



## **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 3 months prior to your event to have this initial meeting.

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

The Events Operations team are in charge of running your event. They will take over from your event manager in the week of your event. They will arrange a final meeting with you during that week to meet you, run through all details of the day, take in your drinks (if required) and any decorative items for tables etc.

## **Service details**

College crested plates are used. We can hire in other crockery, cutlery and glassware if required – there would be an additional charge for this.

Most clients prefer to source their own florists, cake supplier, photographer, music provider etc but we are happy to discuss arranging any of this for you should you wish. We can offer suggestions for all suppliers.

Any furniture required to be hired in would be arranged by us and the charge will be added to your invoice.

## **Setting up for your event**

We ask that you hand over all your decorative items, table plans, place names etc to the Events Ops Team at your final meeting and then leave them to set up for you. Clear instructions must be given to the Events Ops Manager for all of your decorative needs.

If you prefer to come in yourselves to decorate this can usually be accommodated while our staff are setting up for your event.

All guests 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 must be off site by 2am latest.

## **Points to note**

When you send out your invitations it is useful to ask your guests to note any special dietary requirements, (including vegetarians) so we can ensure everyone is given a suitable meal.

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.