

## CUBLEY HALL

# PLAN YOUR WEDDING

### 1. View the Facilities

Discuss your ideas and agree on a date with approximate number of guests.  
An estimate will then be prepared.

A date can be provisionally held for 7 days.  
After 7 days if not confirmed, the provisional booking will be void.

### 2. Book the Registrar (Civil Ceremony)

To confirm the date, a signed contract MUST be returned with the booking fee.  
The booking fee is non-returnable.  
Non-payment of the booking fee and no returned contract will void the booking.

We will then send you confirmation of the booking and a room allocation list.  
The room allocation list can be completed and returned as soon as you are ready.

### 3. After Confirmation

We will contact you to make an appointment to discuss menus, timings and the finer details of your wedding.

You will receive a copy of these details and a revised quote for the wedding.

A pre-payment of 50% of the estimated total will be required 9 months before the event.

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### 5 Weeks Before...

We will arrange an appointment 5 weeks before the event to confirm details and check for any amendments. We will also require:

Full payment of the estimated total.

Completed room allocation list (if not already received).

Your room guests will then be contacted over the next couple of weeks to confirm  
and pay for their accommodation.

### 2 Weeks Before...

Confirmation of numbers required.

Any absences on the day will be charged to the wedding party.

### Week of the Wedding

You are welcome to bring your items up to 2 days before the wedding.

Appointment necessary.