

## Wakefield Registration Service

### Ceremony Bookings

#### Terms and Conditions

Your ceremony booking is accepted on the condition that:-

- No legal impediment to the marriage or civil partnership exists and Legal Preliminaries are completed within the statutory time limits.
- Any foreign divorce / dissolution papers are accepted by the Registrar General where applicable.
- Home Office permission is granted where applicable.

#### Booking Confirmation / Ceremony Fee From 1<sup>st</sup> April 2011.

A non-refundable fee of £20.00 is payable at the time of booking and a provisional booking is held for one calendar month. (Please note that the booking fee must be paid at the time of booking).

#### Notice of Marriage / Civil Partnership in another district

Your provisional booking letter will give the date from when your statutory notice of marriage/civil partnership can be given. If you are required to give notice in another registration district, and your appointment with them is later than one month from the earliest date that statutory notice can be given, please advise us of the date of your appointment so that we can keep your booking open. If we do not hear from you within one month of the date your statutory notice can be given, your booking will be cancelled.

#### Cancellation of Approved Premise Ceremonies

If the ceremony is cancelled after the Approved Premises Attendance fee has been paid a cancellation fee of £20 will be retained by Wakefield Registration Service to cover administration costs. We reserve the right to cancel your booking if fees have not been paid in full at least 4 weeks prior to the date of your ceremony.

#### Cancellation / Changes of booking

All cancellations or changes to date and time of ceremony must be notified in writing to the Superintendent Registrar at Wakefield Registration Service.

#### Ceremony Content

Please note that if you choose to write additional vows to be used during your ceremony these must be agreed with the Superintendent Registrar at Wakefield Registration Service no later than one month prior to your ceremony. (The guidance notes supplied at the time your booking was confirmed refer to the use of your own words).

#### Witnesses

It is the responsibility of the couple to ensure they have two credible witnesses at the ceremony. The witnesses will be required to sign the register/schedule.

#### Staff

The Wakefield Registration Service will allocate staff to attend your ceremony and reserves the right to substitute

an alternative member of staff in case of sickness or other unforeseen circumstances on the day.

#### Room Capacity

The guidance notes issued at the time your booking was confirmed indicate the seating capacity at Wakefield Register Office and The Town Hall (Pontefract Registration Office), Pontefract. For reasons of fire regulations, health and safety, and comfort; if the number of guests exceeds the capacity of the room some guests may have to be excluded from the ceremony.

#### Late arrival of Bride/Groom/ Civil Partner

It is essential that the bride/groom/Civil Partner(s) arrive no later than 10 minutes prior to the commencement of the ceremony to complete statutory preliminaries. We reserve the right to leave prior to proceedings taking place should the bride, groom or civil partner arrive 15 minutes later than this. We will endeavour wherever possible to provide an alternative time for the ceremony to take place within legal timeframes should we have to leave to attend another event. We strongly recommend that you take out ceremony insurance to cover losses or expenses incurred in the case of events outside our control.

#### Liability

The Wakefield Registration Service 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.
- Any loss or compensation where a ceremony / registration is stopped from proceeding because (a) it would be void if it went ahead, (b) an offence under the Marriage or Civil Partnership Acts would be committed and (c) it would be against the public interest.
- Any decision to delay the ceremony is at the discretion of the staff attending on the day.

#### General

Any reference to 'working days' does not include Saturday, Sunday, Bank or Public Holidays.

Approval of the venue is granted only in connection with the provision of ceremonies. Wakefield Registration Service cannot accept liability for the failure or neglect on behalf of the venue for the use or provision of any services and / or facilities.

Any reference in these conditions to Wakefield Registration Service shall also refer to Wakefield Council in so far as they relate to its legal responsibilities and obligations. Other words and phrases shall be interpreted as follows:-

Marriage & Civil Partnership Acts – means the Acts of Parliament (any regulations made under those Acts) covering the legal preliminaries to, the solemnization and registration of a civil marriage / civil partnership either in a Register Office or Approved Premises within England and Wales.

Venue – means Approved Premises approved by the Licensing Service for Wakefield Council under the Civil Marriages and Civil Partnerships (Approved Premises) Regulations 2005 for the solemnization and registration of civil marriages and civil partnerships.