

# North Lodge, Cromer

## A venue beside the sea



**For your marriage, civil partnership,  
renewal of vows or baby naming ceremony.**

**The cliff top Council Chamber  
at North Lodge, with perfect views over the  
beach, sea and colourful gardens, can provide a  
perfect setting for your special day.**



## CEREMONIES AT NORTH LODGE, CROMER

### CONDITIONS OF USE

Please see the following information and conditions relating to the hire and use of the Council Chamber at North Lodge, Cromer:

#### **Ceremonies**

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

North Lodge is an 'Approved Venue', not a Registry Office, so a registrar will need to be booked separately, with Celebrate in Norfolk.

**Please ensure that you also make your arrangements with Celebrate in Norfolk to book the registrars.**

For information and to arrange for the registrars to come to North Lodge to conduct your ceremony, please contact the Celebrate in Norfolk team. Visit the Celebrate in Norfolk website at: [www.norfolk.gov.uk/births-ceremonies-and-deaths/marriages-and-civil-partnerships](http://www.norfolk.gov.uk/births-ceremonies-and-deaths/marriages-and-civil-partnerships).

To make a booking, please contact one of our team at Cromer Town Council to check availability of the Council Chamber, prior to making a booking with Celebrate in Norfolk. Once availability is checked, a booking can be made for the registrars.

Once the registrars are booked and a confirmation is received, please complete and return the attached booking form for the Council Chamber at North Lodge, with a copy of the registrar's confirmation and required deposit. This will complete your booking.

#### **Fees**

The room hire for North Lodge is £500.00. A £100.00 deposit is required at the time of booking. Payment of the balance must be received **two months** before the ceremony.

Cheques should be made payable to 'Cromer Town Council'. BACS payment can be made using the details below. If paying by BACS, please quote your last names as a reference and e-mail Cromer Town Council to confirm the payment has been made.

Sort Code: 60-06-54

Account Number: 361 01 060

The registrar's fees are separate, in addition to the room hire and are payable direct to Celebrate in Norfolk. Please contact Celebrate in Norfolk for more information or visit their website at: [www.norfolk.gov.uk/births-ceremonies-and-deaths/marriages-and-civil-partnerships/costs-and-fees](http://www.norfolk.gov.uk/births-ceremonies-and-deaths/marriages-and-civil-partnerships/costs-and-fees).

Should your ceremony need to be postponed due to Covid-19, your ceremony can be moved to a new date, at no additional charge.

## **Guest Numbers**

**Under the current Covid-19 guidance, North Lodge can accommodate the ceremony couple and two household groups of up to three guests (each person within the group of three must be from the same household) and one photographer (optional). Everybody in attendance must wear a face covering and must remain seated at all times, unless otherwise instructed.**

**North Lodge is a small venue and we cannot accommodate more people and remain within the guidelines for social distancing. We reserve the right to amend the number of persons permitted as and when national guidance may change.**

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.

## **Cars and Parking**

There is no public parking available at North Lodge. One space is available for the ceremony couple's car.

A disabled parking space is available for anyone who holds a Blue Badge.

Please ensure that your guests are aware that there is no parking at North Lodge and that they allow time to find appropriate parking.

## **Confetti**

Guests are welcome to throw confetti outside North Lodge, but it **must** be biodegradable and **not** plastic or foil.

## **Music**

Under the current restrictions, no music will be included in the ceremony.

## **Flowers and Room Dressing**

Under the current restrictions, no table decorations or room dressing will be available for the ceremony.

## **Photographs and Videos**

These may be taken inside the chamber during the ceremony under the guidance of and with the permission from the registrar. You are welcome to use the seaside garden overlooking the sea, at the back of North Lodge for outside photography and as a public space, you are also welcome to use North Lodge Park.

## **Viewing the Venue**

Socially distanced viewing of the venue may be available, depending on the national guidelines for Covid-19. If you would like to book, please contact the Deputy Town Clerk during office hours (Monday, Wednesday, Thursday and Friday, 10.00am to 1.00pm). Viewing is not available during any period of lockdown and at some other times following national guidance.

For photographs of the Council Chamber and North Lodge, please visit our Facebook page: @WeddingsinCromer.

## **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.

## **What Next?**

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

Full booking confirmation will be made once the completed booking form is received, with a copy of the registrar's confirmation and the required deposit.



# HIRE OF THE COUNCIL CHAMBER AT NORTH LODGE

Please complete and return to:  
*Cromer Town Council, North Lodge, Overstrand Road, Cromer, NR27 0AH.*

This form is for booking the Council Chamber at North Lodge ONLY.

**Please ensure that you also contact Celebrate in Norfolk to arrange for the registrars to conduct the ceremony.**

Names: .....

Address: .....

.....

..... Postcode: .....

Telephone: ..... Mobile: .....

E-mail: .....

Date of ceremony (day / date / month / year): .....

Time of ceremony: ..... am / pm

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

Number of guests: .....  
 (current restrictions – two groups of up to three people from the same household)

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

How did you hear about the venue? .....

We wish to hire the Council Chamber at North Lodge and agree to abide by the terms and conditions as set by Cromer Town Council. We also give our consent to our details being held, as per the Town Council's Data Protection and Privacy Policy.

Signed: .....      .....

Date: .....      .....

**FOR OFFICE USE ONLY**

Registrar Confirmed	Attendant	Deposit Paid	Balance Paid
---------------------	-----------	--------------	--------------



---

Council Name: Cromer Town Council  
Council Address: North Lodge, Overstrand Road, Cromer, Norfolk, NR27 0AH  
E-mail 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](mailto:casework@ico.org.uk) Tel: 0303 123 1113