

Wedding Booking Form

1. Names of the Bridal Party

2. Contact Details:

Telephone Nos

Email Address(s)

Address

3. Wedding Date

4. Suppliers

We can recommend a number of suppliers however if you already know who you will be using for your event please provide the names of the companies below to assist with any set up arrangements. Also, we do require each of the suppliers to forward copies of their own insurance to us prior to the wedding date.

Marquee / Tent

WCs

Caterer(s)

Music / DJ

Other

5. Hire Charge

Our venue charges are shown below:

2020: £1,250

2021: £1,250

A non-refundable deposit of 50% of the hire charge is payable on booking and the balance is required two weeks prior to the wedding date. Payments may be made via cheque payable to Glevering Estate and posted to The Estate Office, Glevering Hall, Woodbridge, IP13 0EU. Alternatively a BACS transfer can be made to Account No. 44563968 Sort Code: 30-99-85.

Confirmation of payment together with this booking form will secure your booking for your wedding. Please sign and return this form to enable us to document your requirements correctly.

Signed _____ Dated _____

May I take this opportunity to thank you for your wedding booking at Glevering Estate. We are delighted you have chosen our venue for your event and are very much looking forward to helping you create a bespoke wedding. If you have any queries regarding the booking please do not hesitate to contact us.



Kathryn Hurlock

On behalf of Glevering Estate