

# Southover Grange Opening Competition Plan



**Date:** 6 February 2017

## **Document summary**

This plan sets out the proposed plan for public competitions to have the first ceremonies at the newly refurbished Southover Grange

## **Contents**

Key points.....	2
1. Introduction .....	2
2. The Prizes.....	2
3. The Competition.....	3
4. Judging the Competition .....	3
5. Attracting Applicants .....	3
6. Terms and Conditions for applying .....	4

# Southover Grange Opening Competition Plan

## Key points

- East Sussex County Council ('ESCC') has invested £1.5 million in the capital project to turn the historic Southover Grange into a modern, accessible register office and attractive, destination ceremony venue.
- The Registration Service intend to use the opening of this building to promote the varied income generating services that we offer beyond just weddings.
- Before its closure Southover Grange was the busiest marriage premises in the county.

## 1. Introduction

- 1.1. It has been agreed that a competition should be run for the first day of ceremonies in order to promote the offerings and drive awareness of the re-opened and re-furbished Southover Grange, and its range of services.
- 1.2. There are four (4) proposed prizes, each will be the first of its kind in the renovated building and each is intended to take place on 29 April 2017 ("the Agreed Date").
- 1.3. The four (4) prizes are:
  - Baby Naming Ceremony;
  - Renewal of Vows;
  - Civil Partnership Ceremony; and
  - a Marriage.("the Ceremonies")
- 1.4. There will also be a group Citizenship Ceremony on the day. This will be open to the first twenty (20) qualifying citizenship applicants plus their guests, on a first come first served basis.

## 2. The Prizes

- 2.1. The Ceremonies must take place at the date / time specified at Southover Grange. There is no alternative prize on offer.
- 2.2. Each Ceremony will take place on the Agreed Date in the ceremony room most suitable for the number of guests invited, subject to a maximum of 60 people.
- 2.3. The Baby Naming Ceremony will begin at 11:00
  - The ceremony party and guests will be expected to have left the building by 11:45.
- 2.4. The Renewal of Vows Ceremony will begin at 12:00
  - The ceremony party and guests will be expected to have left the building by 12:45.
- 2.5. The Civil Partnership ceremony will be at 13:00
  - The partners and other guests (up to a maximum of 6 persons) will have access to the VIP room via the Southover Road entrance from 12:15 where they will each be served with complimentary glass of Champagne.
  - The ceremony party and guests will be expected to have left the building by 13:45.
- 2.6. The Marriage Ceremony will begin at 14:00

- The bride/s and / or groom/s and other guests (up to a maximum of 6 persons) will have access to the VIP room via the Southover Road entrance from 13:15 where they will each be served with complimentary glass of Champagne.
- The ceremony party and guests will be expected to have left the building by 14:45.

2.7. The Citizenship Ceremony will begin at 15:30

- The ceremony party and guests will be expected to have left the building by 17:00.

2.8. The winners of each prize may invite up to fifty five (55) guests. Extra persons will not be admitted due to fire regulations.

2.9. All guests must have arrived and be in the ceremony room no later than 10 minutes before their ceremony time on the Agreed Date.

2.10. A number of officials and civic dignitaries, as well as press photographers may also be in general attendance in the building (the winners will be informed of who is attending in advance).

2.11. The winners must agree to be named publicly and have their photos published in order to share news of this historic event. Advance publicity will also be required.

### **3. The Competition**

3.2. Requires applicants to complete an entry statement explaining why they should be selected.

3.3. Entries should be no more than 1 side of A4.

3.4. Applications should be submitted via email to [carole.bailey@eastsussex.gov.uk](mailto:carole.bailey@eastsussex.gov.uk) by 23.59 on Wednesday 1 March 2017 and be entitled 'Southover Grange Opening Competition'.

### **4. Judging the Competition**

4.2. Judging will be done by a panel of three (3) judges, consisting of the Strategic Management Team of the Registration Service ("the Panel").

4.3. Judging should take place between 2 March 2017 and 7 March 2017 inclusive.

4.4. The Panel will independently score each application based on its merits and unique appeal before combining the scores and taking the highest overall scores as the winners of each ceremony.

4.5. The winners will be notified by no later than 10 March 2017.

4.6. If a winner cannot be contacted to accept the prize by the close of business on 10 March 2017, the Panel will offer the prize to the next highest scoring applicant and so on until an applicant has accepted.

### **5. Attracting Applicants**

5.1. The competitions will be announced as part of a press statement announcing the date of the opening day.

5.2. This statement to be made public on 6 February 2017.

5.3. The statement to be sent to all local and national news agencies with the intention of reaching the local and national press, and the local television networks.

5.4. The statement and subsequent promotion to be publicised on the ESCC website and on the Registration Service Facebook and Twitter Feeds.

5.5. The press statement shall refer to the terms and conditions which will be shown on a page on the Registration Service website.

## **6. Terms and Conditions for applying**

6.1. The following terms and conditions shall apply to the competition:

- The competition is open to residents of the United Kingdom, both within and outside of East Sussex, except for employees of East Sussex County Council or their close relatives.
- Entrants must be over 18 years of age, save where expressly where stated otherwise.
- There is no entry fee and no purchase necessary to enter this competition.
- Only one entry will be accepted per person. Multiple entries from the same person will be disqualified.
- Entries not complying with these terms and conditions will be invalid. No further entries will be permitted after the stated closing date. Incomplete entries and entries received after the closing date will be disqualified from the competition.
- Entries must include the full name of the entrant (and any other person who shall be party to the prize ceremony), a daytime telephone number and an email or postal address which shall be used for notification purposes in the event the entrant is selected as a prize winner.
- The ceremony prizes will only be available for the prize winner and cannot be transferred (save in the case of the Baby Naming Ceremony, where the prize ceremony will be for the child of the prize winner).
- The time and venue of the prize ceremonies are fixed and are non-transferable. The Council shall not be responsible for any inability of a prize winner to take up the prize ceremony.
- The prize winners will be notified by email by 10 March 2017.
- The prize ceremonies are awarded conditionally upon acceptance and if a prize winner cannot be contacted by 10 March 2017 or if any prize ceremony is declined within a reasonable period, the Council reserves the right to withdraw the ceremony prize from the prize winner and select a replacement prize winner.
- Entrants' data will be collected, stored and processed for the purposes of administering and assessing this competition. The Council shall take all reasonable care to ensure that it complies with its obligations under the Data Protection Act 1998.

- Each prize winner agrees (and shall ensure that any other person who is to be a party to the prize ceremony also agrees) to the use of his / her name and image in any publicity material associated with the competition (including the entry submission).
- In promoting this competition the Council is not intending to enter any legally enforceable agreement with any entrant.
- In the event of any dispute relating to the competition, the decision of the Proper Officer for Registration will be final.
- The Council reserves the right to suspend, cancel, postpone or amend the competition and / or revise these terms and conditions without notice, if necessary due to matters outside of the Council's control. Any changes to the competition will be notified to entrants as soon as possible by the Council.
- By entering this competition, an entrant is indicating his / her agreement to be bound by these terms and conditions.
- The Council's decision in respect of all matters to do with the competition will be final and no correspondence will be entered into.
- The competition is governed by English Law and is subject to the exclusive jurisdiction of the English courts.
- The competition is in no way sponsored, endorsed or administered by, or associated with, Facebook, Twitter or any other social network.

### **Ceremony Specific Conditions**

- The ceremony prizes include a ceremony at Southover Grange with East Sussex County Council Registrar's officiating; all other costs must be met by the prize winner.
- Each prize winner and any other persons who are to be a party to the prize ceremonies must adhere to the standard terms & conditions of ceremonies at Southover Grange which will be available upon request and in any event shall be provided to the prize winner(s) not later than 10 days prior to the Ceremony.
- Entries must be in the form of an email and shall be no more than one (1) side of A4. Entries must state the prize ceremony that they wish to be considered for.
- The Council and / or the press shall be entitled to capture photos and / or film footage of the prize ceremonies. Images, film and any other media recorded at the prize ceremonies may be used for publicity purposes at the discretion of the Council. The Council shall not be responsible for use of any media by the press.
- All media queries will be handled by the Council's press office.

- The Council and East Sussex Registration Service shall not be liable for any costs, claims, losses or similar of any kind incurred by any prize winner in the event a prize ceremony cannot go ahead due to circumstances beyond the Council's control.

### **Marriage and Civil Partnership Ceremonies**

- For the marriage and civil partnership prize ceremonies, entrants subject to immigration control shall be excluded due to the seventy (70) day notice requirements as set out in the Immigration Act 2014.
- In the event a prize winner (or any other person who is to be a party to the prize ceremony) are unable to meet the legal requirements for marriage / civil partnership (including but not limited to giving the requisite notice for marriage / civil partnership before midnight on 31 March 2017\*) the marriage / civil partnership prize ceremony (as appropriate) shall be forfeit and no replacement shall be given.

### **Baby Naming Ceremony**

- The prize winner must have a child born before 28 February 2017 who will be the focus of the prize ceremony.

- **Renewal of vows Ceremony**

The prize winner must be in a legally recognised marriage or civil partnership prior to 28 February 2017.

\*The marriage / civil partnership notice must specify that the marriage / civil partnership will take place at Southover Grange, Lewes, East Sussex and be valid for a ceremony to take place on 29 April 2017.