

Appendix 1 – Registration Office Fee Proposals for 2016/17

- 1.1. All the following fee proposals relate to ceremonies taking place after 1 April 2016. The sole exception to that is for ceremonies at Hastings Town Hall where these fee proposals relate to ceremonies taking place from 1 February 2016 onwards. It was felt pertinent to implement the 2016/17 fees as soon as the new Hastings building opens for ceremonies in February 2016 so as to avoid the need of having one set of fees in operation for just two months.
- 1.2. All customers who have already booked their marriages, fully or provisionally, based on the previously agreed fees will have that former fee honoured; the new proposed fees are for new marriage bookings only. This clearly does not relate to Hastings Town Hall or Southover Grange as those buildings have not had any bookings taken yet. There are approximately 20 couples who had provisionally booked Summerfields for 2016/17 and it is proposed that their marriage bookings be transferred, with their agreement, to Hastings Town Hall with the same fee structure as was previously agreed for Summerfields on the condition they refrain from increasing the amount of guests they have invited. If they wish to increase the number of guests which will fit in Hastings Town Hall, above the limit they would have been subject to at Summerfields, then the proposal is that they will be charged the new Hastings Town Hall fees detailed herein.
- 1.3. **Hookstead ceremony room in Crowborough** – This will become the most basic Register Office ceremony room offering in the county. The proposal is to retain the same level of fees for 2016/17 as was agreed by Cabinet in February 2015. The ceremony room at Hookstead could reasonably be described as ‘utilitarian’ and could not readily be described as ‘highly aspirational. Due to planning regulations the ceremony room may not be used at all on Sundays or public holidays and cannot be used outside the hours of 10am-6pm Monday-Saturday. As a result this ceremony room is somewhat limited in its use, it is also limited to a relatively low number of guests due to fire regulations and as such the proposal is that the fee for this ceremony room is set at the lowest tier of fees in the new pricing structure – essentially the same prices as those currently agreed by Cabinet for 2016/17:

Proposal for 2016/17	Hookstead Ceremony Room, Crowborough
Monday - Thursday	£125
Friday	£150
Saturday	£250
Sunday	<i>Not permitted by Planning Regulations</i>
Public Holiday	<i>Not permitted by Planning Regulations</i>

- 1.4. **The Mayor’s Parlours in Eastbourne & Hastings Town Halls** – These are the two smaller rooms in these two locations and both will have unlimited Registration Service access seven days a week, 24 hours a day. The Eastbourne Mayor’s Parlour is currently the single most popular Register Office ceremony room in East Sussex with 294 marriages taking place there in 2014/15, since Southover Grange has been

unavailable. Both rooms are on a par with each other decoratively, and so are seen as comparable for pricing. Both of these rooms represent a more attractive and aspirational ceremony room than can be offered in Hookstead, although they are both somewhat limited in the numbers of guests that can attend (comfortably no more than about 20 people in each room, mostly standing) and hence the proposal is that these two rooms should be priced one step above the prices for Hookstead, thus in the second tier of fees in the new pricing structure:

Proposal for 2016/17 <i>(from 1 February 2016 at Hastings only)</i>	Mayor's Parlours at Eastbourne & Hastings Town Halls	<i>Previously agreed prices (Eastbourne only)</i>
Monday - Thursday	£150	<i>£125</i>
Friday	£175	<i>£150</i>
Saturday & Sunday	£275	<i>£250</i>
Public Holiday	£400	<i>£375</i>

- 1.5. **The Court Room and Council Chamber at Eastbourne Town Hall and the Council Chamber at Hastings Town Hall.** These three rooms will come to represent the main sizeable and aspirational marriage rooms in the offering at Eastbourne and Hastings Town Halls, all of which can comfortably accommodate 60 seated guests (the Eastbourne Court Room can accommodate up to 100 in total). The proposal is for these three rooms to be priced one step above the prices for the Mayor's Parlours, thus in the third tier of fees in the new pricing structure:

Proposal for 2016/17 <i>(from 1 February 2016 at Hastings only)</i>	Court Room at Eastbourne Town Hall or Council Chambers at Eastbourne and Hastings Town Halls	<i>Previously agreed prices (Eastbourne only)</i>
Monday - Thursday	£225	<i>£205</i>
Friday	£250	<i>£230</i>
Saturday & Sunday	£350	<i>£330</i>
Public Holiday	£475	<i>£455</i>

- 1.6. **The Evelyn Room at Southover Grange.** This will be the smaller of the two rooms situated within the new ceremony suite at Southover Grange. Decorated to a very high standard set in the beautiful 16th Century Grade II* listed building, with views directly overlooking the stunning Southover Grange Gardens for that picture perfect backdrop. Seating for up to 30 guests. This room is newly available in 2016 so there are no previously agreed prices. The proposal is for this room to be priced at the fourth tier of the new pricing structure:

Proposal for 2016/17	Evelyn Room at Southover Grange
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Monday -Thursday	£250
Friday	£275
Saturday & Sunday	£375
Public Holiday	£500

- 1.7. **The Ainsworth Room at Southover Grange** - this will be the larger of the two rooms within the new ceremony suite at Southover Grange. Decorated to a very high standard set in the beautiful 15th Century Grade II* listed building, with views directly overlooking the stunning Southover Grange Gardens for that picture perfect backdrop. Seating for up to 60 guests. As this room is newly available in 2016 there are no previously agreed prices. This room is anticipated to become the single most used marriage room within the county, once the newly refurbished building is publicised. The proposal is for this room to be priced at the fifth and final tier of the new pricing structure:

Proposal for 2016/17	Ainsworth Room at Southover Grange
Monday -Thursday	£300
Friday	£325
Saturday & Sunday	£425
Public Holiday	£550

- 1.8. All of the above fee proposals will operate in conjunction with, and on top of, the previously-approved surcharge fee arrangements, namely that a surcharge of between £100 – £250 is levied for ceremonies taking place in the evenings and at night time, and that a separate surcharge of £50 is levied for ceremonies taking place on 'Peak Demand' days.
- 1.9. **Community Use Room for Hire.** Charges for the hire of this room are proposed to be set at £50 for the initial hire, including the first hour, and thereafter £15 per hour. It is envisaged that the room will be hired to local groups for meetings/training and the like – this was agreed as a condition of the building swap with Lewes District Council. It may be that low-key drinks receptions after marriages could use this facility by hiring the room, but it would need to be the last ceremony of the day to ensure that it did not interfere with the smooth running of other ceremonies. This room would not be available for hire when there are ceremonies already booked, and in any event will not be available for hire after 10pm so as to avoid potential disputes with neighbouring residential properties.
- 1.10. **VIP Suite and Photographic Staircase at Southover Grange.** This provision will be accessible to adults only because of the health and safety liabilities surrounding the staircase. Charged at £50 for 30 minutes, includes the mandatory pre-marriage

interview of the couple, either separately or together as they wish. The staircase will only be used for photographs when the VIP suite is hired. No actual bridal preparation (hairdresser, make-up artist, etc) will be allowed to take place within the VIP Suite due to health and safety requirements relating to personal electrical equipment, cleaning liabilities and the issues around the responsibility of personal belongings being left in there. This room will be available to be hired on a first come first served basis. There will be a 15 minute gap between uses and this will be used to tidy the room to make good for next couple who wish to use it. This service would require an usher to be on-site, which is already being planned for.

- 1.11. **Exclusive use of the entire ceremony suite of Southover Grange.** This would include the ceremony room, grand hall, community room, kitchen, and the VIP suite. No children permitted past the bottom of the staircase owing to health and safety reasons. No 'cooking' would be allowed, but 'champagne and canapes' type catering would be allowed, along with low level background music. This would initially be available only between Sundays and Thursdays and on Public Holidays only for a maximum of 4 hours at a time, including the ceremony. The proposal is for this offer to be priced at £995, plus the normal fee for the marriage ceremony. The hirers would enter into a contract regarding damage to furniture/fittings and a sizeable security deposit would be taken.
- 1.12. **TV Filming at Register Offices** – the proposal is that any type of filming taking place in or around the Register Office, including the interviewing of registrars in their professional capacity, will be charged at a rate of £500 per calendar day, or part thereof. Soft market testing has shown that TV production companies expect to pay locations for filming and that the market can sustain this fee level. Some other local authorities' Registration Services similarly already charge for filming within their Register Offices, so again this is not something which would be unique to East Sussex.