

WEDDING RECEPTION WEEKEND ADDITIONAL INFORMATION

Please complete and return this form at least 1 month prior to your wedding date

1) Date of wedding	
2) Bride and Groom names	
3) Ceremony	Name and contact details of venue where your wedding ceremony is being held: Time of ceremony:
4) Set up arrival time (Friday)	Access required from: <i>Note: The terms of your hire allow for access to the hall for set up from 3pm on the Friday</i>
5) Wedding day arrival times (Saturday)	Access required from: <i>Note this is the time the hall will be unlocked for access on your wedding day, it is usually the caterer that requires earliest access</i> Day guests arrive at: Bride and Groom arrive at:
6) Bar	What time do you require the bar to be open? From: To: <i>Note: our latest bar closing times are 12pm Friday & Saturday and 11pm Sunday to Thursday</i> If you have ordered drinks in advance via the bar for welcome, table or toasts do you require use of the hall's additional glassware? Please specify number Champagne Flutes: Wine Glasses: Water Glasses:
7) Caterer	Name and contact details of caterer:
8) Other suppliers	Please provide details of any other suppliers or services that will require access to the hall prior to your event (eg. wedding coordinator, linen, cake, flowers, balloon deliveries etc)
9) Sound system	Do you require access to the hall's sound system? If yes, do you require use of our microphones?

10) Wedding breakfast	<p>Total number of day guests:</p> <p><i>Note: the hall holds a maximum of 135 seated based on 12 tables of 10 and a top table of 15</i></p>
11) Evening reception	<p>Total number of evening guests:</p> <p>Music starts at (time): Music ends at (time):</p> <p><i>Note: Our music licence is until 00:30 Friday & Saturday and 23:00 Sunday to Thursday</i></p>
12) Clear up	<p>Bar staff will lock the hall at the end of your event. What time do you require access the following morning for clear up?</p>
13) Emergency contact	<p>Please provide the name and mobile phone number of a nominated individual who will be your emergency contact on the day:</p>
14) Additional information	<p>Please use this space to provide any additional information that you think may be useful for us to know about your day:</p>

SIGNED:

Date:

Please complete, save and return this form to: arkholmevillagehall@gmail.com or print and return by post to: AVH Bookings, Thorneycroft, Arkholme LA6 1AZ