

## REGISTRATION SERVICE GUIDANCE FOR THOSE WISHING TO HOLD A CEREMONY AT AN APPROVED PREMISE

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1. As soon as a couple have made provisional arrangements for their ceremony they should be advised to contact the Registration Service on 0845 603 2859.
  
2. The hours of attendance are:-  
  

Monday - Friday	8.30am – 5.00pm
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3. Without the presence of the Superintendent Registrar and a Registrar there can be no marriage (in the case of Civil Partnerships a Registrar) and any arrangements for the use of the venue depend entirely on their availability. It is, therefore, essential that the couple make an advance booking with the Registration Service for attendance of the Registrars at the proposed ceremony, as soon as a booking can be accepted.  
 Whilst we are able to meet a date requirement, the time on that day may need to have a degree of flexibility.

### Bookings

A booking may be made up to two calendar years in advance subject to the following;

For ceremonies up to 12 months in advance a non refundable deposit of £50 is payable. This deposit is subsequently deducted from the balance due.

For ceremonies booked between 12 and 24 calendar months in advance a booking fee of £50 is required in addition to the non-refundable deposit.

### Fee for attendance

Fees payable after 1<sup>st</sup> April 2015 will be:

Mon- Thurs	Fri	Sat AM	Sun	Bank Holiday	New Years Day/ Good Friday/ Easter Sunday/ Easter Monday	Christmas Day/ Boxing Day
£385.00	£410.00	£445.00	£470.00	£470.00	£520.00	£570.00

Fees payable after 1<sup>st</sup> April 2016 will be:

Mon- Thurs	Fri	Sat AM	Sun	Bank Holiday	New Years Day/ Good Friday/ Easter Sunday/ Easter Monday	Christmas Day/ Boxing Day
£395.00	£420.00	£450.00	£480.00	£480.00	£530.00	£580.00

Fees payable after 1<sup>st</sup> April 2017 will be:

Mon- Thurs	Fri	Sat	Sun	Bank Holiday	New Years Day/ Good Friday/ Easter Sunday/ Easter Monday	Christmas Day/ Boxing Day
£400.00	£430.00	£460.00	£490.00	£490.00	£540.00	£590.00

4. The above fees include one copy of your marriage/civil partnership certificate. Further copies can be obtained. The Registrar will advise you on the cost of this.
5. Both parties will also need to give in person a separate Notice of Marriage/Civil Partnership to the Superintendent Registrar in the district where they live. Notices are valid for 12 months. Both parties should, therefore, attend the register office where they reside as soon as possible so that notice can be given. The telephone number to make an appointment for those couples living in Worcestershire is 0845 603 2859. There is a fifteen day waiting period after notice has been given before the ceremony can take place.
6. If either of the couple is subject to immigration control there will be further procedures to take before notice of civil partnership can be given. The local registration authority can advise further on these procedures.
7. The couple should be warned that any arrangements made for a ceremony to take place at the chosen venue are dependent on:-
  - (a) The attendance of the Superintendent Registrar and/or a Registrar for the Worcestershire Registration district;
  - and
  - (b) The issue of the authority or authorities for marriage/civil partnership by the Superintendent Registrar(s) to who notice of marriage/civil partnership was given.
8. When notice is given in a different registration district from the one where the marriage is taking place, the couple will have to collect the authority before the ceremony and ensure that it is delivered to the Registrar who is to attend the ceremony. In the case of a Civil Partnership, this is completed for you.
9. The ceremony can only be legally solemnized between the hours of 8.00am and 6.00pm.
10. The couple should be advised that only a civil, non-religious ceremony can be permitted by the Registrar. Any music, reading, words or performance which forms any part of the ceremony must be secular. The content of the ceremony must be agreed in advance with the Superintendent Registrar who will be attending the ceremony.
11. Any rights of copyright for music, readings, etc. permitted at the ceremony are a matter for the couple and the holder of the approval.