

Southover Grange Civil Partnership Ceremony Options Form

We would like your ceremony at Southover Grange to be as personal and memorable for you as we can make it. To help us do this, please complete the following questionnaire, referring to the Southover Grange Civil Partnership Ceremony Pack you received after you gave notice, and return it to us no later than one month before your ceremony. Thank you.

Your full names: _____ & _____

Known as: _____ & _____

Daytime tel. no: _____ **Email:** _____

Date of ceremony: _____ **Time:** _____

No. of guests: _____ **Evelyn Room:** Maximum 30 including couple

Ainsworth Room: Maximum 60 including couple

VIP Suite: The Southover Grange VIP experience before your ceremony is for up to 6 adults (over 18s only) to relax and enjoy a moment of calm on your big day. You will arrive at your own private entrance to be met by your Ceremonies Host who will provide each of you with a complimentary glass of champagne (or a soft drink alternative if requested) before our Registrars come to you to conduct the pre-ceremony interviews in private.

If you opted out of the VIP Experience when you booked your ceremony, please tick here: *
(You do not need to complete the section below. Please turn over to complete your parents' details).

For all VIP experiences, please read and complete this section:

Our licence requires us to operate a 'Challenge 21' alcohol policy. Please inform all your VIP guests that anyone who appears to be under the age of 21 and is drinking alcohol will be asked for ID in the form of a passport, driving licence or PASS card. If they are unable to produce ID, access to the VIP Suite will be denied. No one under the age of 18 will be permitted to consume alcohol on the premises.

You and your VIP guests should arrive at the appointments entrance to Southover Grange, located on Southover Road, 45 minutes before the start of your ceremony. Your Ceremonies Host will greet you and take you upstairs to our VIP Suite. Please note that there is no accessible access to the VIP Suite. If a member of your VIP party requires a lift or assistance to access the VIP Suite, please speak to our staff who will talk you through the alternative options.

Please list below the names of your VIPs (up to 6 over 18s only, including the happy couple):

_____	_____
_____	_____
_____	_____

How many of your VIP party would prefer a soft drink to Champagne? _____

After your pre-ceremony interview, at your request, your official photographer can have access to you and your VIP guests to take photographs in the VIP Suite and on the staircase.

We would like to take photos in the VIP Suite Yes or No

If yes, what is the name of your photographer? _____

Confirmation: We confirm that we have agree to the terms of the alcohol policy above
By submitting this form to us by email, you are agreeing to the terms of the alcohol licence outlined above. If you chose not to have the VIP Experience when you made your booking, please tick the opted-out box above. If you are completing this form by hand and are having a VIP Experience, please sign here: _____

***Add the VIP:** If you would like to add the VIP Experience to your booking, please call the Ceremonies Hub T: 0345 60 80 198.

Parents full names and occupations:

&

Arrival:

All VIPs should arrive at the appointments entrance on Southover Road 45 minutes before the start time of your ceremony.

If you have chosen not to have the VIP package you should enter through the Ceremonies entrance on Southover High Street. If you are being interviewed separately, one party should arrive 20 minutes before the ceremony and the other 10 minutes before the ceremony. If you prefer to be interviewed together, please arrive 20 minutes before the start time of your ceremony.

For the ceremony itself, we ask that your guests arrive 20 minutes before your ceremony is due to start. In all cases, guests who are not attending the VIP Experience should arrive at the Ceremonies entrance on Southover High Street.

Interview:

Would you like to be interviewed: Together *or* Separately ?

Entrance:

Will either of you be escorted? Yes *or* No

If yes: Who will be escorted? _____

And by whom? _____

(Name and relationship)

Would you like the registrar to say a few appropriate words at this time? (See the ceremony pack for an example) Yes *or* No

Music:

Will you bring your own music? Yes *or* No
(Music cannot include any religious content and must be approved in advance by the Ceremonies Team)

Entrance: Title: _____ **Artist:** _____

Schedule signing: Title: _____ **Artist:** _____

Title: _____ **Artist:** _____

Exit: Title: _____ **Artist:** _____

Reading:

Would you like to have a reading? Yes *or* No
(One reading only. Please remember it cannot include any religious content)

If yes: Title: _____ **Read by:** _____ **Attached:***

*Please attach a copy of your reading to the email when you submit this form.

Declarations:

Please tick your choice of declarations below:

Suggested declarations: I ... declare that I come here of my own free will and accord, and am free lawfully to enter into this bond with ... **&** I ... declare before those gathered here today, that I take you ... to be my lifelong partner, to love and to honour you, to trust and to respect you and to be loving, faithful and loyal throughout our lives together.

and/or Personal promises: Yes *or* No

You may choose to include personal promises instead of or as well as the declarations above. Please tick yes or no above to let us know your preference.

If yes: Please tick to confirm you have attached a copy or insert overleaf:

Insert personal promises (if not attached):

and Legal declaration (this can either be read to yourself or repeated out loud):

I declare that I know of no legal reason why we may not register as each other's civil partner. I understand that on signing this document we will be forming a civil partnership with each other.

We would prefer to: Repeat this out loud Quietly read this

Rings: Are you exchanging rings? Yes *or* No

If yes: One *or* Two Who will present them? _____

Best man/woman: Will you have a best man/woman/person? Yes *or* No

If yes: What is their name? _____

Witnesses: Please tell us the names of your two witnesses:
_____ & _____

Exit: Please announce us to our guests as: _____
(For example: Your first names ... *or* The happy couple)

Interpreter: Will you use an interpreter? Yes *or* No

Registrars blog: We consent to being contacted after our ceremony about featuring on the blog

Photographs: We consent to the Registrars taking photos at our ceremony that may be used on the website, on social media and/or in publicity material

Extras: If you ordered extras when you booked your ceremony, they will be supplied to you. Otherwise, please call us to order. See your ceremony pack for details.

Privacy notice: Please see our [privacy notice](#) for information about how we will use your data.

Submit this form: Please click here to submit this form directly to us by email.

[Submit](#)

If you are using a mobile or tablet and cannot submit this form using the button, please email it to the address below using the share icon on your device.