

APPENDIX A

Southover Grange – Non-statutory packages

The current packages on offer at Lewes Register Office are as follows:

VIP Suite

Bride and/or groom and their guests (up to 6 adults in total) enter the building via the Life Events entrance 45 minutes before the ceremony and are guided upstairs to the VIP suite where there will be a glass of champagne waiting for each of them 'to calm their last minute nerves', alongside wall length mirrors for last minute touch-ups to make up and appearance. The registrar will conduct the pre-ceremony interview in the VIP Suite. The couple's photographer is able to take photos in the tastefully decorated room, along the landing and on the grand staircase leading down to the ceremony suite. This package is available to adults only due to H&S considerations regarding the staircase and because we are unable to monitor who drinks the alcohol. Staffing is conducted by a Ceremonies Host. (A non-alcoholic alternative is made available.)

Drinks Toasts post-ceremony

This package includes the VIP as above, and a drinks toast that takes place after the legal ceremony, where guests are invited to cross the Grand Hall and enter the Newton Room where a glass of Prosecco will be waiting for them (there will be sufficient for two glasses for each guest). We oversee this with Ceremonies Hosts who are tasked with upholding the terms of our alcohol licence. We allow 45 minutes for this service but it is sold on the basis that it is for 30 minutes so that we can ensure the stragglers are corralled into the Gardens in good time for the next ceremony. (A non-alcoholic alternative is made available.)

Exclusive Hire for Receptions

This package includes the VIP as above, and exclusive hire of the Newton Room. The grand hall, access to the gardens (dawn until dusk as per LDC by-laws), fully equipped caterers' kitchen and facilities are also made available to the couple and their guests for an exclusive period of 5 hours. An approved caterers list is provided and must be used by customers who wish to use this service, and the T&Cs of hire stipulate no dancing, loud music or boisterous partying, and an end time of 9pm latest (due to the residential area). The package here is just for the hire of the room and the exclusive use of the building for 5 hours. The building is supervised by a staff member who will provide security as well as overseeing the alcohol consumption laws. This person also locks up the building at the end of the event and sets the alarm etc. We also receive a 10% commission on the invoiced total of services rendered by the approved caterer to the couple.

Current fees:

| | Non-VAT'able alone | Everything becomes VAT'able if any package bought, including the ceremony | | |
|-------------------------------------|---------------------------------|---|---|--|
| Packages 2018/19 | <u>Marriage Ceremony</u> | <u>VIP Package</u> | <u>Premium Package</u> | <u>Exclusive Package</u> |
| <i>Whats included?</i> | <i>Marriage Ceremony Only</i> | <i>Champagne VIP Lounge & Marriage Ceremony</i> | <i>Champagne VIP Lounge, Marriage Ceremony & Drinks Toast</i> | <i>VIP Lounge, Marriage Ceremony & Exclusive Reception Room Hire</i> |
| Evelyn Room (Capacity 30) | | | | |
| Mon-Thu | £300.00 | £459.00 | £829.00 | £1,459.00 |
| Fri-Sun | £425.00 | £629.00 | £1,029.00 | £1,629.00 |
| Bank Holidays | £550.00 | £799.00 | £1,219.00 | £1,999.00 |
| Ainsworth Room (Capacity 60) | | | | |
| Mon-Thu | £350.00 | £519.00 | £1,159.00 | N/A |
| Fri-Sun | £475.00 | £689.00 | £1,359.00 | |
| Bank Holidays | £600.00 | £859.00 | £1,639.00 | |