

CHARLTON HOUSE

APPLICATION FOR USE OF PRIVATE ACCOMODATION FOR CIVIL MARRIAGE / PARTNERSHIP CEREMONY

OFFICE USE ONLY
PSINV
DIARY
RET DEP

DETAILS OF CEREMONY

DAY _____

DATE _____

TIME _____

DETAILS OF APPLICANTS

FULL NAMES OF APPLICANTS _____

ADDRESS _____

Contact telephone day _____ Evening _____

Name of person to be contact during the function _____

I WISH TO BOOK A CEREMONY IN

(PLEASE DELETE) LONG GALLERY / GRAND SALON / OLD LIBRARY

NUMBER OF GUESTS _____

DRINKS RECEPTION

DRINKS RECEPTION YES / NO

THE GRAND SALON IS AVAILABLE FOR A SHORT DRINKS RECEPTION OF UP TO ONE HOUR,
FOLLOWING THE CEREMONY

SUPERINTENDENT REGISTRAR AND REGISTRAR OF MARRIAGES

**THE HIRER IS RESPONSIBLE FOR ALL ARRANGEMENTS FOR THE ATTENDANCE
OF THE REGISTRAR.**

I HAVE READ THE GREENWICH COUNCIL'S RULES AND CONDITIONS OF HIRE AND WILL ENSURE
THAT THESE ARE COMPLIED WITH.

I ENCLOSE THE SUM OF £ _____ AS THE HOLDING DEPOSIT AND AGREE TO PAY THE BALANCE
NOT LESS THAN ONE MONTH BEFORE THE DATE OF HIRE.

SIGNED _____ **DATE** _____

TERMS & CONDITIONS OF HIRE

We have set out below the index to the Terms & Conditions in the form of a checklist. We ask that you put a tick in the relevant boxes, noting any specific items listed within each section. Should you require any further help regarding anything contained in the document, contact the Management Team at either Charlton House, Glyndon Community Recreation Centre (as appropriate) or Principal Community Officer, based in the Directorate of Public Services.

Booking	See 1	<input checked="" type="checkbox"/>
Payment & Deposits	See 2	<input type="checkbox"/>
Charges	See separate rate sheet	<input type="checkbox"/>
Hire Times	See 2.4 & 2.5	<input type="checkbox"/>
Cancellations	See 3	<input type="checkbox"/>
Hirer's responsibility	See 4	<input type="checkbox"/>
Breaches of Hire	See 4.1	<input type="checkbox"/>
Behaviour of Guests	See 4.2 & 4.5	<input type="checkbox"/>
Fire Regulations	See 4.9	<input type="checkbox"/>
Candles	See 4.10	<input type="checkbox"/>
Smoke Machines	See 4.10	<input type="checkbox"/>
Balloons	See 4.10	<input type="checkbox"/>
Confetti	See 4.5	<input type="checkbox"/>
Children	See 4.11	<input type="checkbox"/>
Rubbish	See 4.13	<input type="checkbox"/>
Noise	See 4.14	<input type="checkbox"/>
Council's Responsibilities	See 5	<input type="checkbox"/>
Alcohol	See 6	<input type="checkbox"/>
Restrictions	See 7	<input type="checkbox"/>
Number Limitations	See 7.4	<input type="checkbox"/>
Catering / kitchen	See 7.7	<input type="checkbox"/>
General	See 8	<input type="checkbox"/>