

Terms and Conditions of Booking

Booking Confirmation / Ceremony Fee

A non-refundable fee is payable at the time of booking and a provisional booking is held until you pay the ceremony fee and return the ceremony arrangements form 8 weeks prior to your ceremony.

Cancellation of Ceremony

All cancellations must be notified in writing to the Ceremonies Co-ordinator at Wakefield Register Office. We reserve the right to cancel your booking if fees have not been paid in full at least 8 weeks prior to the date of your ceremony. Should you cancel your ceremony after paying your full fee a cancellation charge will be applied by Wakefield Council.

Changes of Ceremony

All changes to the date, time and venue of your ceremony must be by prior arrangement and notified in writing and submitted with the relevant fee to the Ceremonies Co-ordinator at Wakefield Register Office.

Ceremony Content

Please note that if you choose to write personal vows/promises or choose a reading not contained within our Guide to be used during your ceremony these must be provided with your ceremony arrangement form and agreed with the Ceremonies Co-ordinator at Wakefield Register Office no later than 8 weeks prior to your ceremony.

Staff

We will allocate a member of staff to attend your ceremony but reserve the right to substitute an alternative member of staff in case of sickness or other unforeseen circumstances on the day.

Late arrival of the Parties

It is essential that you arrive no later than 10 minutes prior to the commencement of the ceremony. We reserve the right to postpone the proceedings taking place should you arrive 15 minutes later than this. We will endeavour wherever possible to provide an alternative time for the ceremony to take place should we have to leave to attend another event. In these circumstances, additional charges may apply.

Circumstances beyond anybody's reasonable control

If any ceremony cannot proceed at your chosen venue, (including Wakefield Town Hall and Pontefract Town Hall), Wakefield Council shall not be in breach of this agreement nor liable for delay beyond its reasonable control in performing, or failure to perform, any of its obligations which may include intervening damage, fire or flood at your chosen venue, weather or other circumstances preventing our staff attending.

Attendees

We are unable to accommodate animals other than assistance dogs in ceremonies held at Wakefield Town Hall and Pontefract Town Hall. If you have animals participating in your ceremony with authorisation of your approved venue you must advise us of this so that we can ensure your Celebrant is comfortable in their presence and your day can run as smoothly as possible.

It is the responsibility of individuals attending ceremonies at Wakefield and Pontefract Town Hall to notify the Ceremonies Host that they have a disability (where not immediately apparent) that may hinder normal evacuation in the event of an emergency.

It is the responsibility of disabled carers to ensure they assist "their" disabled or sensory impaired persons to evacuate safely and direct them to the Refuge Point if necessary. If they are unable to assist escape, they should themselves evacuate the building reporting to the Fire Warden, Fire Marshall, or Fire Services the location of the Refugee.

Music – Wakefield and Pontefract Town Hall

If you choose to provide your own music we recommend this is contained on one CD and that you attend prior to the ceremony to check the CD works on our system. If you wish to use a phone or other device to play the music for your ceremony at one of our venues, then you must appoint a person to take responsibility for controlling the music. We would again recommend that you check your device is compatible without our system prior to the ceremony

Liability

Wakefield Council will not accept liability for: The failure of any music system, provided by the venue, you or a third party. Any delay or loss caused by late or non-arrival of any person/s within the ceremony parties. Any loss caused by a request from you or your representatives to delay the ceremony.