



TRUSTEES OF THE LOCKO SETTLED ESTATES

TEL: 01332 662785
E-MAIL: office@lockopark.co.uk
WEBSITE: www.lockopark.co.uk

ESTATE OFFICE
LOCKO PARK
SPONDON
DERBY
DE21 7BW

BOOKING FORM

If you wish to make a confirmed booking to hold your wedding reception and/or wedding ceremony at Locko Park, please complete and return this form to the Estate Office as soon as possible.

Name of Groom

Address

Tel No Mobile

Email:

Name of Bride

Address

Tel No Mobile

Email:

Date and time of Ceremony booked with Registrar and/or Date and Time for reception (please indicate)
.....

Please tick as appropriate:

For *wedding ceremony only*: we would like to book the use of Locko Hall on the above date, at a cost of £1,500

For *wedding ceremony and champagne reception* after our wedding ceremony on the above date: £1,750
(we understand that all drinks and glasses etc must be supplied and served by ourselves)

For *marquee reception only*, we would like to book the use of the grounds in Locko Park on the above date at a cost of:

- £2,500 for up to 200 guests
- £3,000 for up to 400 guests
- £3,500 for up to 600 guests

For *wedding ceremony and marquee reception*, we would like to book the use of *Locko Hall and its grounds* on the above date, at a total cost of:

- £4,250 for up to 200 guests
- £4,750 for up to 400 guests
- £5,250 for up to 600 guests

*Please obtain individual quote for larger parties

PRICES ARE INCLUSIVE OF VAT



TRUSTEES OF THE LOCKO SETTLED ESTATE

GENERAL CONDITIONS AND WEDDING INFORMATION

Included in the fixed fee, Locko Park staff will arrange for the wedding room to be set up with chairs for the guests, a table for the Registrar and a table for the signing of the register, and any other chairs/tables as agreed.

Locko Park holds appropriate Public Liability insurance, however the bride and groom are recommended to take out their own insurance against any cancellation fees or charges for damaged or broken effects of the venue (n.b. recompense for any damages will be sought). No other services/amenities are included in fee.

Other conditions:

- Smoking is not permitted in the Hall;
- No form of naked flame e.g. candles or fires are permitted within the Hall (unless previously agreed);

General conditions and wedding information continued:

- We ask that only natural petals be used as confetti and only thrown outside the Hall;
- As Locko Hall is a private house and paintings, furniture and fabrics are damaged by exposure to intense light, your official photographer may take a small number of photos of the Bride and Groom within the Billiard Room only, and we ask that any photography by guests is restricted to outside the Hall;
- We regret that video recording of your wedding is restricted to *within the Billiard Room* only and not permitted in any other room within the Hall;
- Some of the wooden floors will be damaged by Stiletto heels, we therefore request that guests do not wear shoes with heels smaller than a postage stamp. Where necessary we would recommend the use of 'heel protectors'. (We understand this is difficult but would appreciate your co-operation and understanding on this issue).

On the wedding day itself, a member of the Estate staff will open the Hall to guests **at least 1 hour** before the start of the ceremony. Please note: if you require for this to be extended there may be a small surcharge.

It is important that you are aware that we do not formally greet guests on your behalf and that the best man and ushers should be at the Hall from the time it is opened to welcome guests and deal with parking etc.

Once the wedding party have left the building, the Hall will be closed, no further access will be permitted and the Estate staff will no longer be available.

We agree to the above terms and conditions and pay a non-refundable deposit of £500 or 10% of the total cost (whichever is the greater) and confirm that the balance will be paid not less than two weeks before the wedding date.

Signed (Groom) Date

Signed (Bride) Date

PAYMENT DETAILS:

By cheque, payable to "Locko Park 1991 Settlement"

By cash:

ByBACS transfer:

Bank: *Weatherbys*
 Acc Name: *Locko Park 1991 Settlement*
 Acc No: *00305819*
 Sort Code: *60-93-03*
 Please quote ref: *E141/please insert your surname*