

## Southover Grange 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 to do this, please complete the following questionnaire, referring to the Southover Grange 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.

Southover Grange, Southover Road, Lewes, BN7 1TP • call 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? Yes  *or* No   
(See the ceremony pack for an example)

**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:** \_\_\_\_\_

**Register 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.

**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? \_\_\_\_\_

**Interpreter:**

Will you use an interpreter? Yes  *or* No

**Witnesses:**

Please tell us the names of your two witnesses:

\_\_\_\_\_ & \_\_\_\_\_

**Vows:** Please tick your choice of legal vows below:

I do solemnly declare that I know not of any lawful impediment why I ... may not be joined in matrimony to ... **&** I call upon these persons here present to witness that I ... do take thee ... to be my lawful wedded wife/husband

**or** I declare that I know of no legal reason why I ... may not be joined in marriage to ... **&** I ... take you ... to be my wedded wife/husband

**or** Reply 'I am' to the question 'Are you ... free lawfully to marry ... ?' **&** I ... take thee ... to be my wedded wife/husband

**Exit:** Please announce us to our guests as: \_\_\_\_\_  
(For example: Mr/Mrs & Mr/Mrs ... **or** Your first names **or** The happy couple)

**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 indicate below how many of each you'd like to order. We will call you to take payment. Payment must be made in advance of the ceremony.



A silver-plated Certificate Holder for your certificates

£20

Quantity: \_\_\_\_\_



A decorative Commemorative Certificate as a memento of the day

£6

Quantity: \_\_\_\_\_



A collection of Poetry, Readings & Music for marriage ceremonies

£5

Quantity: \_\_\_\_\_



A keepsake fountain pen with which you will sign the register of marriages

£10

Quantity: \_\_\_\_\_

Please call me on this number to take payment: \_\_\_\_\_

**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.