

NORTH LODGE PARK
CROMER
A VENUE BESIDE THE SEA



For your Marriage, Renewal of Vows, Baby Naming or Civil Partnership Ceremony, consider the cliff top Council Chamber at North Lodge Park, with its fine views of the sea and colourful gardens, which provide a perfect setting for photographs.

Including evening and 'duo' ceremonies, where part of the ceremony is in the Chamber and part outside in the private clifftop garden, overlooking the sea (weather permitting).



CEREMONIES AT NORTH LODGE PARK

CONDITIONS OF USE

To enable you to make your arrangements for your ceremony, please could we draw your attention to the following conditions relating to the use of North Lodge, Cromer:

Ceremonies

Ceremonies generally take place between 11.00am and 4.00pm but must be scheduled on the hour only. There is limited availability for ceremonies at 7.00pm.

We can hold 'Duo Ceremonies' (weather permitting), where part of the ceremony is held in the clifftop walled garden, overlooking the sea and the legal part in the Chamber. Please contact us for further information.

North Lodge is an Approved Venue, not a Registry Office, so a Registrar will need to be booked separately.

Please ensure that you also make your arrangements with the Registrar.

For information in respect of arranging for the registrars to come to North Lodge to conduct your ceremony, please visit www.marryinnorfolk.co.uk. Please use this link to book the registrar www.marryinnorfolk.co.uk/book-the-registrar. Once confirmation is received, please complete and return the enclosed booking form, along with a copy of the registrar's confirmation and required deposit.

Visitor Numbers

Under the conditions of our marriage licence, we can accommodate up to 38 guests in the Council Chamber, with the bride and groom. Please note that entry to the building for those with certain disabilities can be very difficult. We recommend that you visit North Lodge before confirming your booking. Please advise in advance if you require the use of the disabled access ramp or the hearing loop.

Photographs and Videos

These may be taken inside or outside the building before or after the ceremony. Permission must be obtained from the Registrar for videos and photographs during the ceremony. You may use any part of the gardens in North Lodge Park for your photographs.

Music

Music is not provided by North Lodge, but a stereo system is available for use. You may provide music on one CD, but this cannot be played during the ceremony, except whilst the Register is being signed. Any music played must not be of a religious nature.

Flowers and confetti

Two small artificial floral displays are provided North Lodge. You can make your own additional arrangements concerning flowers, but please let us know what you will be doing. Your guests may throw confetti outside the building, but it **must** be bio-degradable and **not** plastic or foil.

Cars

The only cars permitted to park in North Lodge Park are the Bridal Car and the Registrars' cars. We have a disabled parking space for anyone with a Blue Badge. Public parking is usually available in Cliff Avenue or Cliff Drive. Please ensure that your guests are aware that there is no parking at North Lodge and that they allow plenty of time to find a parking space.

Wedding Attendant

A wedding attendant will be on duty, has authority to act on behalf of the responsible officer for the premises and may give further instructions on the day.

Fees

From 1st April 2020, the room hire for North Lodge is £500.00. A £100.00 non-refundable deposit is required at the time of booking. Payment of the balance should be received **two months** before the ceremony. Cheques should be made payable to 'Cromer Town Council'. BACS payment is possible, please contact Cromer Town Council for details.

The Registrar's Fees are separate, in addition to the room hire and are payable directly to the Registrar. Please contact the Registrar concerning these fees.

What do I do next?

Once you have checked the availability at North Lodge and confirmed the date and time of your ceremony with the Registrar, please complete and return the attached booking form to Cromer Town Council.

If you have any further queries or wish to make arrangements to view the Council Chamber, please contact the Deputy Town Clerk during office hours (Monday, Wednesday, Thursday and Friday, 10.00am to 1.00pm).



To view further photographs of the venue, please visit our Facebook page '*Weddings in Cromer*'.





HIRE OF COUNCIL CHAMBER, NORTH LODGE

Please complete and return to:

Cromer Town Council, North Lodge, Overstrand Road, Cromer, NR27 0AH.

This form is for booking the premises for your ceremony.

Please ensure that you also contact the Registrar to make arrangements for them to conduct the ceremony and please let us have a copy of the booking confirmation from the Registrar as soon as you receive it.

Names

Address for correspondence

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.....Postcode.....

Telephone

Email

Date of ceremony day, the th of 20....

Time of ceremony am / pm

Type of ceremony Marriage / Renewal of Vows / Civil Partnership / Baby Naming

Number of guests (if known – up to 38)

Layout of chamber Aisle Style / Horseshoe Style

Have you booked a Duo Ceremony (outdoor) with the Registrar? Yes / No

If there is more than one ceremony on any one day, the choice of layout will be given to the earliest received booking unless the number of guests attending dictates that Aisle Style is required. Photos of the layouts can be found on our Facebook page 'Weddings in Cromer'.

Additional requirements (circle if required) Hearing Loop / Access Ramp

Please advise where you heard about our venue

I wish to hire the Council Chamber and agree to abide by the terms and conditions as set by Cromer Town Council. I also give my consent to my details being held as per the Town Council's Data Protection & Privacy Policy.

Signed:

Date:

FOR OFFICE USE ONLY

Date of Enquiry	Registrar confirmed	Attendant	Deposit paid	Balance paid
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Council Name: Cromer Town Council
Council Address: North Lodge, Overstrand Road, Cromer, Norfolk, NR27 0AH
Email Address: clerk@cromer-tc.gov.uk
Telephone number: 01263 512254

Hirers Privacy Notice:

When you hire the Council Chamber, the information you provide (personal information such as name, address, e-mail address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent other than for internal or external audit purposes (if applicable).

The Councils Right to Process Information:

General Data Protection Regulations Article 6 (1) (a) (b) and (e)
Processing is with consent of the data subject or
Processing is necessary for compliance with a legal obligation or
Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security:

Cromer Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.
We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. You may request the deletion of your data held by Cromer Town Council at any time.

Access to Information:

You have the right to request access to the information we have on you. You can do this by contacting the Town Council Office.

Information Correction:

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Town Council Office to request this.

Information Deletion:

If you wish Cromer Town Council to delete the information about you, please contact the Town Council Office to request this.

Right to Object:

If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact the Town Council Office to object.

Rights Related to Automated Decision Making and Profiling:

Cromer Town Council does not use any form of automated decision making or the profiling of individual personal data.

Summary:

In accordance with the law, Cromer Town Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Cromer Town Council do not use profiling, we do not sell or pass your data to third parties. Cromer Town Council do not use your data for purposes other than those specified. Cromer Town Council sure your data is stored securely. Cromer Town Council delete all information deemed to be no longer necessary. Cromer Town Council constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Complaints:

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Cromer Town Council and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113
