

Civil  
Ceremonies



at  
Lysses House Hotel

# Welcome to Lysses House Hotel

## Congratulations

We would like to offer a warm welcome to Lysses House Hotel and congratulate you on your forthcoming wedding.

Since the change in law with regard to civil marriages, there is now another alternative to the register office.

Here at Lysses House, we are proud to have been granted the licence to hold civil ceremonies and honoured to play such a big part in your special day.

We are able to offer, in addition to the ceremony, a complete wedding package including reception, overnight accommodation and evening entertainment.

This also means some big advantages for you such as reduced transport and parking difficulties and costs, more guests present at the ceremony, less time between the ceremony, photographs and reception and greater flexibility for your day.

Whatever style of wedding you choose to have you can be assured that we will provide superb food, fine wine, friendly and personal service. Our staff will be delighted to offer their expert guidance and assistance, endeavouring to meet your every individual request and ensure that you are free to enjoy your special day.

Clive Wright  
Food & Beverage Director

# Civil Ceremonies

This booklet should be used in conjunction with our main Wedding Brochure to help plan your reception. It is based on a reception of 40 or more adults. However, we are aware, that smaller, more intimate receptions are increasingly popular especially in conjunction with civil ceremonies.

For smaller parties of less than 40, with or without an evening reception, please contact us to discuss your individual requirements.

## Content of the Service

Due to the license conditions the service must not have any religious content. Any reading, music, words or performance for a civil ceremony of marriage must be secular in nature. The arrangement for and content for each marriage ceremony must meet with the prior approval of the superintendent registrar of the district in which we are situated.

## The Venues

### First Floor Rooms

Our smallest room, the **Bristol Room** will accommodate up to **20 people**, making it ideal for a small family service. The Bristol Room overlooks the garden.

The **Fareham Room** overlooking the garden, and **Dover Room** situated at the front of the building, will accommodate up to **32 people**, ideal for a small gathering of family and friends.

The **Hampshire Room** is our largest venue and will accommodate up to **100 people**, ideal for large traditional gatherings of extended families and friends.

## Ground Floor Rooms

Our **Lounge** will accommodate up to **30 people** and is ideal for those wishing to experience the home from home feeling of Georgian grandeur.

Our **Richmond Restaurant** will accommodate up to **80 people** and provides a good all round venue for gatherings of between 40 and 80 people. It enjoys direct access to our patio and garden.

**Please feel free to use our grounds and building for your photographs.**

<b>Venue</b>	<b>Capacity</b>	<b>Cost</b>
Hampshire Room	100	£335.00
Richmond Restaurant	80	£305.00
Lounge	30	£285.00
Fareham Room	32	£250.00
Dover Room	32	£250.00
Bristol Room	20	£230.00

**Please note the above capacities to include Registrars, Photographers and the Bride and Groom.**

<b>Registrar</b>	<b>1/4/19 – 31/3/20</b>	<b>1/4/20 - 31/3/21</b>
Monday - Thursday	£472.00	£491.00
Friday	£550.00	£564.00
Saturday	£618.00	£644.00
Sunday / Bank Holiday	£663.00	£680.00
Notice	£35.00 per person	

Two certificates of marriage are issued on the day and are included in the ceremony fee, additional certificates requested on or before the ceremony day are £10.00 each.

Prices correct at 11/07/19. We are unable to guarantee these charges. The above charges are to be paid directly to the registrar, who will confirm the correct tariff.

# How to book your Civil Ceremony

**Please ensure you have read and understood our terms and conditions which are detailed in this booklet before booking your reception.**

Decide how many guests to invite, depending on your budget.

Choose a date - this can be any day of the week, not just a Saturday.

Telephone the register office to request the date and time.

Fareham Register Office  
4 – 8 Osborn Road South  
Fareham  
PO16 7DG

**0300 555 1392**

Telephone Lysses House Hotel for availability.

Arrange a suitable time to view our facilities.

Arrange an appointment with our Food & Beverage Director, Mr Clive Wright, to run through your wedding reception in more detail and provide you with a costing.

Pay your deposit to confirm the booking.

We will of course be in touch with you again before your special day. However, please do not hesitate to call us if you require any further information or you wish to visit us again for any reason. You will always be welcome.

# Terms and Conditions

## General

Our wedding package is based on a minimum of 40 adults. Should your party be below this number please contact us for a tailor made package.

When an evening event is not required then a room hire charge of £400 will be applied unless the restaurant is vacated by 6pm. This must be previously agreed in writing.

There is no extra charge for evening facilities if a buffet is provided for at least 75% of all the guests attending. If no food is taken a charge of £400.00 will be levied.

All functions are required to finish by the time shown on the booking form.

The booking form represents the first part of the formal contract between Lysses House Hotel and the customer. These terms and conditions form the second part of the contract. Where there is a contradiction between the booking form and the terms and conditions then the booking form will take precedence.

Given the high cost of cancellation, customers are strongly advised to arrange insurance to cover any unexpected changes to plans.

Please help us respect the environment. Only biodegradable confetti may be used in our grounds.

## Booking

A provisional booking will be held for 14 days. We will always try to contact you before releasing the date. A firm booking is only made when the correctly completed booking form has been returned together with the appropriate deposit.

## Deposit

All deposits are calculated from the cost of the function as shown on the booking form.

A £500 deposit is required at the time of making a firm booking.

A further 50% of the remainder of the deposit is required to be paid twelve weeks before the date of the function.

The final 50% is required to be paid six weeks before the date of the function.

Deposits are non-refundable.

## Notification of Numbers

Notification is required at the following times:

At the time of firm booking

6 weeks prior to the event

At the final meeting approximately 1 month prior to the event, along with any changes to the chosen menu and beverage requirements.

48 hours prior to the event.

## **Payment**

Failure to make a payment by the due date will be assumed to represent a cancellation by the customer. We will always try to contact you before taking any further action.

The total cost will be calculated using the number of people attending or the number notified 48 hours prior to the event, whichever is greater, subject to the minimum of 40 adults.

All extras must be paid on the day of the event

All prices are inclusive of VAT at the current rate.

Prices quoted at the time of booking, excluding the VAT element, will be held for a maximum of six months. VAT will always be charged at the rate in force at the time of the function.

**The arrival drinks, wine and Champagne will be charged at the prices shown on the price list current at the time of the function.**

## **Damage and Loss**

Damage caused to the fixtures and fittings of the hotel by guests attending the event are the responsibility of the person making the booking. Any such damage will be charged in full. This includes any costs we incur to clean an area as a result of a wedding guest smoking inside the building.

Lysses House cannot accept liability for loss or damage to customer' property unless the loss or damage can be proved to have been caused by the negligence, wilful act or default of the management or its employees. Cloakrooms are not secure and notices to that effect are in clear view.

Valuable items may be accepted for safe keeping with reception at the discretion of the hotel.

## **Privacy**

Our privacy policy is available on our website and sets out the terms by which we process any personal data we collect from you or that you provide to us.

## **Cancellation by the Hotel**

If due to circumstances beyond our control Lysses House Hotel becomes unavailable for the booked event, then every effort will be made by the staff to find an alternative venue on your behalf.

If this is not possible then a full refund of the deposit payments made will be given.

## **Law**

This contract is subject to the Laws of England.

All the staff at Lysses House Hotel  
look forward to welcoming you  
on your special day  
and would like to extend their very  
best wishes for your future.

**Lysses House Hotel**

**51 High Street**

**Fareham**

**Hampshire**

**PO16 7BQ**

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