

Square Tower Wedding Agreement Form

Wedding Date:		Upper or Lower Hall:	
Full Day or Ceremony Only		Time of ceremony:	
		Time Slot:	
Bride's (or Groom's) Name:		Day Guests	
Groom's (or Bride's) Name:		Evening Guests	
Registrar Booked:	Y/N	Registry Office - 02392 829041.	
Extra services/requirements:	Quantity/Package	Price	£
Hire			
Chair covers		£2.00	
Arrival Drinks			
Table Drinks			
Toast Drinks			
Canape Service			
Table Cloths			
Cake Cutting + Napkins			
Additional Staffing			
		TOTAL	
Contact Details:			
Home Number:		Mobile Number:	
Address:			
Email Address:			
Deposit:	£	Paid On:	
Balance to pay:	£	Due on:	
Paid in full on:			
By signing this wedding agreement you are confirming you have read and accept the hiring information document.			
Signed:		Date:	
Please return to:	Steve Hender - Square Tower, Broad St., Old Portsmouth PO1 2JE		
			updated 20/11/21

