

REQUIREMENTS NECESSARY FOR A CEREMONY PERFORMED BY A **MINISTER** OVER THE ANVIL

1 BOOK VENUE FOR YOUR WEDDING CEREMONY.

*First ring and hold date and time provisionally for two weeks, during this time check other arrangements, and then confirm your booking by returning the attached **booking form** completed and **signed** along with full payment for The Forge.*

2 BOOK A MINISTER TO PERFORM YOUR WEDDING CEREMONY

We welcome any minister who is legally licensed to perform your wedding ceremony. To help you here are some ministers' names and Telephone numbers:-

Mr Sandy Jamieson (Assemblies of God) 01556 670004 – 07799 178108

Rev John Carr (Methodist) 01768 483165

Mr J Strachan (Church of Christ) 013552 66616

Mr Iain Cameron (Church of Christ) 01355 226351 / 07745 653575

Rev A Strachan (Church of Scotland) 01387 279460 (Sat / Sun only)

Rev Donald Frith (Methodist) 016977 41456

(PLEASE CONTACT US IF YOU REQUIRE MORE NAMES)

3 GUIDE TO COST OF MINISTER CEREMONY AT FORGE

Forge Payment - £250 (2010) £275 (2011) £295 (2012) Payable to The Mill

Registration Fees - £69 (Payable to Registry Office)

Plus Minister costs – (£120 approx)- (to be discussed with Minister)

4 REGISTER YOUR WEDDING AT THE GRETNA REGISTRATION OFFICE

Contact the registration office on 01461 337648 to obtain two Marriage Notice forms, (M10) one for each of you. The registration office will only accept registration forms 3 months before the date of your wedding. – No sooner.

These forms must be with the registrar fully and correctly completed at least 15 days before the date of your wedding. Registration Office, Central Avenue, Gretna, DG16 5AQ.

5 COLLECT YOUR MARRIAGE SCHEDULE FROM THE REGISTRATION OFFICE.

The wedding schedule may only be collected by the bride or groom in person from one week before the date of wedding, or on the day of your wedding if registry office is open. Always check opening times e.g. Bank Holidays. Your minister must be handed this document before they can begin your marriage ceremony.

6 RETURN YOUR MARRIAGE SCHEDULE TO THE REGISTRATION OFFICE

Your marriage schedule must be returned to the Gretna Registration office within three days of your ceremony. Your marriage certificate will then be mailed out to your given address.

REQUIREMENTS NECESSARY FOR A CEREMONY PERFORMED BY A **REGISTRAR OVER THE ANVIL**

1 BOOK 'FORGE' FOR YOUR WEDDING CEREMONY.

*First ring to hold date and time provisionally for two weeks, during this time check other arrangements, and then confirm your booking by returning the attached **booking form** completed and **signed** along with **full payment** for The Forge.*

2 OBTAINING REGISTRAR FOR CEREMONY.

Upon receipt of Forge Booking Form, The Mill will then apply for a Registrar to perform your ceremony. When confirmation of availability of a Registrar is received, we will then send you a receipt for payment of The Forge and a copy of confirmation from the Registration Office.

N.B. The registration Office will require an initial non-refundable payment of £130. The fee must be paid upon confirmation of a Registrar's attendance and is still payable in the event of a cancellation.

3 REGISTRAR FEES – (Payable direct to Registrar)

Weekdays - £254.00

Saturdays - £334.00

Public Holidays and Sundays – £375.00

Forge Payment - £250 (2010) £275 (2011) £295 (2012) Payable to The Mill

4 REGISTER YOUR WEDDING AT THE GRETNA REGISTRATION OFFICE

Contact the registration office on 01461 337648 (or download www.gretnaonline.net) to obtain two Marriage Notice forms, (M10) one for each of you. These forms must be with the registrar fully and correctly completed at least 15 days before the date of your wedding, but no more than 3 months.

NOTE 1: If your chosen date is WITHIN 3 MONTHS, then FULL payment of Registrars' Fees must be sent with M10 Forms to Registration Office, Central Avenue, Gretna. DG16 5AQ. The registration office will only accept registration forms 3 months before the date of your wedding – No sooner.

NOTE 2: If your chosen date is MORE THAN 3 MONTHS away, an initial payment of £100 must be sent to the Registration Office, 15 Ednam Street, ANNAN. DG12 6EF to confirm Registrar's booking. The balance is due with M10 forms and should be sent at appropriate time to Registration Office, Central Avenue, Gretna. DG16 5AQ

NOTE 3: If your chosen date is MORE THAN 1 YEAR away, you can still book the Forge etc. but application for a Registrar cannot be made to the Registration Office until 1 year prior to the wedding date. Then follow Note 2.

THE MILL FORGE ACCOMMODATION CONFIRMATION

Bride Groom

A provisional booking must be made by phone before sending Form / Deposits.

Deposit required = £20 per room per night (non refundable)

	Names of guests <i>eg Mr & Mrs Smith</i>	Arrival date <i>eg Jan 2nd</i>	No of nights stay <i>eg 2</i>	No. of guests in room <i>eg. 2A + 2Ch</i>	Room Type <i>eg. 2+2</i>	Amount Of Deposit <i>eg. £40</i>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

(Please continue overleaf if required)

Room Types: Bridal = **B** Deluxe Double = **D/D** Standard Double = **D**
 Twin = **T** (2 Single Beds) Single = **S**
 Family of 3 = **2+1** Family of 4 = **2+2** Family of 5 = **2+3**

Provisional Bookings are held for 10 days only. Cheques made payable to 'the Mill'

Deposits will be deducted from individual guests' rooms unless otherwise agreed.

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Start Date..... Expiry Date Switch Issue No..... Security Code.....

Please Debit £..... From my Card as above. Signature

THE MILL / THE FORGE TERMS AND CONDITIONS

PROVISIONAL BOOKING

The Mill will hold a provisional booking for 10 days without obligation. If no deposit is received then the booking will automatically be released.

PRIME TIMES

The Mill will reserve the "prime" times of 11.30am, 1.00pm, 2.30pm and 4.00pm for parties who are staying and dining with us. The other times are available for ceremony only. If an accommodation and meal booking were to be cancelled then The Mill reserves the right to move the ceremony to non prime time.

CONFIRMED BOOKING

THE FORGE - Full payment for the hire of The Forge must be made when submitting the booking form to The Mill.

Please note we can not accept one without the other.

ACCOMMODATION - A deposit of £20 per room per night is required to confirm a reservation for a room.

WEDDING MEAL - A deposit of £5 per person is required to confirm a meal.

CANCELLATION by the Client

The payment for The Forge is not refundable under any circumstances.

The deposit for the wedding meal is not refundable under any circumstances. Deposits on a room will only be refunded within 7 days of the deposit being received. After 7 days an administration charge of £20 per room per night will be implemented.

Postponement ...If a wedding date is postponed to a later date then all monies paid will be allowed against that revised date. The Mill will allow a wedding to be postponed **once only** and a new date is required within 2 weeks of the postponement. A wedding cannot be postponed less than 6 weeks before the ceremony date.

CANCELLATION by The Mill

The Mill reserves the right to cancel the reservation if:

- The Mill or any part of it is closed due to circumstances outside its control;
- The booking may prejudice the reputation of or cause damage to The Mill;

In such event The Mill will refund any advance payment (including deposits) but will have no further liability.

PAYMENT

WEDDING RECEPTION - Full payment is required no later than 21 days prior to the event. After this time, the numbers you have given us will be accepted as final and no refunds will be made in the event of any cancellation. An increase in numbers (within limits) will only be allowed at the discretion of The Mill and will be charged for on the day.

Please allow extra time for posting in order for cheques to clear, payment should be with The Mill 21 days before the event.

ACCOMMODATION – The balance of payment **MUST** be made on the day of departure, but may be paid in advance if desired. Unless specified otherwise, deposits will be allocated to individual rooms.

PAYMENT METHOD

We accept all major credit cards and Switch/Maestro but not American Express. Cheques to be made payable to 'The Mill'. Please note that we cannot accept a personal cheque exceeding the cheque guarantee card limit less than 14 days before the event.

PRICES

Prices are correct at time of print and are inclusive of VAT @15% but may be subject to change.

Registrar's prices are correct at time of print but may be subject to change.

ACCOMMODATION

Check in time is 2.00pm on the day of arrival. Check out time is 10.00am on the day of departure.

A changing room is available which must be pre booked and will incur a charge of £10 per hour with a minimum hire of 2 hours.

Responsibility for payment lies with the person who has booked the accommodation whether an individual or group booking.

FUNCTION ROOMS

Particular function rooms will be allocated by The Mill and we reserve the right to change function room allocation in the event of numbers changing significantly.

A disco is provided at The Mill's discretion and is available to all guests of the hotel and not private to any individual party. The Mill reserves the right to cancel a disco if the numbers do not reach the originally booked amount.

GENERAL

You will be liable for the cost of repairs carried out as a result of damages caused to any part of the hotel premises or equipment therein by negligence, wilful act or default of any person invited by you or on your behalf to the hotel.

The Mill is a totally non smoking establishment and will not allow smoking in any of its premises.