

# Weddings at The Market House

Castle Cary



The Marketing and Communications Committee are proud to offer this beautiful community building for couples wishing to create a bespoke special day using this historic building as a backdrop. This form is the first step towards holding your wedding at the Market House. If you would like any help with completing the form or would like to return a completed form, then you can either:

Write to *The Market House, Market Place, BA7 7AH,*  
OR email to [markethouse.bookings@castle-cary.co.uk](mailto:markethouse.bookings@castle-cary.co.uk)

OR in person (weekdays & Saturdays 9.30am to 12 noon) to the Information Desk at the Market House

<p>Name of person taking responsibility for the booking:</p> <p>Contact address:</p> <p>Names of the wedding couple (if different from above)</p> <p>Postcode:</p>	<p><b>Date(s) required:</b> <i>(If a run of dates please state first and last, and indicate any breaks in the series.)</i></p> <p><b>Times</b> (including setting up and clearing up)</p> <p>To: _____ From: _____</p> <p>Actual time of event Start: _____</p> <p>End: _____</p> <p>Numbers expected to attend:</p> <p>Purpose of hire: eg children's party, lecture, meeting etc <i>(please include title if appropriate eg of concert, lecture etc)</i></p>								
<p>Name of the hirer, who will be at the event and taking responsibility:</p> <p>Contact address:</p> <p>Post code:</p> <p>Telephone:</p> <p>Email:</p>	<p><b>Date of Wedding:</b></p> <table border="1" data-bbox="933 1545 1556 1870"> <tr> <td><b>Timings for your Wedding</b></td> <td></td> </tr> <tr> <td><b>Guests to arrive from:</b></td> <td></td> </tr> <tr> <td><b>Ceremony Start Time:</b></td> <td></td> </tr> <tr> <td><b>Guests to leave:</b></td> <td></td> </tr> </table> <p><b>Will you be holding your reception at The Market house? Yes/NO</b></p> <p>If yes, please state timings:</p>	<b>Timings for your Wedding</b>		<b>Guests to arrive from:</b>		<b>Ceremony Start Time:</b>		<b>Guests to leave:</b>	
<b>Timings for your Wedding</b>									
<b>Guests to arrive from:</b>									
<b>Ceremony Start Time:</b>									
<b>Guests to leave:</b>									

Names of Couple:	Number of people expected to attend the ceremony:
Address for invoice (if different from above):	Do you require the use of our sound system to play music? Yes/No
Ceremony to be held in (please circle): The Shambles    The Undercroft	Do you wish to add your own decorations? Yes/No Please give brief details in notes section
Notes:	
Where did you hear about our venue?	
<p>Are you serving alcohol after you wedding? YES/NO Do you need to use our Alcohol Licence? YES/NO</p> <p><i>Note: You are welcome to serve alcohol after your ceremony, however, our wedding licence does not permit alcohol to be served for up to two hours prior to the start of the ceremony. If you are selling alcohol, there will be an additional charge for use of our alcohol licence. Please ask if you require clarification on this matter.</i></p>	

For further information about this form and how to fill it in please contact the Bookings Manager on 01963 351763 or [markethouse.bookings@castle-cary.co.uk](mailto:markethouse.bookings@castle-cary.co.uk)

**OFFICE USE ONLY**

Has the calendar entry been checked (inc banner diary)?	By whom? (initial)	Date done
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# Weddings at the Market House

**HIRE CHARGES** – to take effect from 1<sup>st</sup> April 2022, with further review after 12 months  
**CHARGES FOR HIRING THE SHAMBLES, UNDERCROFT AND COBBLES**

## Please note:

- All charges include VAT
- “Local” means that the hirer lives in the parish of Castle Cary or Ansford.
- We will organise the seating for your ceremony according to your preferences. Additional time required to install decorations can be discussed.
- A 50% deposit is required on the date of booking, the remaining balance is required 3 months before the date of your wedding.

## Wedding Ceremony Charges for up to 2 hours.

**To hold a wedding ceremony in The Market House: £500** inclusive of VAT

- Sole use of the Shambles and Undercroft and access to the Cobbles
- Choice of the Shambles or Undercroft for the wedding ceremony itself.
- Access if needed to private space for pre-wedding counselling by the Registrar if required
- Staff to set up and clear away furniture for the ceremony
- Use of amplifier system

**Charges for additional time and facilities** for example for a reception held in the Shambles or Undercroft after the ceremony. Times booked must include setting up and clearing up.

**A: Local** (see preamble for definition)

SHAMBLES, UNDERCROFT AND COBBLES: £14.40 per hour (incl VAT)

**B. Non-local**

SHAMBLES, UNDERCROFT AND COBBLES: £20.40 per hour (incl. VAT)

**Use of the digital projector and/or PA system:**

Please note that you need to provide your own laptop. We advise you to make arrangements to come in a few days before your event to try out the equipment – there is no additional charge for this. If you decide to bring in your own digital projector, you will also need your own screen as our built in screen will be unsuitable

**FREE OF CHARGE:** Use of the refreshment bars in the Shambles and The Undercroft, hearing loop and wi-fi

For further information please contact [markethouse.bookings@castle-cary.co.uk](mailto:markethouse.bookings@castle-cary.co.uk)