naming ceremonies.

In addition, the Guildhall offers a choice of two reception rooms, as well as use of bar and kitchen facilities, so it is possible to have your ceremony and your celebration all in one location. The oak-paneled Jury Room is a picturesque venue for receptions of eighty-five to a hundred people. If you have a larger party to accommodate, the modern Main Hall can hold up to two hundred guests. We also offer a discount on the cost of hiring the Court Room for your ceremony if you are a local resident, registered on the Sandwich electoral roll.

We look forward to welcoming you to the Guildhall!

Our Service

Sandwich Town Council does not offer a comprehensive wedding or civil partnership service. Instead we prefer to leave you with the freedom to use caterers, florists, photographers and other suppliers of your choice.

Our website, http://www.sandwichweddings.co.uk/wedding_suppliers.htm

has a list of suppliers which - though it is not exhaustive and bears no recommendations from us - may give you an idea of what is available. It also includes a list of local hotels, B&Bs and other accommodation (again, this list is not exhaustive and we cannot offer any recommendations).

We will put you in initial contact with Kent Registration Service, who will take you through the necessary legalities and will provide the registrar for your ceremony. Please note that they will charge you separately for their services, which are not included in the fees for hiring rooms at the Guildhall. For your information, this pack includes a list of Registration Service fees for 2019/2020.



We have certain terms & conditions of use in place to respect and conserve the historic nature of the Court Room and the Guildhall, and to meet certain legal and health & safety requirements. We ask you to take special care to note these terms & conditions. If you have any questions about this or any aspect of our service, please do contact us on 01304 617197. or email enquiries@sandwichtowncouncil.gov.uk

SANDWICH TOWN COUNCIL

Guildhall, Cattle Market, Sandwich, Kent CT13 9AH

Tel: 01304 617197

enquiries@sandwichtowncouncil.gov.uk

**APPLICATION FOR WEDDING / CIVIL PARTNERSHIP CEREMONY IN
COURT ROOM, GUILDHALL**

Please complete and return this form to Sandwich Town Council, Guildhall, Cattle Market, Sandwich CT13 9AH.

Any personal information given in this application will be kept in strictest confidence.

1. Name of Person 1

Where is your home address? (please tick)

In Kent

In Bexley

In England & Wales

Outside England & Wales

What country issued / would issue your passport?

Person 1 details

Title (please circle) Mr / Mrs / Miss / Ms / Dr / Prof / Other.....

First name Other names

Surname

The name you would like to be called during the ceremony:

(ie Len / Leonard)

Primary Contact? Y / N (please circle)

Contact telephone number

Second contact telephone number

Address:

Property name / number

Street name Area

Town Postcode

Preferred method of contact (please tick) Email..... Post.....

E-Mail address

Electoral Registration No. if resident in Sandwich
(This information can be obtained in the Town Clerk's Office)

2. Name of Person 2

Where is your home address? (please tick)

In Kent

In Bexley

In England & Wales

Outside England & Wales

What country issued / would issue your passport?

Second Person details

Title (please circle) Mr / Mrs / Miss / Ms / Dr / Prof / Other.....

First name Other names

Surname

The name you would like to be called during the ceremony:

(ie Len / Leonard)

Contact telephone number

Second contact telephone number

Address:

Property name / number

Street name Area

Town Postcode

Preferred method of contact (please tick) Email..... Post.....

E-Mail address

Electoral Registration No. if resident in Sandwich
(This information can be obtained in the Town Clerk's Office)

Will you be supplying an interpreter to assist with the registrar?.....

2. Date Proposed for the Ceremony :

3. Time of Ceremony :

4. Rehearsal date if required :

5. Number of Guests :

6. Name of 2 Ushers (required if more than 20 Guests):
.....
.....

7. Will you provide your own floral arrangements ? **Yes / No**
(If *Yes*, please let us know in advance the time you or your florist will wish to have entry to the Court Room).

8. Are you providing music for the ceremony ? **Yes / No**
(If *Yes*, this may be a compact disc or tape but must be secular in its content – i.e. no hymns, worship songs or other music with a religious theme. Music must be handed to the Superintendent Registrar under whose control it will be used. The signatories to this application become automatically responsible for ensuring compliance with Performing Rights and Phonographic Performance requirements).

9. The Registration Service has advised that marriages at approved premises may be followed by a celebration, commemoration or blessing but not a religious marriage ceremony.

Will you require additional time for a further formality? **Yes / No**

10. Will you require the Main Hall or Jury Room for the reception in addition to the Wedding / Civil Partnership Ceremony, if the rooms are available? **Yes / No**

If *Yes* please tick the accommodation required:

Main Hall / Bar / Kitchen

Jury Room / Bar / Kitchen

It will be necessary to complete a separate application form to hire these rooms – a copy of this form is included with this information pack.

11. Booking and Payment : No booking shall be confirmed nor shall any agreement exist unless a booking deposit of £100 has been paid to Sandwich Town Council..

The balance of the booking fee and a deposit against damage/confetti thrown is due 60 days prior to the date of the ceremony. In the event that the room is booked within 60 days of the ceremony, then the full amount is payable upon application.

12. Refunds : The monies paid to Sandwich Town Council in respect of booking a room for a Marriage / Civil Partnership Ceremony, less 50% of the deposit, will be refunded provided at least 60 days notice is given of cancellation of the event. If less than this notice is given then no refund will be made of the deposit. The fees retained by the Sandwich Town Council will be to defray administration costs and loss of other potential bookings.

13. Declaration :

I understand that I am responsible for compliance with the requirements listed above and I accept the conditions unreservedly.

Signed Date

* I enclose herewith a cheque for £100 (payable to “SANDWICH TOWN COUNCIL”) to cover the deposit for booking the room. The balance of the booking fee, together with £50 deposit against damage/confetti thrown, will be due 60 days prior to the Wedding / Civil Partnership ceremony.

* I enclose the full booking fee plus £50 deposit against damage/confetti thrown.

(* Please delete as appropriate)

**TERMS AND CONDITIONS OF HIRE OF COURT ROOM, THE GUILDHALL,
SANDWICH
FOR A MARRIAGE CEREMONY / CIVIL PARTNERSHIP CEREMONY**

1. As the Kent registration service allow couples to personalise their Marriage / Civil Partnership Ceremony, Sandwich Town Council will do all it can to arrange the room as you wish to have it. However, because of the nature of the room, it will normally be arranged as for a Court.
2. Silk flower arrangements can be provided in the Court Room, should you choose not to provide your own floral arrangements.
3. Equipment is available for playing your CDs during the Ceremony and they must be secular only (i.e. no hymns, worship songs or other music with a religious theme). Persons booking a Ceremony in the Court Room will be responsible for ensuring compliance with Performing Rights and Phonographic Performance requirements.
4. Ushers will be required to be provided by the hirer of the Court Room if more than 20 guests are likely to be in attendance.
5. No smoking is allowed in the Court Room and no food or drink is to be consumed or confetti thrown in the room prior to or after the Marriage / Civil Partnership Ceremony.
6. Fixing of floral and other decorations: nothing shall be fixed to the walls, fixtures or fittings with pins, nails, screws or adhesive tape. Please consult the Town Clerk or Town Sergeant if you wish to decorate the Court Room.
7. Your guests will be given the opportunity to take photographs in the Court Room after your Ceremony. Please advise guests that flash lights must not be pointed directly at the paintings within the room (the paintings can be damaged by flash lights).
8. A video camera may be used in the Court Room provided the operator remains stationary and does not do anything which would constitute a distraction to the Ceremony. The operator may only stand in a position agreed with the Superintendent Registrar. No additional lighting may be used (our paintings may be damaged by certain types of lighting).
9. **Fees: Please note these do not include the charges made by the Registration Service.**

The fees payable for use of the Court Room for your Marriage Ceremony / Civil Partnership Ceremony in 2019/2020 are as follows:

Monday – Friday	:	£279	
Saturday	:	£389	See below for Sandwich
Sundays/Bank Holidays	:	£441	residents reductions

For rehearsals a charge of £30 per hour or part thereof will be made (for example, a rehearsal that took one and a half hours would be subject to a fee of £60).

10. Reduction for Sandwich residents : A reduction of £50 on the above hire prices will be made for residents of Sandwich. Please note that Sandwich Town Council will only accept the name of one of the persons being married / engaging in a civil partnership on the electoral register for Sandwich.
11. Booking deposit: No booking shall be confirmed nor shall any agreement exist unless a booking deposit of £100 has been paid to Sandwich Town Council.

The balance of the booking fee and a deposit against damage / cleaning (please see below) is due 60 days prior to the date of the ceremony. In the event that the room is booked within 60 days of the ceremony, then the full amount is payable on booking.

12. Damage / cleaning deposit : A £50 returnable deposit will be charged against damage to the Court Room or for cleaning should confetti be thrown within the building. A separate cheque is preferred.
13. Receptions: Hire charges for our reception rooms are as follows:

Main Hall (accommodates up to 200 people)

- Main Hall: Monday to Thursday: £185.00 - Friday & Saturday: £315.00
- Use of Kitchen for Light Refreshments: £50.00
- Use of Kitchen for Hot Meals: £95.00
- Hire of Bar area: £60.00
- Preparation / Setting up on previous day: £75.00

Jury Room (accommodates up to 100 people)

- Jury Room: Monday to Thursday: £95.00 - Friday & Saturday: £160.00
- Use of Kitchen for Light Refreshments: £30.00
- Use of Kitchen for Hot Meals: £70.00
- Hire of Bar area: £60.00
- Preparation / Setting up on previous day: £55.00

Where the Main Hall or Jury Room are used for the reception in addition to the Marriage/ Civil Partnership Ceremony in the Court Room, a reduction equivalent to 10% of the normal hire charges will be given. The Town Clerk or Town Sergeant will be happy to arrange for you to view these rooms and assist in any way they can.

14. Refunds : The monies paid to Sandwich Town Council in respect of booking a room for a Marriage / Civil Partnership Ceremony, less 50% of the deposit, will be refunded provided at least 60 days notice is given of cancellation of the event. If less than this notice is given, then no refund will be made of the deposit. The fees

retained by Sandwich Town Council will be to defray administration costs and loss of other potential bookings.

If you understand and agree to these terms & conditions and would like to go ahead with your Marriage / Civil Partnership Ceremony in the Court Room, please complete the attached form and return it, with the appropriate deposit/fee, to:-

**Sandwich Town Council
Town Clerk's Office
Guildhall
Cattle Market
Sandwich
CT13 9AH**

Tel No. 01304 617197

Email: enquiries@sandwichtowncouncil.gov.uk