

# WEDDING BOOKING FORM

Cookley Village Hall

Lea Lane, Cookley, Worcestershire

DY10 3RH

## CONTACT INFORMATION



Full Name



Phone Number



Email Address



Home Address

## WEDDING DETAILS

Event Date

Number of guests

Arrival Time

Departure Time

*Final numbers are required 2 weeks before event*

When would you like access to the venue for set up and clear down?

*\*We ask guests to pre-book taxis to prevent unnecessary noise outside after closing time*

## ALCOHOL & BAR

Bar to be open from

*Last orders are 11.30pm*

*All drinks must be purchased onsite*

Welcome drinks required

Yes

☐

No

☐

Drinks for toast required

Yes

☐

No

☐

## ROOM LAYOUT & SETUP

The Main Hall can seat 100 banquet style, dependant on the size of dance floor area required.

Trestle tables can seat 8 around. 5ft round tables can seat 10 around.

**Please tell us how you would like the room to be set up**

Buffet tables required **Yes** ☒ **No** ☒ **Amount**

**Examples of room layouts**

Party style with rectangle tables (max 12)  
Banquet style with circular tables (max 10 to seat 100)  
Banquet tables with a Top Table

## PACKAGES

Which wedding package would you like? For more information on our wedding packages, please visit our website  
[www.cookleyvillagehall.co.uk](http://www.cookleyvillagehall.co.uk)

### Wedding Packages

Sapphire



Emerald



Ruby



Diamond



## CATERING

Kitchen Required

Yes

☒

No

☐

### Catering Packages

Bronze

☒

*Cold Finger Buffet*

£5 per person

Silver

☒

£7.50 per person

Gold

☒

£10 per person

Catering package options are tailored to your preferred requirements.  
Our caterer will contact you to discuss your options

**Name & Contact Details of Caterers (if applicable)**

## MUSIC & ENTERTAINMENT

Will there be any music or entertainment?

Yes

☒

No

☐

*We require all music to be  
switched off at 11.30pm*

If yes, please provide details (e.g disco,  
live music)

*We require public liability  
insurance and all items to  
be PAT tested*

Please provide contact information of  
the people providing your entertainment

## PAYMENT

### Payment Details

Refundable Deposit: £500

Room Hire Charge: £

Cost of Extras: £

Total Costs: £

### Payment Type

Online bank transfer to Cookley Playing Fields & Village Hall  
Lloyds Bank

Sort Code: 30-92-93

Account Number: 69186360

*For cancellation charges see Terms & Conditions at  
[www.cooklevillagehall.co.uk](http://www.cooklevillagehall.co.uk)*

## IMPORTANT INFORMATION

I have read and understood the Terms & Conditions of Hire for Cookley Village Hall found at [www.cooklevillagehall.co.uk](http://www.cooklevillagehall.co.uk)

☐

I agree when hiring, a refundable deposit of £500 is required and will be refunded within 28 working days after the event if the Hire Terms & Conditions have not been broken

☐

I confirm the booking details are correct

☐

I am over 21 years old

☐

**Print Name**

**Sign**

**Date**