

## Marriages and Civil Partnerships at The Almonry, Battle

The Almonry is a licensed wedding venue, approved by East Sussex County Council for the solemnisation of marriages in pursuance of Section 26 (1)(bb) of the Marriage Act 1949 and as a venue for Civil Partnerships in pursuance of section 6(3A)(a) of the Civil Partnership Act 2004.

The venue comprises the Council Chamber (on the ground floor of the mediaeval Town Hall building) and the Arbour (in the lower garden). However, as The Almonry is not a Register Office, you need to book and pay for a Registrar to attend and officiate at your ceremony.

Once you have a date in mind, please contact Battle Town Council. If your chosen date is available we can reserve it for you provisionally for 14 days until you have booked with the Register Office. Once you have done this we will confirm your booking in writing. You will also receive an invoice for your booking, which requires that £100 of the total fee is paid immediately by way of a non-refundable deposit. We ask that the balance is paid at least one month prior to your ceremony.

### You may want to consider:

Hours of hire	The venues can be hired Wednesday to Sunday, between 10.00 and 16.00, allowing ceremonies to take place between 11.00 and 15.30.
Seating	The Council Chamber can hold up to 30 guests seated or 50 standing The Arbour can hold up to 15 guests seated or 20 standing. Please note: the Council reserves the right to move ceremonies from the Arbour to the Council Chamber in the event of inclement weather either before or on the day of the ceremony.
Animals	Animals may be allowed at the discretion of the Town Clerk.
Music	We have a CD player with an iPhone/iPod dock, but you are welcome to provide your own system. You will need to arrange for someone to be responsible for the playing of the music (pressing play and pause at the appropriate moments.) We recommend that the nominated person arrives early in order to have a practice. Music must be secular in nature and must be agreed with the Registrars.
Readings	Words forming part of a civil ceremony of marriage or a civil partnership must be secular in nature and agreed with the Registrars.
Flowers	You are welcome to provide your own flower arrangements and decorations. It may be possible to set up the previous day or in the morning of the ceremony, by arrangement with Battle Town Council. Arrangements for the removal of decorations is by agreement with the Town Clerk. Please do not use sticky tape, blu tack, pins or other material that could cause damage to the building as any damage will be charged for.

Candles	Naked lights are not permitted. There are battery-powered candles in the Council Chamber that may be used, supplemented or temporarily removed for the ceremony.
Confetti	Throwing confetti is not permitted on the Town Hall premises. Bubbles may be blown and real rose petals may be thrown in the lower garden.
Photographs	The gardens are available for photos (weather permitting!)
Food and drink	You are welcome to serve drinks and light refreshment after the ceremony. The kitchen is not certified for food preparation, but it may be used to plate food and pour drinks. Please note that food and drink may not be consumed in the registered venue prior to the ceremony.
Disabled access	Due to the age of the building there is very limited disabled access to the Council Chamber and Arbour. Unfortunately the toilet is not fully accessible. However, there is an accessible public toilet nearby in the Market Square. We will be pleased to discuss your needs.
Parking	There is no parking at The Almonry. There are pay-and-display car parks in Battle. The Market Square car park, which is near to The Almonry, offers short term parking adjacent to Jempsons supermarket and long term parking (further down the access road, towards the primary school). There is also a car park off Mount Street.