



Ceremony Guide

Detailed below are pictures, information and basic layouts for each of our ceremony areas that you may find useful.

The diagrams are just a guide and not to scale, for example the number of rows and chairs per row will depend upon your individual guest numbers on the day and can be discussed with you in detail nearer the time if necessary. All details regarding how the ceremony is conducted must be directed to the registrars or your celebrant as they are in charge of proceedings at this stage of the day.

Index

1. The Summer House *(page 1)*
(Bridal entrance/exit, capacity, decorations, guests, sound system, weather, key people, diagram)
2. The Tudor Barn *(page 3)*
(Capacity, decorations, bridal entrance/exit, sound system, key people, diagram)
3. The Old Dairy *(page 4)*
(Capacity, decorations, bridal entrance/exit, sound system, key people, diagram)
4. The Drawing room *(page 6)*
(Capacity, decorations, bridal entrance/exit, sound system, key people, diagram)
5. Other useful information *(page 7)*
(Music, Registrars, pricing)

The Summer House



The Summer House is the first choice for many couples (weather permitting) and is a wonderful and romantic space in which to exchange your vows in the presence of family and friends beneath the open skies. The Ceremony itself is conducted within the Summer House, a beautifully designed seven-sided oak framed structure that seems to float above the lily pond.

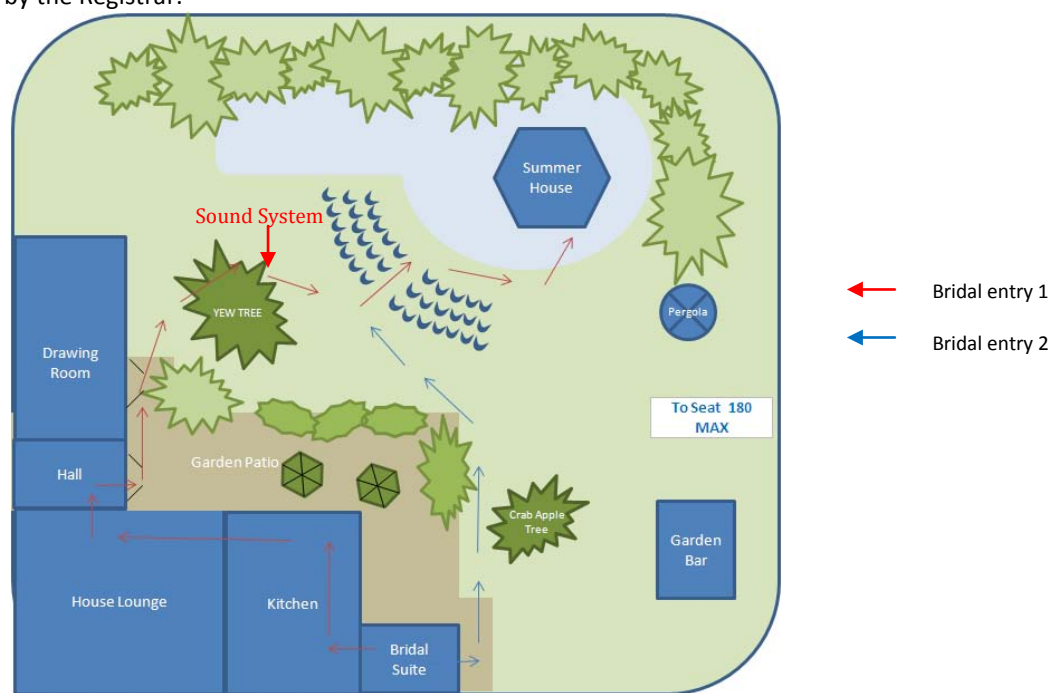
- **Bridal Entrance** - There are 3 options for the Bride's entrance to the ceremony:
 1. The first is shown in the diagram below (red arrows). Your event manager will bring you and your Bridesmaids etc to the House Hallway ready to enter the garden through the French doors.
 2. The second option is to enter straight from the Bridal Suite on to the lawn and down the aisle (blue arrows below).
 3. The third option is to arrive by our very own South Farm Tuk Tuk. If you opt for this entrance your Event Manager or another senior member of staff will drive you and one other from the courtyard, up the driveway, into the field surrounding the site and round into the garden via the gate next to the outside bar. You will be dropped off at the top of the aisle in spectacular style.
- **Bridal exit** - Once the ceremony has finished, Bride and Groom can walk from the summerhouse back up to the top of the aisle where our team of waiters will greet you with your chosen reception drinks. Guests can follow and it is now that the drinks reception commences. If you wish to have a group aerial photo, it is a good idea to



Ceremony Guide

have this straight after the ceremony or just before entering the barn for the meal as all of your guests are together in one place during these times.

- **Capacity** - The Summer House and garden has a capacity of 180 people including Bride & Groom, 2 Registrars and South Farm Event Manager. The Summer House itself is licensed for up to ten, six of whom are obligatory, The Bridal Couple, two Registrars and two witnesses. You may also invite up to 4 more people, perhaps page boys and bridesmaids and guests invited to give a reading or sing.
- **Decorations** - You are welcome to decorate the summerhouse as you wish providing you do not put any new nails/hooks into the wood. Many couples organise flower arrangements for the summer house which can then be moved over to the Barn for the meal to get maximum use out of them.
- **Guests** sit on the bank of the pond in a semi-circle around the summer house allowing them all the perfect view.
- **Sound system** - The ceremony itself is amplified through the microphones installed in the Summer House and projected through speakers on the lawn to ensure everyone can hear clearly. Music for the ceremony can also be played through this system using CDs preferably (as there is a lot less room for error this way) but also iPods or laptops. The same system can also provide background music for the drinks reception in the garden.
- **Weather implications** - If you wish to have a garden ceremony, there is a surcharge (please see venue fees) which is reimbursed if bad weather necessitates switching to indoors. We set up your chosen inside ceremony room regardless of the weather first thing in the morning and will hold off from setting outside until late in the day unless we are sure of good weather. Keeping an eye on the weather forecast, your event manager will liaise with you on the day as to whether you would like to go outside or not – if you do we will set outside then. If the weather is fine and your outdoor ceremony takes place, both the indoor ceremony fee and the summer house fee will be charged as both are set, however even if the outdoor ceremony is set up and then not used due to last minute changes in the weather we do not charge you for outside and absorb the cost ourselves. It seems unfair to have the disappointment of rain during the ceremony followed by the sting of having to pay for an outside space you didn't get to use.
In short – if you get married outside you'll be charged a ceremony fee for outside and inside (as both are set). If you get married inside you'll just be charged for the inside space.
- **Witnesses, ring bearers, speakers and Bridesmaids** etc sit in the main bank of seating, so it is a good idea to make some 'reserved' signs for them to make sure they get a seat in the best place. Ring bearers, witnesses and speakers are best situated on the right close to the front so that they can access the summerhouse easily when asked to by the Registrar.





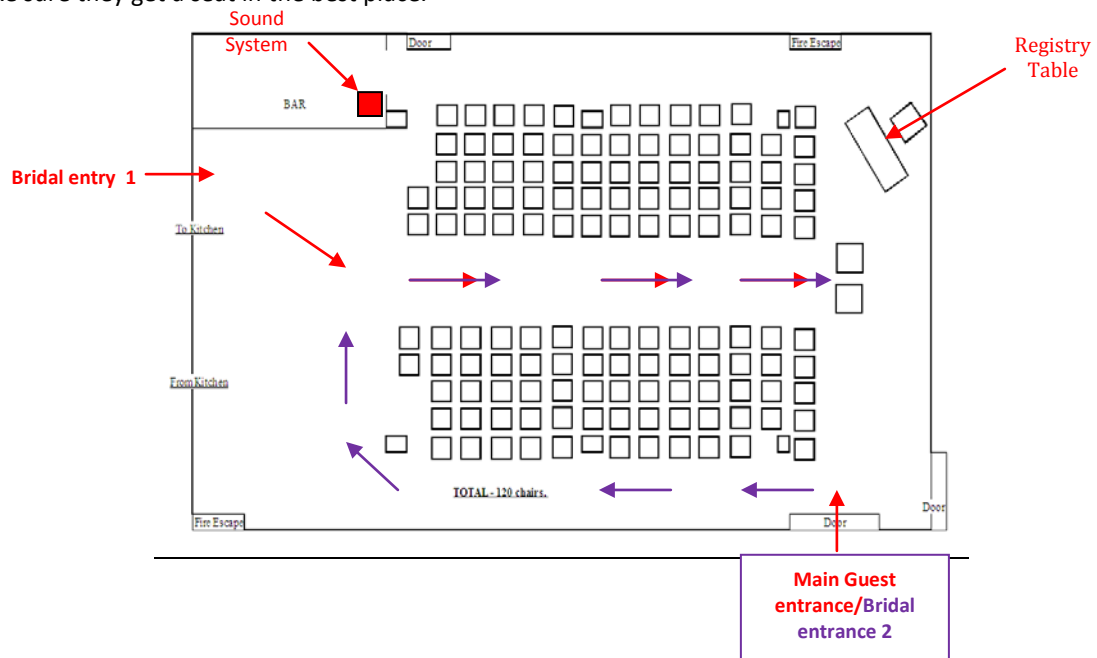
Ceremony Guide

The Barn



It provides an inspiring setting with a wonderful atmosphere for larger weddings.

- **Capacity** - The Tudor Barn has a capacity of 180 including Bride & Groom, 2 Registrars and South Farm Event Manager.
- **Decorations** - You are welcome to decorate the barn as you wish, providing you do not put any new nails/hooks into the wooden beams or walls. There are plenty of hooks and nails in the wood already which can be used to hang flower arrangements and other decorations. Fairy lights are fine as long as wires do not cause a tripping hazard, and candles can be used in suitable containers on tables. LED tea lights can be used anywhere!
- **Bridal entry** – The bride can either enter from the kitchen (which will be clean) so that you arrive at the top of the aisle before you are seen or via the main entrance, walk up the outside aisle of your guests and back down the central aisle.
- **Bridal exit** - Once the ceremony has finished, Bride and Groom can walk back up the aisle and then choose whether to go into the kitchen for a couple of minutes to themselves, meeting guests in the reception area afterwards or walk back down the side of the barn and exit through the main doors.
- **Sound system** - The Barn also has a sound system which can play CDs (preferable) or Mp3/iPods. Your Event manager will bring the Bride and Bridesmaids etc to the back of the barn (by Tuk Tuk if the weather is bad and you fancy a ride!) and she will enter from the catering kitchen.
- **Witnesses, ring bearers, speakers and Bridesmaids** etc need to sit as close to the front as possible so they can come up quickly when the registrars need them. It is a good idea to make some 'reserved' signs for them to make sure they get a seat in the best place.





Ceremony Guide

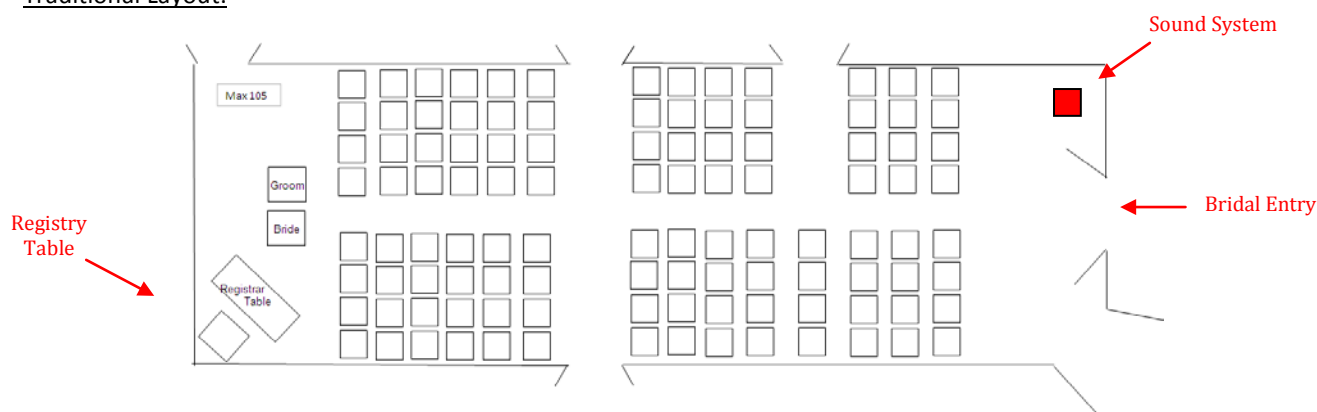
The Old Dairy



The Old Dairy is 60 ft long and lovingly converted from the original farm dairy. Its extensive glazing fills it with light at all times. Brides may choose between a long formal aisle or a more intimate contact with the congregation by adopting a horseshoe seating arrangement in the centre of the room.

- **Bridal entrance** - The Bride enters through from The Granary, where wicker screens are positioned so that guests cannot see her before she enters.
- **Capacity** - The Old Dairy has a capacity of 105 including Bride & Groom, 2 Registrars and South Farm Event Manager.
- **Brial exit** - Once the ceremony has finished, Bride and Groom can walk back up the aisle and exit through the back door to the garden, the courtyard for a group photo (weather permitting) or to the far end of the room where our team of waiters will greet you with your chosen reception drinks.
- **Decorations** - You are welcome to decorate the Old Dairy as you wish providing you do not put any new nails/hooks into the wood. The fairy lights are ours and will be switched on where appropriate unless you prefer them not to be.
- **Sound system** - The Old Dairy has a sound system which can play CDs (preferable) or Mp3/iPods. You can chose whether you have the curtains behind the registry table open to reveal the wallpaper or closed for a more neutral feel.
- **Witnesses, ring bearers, speakers and Bridesmaids** etc need to sit as close to the front as possible so they can come up quickly when the registrars need them. It is a good idea to make some 'reserved' signs for them to make sure they get a seat in the best place.

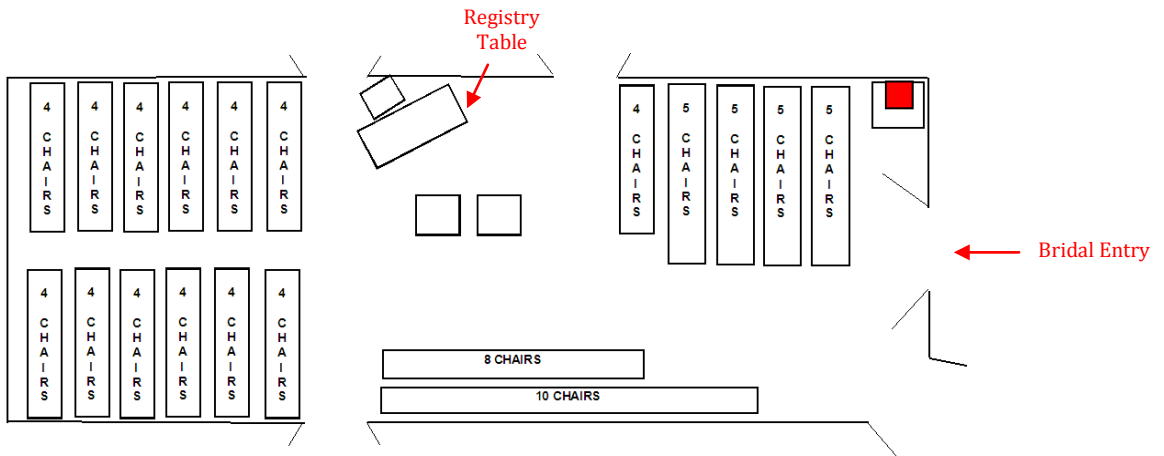
Traditional Layout:





Ceremony Guide

Horseshoe layout:





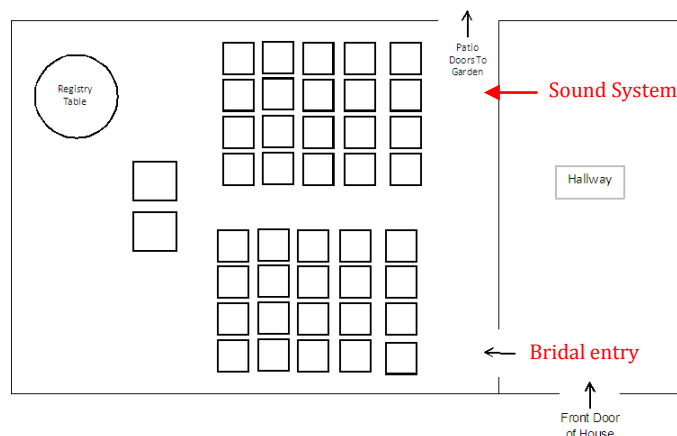
Ceremony Guide

The Drawing Room



The Drawing Room is furnished in the period country house style, lined with a wonderful array of antiquarian books and Victorian paintings. It suits the smaller and more intimate Ceremony.

- **Capacity** – The Drawing Room has a capacity of 35 people including Bride & Groom, 2 Registrars and South Farm Event Manager.
- **Bridal entrance** - The Bride's entrance to the ceremony is from the House Hallway.
- **Bridal exit** - After the ceremony the Bride and Groom can exit back up the aisle to the drinks reception which may be either in the garden (weather permitting), conservatory or house (limited numbers only). This room is fantastic as a backdrop for formal photographs.
- **Decorations** – like all other rooms you are welcome to decorate in here without using nails, drawing pins or any other such fixatives. Due to the nature of this room, decorations need only be minimal – the top table arrangement placed on the registry table is usually enough.
- **Sound system** - The Drawing Room has a sound system for entrance/exit and signing the register music. The system can play CDs.
- **Witnesses, ring bearers, speakers and Bridesmaids** etc need to sit as close to the front as possible so they can come up quickly when the registrars need them. It is a good idea to make some 'reserved' signs for them to make sure they get a seat in the best place.





Ceremony Guide

Other useful information

Music - All our Ceremony locations are fitted with audio systems as mentioned above. CDs are preferable during your ceremony as they are easier to stop and start but ipods and mp3 players are fine for long periods of background music as we can just let them play. Music will be coordinated by your Event Manager so all you need to do is burn the chosen tracks on to a blank CD or set your playlists and label them accordingly (i.e. drinks reception, meal etc) and hand it to them.

All ceremony areas also have power sources for additional music and singing. The Summer House in the garden specifically has microphones and speakers installed to ensure all guests can hear the proceedings clearly from wherever they sit.

Civil Wedding Ceremonies are conducted by the Cambridgeshire County Council Registrars. **You are responsible for booking the Registrar.** They can be booked up to two years in advance and we recommend you speak to them to check their availability before confirming with us. Find out more about the [Civil Ceremony booking and fees](#) at the Cambridgeshire Council website.

South Farm Ceremony Room Pricing Summary (2010 – 2011):

<u>Indoor Ceremony Options</u>	<u>Capacity</u>	<u>Price</u>
Tudor Barn	180	£550
Old Dairy	105	£400
Drawing Room	35	£350
<u>Optional Upgrade:</u>		
Summer House*	180	£250

*Weather dependent – to be chosen as well as an indoor option. Fee refunded if bad weather necessitates switching indoors. If the ceremony takes place outdoors, both the upgrade fee and the indoor fee will be charged.