

WEDDING ENQUIRY FORM



Congratulations on your upcoming wedding, and many thanks for considering The Maltings. If you haven't already, please download our current Wedding Brochure from our website, for more information about our beautiful riverside venue, and the wedding packages on offer. To help us make your special day a reality, please complete the following enquiry form, and return it to maltings@cityofelycouncil.org.uk.

EVENT DETAILS

| | | | | | | | |
|--------------------------|----------------------|---------------------------|--------------------------|----------------------|--------------------------|-------|--------------------------|
| Name 1 | <input type="text"/> | Preferred date | <input type="text"/> | | | | |
| Name 2 | <input type="text"/> | Preferred times | <input type="text"/> | - | <input type="text"/> | | |
| Contact telephone number | <input type="text"/> | Approximate no. of guests | <input type="text"/> | Request a venue tour | <input type="checkbox"/> | | |
| Contact email address | <input type="text"/> | Type of event: | | | | | |
| Contact address | <input type="text"/> | Wedding | <input type="checkbox"/> | Reception | <input type="checkbox"/> | Both | <input type="checkbox"/> |
| | | Hire Package | <input type="checkbox"/> | Full Package | <input type="checkbox"/> | Other | <input type="checkbox"/> |

OTHER NOTES/QUERIES

HOW DID YOU HEAR ABOUT US?

TERMS & CONDITIONS

Core Hours

Core Hours for the conference rooms are Monday to Thursday from 9.00am to 5.00pm and Friday from 9.00am to 4.30pm. Arrangements can be made for earlier arrival or later departures, depending on the availability of staff and discretion of the Centre Manager. When making a booking please specify the time first access is required and the time you intend to vacate the conference room, for final exit.

Catering

All catering will be supplied as requested and detailed on the booking room. Please note we require 4 weeks notice for all catering requests to enable us to ensure we are fully prepared and staffed ready for your guests – we cannot guarantee we can meet any amended requests after this date. We hold minimal stock on site and therefore may not be able to add or increase to selections on the day. Full allergen information is available on request.

Bookings

All bookings must be confirmed by completing the wedding enquiry form and terms and conditions. Prices advertised correct at time of print – the Maltings reserves the right to amend or change options/pricing at any time. To secure your booking a £1000 non refundable deposit is required, 75% of your balance is due 4 months before event and with the final balance due minimum of 4 weeks prior to the date of your booking. If your booking is due to take place within 4 weeks of initial booking, full payment will be required immediately. Payment can be made over the phone by credit/debit card direct with venue, Direct BACS payment as shown on invoice detail, or by Cheque made payable to CITY OF ELY COUNCIL. If payments have not been received by these dates then an 8% interest rate is charged on the overall amount.

Cancellations

All cancellations must be received in writing at least 4 months before the date of the booking. If a cancellation is made then the £1000 deposit is forfeited. If the booking is cancelled within 10 weeks of event then 25% of costs are charged, 6 weeks before 75% of costs are charged and if 2 weeks before the event all cost is charged.

Car parking

Some free local parking is available a few minutes walk from the venue at Ship lane, Fore Hill and Barton Road. There are some early morning restrictions in place prior to 8.30am. We can accommodate up to three car parking spaces in the Maltings staff car park – these will require permits to be displayed on the day and confirmed prior to event. Please make all attendees aware that limited parking is available at the centre. Ely train station is a short 8 minute walk from the venue with good links from Cambridge and surrounding areas.

On arrival

All attendees will be required to sign in at Reception (including car registration details).

In event of an emergency

All attendees will be required to familiarise themselves with the nearest safe and alternative fire exits.

VAT

VAT All wedding services including catering are subject to VAT at the prevailing rate.

I agree to these terms and conditions.

SIGNATURE

Signature

Date