



Ceremonies & Civil Partnerships 2019

Venue Hire Charges

Ceremony only	£750	
Piano or Organ Hire	£80	
Ceremony & Drinks reception	£1400	Charges are subject to VAT

Booking details

If you decide to proceed for your ceremony only (2 hour hire) we require the full payment of the venue hire £750 + VAT.

You will need to book the registrar with Southwark Register Office. Ceremonies can take place from 10am to 4pm other than Sundays when the latest ceremony would be held at 1pm. Southwark Register Office can be contacted as follows:

T: 020 7525 7651

E: registrars@southwark.gov.uk

34 Peckham Road, London, SE5 8QA

Should you wish to have a drinks reception after your civil ceremony, the full hire to include an extra hour in the Old Library and drinks handling and service is £1400 + VAT. You can supply your own drinks or the College has a range of sparkling wine and Champagne on offer.

If you are having a drinks reception after the ceremony 50% of the venue charge as a holding payment is due at time of booking which is then deducted from your final bill. Full payment will be invoiced six weeks before your event.

What happens next?

Your initial viewing will be conducted by a member of the Events team who will then be your main point of contact. After confirmation we are happy to meet up as soon as you would like to go through finer details of the event. This can be done by email or phone if that suits you better. It is best to not leave it less than 1 month prior to your event to have this final discussion.

On the day

The Events Operations team are in charge of running your event on the day. They will take over from your event manager in the week of your event.

You will have access to the Old Library and Rotunda an hour before your ceremony is due to start for decoration. Photographs are permitted outside the main College buildings on the Front Lawns if there are no other events taking place that day. Otherwise, photographs are permitted outside the Old Library only.

Please note

Only natural petal confetti is permitted and it may only be thrown outside.

There are school sports on Saturdays during term time but this should not impact on your day. Dogs are not permitted on College property.

Other details

Most clients prefer to source their own florists and photographer but we are happy to discuss arranging any of this for you should you wish. We can offer suggestions for suppliers. The piano and organ are available for an experienced player to use with a charge of £80 + VAT, which goes back into the upkeep of the instruments. Please get in touch if you would like some musician contacts.