

WEDDING BOOKING FORM

BOOKING OFFICE OPENING HOURS: Tuesday & Thursday 5-7pm. Saturday & Sunday 11-1pm

Booking Officers: Mr Bhopinder Singh Aujla and Mr Lashkar Singh Jhutti

Please Note: If a Wedding is booked in a Hall that has Akhand Paath prior to the Wedding, GPC requests that Anand Karaj Ceremony to commence after 11am. In all cases the wedding must finish by 1.45pm

Please complete the form in **BLOCK CAPITAL** letters

BOOKING DETAILS:

| | |
|-----------------------|-------|
| Wedding - Day & Date: | Time: |
|-----------------------|-------|

| | | | |
|-------------------------------|----------------|-------------------|------------|
| Religious Ceremony - Hall No: | Tea - Hall No: | Langar - Hall No: | Guest Nos: |
|-------------------------------|----------------|-------------------|------------|

BRIDE & GROOM DETAILS

| | BRIDE | GROOM |
|-----------|-------|-------|
| Name | | |
| Address | | |
| Postcode | | |
| Telephone | | |
| Father | | |
| Mother | | |

WEDDING CEREMONY DETAILS

| | | |
|---|---|--------|
| Civil Marriage at Gurdwara Sahib: <input type="checkbox"/> | Kurmaee at Gurdwara Sahib: <input type="checkbox"/> | |
| If Civil Marriage at Gurdwara Sahib:- SCHEDULE FORM (ORIGINAL) TO REACH GURDWARA BOOKING OFFICE AT LEAST 2 WEEKS BEFORE THE WEDDING | | |
| Date/Time: | | |
| If NOT, Provide Marriage Certificate No: | Date: | Place: |
| GPC to organise Kirtan Jatha: <input type="checkbox"/> | Name of Jatha: | |

CATERING COMPANY DETAILS

| | |
|-----------|----------------------------------|
| Name: | Hygiene certificate expiry date: |
| Address: | |
| Postcode: | Telephone: |

PAYMENT DETAILS : 50 % DEPOSIT REQUIRED AT THE TIME OF BOOKING

| | | | | |
|-------------|---|-------|-------------|----------|
| DEPOSIT | £ | Date: | Receipt No: | Book No: |
| FULL PAYMEN | £ | Date: | Receipt No: | Book No: |

FACILITIES BOOKING SEWA

| | | BOTH BRIDE & GROOM <u>DO</u> NOT RESIDE IN WARWICK DISTRICT | | BRIDE OR GROOM RESIDE IN WARWICK DISTRICT | |
|------------------------------------|------------------|--|-----------------|--|-----------------|
| | | HALF DAY | FULL DAY | HALF DAY | FULL DAY |
| HALL No 4: Basement | Capacity 300 max | £1,075 | £1,525 | £775 | £1,225 |
| HALL No 1: Community Centre | Capacity 400 max | £1,350 | £2,065 | £1,050 | £1,765 |

TERMS AND CONDITIONS

- 1 Please do not throw confetti or such things inside gurdwara sahib premises
- 2 Horses, carriage, dhol , band baja etc. are NOT allowed on any part of Gurdwara Sahib premises
- 3 **It is mandatory for the groom to wear a dastar (turban) and the bride to keep her head covered in the presence of Guru Granth Sahib Ji**
- 4 Maximum time allowed for photography, in the main Diwan hall, after wedding has finished is 20 minutes. Photographers to show full respect to Guru Granth Sahib at all times. Contact details of the photographers to be provided to GPC at least 2 weeks prior to the booked event. Video camera cranes are NOT allowed inside Gurdwara Sahib building due to health and safety requirements
- 5 All members of the party must refrain from disrespectful behaviour on Gurdwara Sahib premises
- 6 Booking will not be confirmed until full payment is made and ensure all relevant documentations reach the Booking Secretary (i.e. proof of civil marriage) at least 2 weeks prior to the booked event.
- 7 Cancellation must be in writing to the booking secretary at least 30 days prior to the booked event. Failure to do so will forfeit your deposit. Exceptional circumstances for cancellation may be considered by the GPC.
An administration charge of £100 applies to ALL cancellations.
- 8 Gurdwara Sahib premises and stage not to be used for political or promotion of organisations
- 9 GPC does not accept responsibility for any action /disruption caused by third party at interfaith marriages. It is the responsibility of the booking party to engage and pay for the services of a reputable and registered security firm to secure the gurdwara and wedding hall are secure. Security firm engaged by the booking party must work and take instructions from the GPC. Proof must be provided that security arrangements are in place at least 30 days prior to the event.
- 10 Data submitted in form will be stored and processed for the purposes of the Gurdwara Sahib and will not be used for any other purpose.
- 11 If the civil wedding not at gurdwara please apply for Registration at least 6 weeks before the Gurdwara wedding.
- 12 Contact the register office with in 21 days after your wedding to obtain marriage certificate. (<https://www.warwickshire.gov.uk/copycertificates>)

PLEASE ENSURE ALL INFORMATION IS CORRECT BEFORE SIGNING. AMENDMENTS MUST ONLY BE MADE ON THIS FORM WITH COUNTER SIGNATURES OF BOTH PARTIES. CANCELLATIONS MUST BE RECEIVED IN PERSON FROM THE BOOKING PARTY AND IN WRITING AT LEAST 30 DAYS PRIOR TO THE FUNCTION.

BOOKING PARTY DETAILS

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| Print Full Name: | Signature |
| Address: | |
| Postcode: | Telephone: |
| Date: | |

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| BOOKING OFFICER: Name | Signature: | Date: |
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CANCELLATION

| | | |
|-----------------------|------------|-------|
| CANCELLED BY: Name | Signature: | Date: |
| BOOKING OFFICER: Name | Signature: | Date: |

Gurdwara Sahib Leamington & Warwick, Tachbrook Park Drive, Warwick CV34 6RH
Telephone: 01926 424297 email: booking@gurdwara-leamingtonandwarwick.co.uk