

## Battle Town Council Almonry Wedding Venue

Notes from Cllr Howell, Cllr Gyngell, Mrs Emeleus and Cllr Favell following a meeting of the Almonry Wedding Venue Working Group on 07 Sep 2018.

Mike Clark, representing Battle Memorial Hall, attended the meeting.

### Suggestions for additional Responsible Persons

JG and GF volunteered to be additional Responsible Persons, to be called on if necessary, as they have undertaken First Aid at Work training.

### Venue

Following a review of the suggestions of possible improvements to F&GP, the group recommend that folding chairs should be purchased for use in the Arbour and garden. They can be returned to the building without the help of the Grounds Staff if they are unavailable (or even be temporarily secured to a suitable object if they cannot be returned to the Almonry for any reason).

GF has purchased the material to make the curtains for under the sink in the kitchen.

### Fees

It was noted that the recommended fees have been agreed by F&GP:

	Non-resident couples	Resident couples
Wednesday to Friday	£350	£300
Saturday	£400	£350
Sunday / Bank Holiday	£450	£400

### Conditions of Hire

It was noted that the Conditions of Hire have been finalised following recommendations from Working Group

### Review of the first ceremony

The Working Group agreed with the Town Clerk that lighting is required along the garden side of the Arbour. In addition to the idea that battery operated lighting could be used, it was suggested that LED mains lighting could be installed. Power could be run from the Museum in return for a small payment. The supply would need a key switch in the Arbour. ME will request approval for this from the Museum executive committee and report back.

### Covering costs

The following information provided to F&GP was noted:

BTC therefore needs to hold:

Year 1	3 weddings	£750	<i>(Number to date = 1)</i>
Year 2	5 weddings	£1,250	<i>(Number booked = 1)</i>
Year 3	7 weddings	£1,750	

It is recommended that bookings for weddings conducted by a celebrant (i.e. not an ESCC Registrar) should be accepted. It is recommended that a Responsible Person should be in attendance and that these bookings should be charged at the rates above.

### **Marketing the venues**

The assumed budget provided to F&GP was £1,000 over 3 years

It was agreed to recommend staging a joint Wedding Fayre with Battle Memorial Hall, to be held at both venues, on Sunday 20<sup>th</sup> January 2019 (or 27<sup>th</sup> January). Various local service providers could be invited to take part, such as: caterers; photographers; musicians; DJs; wedding dress designers; clothes shops; confectioners; bakers; florists; hairdressers; wedding organisers; celebrants; printers etc.

Mike Clark will contact Tori Lansley, who is an experienced wedding co-ordinator, to ask if she would be willing to organise the event.

In the meantime, it is recommended that:

- a standard listing is included on the ESCC Ceremonies in Sussex Venue listing
- adverts are placed in the BTC Newsletter and on Rother Alerts
- advertising leaflets, articles for free magazines, Battle Observer etc. can be prepared when photographs from the Wedding Fayre become available for use.

### **Other actions/ideas/recommendations**

None