



Henley-on-Thames
Town Council

APPLICATION FORM FOR HIRE OF THE TOWN HALL

WEDDING CEREMONIES

The following rooms are available for hire for Wedding and Civil Ceremonies

The Large Hall £850 (from 1st April 2017 – 31st March 2019)

The maximum capacity for this room is 160 and the cost of the hire is for a period of one and a half hours. Included in the hire cost of the Large Hall is the use of the Committee Room for meeting with the registrars.

Chairs are available for your guests, and a CD player will be made available if you would like to play music. However if you would like alternative chairs, chair covers, fresh flowers we can provide you with details of who can provide this service.

The Council Chamber £500 (from 1st April 2017 – 31st March 2019)

The maximum capacity for this room is 60 and the cost of the hire is for a period of one and a half hours. Included in the hire cost of the Council Chamber is the use of the Committee Room for meeting with the registrars before the ceremony.

Chairs are available for your guests, and a CD player will be made available if you would like to play music. However if you would like alternative chairs, chair covers, fresh flowers we can provide you with details of who can provide this service.

Please complete the attached form and return it to us with a non-refundable deposit of 50% of the hire charge.

BOOKING THE REGISTRAR

You need to make all the necessary arrangements with the Registration Service before confirming your venue booking. Their contact details are as follows:

Registration Service, Oxford Register Office, 1, Tidmarsh Lane, Oxford OX1 1NS
Phone: 0845 129 5900, Fax: 01865 722017

<https://www.oxfordshire.gov.uk/cms/content/contact-registration-service>

OXFORDSHIRE FIRE SERVICE

FIRE INSTRUCTIONS - PLACES OF ENTERTAINMENT

FIRE NOTICE TOWN HALL MARKET PLACE

ACTION IN CASE OF FIRE

1. If you discover a fire or one is reported to you, you should:

Operate the Fire Alarms by breaking the glass.

EVACUATE THE PREMISES

This may be accomplished verbally or by public address, where appropriate.

Every effort should be made to avoid alarming the public and thereby causing panic.

Attendants should go to the available exits and usher persons from the premises in an orderly fashion.

The assembly point for the building is at:

FALAISE SQUARE, MARKET PLACE

2. The HIRER or designated responsible Fire Officer is responsible for ensuring that the FIRE SERVICE IS CALLED immediately on the report of suspicion of an outbreak of fire.

CALL 999 AND ASK TO SPEAK TO THE FIRE SERVICE

When the Fire Service replies give the call distinctly -

“FIRE AT TOWN HALL, MARKET PLACE, HENLEY ON THAMES, RG9 2AQ”

DO NOT HANG UP UNTIL THE ADDRESS HAS BEEN REPEATED BY THE FIRE SERVICE.

GENERAL INSTRUCTIONS

3. In the event of fire it is the first duty of all concerned to prevent injury or loss of life.
4. For this purpose, you should make certain that you are familiar with all the means of escape in case of fire and that such means of escape are unobstructed and easily openable from within.
5. Since there may be an opportunity, in the event of fire, for you to attack it with the nearest fire extinguisher, you should also be familiar with how to use them.

APPLICATION FORM FOR

HIRE OF THE TOWN HALL

WEDDING CEREMONIES

DATE OF CEREMONY:.....

TIME OF CEREMONY

MAXIMUM NUMBER OF GUESTS

THE MARRIAGE OF (Block Capitals Please)

.....

TO

.....

TEL. NUMBER:..... **MOBILE NUMBER**

ADDRESS:.....

A non-refundable deposit of 50% of the hire charge is payable when booking. The balance of the hire charge is due for payment 8 weeks prior to the booked date. The fee charges include Public Liability.

We will be happy to hold the room for up to 7 days whilst you confirm your booking with the Registrar.

I enclose herewith my remittance for £.....

FOR OFFICE USE ONLY

Deposit Paid £.....
Date Deposit Paid.....
Receipt Number
Date Registrar Confirmed
Balance Paid
Date Balance Paid.....
Receipt Number.....

