

## 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:  Tel.  Time of ceremony:
4) Set up arrival time at AVH (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 until 3pm on the Sunday. Your keysafe code will be sent 2 weeks prior to your booking.</i>
5) Wedding day arrival times at AVH (Saturday)	Access required from:  Day guests arrive at:  Bride and Groom arrive at:
6) Bar	<i>Note: All alcohol consumed on the premises must be purchased via the bar either by pre-order or sales on the day. We are licensed to sell alcohol for consumption on the premises 19.00 to 23.00 Monday to Thursday, 19.00 to 01.00 Friday, 12.30 to 01.00 Saturday and 12.30 to 23.00 Sunday.</i>  What time do you require the bar to be open? From:                      To:  If you have pre-ordered welcome drinks, wine or toast beverages from the bar, 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	Total number of day guests: <i>Note: the hall holds a maximum of 135 seated based on 12 tables of 10 and a top table of 15</i>
11) Evening reception	Total number of evening guests: Music starts at (time):                  Music ends at (time): <i>Note: Our music licence is until 00:30 Friday &amp; Saturday and 23:00 Sunday to Thursday</i>
12) Clear up	Bar staff will lock the hall at the end of your event. Please ensure your hall key is in the keysafe for your clean up on the Sunday.
13) Emergency contact	Please provide the name and mobile phone number of a nominated individual who will be your emergency contact on the day:
14) Additional information	Please use this space to provide any additional information that you think may be useful for us to know about your day:

**SIGNED:**

**Date:**

Please complete, save and return this form to: [arkholmevillagehall@gmail.com](mailto:arkholmevillagehall@gmail.com)  
or print and return by post to: AVH Bookings, 10, The Herb Gardens, LA6 1RA