

Terms and Conditions of Booking

Your ceremony booking is accepted on the condition that: No legal impediment to the marriage 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

A non-refundable fee is payable at the time of booking and a provisional booking is held until you give notice. Your booking is held subject to you both giving your notice within the time scales outlined in your booking letter. It is also subject to payment of the ceremony fee and return of the ceremony arrangements form 8 weeks prior to your ceremony.

Notice in another district

Your provisional booking letter will give the date from when your statutory notice can be given. If you are required to give notice in another registration district, and your appointment with them is later than two months 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 may be cancelled.

Marriage and Civil Partnership Approved Venue

At the time of your notice the registrar will check the current status of the approval at your chosen venue. If the approval is due to expire before your intended marriage date, the registrar taking the notice will advise you of this. Notice can still be given should you wish to proceed. You are advised that if an approval is not in force by the date of the marriage, the marriage cannot take place. Fresh notice will be required if you choose to get married in a different venue.

Outdoor Structures

If your chosen venue has an approved outdoor structure and you would like your ceremony to take place in there you must complete and return the Outdoor Structure agreement form at least 8 weeks prior to your ceremony. You should make additional plans with the venue to hold your ceremony in one of their approved ceremony rooms in case the weather is inclement on the day. The indoor ceremony room should be able to accommodate all of your invited guests.

Inclement weather is defined as rain (or the high likelihood of showers), wind, cold conditions (under 16 degrees), extremely hot and sunny and any other extreme conditions. Your guests need to be comfortable and be able to hear the ceremony, especially if you are under cover and they are not!

By signing the Outdoor Structure agreement form you are agreeing that the decision about whether your ceremony can take place outside is the responsibility of the attending Registration staff and that their decision is final. If the weather is inclement or if for any other reason holding the ceremony outside is not possible, it is at the discretion of the Registration Staff to decide if the ceremony has to be moved inside when they arrive at the venue. You must agree to abide by the decision of Registration Staff in attendance and confirm that you have made contingency arrangements with the venue for the ceremony to be moved into an approved room, which can accommodate all invited guests.

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 or choose a reading not contained within our Ceremony 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.

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 marriage entry.

Staff

We will allocate a team 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 both parties arrive no later than 10 minutes prior to the commencement of the ceremony to complete statutory preliminaries. We reserve the right to postpone the proceedings taking place should the parties arrive 15 minutes later than this. We will endeavour wherever possible to provide an alternative time for the ceremony to take place subject to statutory requirements should we have to leave to attend another event. In these circumstances, additional charges may apply. We strongly recommend that you take out ceremony insurance to cover losses or expenses incurred in the case of events outside your control.

Circumstances beyond anybody's reasonable control

If any ceremony cannot proceed due to circumstance beyond anybody's reasonable control which may include intervening damage, fire or flood at your chosen venue, (including Wakefield Town Hall and Pontefract Town Hall), the following provisions shall apply:

(1) If you know your ceremony cannot proceed at your chosen venue before the day of your ceremony, fresh notice will be required if you choose to have your ceremony at a different venue. If you are unable to give at least 28 full days' notice, you must apply to the General Register Office for a waiver to get the notice period reduced together with evidence of your reasons and pay the appropriate fee; or

(2) If you find that the ceremony cannot proceed at your chosen venue until the day of your ceremony, you can only (a) postpone your ceremony at your chosen venue until a later date, or (b) give a fresh notice if you choose to have your ceremony at a different venue at a later date. It will not be possible in these circumstances to have your ceremony at a different venue on your chosen day.

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 Registrars are 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.

Register Entry

The Registrar will ask you legal questions on the day of your ceremony to check if the information you gave at Notice of Marriage is the same or whether there have been any changes. This is to ensure that the register entry is correct. You will then be invited to check the entry carefully after the ceremony to ensure it is correct before signing. If any errors are found later you would be required to attend the Register Office and pay a statutory fee to make the necessary changes.

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. Any loss or compensation where a ceremony is stopped from proceeding because (a) it would be void if it went ahead, (b) an offence under the Civil Partnership Act 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

Approval of the venue is granted only in connection with the provision of ceremonies. Wakefield Council 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 & Celebratory Services 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 Act - means the Acts of Parliament (any regulations made under those Acts) covering the legal preliminaries to, the solemnization and registration of a civil marriage either in a Register Office or Approved Premises within England and Wales. Venue - means Approved Premises approved by Wakefield Council under the Civil Marriages and Civil Partnerships (Approved Premises) (Amendment) Regulations 2011 for the solemnization and registration of civil marriages and civil partnerships.

Terms and conditions of booking with effect 23.10.2018