



## **Booking details**

If you decide to proceed we require a holding payment which is 50% of the venue hire. This will be deducted from your final bill. A signed letting agreement is required to complete the booking.

If you are having a civil service 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**  
**F: 020 7525 7652**  
**E: [registrars@southwark.gov.uk](mailto:registrars@southwark.gov.uk)**  
**34 Peckham Road**  
**London SE5 8QA**

Please note:

Your booking for the Old Library is for two hours allowing for an hour's access for setting up prior to your ceremony.

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

## **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. It is best to not leave it less than 2 months prior to your event to have this initial meeting. You will need to know access times and furniture requirements for this meeting.

After this meeting you will receive an event sheet to confirm arrangements. The invoice will be raised 6 weeks prior to your event with full payment due no less than 4 weeks in advance. Any final costs will be invoiced post event.

Only caterers from our approved list are permitted to cater in the Centre Block and Christison Hall. It may be possible to look at other professional caterers for other halls but this would need to be discussed and approved by the Head of Events.

Your hire period will commence from 10am on the day of the event.

## **Service details**

There will be a member of DCE staff present on the day of your event to give access and to ensure that the College facilities are being used in agreement with our conditions of letting.

All suppliers, drinks etc may only come in to the venue once your access period has begun and your caterer is on site to take the delivery.

Your caterer will be in charge of setting up for you including setting out tables and chairs. They will also be in charge of the evening bar, staffing and organisation of the event from start to finish.

It is the hirer's responsibility that the kitchen is left as found.

All rubbish must be taken off site at the end of the event other than for events in the Barry Buildings when bins will be made available.

All guests, staff and equipment must be off site at the end of your hire period and by 12 midnight at the latest (11pm on Sundays to Thursdays). If late license has been agreed for Trevor Bailey then all guests, staff and equipment must be off site by 2am latest.

### **Points to note**

Candles are not permitted in the Great Hall or Lower Hall and helium balloons and blowing bubbles are not permitted in any halls.

Noise limiters are in situ in the Lower Hall and South Cloister. All music suppliers must be made aware that it is part of your contract that they play all sound through this system. Any tampering with the system will be charged to the client and failure to use the system appropriately may result in the music being stopped. Doors will be closed once music has commenced. Guests will still have access to the gardens via alternative doors.

There may be other events taking place on the College campus on the day of your event but every effort is made to ensure a feeling of exclusivity.

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

Parking is limited and operates on a first come, first served basis. There is free parking on all roads around the College.

Dogs are not permitted on College property.