



## **TERMS & CONDITIONS FOR WEDDING PACKAGES**

These terms and conditions are in addition to the ones stated on the Swinton Masonic Hall general booking form.

For Civil Ceremonies at the Hall, the couple to be married must contact the Salford Registry Office at the Civic Centre to fix a date and time for the Registrar to officiate and must pay the necessary fees required by Salford City Council. Contact [marriages@salford.gov.uk](mailto:marriages@salford.gov.uk)

Provisional bookings of the Masonic Hall can be held for a period of seven days. After this time the Masonic Hall reserves the right to release the booking without notification. The hiring is provisional until the official booking form is completed, detailing the rooms to be hired, the services to be provided and the relevant charges, with VAT where applicable. An initial deposit of £500.00 is required to officially secure the booking.

Any additional items not listed on the original booking form, must be agreed in writing by both parties.

Further payments are required as follows:

12 months before the booking date - 25%.

9 months before the booking date 25%.

6 months before the booking date - 25%.

The final outstanding payment is required 4 weeks prior to the date of the booking.

Weddings booked less than 3 months before the date of the wedding, must be paid in full at the time of the booking and the fees are not refundable.

Payments will be due on the dates given at the time of booking. We reserve the right to cancel any events with prior arrangement if the scheduled payments are not made.

Cancellation of bookings within a 3 month period of the function date incurs a cost of £500.00.  
Cancellation of a booking within a 6 month period of the function date incurs a cost of £300.00.  
Cancellation of a booking within a 9 month period of the function date incurs a cost of 200.00.  
Cancellation outside 12 months of the function date incurs a cost of £100.00.

It is strongly advised that that hirers take out wedding insurance.

For guests who have special dietary requirements we will need adequate prior notice to ensure they are provided with the correct food.

Confetti is not permitted inside or outside the premises owing to the high cost of cleaning and removal..

Admission to the premises is entirely at the discretion of the Masonic Hall management. We reserve the right to remove any person whose conduct is deemed inappropriate.

Car parking at owners risks.

Our terms and conditions may be subject to change, particularly if dictated to by external governance.

**I acknowledge receipt of these additional terms and conditions:**

**Hirer signature:**

**Date:**

Swinton Masonic Club Limited.  
Swinton Masonic Hall. Hospital Road,  
Pendlebury M27 0YH  
0161 794 1790 - Option 1.  
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