

**South Gloucestershire Registration Service**  
**Chief Executive and Corporate Resources Department**  
**PO Box 1953**  
**Bristol BS37 0DB**

### **Ceremony Bookings – Terms and Conditions**

To confirm your ceremony booking, please read the following terms and conditions of booking, sign and return one copy to the Superintendent Registrar at the address above, retaining one copy for yourself. The signed copy can be scanned and emailed to [registrationservice@southglos.gov.uk](mailto:registrationservice@southglos.gov.uk) if you prefer.

#### **Marriage and Civil Partnership Ceremony Bookings**

Your ceremony booking is accepted on the following conditions:

- That no legal impediment to the marriage or civil partnership exists.
- Notice of intention to marry or enter a civil partnership is given at least 29 days before the ceremony, or at least 70 days before the ceremony if either party is a non-EEA national.
- That any foreign divorce or dissolution papers are accepted by the Registrar General where applicable.
- That Home Office permission is granted where applicable.
- That all fees due are paid in full.

#### **Celebratory ceremony bookings (naming, renewal of vows, commitment, celebration following conversion to marriage)**

Your ceremony booking is accepted on the following conditions:

- All fees due are paid in full.
- These ceremonies do not confer any legal status or rights.

#### **Conversion of Civil Partnership to Marriage**

A conversion is conducted in the presence of a Superintendent Registrar with the following conditions:-

- Evidence of identify is provided
- Evidence of present address is provided
- Evidence of the original Civil Partnership registration is provided
- Couple will be required to sign a statement to confirm that they have not dissolved their Civil Partnership and that they both wish to convert to marriage.
- All fees due are paid in full.

#### **Booking fees for all ceremonies**

A £50 non-refundable, non-transferable booking fee is payable at the time of booking a ceremony. This applies to all ceremonies except for Citizenship Ceremonies. The balance of the full ceremony fee is payable 8 weeks before the ceremony, or in full if the ceremony is booked less than 8 weeks before the ceremony is due to take place.

#### **Ceremony Fees**

##### **South Gloucestershire Register Office**

Payment of the booking fee is required when the ceremony is booked. The balance of fees to be paid 8 weeks before the ceremony, or at the time of booking if less than 8 weeks before the ceremony. Any changes to statutory fees applied by the Government before the ceremony takes place is payable in addition to the original fee quoted.

##### **Approved Premises, including Poole Court, Yate**

Fees are subject to change on the 1<sup>st</sup> April each year. The fee payable is the fee applicable to the date of the ceremony, not the date of booking.

The balance of ceremony fees is payable 8 weeks before the ceremony, or in full if the ceremony is booked less than 8 weeks before the ceremony is due to take place. Failure to pay the balance of fees would constitute a cancellation of the ceremony.

### **Amendment fees for all ceremonies**

An amendment fee of £30 is payable on each occasion that details of a booking are changed, this includes changes to the date and time of a ceremony; details changed at the same time are subject to one amendment fee. Where applicable additional ceremony fees may also be required and it may be necessary to give fresh notices as these are valid for one year only.

The amendment fee will also apply to changes to the venue for a celebratory ceremony.

An additional amendment fee of £50 is payable if an amendment to a ceremony date or time is requested within 4 weeks of the ceremony, providing the ceremony date is within the validity of the notices of marriage. If a ceremony date is changed 4 weeks or less before a wedding and fresh notices are required this will constitute a cancellation of the original ceremony and the cancellation policy will apply instead.

Changes to the venue for marriage or civil partnership ceremonies will constitute a cancellation of the original booking and require a new booking fee to be paid and new terms and conditions to be signed.

Postponements of ceremonies are not permitted under these terms and conditions.

### **Cancellations and Refunds**

Any cancellation of a ceremony must be notified to the Register Office in writing (emails cannot be accepted).

If a ceremony has been cancelled in writing more than 8 weeks before the ceremony and full fees have been paid, a refund excluding the non-refundable booking fee will be paid.

If a ceremony is cancelled in writing between 8-4 weeks before the ceremony, 50% of the ceremony fee will be refunded, excluding the non-refundable booking fee.

If a ceremony is cancelled less than 4 weeks before the ceremony, or cannot proceed as legal preliminaries have not or cannot be completed, no refund will be made.

The fee will be refunded to the person who made the balance of fees payment unless a cancellation letter signed by both parties requests otherwise.

Postponements of ceremonies are not permitted under these terms and conditions.

### **Cancellation of the ceremony booking by South Gloucestershire Registration Service**

A ceremony booking may be cancelled by South Gloucestershire Registration Service if

- The total fees have not been paid by the required date
- Legal preliminaries have not, or cannot, be completed

In both cases the £50 booking fee is non-refundable.

### **Liability**

South Gloucestershire Registration Service will not accept liability for:-

- Any delay or loss caused by your (or any of your guests) late or non-arrival. The Registrars attending your ceremony have ceremonies to attend throughout the day and as such cannot delay the start of the pre-arranged time for your ceremony.
- Any loss caused by a request from you or your representatives to delay the ceremony.
- Any loss or compensation where a ceremony is stopped from proceeding (or stopped from proceeding once commenced) because:-
  - a. It would be void if it went ahead
  - b. An offence under the Marriage or Civil Partnership Acts has been committed
  - c. It would be against the public interest and
  - d. All group gatherings have been banned by Parliament/The Government
  - eg. in a pandemic situation
- The failure of any music system or CD provided by you, the venue or a third party

- Failure, neglect, non-compliance or omissions caused by any venue which is not owned by South Gloucestershire Council
- Any decision to delay the ceremony is at the discretion of the South Gloucestershire Registration Service
- Any loss or delay caused by a 'Force Majeure' event. A 'Force Majeure' event means any but not limited to the following:- war, civil war, armed conflict, terrorist attack, governmental action, fire, flood, severe weather conditions of any sort, pandemic situation or any other act or matter, which notwithstanding the reasonable diligence and foresight of South Gloucestershire Council is beyond their reasonable control.

**We strongly recommend that you take out ceremony insurance to cover any losses or expenses incurred.**

South Gloucestershire Registration Service cannot recommend any particular provider to you.

## **Ceremony content**

South Gloucestershire Registration Service will provide the options for the content of the ceremony.

The ceremony pack allows you to include some additional promises and vows; whilst every effort will be made to include those choices the content must remain seemly and dignified.

No religious wording or content of a religious ceremony/ religious work e.g. a Bible reading, is permitted.

The South Gloucestershire Registration Service will make the final decision on any wording used, and cannot accept liability for any omission, which may be caused by reasons beyond its control.

All ceremonies must be of a dignified nature, to reflect the solemnity of the occasion.

Religious blessings will not be included in the ceremony and any further ceremony or blessing must be separate, after the registrars have left the building.

The registrars shall not be responsible for obtaining copyright licence for music, reading or other matters permitted at the ceremony.

## **Ceremonies in outside structures**

Where venues have gazebos or free standing outside structures couples must inform the Registration Service of their intention to hold the ceremony in that structure.

Bookings will be accepted on the basis that:-

The venue has an alternative room (also licensed for civil ceremonies), available to complete the ceremony indoors should the weather be unsuitable on the day.

The Registration Service cannot be held responsible if the alternative room does not have enough space for all guests to witness the ceremony. This is a matter for the venue and the couple to discuss and agree.

Registration Staff will make the final decision as to where it will be appropriate to complete the ceremony when the weather is unsuitable on the day.

## **Code of conduct**

Smoking, including use of e-cigarettes, is not permitted at any point during the ceremony.

The consumption of food or alcohol is not permitted in the ceremony room or outside licensed area, for one hour prior to or during the ceremony.

Anyone obviously under the influence of alcohol or drugs or who is abusive shall be asked to leave the ceremony.

## **Room capacity**

For fire safety and comfort, the number of guests must not exceed the capacity of the room, which is stipulated in the licence of the venue. Additional guests will be excluded from the ceremony.

## **Timing**

You and your guests must arrive at the venue promptly to enable the ceremony to commence on time. Failure to do so may mean it would not be possible to complete the ceremony as planned and it may result in the registrars leaving due to the need to attend other ceremonies. Reductions to content may also be necessary, for example, omissions of readings.

Pre-ceremony interviews must commence in good time for the ceremony to start at the agreed time. In particular the Bride or Second Party must be ready to attend their pre-ceremony interview at the appointed time stated on the ceremony script, after which they will be escorted directly to the ceremony room for the ceremony to start.

Each ceremony should not exceed 30 minutes duration as this will affect the time-tabling of other ceremonies.

**Staff**

The South Gloucestershire Registration Service will allocate staff to attend your ceremony and reserves the right to substitute other experienced and qualified staff in case of sickness or other unforeseen circumstances on the day.

**Accuracy of the Marriage or Civil Partnership Register or Schedule**

It is the responsibility of both parties to the marriage or civil partnership that the registrar is given accurate information for the entry into the register. When the marriage register or civil partnership schedule is signed on the day both parties are confirming that the information recorded is correct and no errors are present. Both parties must therefore check the information carefully before signing. A statutory fee for consideration of any correction to a marriage or civil partnership entry is payable (currently £90). If an error is discovered after the registration/schedule has been signed the parties to the marriage or civil partnership are liable for the payment of the fee on requesting a correction.

**Additional conditions at Poole Court, Yate**

**Timing**

Each ceremony, including photographs, should not exceed 20 minutes duration as this will affect the time-tabling of other ceremonies. Couples must arrive 15 minutes before the appointed time of their ceremony and pre ceremony interviews must take place as agreed (15 minutes before for the Groom/Party 1; 10 minutes before for the Bride/Party 2 or 15 minutes before if the couple are being interviewed together). Failure to arrive on time will result in the ceremony being cancelled or rescheduled to a later time or date. Additional fees will be charged if this occurs.

**Guests**

The ceremony room at Poole Court can accommodate a maximum of 45 guests; some of whom will be standing due to the number of seats available. This number includes all children attending, any bridesmaids, flower girls, page boys and other attendants/escorts to the bride(s) marrying/forming a civil partnership. Once the room capacity has been reached, any additional guests will be excluded from the ceremony room.

**Animals**

Animals, including birds, reptiles, fish and insects, and including your own pets, are not allowed to be present or participate in any part of the ceremony (including outside ceremonies). The only exception to this rule are trained assistance dogs attending with their owners (partners).

**Non permitted**

Candles or naked flames are not permitted

**I confirm that I have read and understood the above terms and conditions and that I agree to abide by them**

**Print name 1**..... **2**.....

**Signature 1**..... **2**.....

**Date** .....

**Venue for your Ceremony:** .....

**Date and time of Ceremony** .....