



**WEDDING ROOM BOOKING FORM**

<b>Names of the couple</b>		1 _____	
		2 _____	
<b>Date of the Wedding</b>	_____	<b>Time of Wedding</b>	_____
		<b>Approx. number of guests</b>	_____
<b>Contact Address and Postcode</b>		_____	
		_____	
		_____	
<b>Contact Telephone Number</b>		_____	
<b>Contact email address</b>		_____	
<b>Deposit Amount and Date paid</b>		_____	
<b>Balance Due Date</b>		_____	
<b>Full Balance and Date Paid</b>		_____	

**Please read our terms and conditions of booking overleaf.**

**I have read, understood and agree to abide fully by the Terms and Conditions of Booking.**

**Signature ..... Print Name ..... Date .....**

## TERMS AND CONDITIONS OF BOOKING

1. All provisional bookings will be held for 14 days then automatically cancelled unless a signed copy of these terms and conditions is received along with a deposit of £100 which is **non-refundable**.
2. Should you be forced to postpone your booked date, the original deposit paid to the Council may be transferred to another date (subject to availability).
3. The full balance is to be paid no later than 28 days before your event (VAT at the standard rate is included in the price).
4. If you cancel a confirmed reservation less than 6 months in advance of the booked date, the Council reserve the right to claim 50% of the total anticipated charges, unless a booking is obtained for the same date from a third party on no less favourable terms.
5. The wedding room is available for the ceremony only. The Council does not have facilities for wedding receptions or evening functions.
6. No food or drink may be sold or consumed in the wedding room in which proceedings take place for one hour prior to or during those proceedings.
7. The Council expects that you, your clients, guests and any people working for you to be respectful of the fixtures and fittings (including all artworks, ornaments and artefacts) within the wedding room and other areas of the Town Hall building. You will be held responsible for any damage caused to the wedding room, Town Hall building and its fixtures, fittings and contents howsoever caused by yourself, your guests and any person working for you and agree to pay for such damage or loss of business caused as a result.
8. The arrangements for the content of the proceedings must meet with prior approval of the Superintendent Registrar of the district, or the registration authority of the area, as the case may be, in which the approved premises are situated:
  - 8.1 Any proceedings conducted on approved premises shall not be religious in nature.
    1. In particular, the proceedings shall not:
      - a) include extracts from an authorised religious marriage service or from sacred religious texts;
      - b) be led by a minister of religion or other religious leader;
      - c) involve a religious ritual or series of rituals;
      - d) include hymns or other religious chants; or
      - e) include any form of worship.
    2. But the proceedings may include readings, songs or music that contain an incidental reference to a god or deity in an essentially non-religious context.
    3. For this purpose, any material used by way of introduction to, in any interval between parts of, or by way of conclusion to the proceedings shall be treated as forming part of the proceedings.

9. Please note that Fylde Borough Council shall not accept responsibility for any personal belongings in the wedding room or other areas of the Town Hall and all such belongings shall be removed from the premises after the event.
10. The use of confetti is **not** permitted in the grounds of the Town Hall.
11. You or your guests shall not attach anything to the walls of the premises without the prior permission of the Council.
12. Smoking – The Council is a non-smoking council and smoking is not permitted on any council property. Smoke-free means smoking is not permitted anywhere on Fylde Council owned or occupied premises (this includes all areas up to the perimeter) or in Fylde Council vehicles. There are NO exceptions to this rule for staff, visitors or contractors.
13. You and your guests must vacate the premises as soon as reasonably practicable after the conclusion of the ceremony and, in any event, when directed to do so by a representative of the Council.
14. Please tick box if you are happy for photographs to be taken of you at the ceremony for advertising purposes.

**PRIVACY NOTICE** - Here at Fylde Council we take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us or have consented to us providing. To satisfy the requirements of the General Data Protection Regulation, the council is obliged to make it clear to you how we use your personal data, who we might share it with and to give you certain other information.

**What do we do with the information you give us in wedding room booking form?**

We use the information to process your application for the hire of the council's reception room for a wedding ceremony. We will also use it to issue you with an invoice for the cost of the hire or to send you a reminder when any outstanding payments become due. We process your information for these purposes so we can fulfil the legal obligations we have with you.

You do not have to give us the personal information that we ask for, but if you do not, we will not be able to process your application and complete the booking of the room.

We would also like to contact you about general council services and with other local information that you may find useful. But we will only do this if you consent to us contacting you for these extra purposes by ticking the appropriate box or boxes below:

**I consent to the council contacting me about general council services and with other local information by:**

Post  Email  Text

**What is the lawful basis for processing my information?**

Processing your information is necessary for us to perform our contract with you for the hire of our facilities.

### **How long will we keep the information?**

If you have not consented to us contacting you about general council services and with other local information, we will only keep the information you have given us until six months after your booking has expired (or for six months after your application if a booking is not successful).

If you have consented to us contacting you about other council services and with other local information, we will keep your information for ten years, unless you ask us to stop using it before then.

### **Who might we share your information with?**

If you make payment electronically or by cheque we will share your information with our bank/payment processing contractor to process your payment.

Under the Serious Crimes Act 2007, we may also share your information with certain anti-fraud agencies under for purposes in connection with the prevention of fraud.

We do not share your data outside the European Economic Area or use it for profiling or any other form of automated decision-making.

### **Who is the data controller and how can I get in touch?**

Fylde Borough Council is the data controller. You can contact us by email at [listening@fylde.gov.uk](mailto:listening@fylde.gov.uk), by phone on 01257 658658, or at the Town Hall, St Annes Road West, Lytham St Annes FY8 1LW.

Our Data Protection Officer can be contacted at the same address, or on 01253 658506.

### **What rights do I have about my data?**

You have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officer, whose details are above.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>