

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.

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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.

Ceremony Entrance

There are three options for the Entrance to the ceremony:

1. The first is shown in the diagram on page 3 (red arrows). Your Event Manager will bring you and your Bridesmaids / Groomsmen 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 or Coach House onto 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.

- Ceremony Exit

Once the ceremony has finished, the newlyweds can walk from the Summer House back up to the top of the aisle and lead guests to the front of the Farmhouse or into the Courtyard for a confetti shot or a group photograph. It is a good idea to 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. Our team of waiting staff will then greet you on the front door of the house with your chosen reception drinks and you can lead your guests through the House out onto the terrace and back into the garden for drinks reception.

- Capacity

The Summer House and Garden has a capacity of 151 people including the Couple, two Registrars and South Farm Event Manager. The Summer House itself is licensed for up to 10, six of whom are obligatory, the

Couple, two Registrars and two witnesses. You may also invite up to four more people, perhaps page boys and bridesmaids and guests invited to give a reading or sing.

- Decorations

You are welcome to decorate the Summer House 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 repurposed in the Barn for the Wedding Breakfast 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

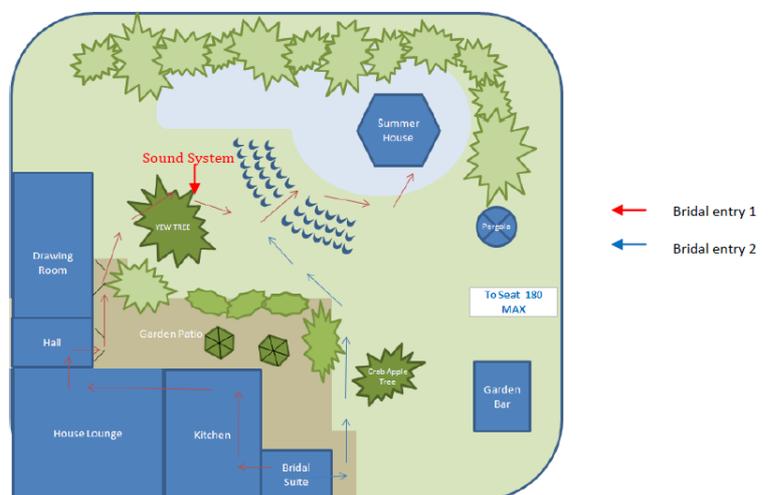
The ceremony itself is amplified through the microphones installed in the Summer House and projected through speakers on the lawn to ensure everyone can hear clearly. Music for the ceremony can also be played through this system using CDs (as there is a lot less room for error this way), however iPods or laptops are fine for background drinks reception music in the garden. Some couples have live musicians for ceremony and drinks reception – it is up to you!

- 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 overnight. 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, 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 the Summer House fee will be refunded.

- Witnesses, ring bearers, speakers, Bridesmaids, Groomsmen etc.

vvSit 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 Summer House easily when asked to by the Registrar.



The Tudor Barn



The Barn provides an inspiring setting with a wonderful atmosphere for larger weddings. Entry is from the back of the Barn (by buggy or Tuk Tuk if the weather is bad and you fancy a ride!), your Event Manager will escort you round and entrance to the aisle is then from the catering kitchen.

- Capacity

The Tudor Barn has a capacity of 151 including the Couple, two 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. Extra fairy lights are fine (we have our own wrapped around the vertical beams) 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!

- Entry

This can be 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.

- Exit

Once the Ceremony has finished, the newlyweds can walk back up the aisle and then choose whether to go out the back of the kitchen to walk round or be driven back to the Courtyard in a buggy, allowing a couple of minutes to themselves before meeting guests for a confetti or group photograph. Or you could walk back up the aisle and then down the side of the barn and exit through the main doors directly to the Courtyard.

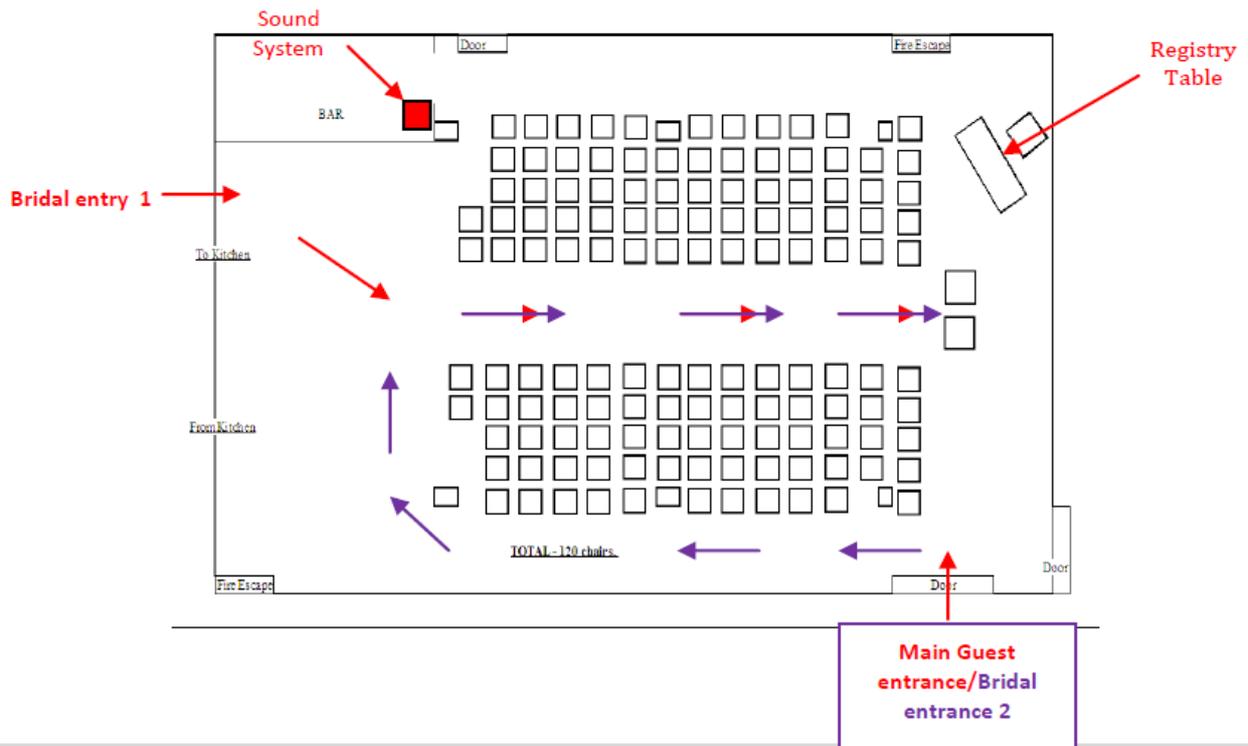
- Sound system

The Barn has a sound system which can play CDs (preferable) for ceremony music or MP3/iPods for background music during the Wedding Breakfast.

- Witnesses, Ring bearers, Speakers, Bridesmaids, Groomsmen 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.

The Barn Set Up



The Old Dairy



The Old Dairy is 60 ft. long and lovingly converted from the original farm dairy. It's extensive glazing fills it with light at all times. You can 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.

- Entrance

Entry is through the double doors from The Granary, where wicker screens are positioned so that guests cannot see you until you are ready to make your entrance!

- Capacity

The Old Dairy has a capacity of 105 including the Couple, two Registrars and South Farm Event Manager.

- Exit

Once the ceremony has finished, the newlyweds can walk back up the aisle and exit through the back door to the garden, the courtyard for a group photograph (weather permitting) or to the far end of the room where our team of waiting staff 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.

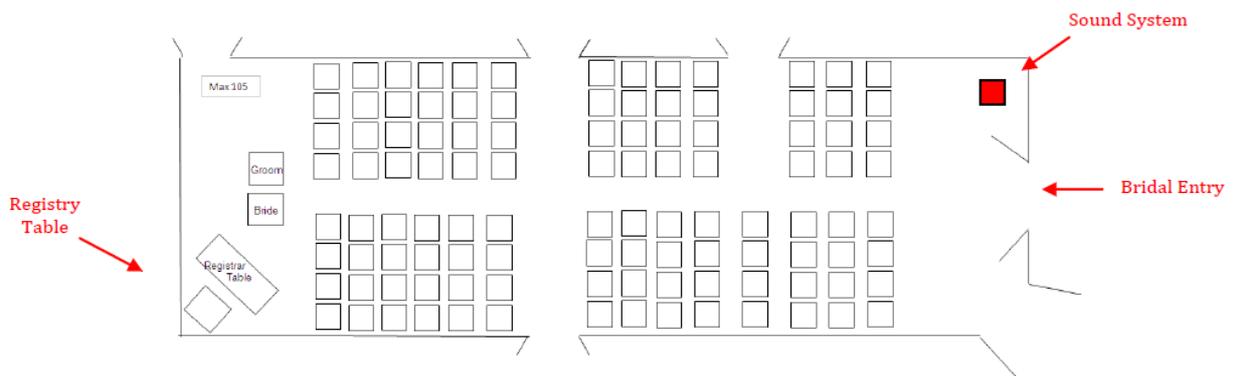
- Sound system

The Old Dairy has a sound system which can play CDs (preferable) for your ceremony or MP3/iPods for background music during your drinks reception.

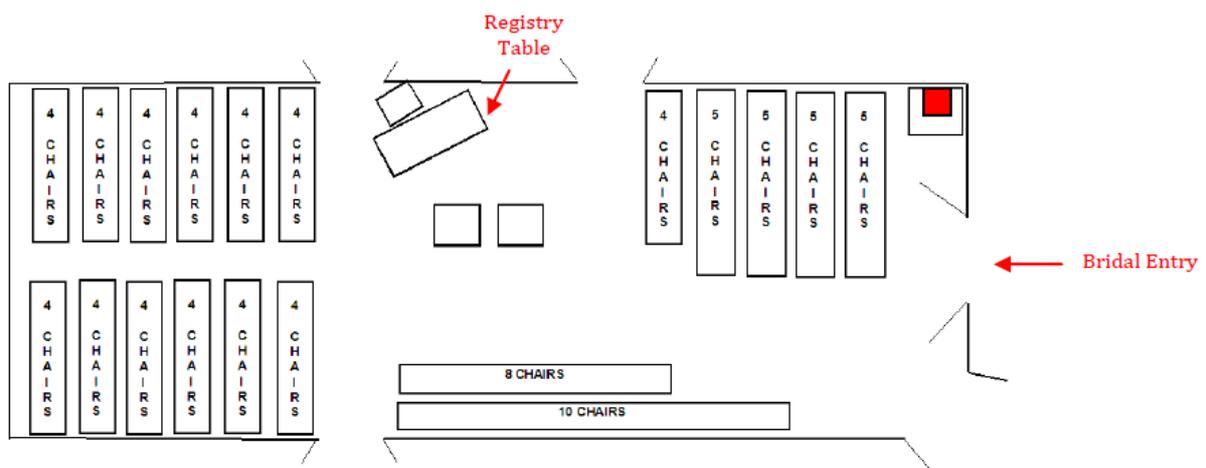
- Witnesses, ring bearers, speakers, Bridesmaids, Groomsman etc.

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:



Horseshoe layout:



The Horse Barn



Licensed to seat 65 guests for a wedding ceremony the Horse Barn presents a stunning choice for those who enjoy the amalgamation of old and new in a unique setting. Couples can say their vows surrounded by their nearest and dearest in a room framed by beautiful original beams and timbers yet under state of the art lighting which can be set to compliment your colour scheme.

- Entrance

Entry is through from The Tudor Barn, guests would enter through the opposite door from the Courtyard to prevent seeing the Tudor Barn pre-meal.

- Capacity

The Horse Barn has a capacity of 65 including the Couple, two Registrars and South Farm Event Manager.

- Exit

Once the ceremony has finished, the newlyweds can walk back up the aisle and exit through the side door into the Tudor Barn to have a couple of minutes together while the guests exit via the opposite door into the courtyard for a group photo (weather permitting) or to the Old Dairy where our team of waiting staff will greet you with your chosen reception drinks.

- Decorations

You are welcome to decorate the Horse Barn as you wish providing you do not put any new nails/hooks into the wood.

- Sound system

The Horse Barn has a sound system which can play CDs (preferable) for your ceremony music.

- Witnesses, ring bearers, speakers, Bridesmaids, Groomsmen 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.

The Drawing Room



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

- Capacity

The Drawing Room has a capacity of 35 people including the Couple, two Registrars and South Farm Event Manager.

- Entrance

Entrance to the ceremony is from the House Hallway.

- Exit

After the ceremony the newlyweds can exit back up the aisle to the drinks reception which may be either in the Garden (weather permitting), Old Dairy or House (limited numbers only).

- Decorations

Like all other rooms you are welcome to decorate in here without using nails, drawing pins or any other such fixings. Due to the nature of this room, decorations need only be minimal – the top table arrangement placed on the Registrars table is usually enough.

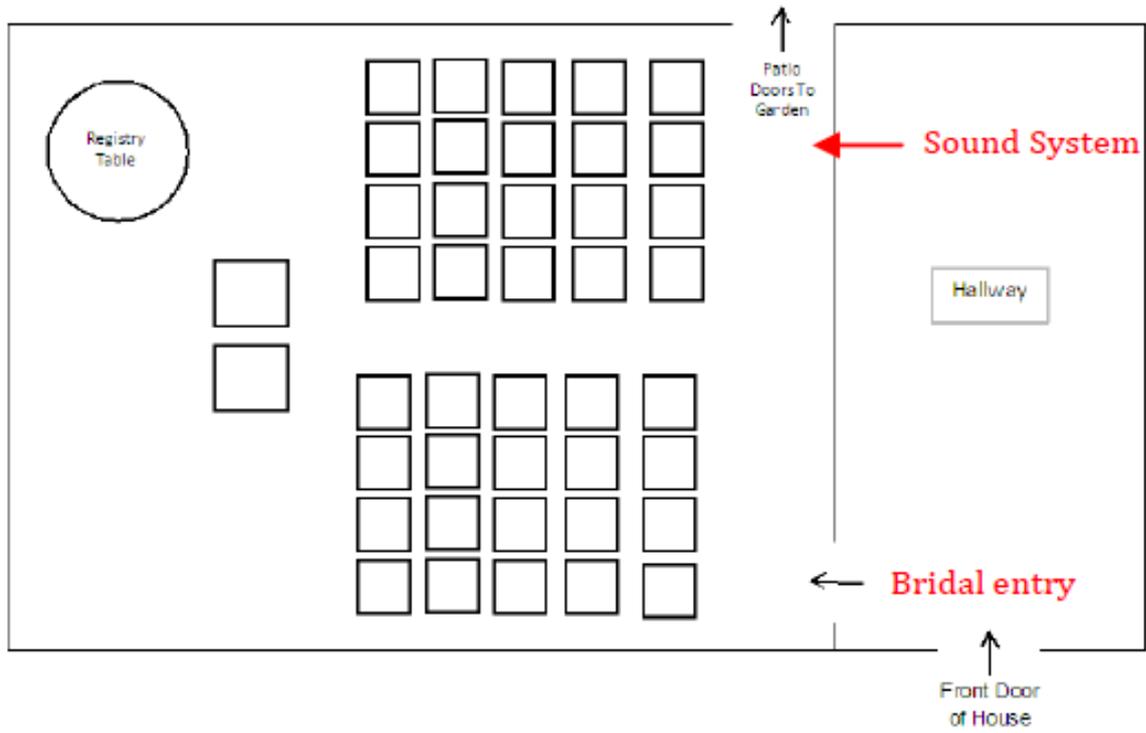
- Sound System

The Drawing Room has a sound system for entrance/exit and signing the Register music. The system can play CDs.

- Witnesses, ring bearers, speakers, Bridesmaids, Groomsmen 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.

Entry



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 iPod 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 your Event Manager in the morning.

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 ten 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 Fee Pricing Summary:

<u>Indoor Ceremony Options</u>	<u>Capacity</u>	<u>Price</u>
Tudor Barn	146	£610
Old Dairy	105	£510
Horse Barn	65	£510
Drawing Room	35	£410
<u>Outdoor Surcharge</u>		
Summer House*	146	£225

*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 surcharge and the indoor ceremony fee will be charged.