

## Our opening hours are:

Monday – Friday 9.00am - 4.30pm  
Saturday 9.00am - 12.30pm

If you would like to book a ceremony, or would like further information please contact the Ceremony Co-ordinator at your local Register Office.

Ceremony Co-ordinator  
Pontefract Register Office  
The Town Hall  
Bridge Street  
Pontefract  
WF8 1PG

Tel: 01977 722670  
Fax: 01977 722676

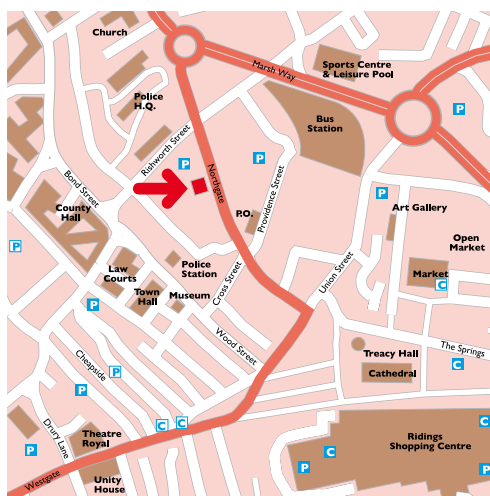
Email:  
pontefractregistrars@wakefield.gov.uk



Ceremony Co-ordinator  
Wakefield Register Office  
71 Northgate  
Wakefield  
WF1 3BS

Tel: 01924 302185  
Fax: 01924 302186

Email:  
wakefieldregistrars@wakefield.gov.uk



Please visit our website:

<http://www.wakefield.gov.uk/www.wakefield.gov.uk/CommunityAndLiving/Registrars/Births/NamingCeremonies.htm>

Disabled access is available at both offices

WMDC will, on request, provide this document in another language, in Braille or **large print**.

Typetalk calls welcome

## Naming Ceremony

All the information you need to know for arranging a Naming Ceremony

# Why have a Naming Ceremony?

A Naming Ceremony is a unique and very personal event. It gives you the opportunity to declare before family and friends your promise to be a good parent.

## What is it?

It is a ceremony to celebrate the birth of a child or to welcome adopted or step children into the family.

## Who can have a ceremony?

Children of all ages can have a Naming Ceremony and brothers and sisters can all be included.

The parent, a person with parental responsibility or legal guardian of the child can organise the ceremony.

## Where can it take place?

Naming ceremonies can take place indoors or outdoors at any venue that holds a health and safety certificate.

## Who conducts the ceremony?

A professionally trained celebrant will conduct the ceremony.

## What is included in the ceremony?

Ceremonies can be intimate or convivial, formal or relatively informal. Your ceremony is tailored to your needs. The ceremony must be non-religious but may include readings and music that hold a special meaning. The presentation of a gift to the child may also be included.

Once you have made a provisional booking you will receive a sample ceremony and readings. We will arrange a meeting with you to personalise your ceremony.

A commemorative certificate will be presented as a memento of the occasion signed by the parent(s) and supporting adults. The ceremony may last up to 30 minutes.

## Organising your ceremony?

The first step is to contact the Ceremony Co-ordinator (details overleaf) to discuss your requirements.

## Points you may wish to consider:

- Where and when you would like to hold your ceremony
- Who you would like to invite
- Words and poems that you may like to use
- Whether you would like to include supporting adults/grandparents.

## How much will it cost?

The cost of the ceremony is £150 Monday to Saturday and £170 on Sundays and Bank Holidays. Fees are payable in full at the time of booking.

Where a ceremony is cancelled and not re-booked a 20% cancellation fee is incurred. (This will be deducted from the refund).

## Important information

- Naming ceremonies and any documents or certificates issued as part of the ceremony hold no legal status and cannot be used to establish any legal rights
- Ceremonies cannot contain any religious material
- Celebrants who are also Registrars are not designated as Registrars when conducting Naming Ceremonies.

## Venues in our District

Naming Ceremonies can be held at venues throughout the Wakefield Metropolitan District. These could include:

Hotels  
Sports Clubs  
Restaurants  
Clubs  
Village Halls

## Venues outside our District

If your local Register Office does not provide this service we will be happy to travel to your district. Please note that in these instances additional costs may be incurred.