

Wedding confirmation form

The recommended deadline to submit this form is 6 weeks before the day of the event. If you are requesting pieces that we must specially arrange please let us know as soon as possible. On completion of this form please return by email to us.

Personal Information – Step 1

1. Full name:

2. Phone number:

3. Email:

4. Your personal address and postcode (for identification purposes in the rare event we need to contact you in writing):

5. Date of wedding:

6. Start time:

7. Emergency contact number to use on the day (only if there is a problem):

8. Length of booking (in hours):

Ceremony music choices (if applicable) – Step 2

1. Do you require us to play for the wedding ceremony?

YES/NO (delete as applicable). If ‘yes’ please fill out the details below.

2a. Address of ceremony venue:

2b. Time ceremony due to start:

3. Contact person for ceremony venue:

4. Contact no. for ceremony venue:

5. Where would you like us to be situated for the ceremony? e.g. on the far right hand corner as you enter the hall.

6. What genre of music would you like as guests come in? (we start playing approx 30 mins before ceremony). Put an ‘X’ next to the one you would like

e.g. X Classical

Classical

Pop/rock/indie and Jazz

Mix of Classical and Jazz

Mix of everything

7. Any special requests as guests come in? \* We advise you to choose from our repertoire list where possible to avoid extra arranging charges.

8. Entrance of the Bride - please state 1 song that will accompany you down the aisle (approx 2 min) \*We advise you to choose from our repertoire list where possible to avoid extra arranging charges.

9. Signing of the Register - please state 2-3 songs that will accompany the signing of the register (approx 10 mins). \*We advise you to choose from our repertoire list where possible to avoid extra arranging charges.

10. Exit of the Bride and Groom - please state 1 song that will accompany you down the aisle as a couple upon completing the ceremony. \*We advise you to choose from our repertoire list where possible to avoid extra arranging charges.

11. Any further comments?

Reception music choices (if applicable) – Step 3

1. Do you require us to play for the wedding reception?

YES/NO (delete as applicable). If ‘yes’ please fill out the details below.

2a. Address of reception venue:

2b. Start and end time of quartet performance at reception:

3. Contact person for reception venue:

4. Contact no. for reception venue:

5. Where would you like us to be situated for the reception? e.g. under the gazebo provided on the lawn

6. What genre of music would you like for the reception?

Put an ‘X’ next to the one you would like

e.g. X Classical

Classical

Pop/rock/indie and Jazz

Mix of Classical and Jazz

Mix of everything

7. Any special requests for the reception? \* We advise you to choose from our repertoire list where possible to avoid extra arranging charges.

8. Any further comments?

Wedding breakfast music choices (if applicable) – Step 4

1. Do you require us to play for the wedding breakfast?

YES/NO (delete as applicable). If ‘yes’ please fill out the details below.

2a. Address of wedding breakfast venue:

2b. Start and end time of quartet performance at wedding breakfast:

3. Contact person for wedding breakfast venue:

4. Contact no. for wedding breakfast venue:

5. Where would you like us to be situated for the wedding breakfast? e.g. on the 8x8 foot stage provided

6. What genre of music would you like for the wedding breakfast?

Put an ‘X’ next to the one you would like

e.g. X Classical

Classical

Pop/rock/indie and Jazz

Mix of Classical and Jazz

Mix of everything

7. Any special requests for the wedding breakfast? \* We advise you to choose from our repertoire list where possible to avoid extra arranging charges.

8. Any further comments?

Terms and Conditions – Step 5

I have read and agree to the below terms and conditions.

Put an ‘X’ in the box if you agree.

I agree

TERMS AND CONDITIONS

Leon String Quartet

Our requirements: To perform we need 4 chairs without arms, in an area approximately 8x8 feet. Your venue should be able to provide us with these.

Outdoor policy: We are willing to play outdoors providing there is adequate safety for our instruments. This means we must be in full shade (particularly in the summer), and there cannot be any rain or high winds. Your venue may have a gazebo available to shelter the quartet from sunlight.

Dress policy: The quartet will wear formal dress, with black jackets for the gentlemen.

Breaks policy: Suitable breaks will be taken during the performance which will amount to approximately 10 minutes every hour. These may be grouped together to form a single longer break if more appropriate to the running of the event e.g. 3 hour booking with one 20 minute break in the middle.

Refreshments: For any booking 2 hours or longer refreshments would be greatly appreciated. This could include a pot of tea/jug of water and a plate of sandwiches. We are happy to bring our own refreshments if required, we only ask that you let us know either way.

Arrival: We will arrive approximately 30 minutes before your chosen start time to set up, check space and lighting and to talk through the ceremony (if applicable) with the registrar or minister.

Accident or illness: On the rare occasion that one or more of the quartet is unable to be present, we will ensure a replacement of equal musical standing and experience.

Communication: We ask that you provide us with all the necessary details for the booking, such as names, contact details, event date/time, venue details, repertoire choice and special requests at least one month prior to the event. We will answer any enquiries, confirm the booking and reconfirm all the details close to the event.

Arranging Service: If you would like any string quartet repertoire that is not listed, do let us know, as we may be able to get hold of it free of charge. If you have a special request that is not already arranged for string quartet we offer an arranging service of £50 per request. The latest that the client can ask for this service is two (2) months ahead of the event.

Payment comes in two parts:

1. Deposit. A non-refundable deposit of £100 by bank transfer is required after confirmation of the booking. We will send you an invoice with our bank details after confirmation (this must be paid within 30 days of receipt of invoice).

2. Balance. We will invoice you for the balance of the fee 28 days before the event. This must be paid within 14 days of receipt.

Please note:

We reserve the right to claim statutory interest at 8% above the Bank of England base rate at the date the debt becomes overdue in accordance with the Late Payment of Commercial Debts (Interest) Act 1998, as advised by the Musicians Union.