

CELEBRATE...
YOUR CONTINUING
UNION



CONTENTS

Welcome	3
Your Ceremony	4
Ceremony Options	5
Readings	8
Music / Photographs	11
What Happens Next?	12
Ceremony Arrangement Form	14
Terms and Conditions of Ceremony Booking	15

WELCOME

Name(s): _____

Venue: _____

Date and time of Ceremony: _____

Congratulations on your forthcoming ceremony. Whether you are celebrating a special anniversary, are wanting to pledge your commitment to one another once more or you are celebrating your marriage again with those family and friends who could not be with you on the day. Wakefield Registration and Celebratory Services aim to make your ceremony unique and personal.

The enclosed information will help guide you through the formalities when planning your special day.

We have provided you with choices of renewal vows, optional promises and ring vows. You can further enhance these with readings, music and personal vows of your choice that must be approved in advance of the ceremony.

Please complete and return the detachable ceremony arrangements form, at the end of this guide, so that we can prepare and personalise your ceremony.

The current fee for the attendance of the celebrants at your ceremony is £

Please note that this fee is subject to an annual increase. The fee is payable at least eight weeks prior to your ceremony.

Payment can be made by cash, cheque, debit or credit card. Cheques should be made payable to Wakefield Council.

May we also take this opportunity to draw your attention to the Terms and Conditions of your ceremony booking towards the back of this booklet.

Whatever your requirements, our professional and dedicated team are available to offer advice and will strive to ensure that your ceremony is special in every way.

If you have any specific queries about your ceremony, please telephone or e-mail me and I will be happy to help.

Yours sincerely

Ceremonies Manager
Wakefield Registration & Celebratory Services

YOUR CEREMONY

To help you plan your ceremony we have provided you with a range of options. We hope this will help you create a ceremony which suits you as a couple.

Please select one choice from each applicable section that you would like to include. You will find your ceremony arrangements form at the back of this booklet. Please select your choices and then return the form at least 8 weeks before the date of your ceremony, together with your fee. We will use your choices to prepare a ceremony script which is unique to you.

Your Ceremony Meeting

If you would like to meet with a dedicated member of our Ceremonies team to discuss all aspects of your ceremony you can book a bespoke Ceremony Meeting.

This meeting will leave you feeling assured that you have made informed decisions about your choices, creating a ceremony which reflects you as a couple and ensuring you are fully prepared for your special day.

You can choose to attend as a couple, come alone or come along with a family member or friend.

A fee applies.

CEREMONY OPTIONS

Renewal of Marriage Vows

This ceremony may be suitable for married couples who are celebrating a special anniversary or are wanting to pledge their commitment for each other once more.

Confirmation of Marriage Vows

This ceremony may be suitable for recently married couples who are wanting to celebrate their marriage with those family and friends who could not be with them on the day.

Renewal of Civil Partnership Vows

This ceremony is suitable for couples in an existing Civil Partnership who are celebrating a special anniversary or are wanting to pledge their commitment for each other once more.

Entrance

You can choose the music to be played when entering the room. You can also choose how you enter the room, please indicate your choice on your ceremony arrangements form:

E1

Enter the room together after guests are seated

E2

One of you enters the room after guests are seated and meets partner, who will be waiting for you with the celebrant.

E3

Both of you enter the room separately after guests are seated.

E4

Both enter the room with your guests.

The celebrant conducting the ceremony, or the venue's Master of Ceremonies, will ask guests to stand for your entrance. The venue will have a member of staff who is appointed to control the music system during the proceedings if required.

Being given away

One or both of you may choose to have your father and/or mother, or another person to accompany you into the room (down the aisle). Being 'given away' is optional and it is your decision as to whether it is included. Your choice should be noted on the ceremony arrangements form.

Poem/Reading

You have several opportunities to include readings to enhance and personalise your ceremony. You may wish to ask a family member or a friend, or the conducting celebrant can present a reading. We have provided some examples of readings and poems in this booklet. If you wish to include a different reading, you should provide a copy for approval with the ceremony arrangements form when you return this to us 8 weeks prior to your ceremony.



Optional Promises

At this point in the ceremony you may wish to make personal promises to each other by responding with 'I will' to the following questions asked by the celebrant:

P1

...will you continue to love and respect ... comfort and care for him/her at all times? Will you be honest and faithful to him/her; and work with him/her as you continue the life you have planned together?

P2

...will you promise that you will continue to protect ...with your utmost care; that you will honour and cherish him/her and that in all things, you will continue to be a faithful and loving husband/wife/partner?

P3

Personal choice (subject to approval)

Please choose one of the above promises and note your choice on the ceremony arrangement form.

Renewal of Vows

The celebrant will ask the guests to stand as they witness your renewal of vows. You can choose from the options below which words you wish to say to one another.

W1

I,...renew/reaffirm my marriage/civil partnership vows to you, ... in the presence of our family and friends as witnesses. (use full names)

W2

I, ... wish to reaffirm my love and commitment to you ..., in the presence of our family and friends as witnesses. (use full names)

Optional Vows

You may decide to include one of the following vows or you may wish to provide your own vows. If you provide your own vows these must be approved by the Ceremonies Manager prior to the ceremony. Optional vows will follow directly after your renewal of vows.

V1 (Marriage)

When I took you to be my wife/husband, I promised to love and respect you, comfort and care for you through life's joys and sorrows; to be honest with you and faithful to you always. Today, I renew these promises to you.

V1 (Civil Partnership)

I re-affirm, in the presence of those who surround us today; that I will love, cherish and be faithful to you, no matter what happens in our lives. Today, this is my promise to you.

V2 (Marriage)

When I took you to be my wedded wife/husband, I promised to love and care for you and be faithful to you always. I promised to embrace our future together with hope, happiness and joy and never allow anything to destroy the feelings we shared. Today, I renew these promises to you.

V2 (Civil Partnership)

I continue to share with you, all that I have and all that I am. I will always honour you and care for you, give you my support, trust and loyalty. At all times I will value and maintain the relationship we have created. Today, this is my promise to you.

V3 (Marriage)

From this day forward I promise to continue to share my life with you. To laugh with you, be proud of you, never take you for granted and always take care of you. I promise to love you for the rest of my life.

V3 (Civil Partnership)

I promise to continue to love and protect you through the ups and downs of life; to be honest with you and faithful to you always. This is my promise to you.

V4 (All ceremonies)

personal choice (subject to approval)



Exchange of Rings/Re-dedication of Rings

The exchange/re-dedication of rings is optional. Should you choose to exchange new rings or re-dedicate your original rings; you can choose from the words below which are repeated after the celebrant:

R1

All that I have I share with you. All that I am I give to you, in love and in trust. I re-dedicate this ring to you as a sign of my love and as a lasting reminder of the promises we have renewed today.

R2

I re-dedicate this ring to you as a token of my love and affection and as a symbol of our shared life together. I will continue to stand by you, whatever the future holds; to cherish and to care for you for the rest of our lives.

R3

I give you this ring, as a symbol of our renewed commitment and the love we continue to share.

Signing the Commemorative Certificate

You will be invited to come forward and sign a commemorative certificate of your ceremony and will have the opportunity to invite witnesses to sign the certificate also.

You may choose to have music playing while the signing of the certificate takes place.

Conclusion

The celebrant will conclude the ceremony inviting your guests to stand as you leave the room. Married couples can choose how the celebrant will announce your exit from the room, Civil Partnership couples will be announced by their forenames. You can also have music of your choice playing as guests leave the room.

X1 Mr & Mrs

X2 Mr & Mr

X3 Mrs & Mrs

X4 Ms & Ms

X5 First Name & First Name

READINGS

Readings and poems are a great way to personalise your ceremony. We have provided you with some examples. If you wish to include a reading or poem, which is not featured below, please provide a copy with your ceremony arrangements form for approval.

What Is A Soulmate?

If you have found a smile
That is the sweetest one you've known
If you have heard within a voice
the echoes of your own
If you have felt a touch
that stirs the longing of your heart
And still can feel that closeness
In the moments you're apart.
If you have filled with wonder
At the way two lives can blend
To weave a perfect pattern
That is seamless, end to end,
If you believe some things in life
are simply meant to be
Then you have found your soul-mate,
Your heart's own destiny

The One

When the one whose hand you're holding
Is the one who holds your heart
When the one whose eyes you gaze into
Gives your hopes and dreams their start,
When the one you think of first and last
Is the one who holds you tight,
And the things you plan together
Makes the whole world seem just right,
When the one whom you believe in
puts their faith and trust in you,
You've found the one and only love
You'll share your whole life through

When I Look At You Now

When I look at you now
I see all the hope and promise of our life
together
As the love that was always there in us grows
stronger still.
I see the wonder, the mystery, the miracle of
Love and all our dreams waiting to be born.
I see that we've learned what it takes to
Make a relationship work, and ours does.
Thank you for being you,
And making me feel loved,
Because what we have is special

The Key To Love

The key to love is understanding...
The ability to comprehend not only the
spoken word
But those unspoken gestures,
The little things that say so much by
themselves.
The key to love is forgiveness...
To accept each other's faults and pardon
mistakes
Without forgetting, but with remembering
What you learn from them.
The key to love is sharing...
Facing your good fortune as well as the bad,
together.
Both conquering problems, forever searching
for ways
To intensify your happiness
The key to love is giving...
Without thought of return,
But with the hope of just a simple smile
And by giving in but never giving up.
The key to love is respect...
Realising that you are two separate people,
with different ideas.
That you don't belong to each other,
You belong with each other, and share a
mutual bond.
The key to love is inside us all...
It takes time and patience to unlock all the
ingredients.
It is the continual learning process that
demands a lot of work....
But the rewards are more than worth the
effort...
And that is the key to love!

Together With You

Together is my favourite word,
It's when you hold my hand
It's when we talk for hours on end,
I know you understand..
Together is remembering
A special time or place
It's feeling the assurance
Of a tender, warm embrace.
Together is a certainty.
Along life's rocky way,
Your comfort and companionship
Will be there day by day.
Together is a silence
That I share with one true friend,
Where the circle of our shared thoughts
Has no beginning and no end





Love Comes With No Conditions

Love comes with no conditions
No get out clause, no best before date.
Love is when you give your love completely
And never stop giving it,
Love is finding the soul mate who
Lights your life, lifts your spirits
Thrills your senses.
Finding the one person who will always
Be there for you, by your side.
Union with the one you can trust
With your heart and your life.
The best friend who is also your lover
When you give your love and know
That you always will – that's when its real
And no one can touch it, or spoil it
Or take it away.
What greater thing is there than two people
Who love each other, to join together for life
To strengthen each other in hard work
To support each other in times of sadness
To care for each other in times of pain
And to have fun with each other,
Creating shared memories
As they move through life together.
What greater reason for celebration?!

The Journey

Life is like a journey
A journey on a train
Through meadows filled with buttercups
And valleys dark with rain
The driver always knows the route
But sometimes it seems strange
We wonder if the points are wrong
Or should the signals change
Sometimes there are tunnels
Obscuring all the view
But when, once more, we reach the light
The world looks fresh and new
Enjoy the landscape on the way
One ticket's all you need
Don't miss one moment of the trip
The train is gathering speed!

True Love

True love is a sacred flame
That burns eternally
And none can dim its special glow
Or change its destiny
True love speaks in tender tones
And hears with gentle ear
True love gives with open heart
And true love conquers fear
True love makes no harsh demands
It neither rules nor binds
And true love holds with gentle hands
The heart that it entwines

MUSIC

Music can help to create a special atmosphere at your ceremony. We recommend four occasions during the ceremony when music can be included:

1. Whilst the guests are assembling in the room (10-15 minutes)
2. Entrance
3. Signing of the commemorative certificate and photographs (up to 10 minutes)
4. Exit

You may choose to have a song as an alternative to one of your reading options; a member of your family or a friend could perform this.

If you wish to include a piece of music and are unsure whether it would be acceptable please contact our Ceremonies Manager who will be happy to advise.

Approved venue music

Please advise us if you will be having live or recorded music. If you are having live music and wish us to mention the musician/artist in the ceremony please advise in the additional notes section on the ceremony arrangements form, by providing the artists'/musicians forename or professional names.

Wakefield Town Hall and Pontefract Town Hall Music

You are welcome to bring your own CD with your choice of music. Your music must be contained on one CD and must not have any religious reference. We have a selection of recorded music available which can be viewed online at www.wakefield.gov.uk/marriage. Your choices must be contained on one CD only and should be noted on the ceremony arrangement form.

Photographs

This is a special day for you, your family and friends and you may wish to record this day by taking photographs or videoing the ceremony. We can provide an opportunity for photos to be taken whilst the commemorative certificate is being signed should you wish. We are happy to accommodate photographs/video throughout the ceremony.

WHAT HAPPENS NEXT?

When you complete and return the ceremony arrangement form with the ceremony fee we will check the content. We will only contact you should we have any queries or concerns.

What to expect from us on the day of the ceremony

Wakefield Town Hall & Pontefract Town Hall Ceremony

We ask that both parties have arrived at least 10 minutes before the ceremony start time. If you arrive earlier than this, we may not be able to accommodate you and your party due to other ceremonies taking place. We are unable to guarantee exclusivity.

Our Ceremonies Host will work together with the Celebrant and will greet you and your guests on arrival.

The Celebrant will provide you with an overview of how the ceremony will proceed and discuss any questions you may have. They will also speak with your family and friends who are involved in the ceremony to ensure they are comfortable with their role.

Our team of dedicated staff will direct you and your guests throughout the ceremony to ensure you have an amazing day!

Approved Venue Ceremony

The Celebrant will arrive 30 minutes before the start of the ceremony.

If either party is arriving at the venue rather than getting ready there, they should arrive at least 10 minutes before the ceremony start time.

The Celebrant will provide you with an overview of how the ceremony will proceed and discuss any questions you may have. They will also speak with your family and friends who are involved in the ceremony to ensure they are comfortable with their role.

We will work closely with the ceremony coordinator at the venue to ensure your ceremony runs smoothly and to ensure you have a truly magnificent day.

Outdoor Structures

If your chosen venue has an outdoor structure and you would like your ceremony to take place in there, the venue should provide you with a copy of an agreement form which must be completed and returned to us at least 8 weeks prior to your ceremony. If you require a copy please contact us immediately.

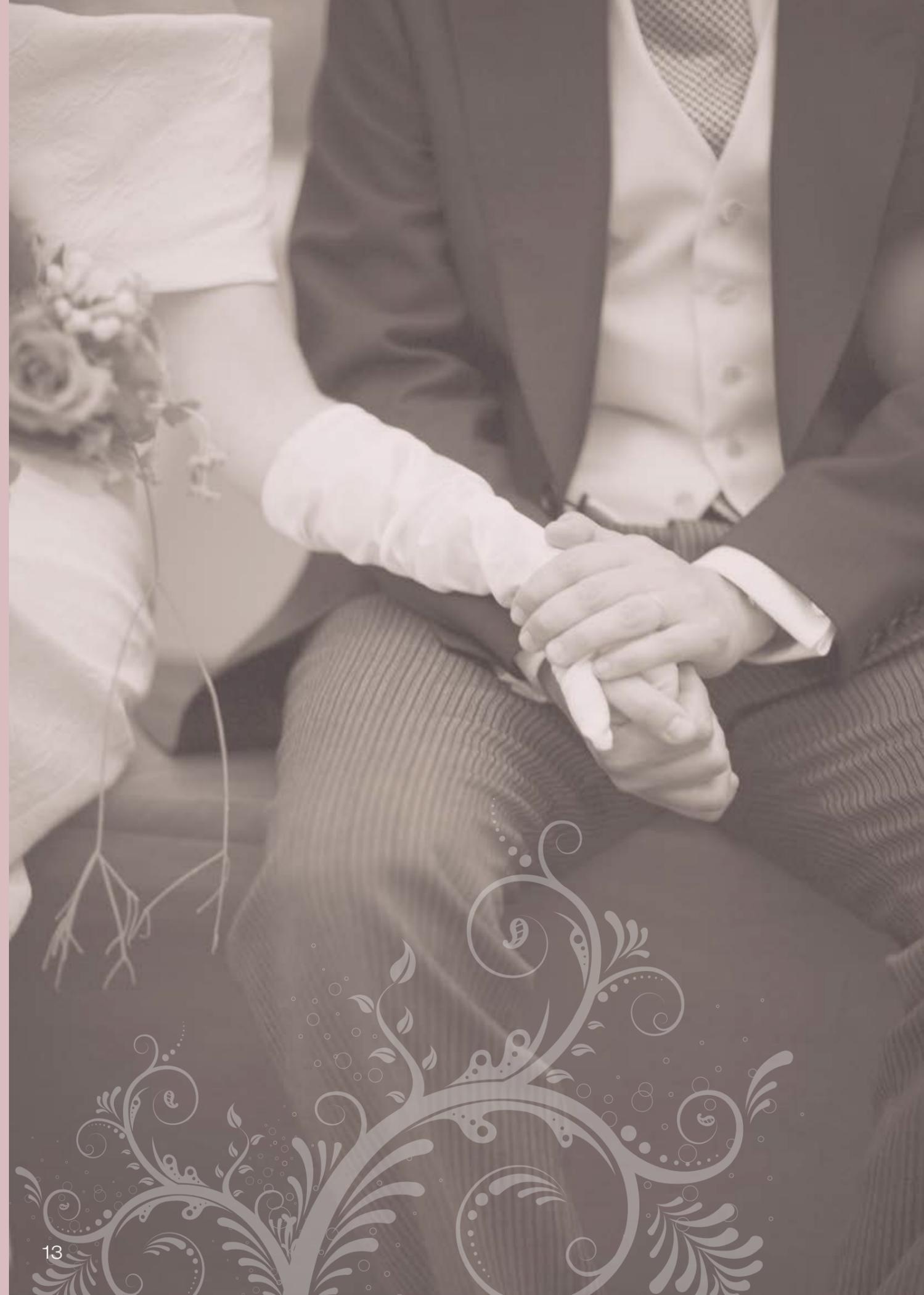
Please note that you should make additional plans with the venue to hold your ceremony in one of their other ceremony rooms in case the weather is inclement on the day.

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!

Points to remember

- Please note that your late arrival can impact on subsequent ceremonies the Celebrant may be attending that day. In cases of lateness, the Celebrant reserves the right to leave and the ceremony will have to be delayed. In these circumstances, additional charges may apply.
- The Celebrant will guide you through the ceremony. You do not need to remember all the words you are to say.
- For ceremonies in Wakefield Town Hall and Pontefract Town Hall we are unable to accommodate the scattering of petals down the aisle or the use of confetti inside the building.



Renewal of Vows Ceremony Arrangements Form

Party 1. Full name _____ Name known by _____

Party 2. Full name _____ Name known by _____

Contact telephone number _____

Email address _____

Venue _____

Date of ceremony _____ Time _____ No. of guests _____

Ceremony Choice *(please circle)*

Renewal of Marriage Vows / Renewal of Civil Partnership Vows / Confirmation of Marriage Vows

(Please attach a copy of your marriage/civil partnership certificate)

Date of Marriage / Civil Partnership _____

Place of Marriage / Civil Partnership _____

How will you enter the room? E1 / E2 / E3 / E4 *(Details)* _____

Do you wish to be given away? Yes/No

If YES, by whom? _____

Poem/Reading 1 _____ To be read by _____
(Name of piece)

Optional promises: *(please circle)* P1 / P2 / P3 *(please attach words for approval)*

Renewal of Vows: *(please circle)* W1 / W2

Optional Vows: Party 1 _____ Party 2 _____
V1 / V2 / V3 / V4 *(please attach words for approval)*

Poem/Reading 2 _____ To be read by _____
(Name of piece)

Music Live/Recorded *(please circle)*

Wakefield or Pontefract Town Hall - *details of song choices if applicable (please note your choices must be contained on one CD only)*

Are you exchanging or rededicating rings? Yes / No Exchanging / Rededicating

If yes, how many rings? 2 rings / 1 ring

Name of ring bearer *(if any)* _____

Ring vows *(please circle)* R1 / R2 / R3

Poem/Reading 3 _____ To be read by _____
(Name of piece)

Witnesses to Renewal of Vows 1. _____ 2. _____

Exit from the room *(please circle)*

X1 / X2 / X3 / X4 / X5 *(Civil Partnership couples will be announced by their forenames)*

Additional information (for example: If you have children, their names, if you would like to include them in the ceremony)

We have read and agree to the Terms and Conditions for Ceremony Bookings and return this form together with the fee at least 8 weeks before our ceremony to:

Ceremonies Manager at Wakefield Register Office or Pontefract Registration Office.

If you are returning this form by post please ensure that you apply adequate postage, alternatively you can scan this form and return by email to: ceremonies@wakefield.gov.uk or complete a form online at www.wakefield.gov.uk

Signed: _____ and _____ Date: _____

Date Payment Rec: [] £ [] CAN No. [] CELEBRANT []

NON - STATUTORY CEREMONY BOOKINGS TERMS AND CONDITIONS

Booking Confirmation / Ceremony Fee

A non-refundable booking fee must be paid at the time of booking. A provisional booking is also held subject to full payment of the ceremony fee.

Cancellation of Ceremony

All cancellations must be notified in writing to the Ceremonies Manager 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 to the Ceremonies Manager at Wakefield Register Office. If you make changes within 8 weeks of your ceremony a charge may be applied by Wakefield Council.

Ceremony Content

Please note that the content of your ceremony must be agreed with the Ceremonies Manager at Wakefield Register Office no later than 8 weeks prior to your ceremony.

Lateness

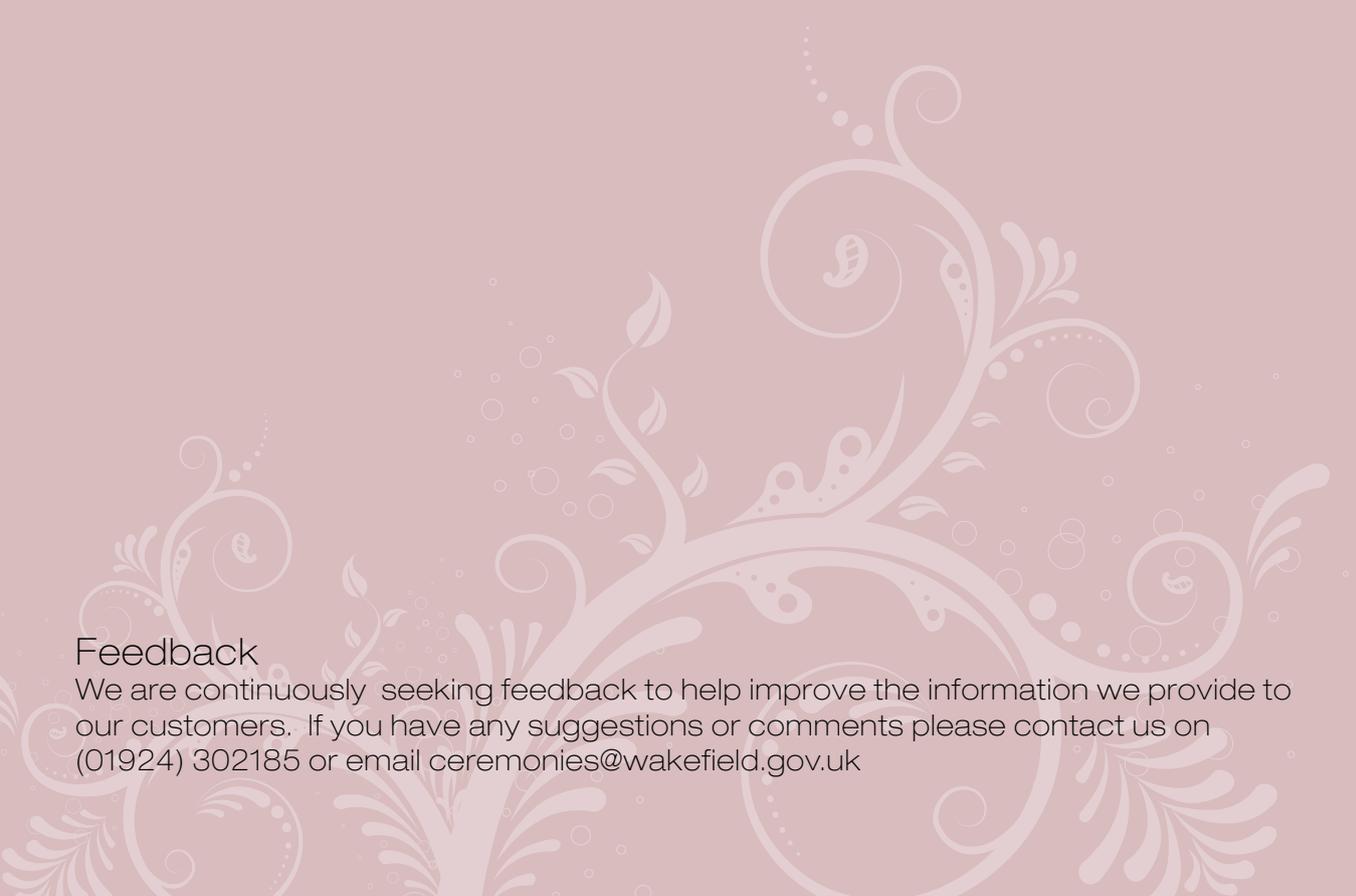
It is essential that you are at the venue 10 minutes prior to the ceremony to meet with the celebrant. We reserve the right to postpone should you not be in a position to start the ceremony 15 minutes later than this. We will endeavour wherever possible to provide an alternative time for the ceremony to take place should we have to leave to attend another event. In these circumstances, additional charges may apply.

Staff

The Ceremonies Manager will allocate a celebrant 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.

Liability

Wakefield Registration & Celebratory Services 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.



Feedback

We are continuously seeking feedback to help improve the information we provide to our customers. If you have any suggestions or comments please contact us on (01924) 302185 or email ceremonies@wakefield.gov.uk