

APPENDIX B

Southover Grange – Non-statutory packages

The proposed packages for offer at Lewes Register Office from 1st August 2018 are as follows:

Bronze

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.) Ceremony included.

Silver

A drinks toast that takes place after the legal ceremony -guests are invited to cross the Grand Hall and enter the Newton Room where a glass of Prosecco (or soft drink alternative where required) will be waiting for them to toast their newlyweds (one drink supplied per person). 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 guests are shown into the Gardens in good time for the next ceremony. Ceremony included.

Silver plus

The Bronze and Silver packages above combined into one. Ceremony included.

Gold

An extended drinks toast that takes place after the legal ceremony -guests are invited to cross the Grand Hall and enter the Newton Room where a glass of Prosecco (or soft drink alternative where required) will be waiting for them to toast their newlyweds (up to two drinks supplied per person). We oversee this with Ceremonies Hosts who are tasked with upholding the terms of our alcohol licence. We allow 2 hours for this service (including the ceremony) and customers will contract for the Canapés directly with one of our approved caterers. This service will allow large parties to have a reception at Southover Grange within the capacity limits for the Newton Room. We will receive a 10% commission on the invoiced total of services rendered by the approved caterer to the couple. Ceremony included.

Gold plus

The Bronze and Gold packages above combined into one. Ceremony included.

Platinum – available for up to 30 guests only

Exclusive hire of the Newton Room. The grand hall, access to the gardens (dawn until dusk as per LDC bye-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 receive a 10% commission on the invoiced total of services rendered by the approved caterer to the couple. Ceremony included.

Platinum plus – available for up to 30 guests only

The Bronze and Platinum packages above combined into one. Ceremony included.