

CELEBRATE...

YOUR MARRIAGE CEREMONY
AT WAKEFIELD OR PONTEFRACT
TOWN HALL



wakefieldcouncil
working for you

CONTENTS

- 1 Welcome
- 2 Your venue
- 3 Music
- 4 Your ceremony
- 8 Ceremony detail - completing your ceremony arrangement form
- 8 Commemorative products
- 9 Readings
- 13 What to expect from us on the day of the ceremony
- 14 Paperwork
- 15 Terms and conditions

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 0345 4 852 888 or email ceremonies@wakefield.gov.uk

WELCOME

The marriage of _____
and _____
at _____
Date and time of ceremony: _____

Congratulations on your forthcoming marriage ceremony. Wakefield Council's Registration Service aim to make your ceremony personal to you both, providing a happy and relaxed environment, helping to create memories that will stay with you forever.

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

We have provided you with choices of legal vows, optional vows and ring vows. You can tailor your marriage ceremony further by including readings, music and personal vows which contain a special meaning to you for this unique occasion. Please remember that a civil ceremony must have no religious references and choices must be approved in advance of the ceremony.

If you would like to meet with a dedicated member of our Ceremonies team to discuss all aspects of your marriage 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.

You can complete the ceremony arrangement form and make payment online using the link www.wakefield.gov.uk/marriage. You will receive an email confirming its receipt with a copy of the information you have completed and an email confirming payment.

If you are unable to complete the ceremony arrangement form electronically you can download a copy from our website www.wakefield.gov.uk/ceremonies. The ceremony arrangement form must be completed and returned with all accompanying documents 10 weeks prior to your ceremony to enable us to prepare and personalise your marriage ceremony.

The fee for your ceremony is £ _____ this includes one marriage certificate fee of £11. Please note that this fee is subject to an annual increase. The fee is payable 10 weeks prior to your marriage. Payment can be made by cheque, debit or credit card. Cheques should be made payable to Wakefield Council.

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

Yours sincerely

Ceremonies Co-ordinator

YOUR VENUE

The content choices of your ceremony will depend upon your chosen venue.
Please see the lists below for further details

ROOM ONE,
WAKEFIELD TOWN HALL
Seating for 35 guests

THE HARTLEY SUITE,
PONTEFRACT TOWN HALL
Seating for 25 guests

CEREMONY CONTENT:

Entrance
Giving away the bride/groom
Declaratory Words
Contracting Words
Optional Vows
Ceremony Enhancement
Exchange of Rings
Ceremony Enhancement
Signing of the Schedule
Conclusion

THE LOFTHOUSE SUITE,
WAKEFIELD TOWN HALL
Seating for 60 guests

THE NELSON ROOM,
PONTEFRACT TOWN HALL
Seating for 80 guests

CEREMONY CONTENT:

Entrance
Giving away the bride/groom
Ceremony Enhancement
Declaratory Words
Optional Promises
Contracting Words
Optional Vows
Ceremony Enhancement
Exchange of Rings
Ceremony Enhancement
Signing of the Schedule
Conclusion

MUSIC

Music can create a special atmosphere at your ceremony

We recommend four occasions during the ceremony when music can be included. If you wish to include a piece of music and are unsure whether it would be acceptable please contact our Ceremonies Co-ordinator who will be happy to advise.

Civil marriage ceremonies must not be religious in nature. Music that contains an incidental reference to a god or deity would generally be acceptable as long as the music is essentially non-religious in context. Your choices of music cannot include hymns or religious chants.

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

CD

You are welcome to bring your own CD with your choice of music. You must check the CD works on our system prior to the ceremony date. Please contact our reception on 0345 4 852 888 or email our team at wakefieldregistrars@wakefield.gov.uk to arrange this. Your music must be contained on one CD only.

PHONE OR OTHER DEVICE

If you choose to use a phone or other device to play music for your ceremony it must be checked for compatibility with our system prior to the ceremony date (we do not have the facility to accommodate Bluetooth or iPhone 7's). In these circumstances you must appoint a person to take responsibility for controlling the music during the ceremony.

OUR MUSIC

We have a selection of recorded music available which can be viewed online at www.wakefield.gov.uk/marriage.

Your music must be chosen from one CD only and should be noted on the ceremony arrangement form



YOUR CEREMONY

Your ceremony must include statutory declarations and vows, however you can tailor your marriage ceremony further by including readings, music and personal vows which contain a special meaning to you for this unique occasion. To help you plan your ceremony we have provided a guide to the format, which includes a range of options for you to choose from.

Please make your choices from the options below and update the relevant section of the online ceremony arrangement form. When you complete the online form please ensure you attach any readings or personal vows.

We will use your choices to prepare a ceremony script which is unique to you.

ENTRANCE

You can choose the music to be played when entering the room.

You can choose how you enter the room.

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 registrar.

E3 Both of you enter the room separately after guests are seated

E4 Both enter the room with your guests

Where applicable the registrar conducting the ceremony will ask guests to stand for your entrance. The Ceremonies Host or registrar will assist you and your party in making your entrance into the room.

Please note; We are unable to permit the scattering of petals down the aisle.

GIVING AWAY THE BRIDE/GROOM

One or both of you can choose to have your father, mother or another person accompany you into the room (down the aisle).

Being 'given away' is optional and it is your decision as to whether it is included. The person will be asked 'Who gives ... to be married to...' to which they respond 'I do'. Your choice should be noted on the ceremony arrangement form.



CEREMONY ENHANCEMENTS

You have opportunities throughout to enhance and personalise your ceremony.

Reading / Poem - You may wish to ask a family member or friend to read a poem or reading (this is a good opportunity to involve others in your ceremony), or the conducting registrar can do this. The decision is entirely yours.

Civil marriage ceremonies must not be religious in nature: whilst any reading that contains an incidental reference to a god or deity would be acceptable, the reading in which such a reference is contained must be essentially non-religious. The ceremony cannot include extracts from an authorised religious marriage service or readings from sacred religious texts, hymns or other religious chants.

We have provided some examples of readings and poems in this booklet. If you wish to include a different reading, you must provide a copy for approval with the ceremony arrangement form 10 weeks prior to your marriage ceremony.

Your story - The registrar can share your story, how you met, your shared values and hopes for the future. Please provide the information for us to share when you complete your ceremony arrangement form.

Combining of Sand - combining two different colours of sand or sand from your favourite beach, into one container. You will each have a vial containing sand, each of the two vials of sand symbolises the separate lives of you and your families, by joining the sand together into one container it symbolises you joining together as one, the grains of sand can never be separated. If you choose to combine sand you will need to provide containers, vials and sand on the day of the ceremony.

A friend or relative may wish to sing a song or play a piece of music (please note this can only be accommodated on weekends).

If you would like to include any non-religious enhancements to further personalise your ceremony please contact us to discuss.

DECLARATORY WORDS

The wording is prescribed by law, however you can choose from the options below which words you wish to say to one another. You are both required to make the same choice of declaratory words.

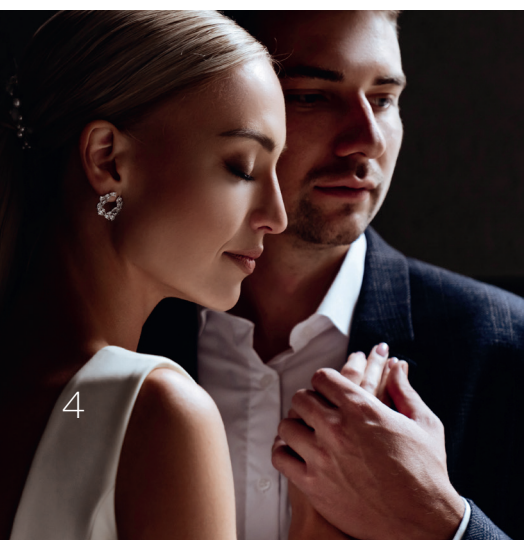
You are not expected to remember the wording but will be asked to either repeat your option after the registrar or in respect of choice **D3** respond with the words 'I am'.

D1 I do solemnly declare that I know not of any lawful impediment why I... may not be joined in matrimony to ...

D2 I declare that I know of no legal reason why I ... may not be joined in marriage to ...

D3 Your declaration will be made by replying 'I am' to the question 'Are you... free lawfully to marry ... ?'

There is a requirement for these words to be said correctly so do not be nervous if you are asked to repeat them.



OPTIONAL PROMISES

Optional promises are only available for ceremonies taking place in the Lofthouse Suite and Nelson Room.

At this point in the ceremony you may wish to make personal promises to each other by responding with I will or I do to the following

P1 ... will you love and respect..., comfort and care for her/him at all times?

Will you be honest with her/him and faithful, and work with her/him to achieve the life you have planned together?

Response 'I will'

P2 ... do you take ...to be your wife/husband?

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

Response 'I do'

CONTRACTING WORDS

The registrar will ask the guests to stand as they witness your contract of marriage. The wording is prescribed by law, however you can choose from the options below which words you wish to say to one another. You are both required to make the same choice of contracting words.

C1 I call upon these persons here present to witness that I ... do take thee ... to be my lawful wedded wife/husband.

C2 I ... take you ... to be my wedded wife/husband.

C3 I ... take thee ... to be my wedded wife/husband.

There is a requirement for these words to be said correctly so do not be nervous if you are asked to repeat them.

OPTIONAL VOWS

At this point you can choose to add optional vows to be said directly after your contracting words. 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 Co-ordinator prior to the ceremony.

V1 I promise to love and respect you, to comfort and care for you through life's joys and sorrows; to be honest with you and faithful to you always, and this is my promise to you.

V2 I promise to love and care for you, and to be faithful to you always. May we look to our future together with hope, happiness and joy, and never allow anything to destroy the feelings we share for each other.

V3 From this day forward I promise to share my life with you. To laugh with you, to be proud of you. Never take you for granted. Always take care of you, and be faithful to you. And I promise to love you for the rest of my life.

You may both say different optional vows. Your choice should be noted on the ceremony arrangement form.

EXCHANGING OF RINGS

The exchanging of rings is optional. Should you choose to exchange rings you can exchange one or two rings. Children often undertake the role of ring bearer, or the best man/woman can be responsible for the wedding rings. Please advise on your ceremony arrangement form who you will be entrusting with this role. If you are exchanging rings you can choose from the words below which are repeated after the registrar, or you may wish to write your own vows. If you provide your own these must be approved by the Ceremonies Co-ordinator prior to the ceremony.

R1 All that I have I share with you. All that I am I give to you, in love and in trust. I give you this ring as a sign of my love and as a lasting reminder of the promises we have made today.

R2 I give you this ring as a token of my love and affection and as a symbol of our shared life together. I promise to stand by you whatever the future holds, to cherish and to care for you for the rest of our life together.

R3 I give you this ring as a token of my love and devotion, and to signify the enduring nature of our marriage vows.

SIGNING OF THE SCHEDULE

At the end of the ceremony you will both be invited to check and sign the marriage schedule. This is a very important part of the ceremony and you must check the information recorded carefully to ensure that it is accurate before you sign. If there are any errors it is easier to correct them at this stage. If any errors are found later then you would be required to make application and pay a statutory fee to make the necessary changes. Once you have signed the schedule your witnesses will be invited to sign.

You must have a minimum of two witnesses. Witnesses must be both able and old enough to understand what is taking place and to testify to what they have seen and heard should it be necessary. It is important that they understand English and that they are present in the room at all times throughout the ceremony. It is therefore important that they are not, for example, responsible for children who may give cause for them to leave the room.

If an interpreter has been used during the ceremony, he/she must sign the schedule as one of the witnesses.

Guests are asked not to take photographs during the formal signing of the schedule.

Once the schedule has been signed we have an additional schedule which can be used for the purpose of photographs.

You can choose to have music playing during the signing of the schedule and afterwards while your photographer and guests are taking photographs.

CONCLUSION

After photographs have been taken the registrar will invite you to stand. He/she will conclude the ceremony and then invite your guests to stand as you leave the ceremony room. You can choose to have music playing as you leave the room and how the registrar will announce your exit from the room.

X1 Mr & Mrs

X2 Mr & Mr

X3 Mrs & Mrs

X4 Ms & Ms

X5 First Name & First Name

Please advise us of this on your ceremony arrangement form along with the surname by which you will both be known.

The length of the ceremony will depend on your personal choices. A ceremony without enhancements, promises or optional vows would last approximately 20 minutes. However if you choose to personalise your ceremony it will last approximately 25-30 minutes. This includes 5-10 minutes for signing the schedule and having your photographs taken.



ANY OTHER RELEVANT INFORMATION

Please use this section of the ceremony arrangement form to advise us of other information you would like us to include in your ceremony or take into account on the day.

CHILDREN

If you would like us to mention your children within the ceremony please advise us of their names.

INDIVIDUAL NEEDS

We want to ensure that each customer is treated as an individual and the service provided is adapted to meet his or her needs enabling us to provide the best possible customer service. If you have any individual needs please advise us of this on your ceremony arrangement form for consideration.

ANIMALS

We are unable to accommodate animals other than assistance dogs in ceremonies held at Wakefield Town Hall and Pontefract Town Hall.

WHAT HAPPENS NEXT?

When you complete the online ceremony arrangement form and make payment we will check the contents, we will only contact you should we have any queries or concerns.

CEREMONY DETAIL

Completing your ceremony arrangement form.

You can complete the ceremony arrangement form and make payment online by using the link on our website. You will receive an email confirming its receipt with a copy of the information you have completed and an email confirming payment. If you are unable to complete the ceremony arrangement form electronically you can download a copy from our website www.wakefield.gov.uk/marriage.

It is important that before you start the process of completing the online form you have the following information to hand;

1. The form cannot be completed more than 10 weeks in advance of your ceremony.
2. The form cannot be saved part way through, therefore you will need to have made decisions about your choices and have accompanying information to hand to attach, for example own vows or readings can be attached as a file document. It would be helpful to have your guide with you when completing the form.
3. You will need your card details ready to make payment at the end of the process

Please visit our website to complete the form www.wakefield.gov.uk/marriage

CELEBRATE YOUR CEREMONY...

WITH A COMMEMORATIVE CERTIFICATE

We are pleased to be able to offer you the opportunity to purchase a commemorative copy of your marriage certificate beautifully presented in a keepsake box or a choice of framed options.

...WITH A COMMEMORATIVE SCRIPT

You are able to purchase a commemorative copy of your personal ceremony script, a unique keepsake of your special day.

The script is beautifully presented in a keepsake box and a lasting reminder of the commitment you made to each other.

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 that is not featured below, please provide a copy with your ceremony arrangements form for approval.

WHAT IS LOVE?

Sooner or later we begin to understand that love is more than verses on valentines and romance in the movies.

We begin to know that love is here and now, real and true, the most important thing in our lives.

For love is the creator of our favourite memories and the foundation of our fondest dreams.

Love is a promise that is always kept, a fortune that can never be spent, a seed that can flourish in even the most unlikely of places. And this radiance that never fades, this mysterious and magical joy, is the greatest treasure of all - one known only by those who love

MARRIAGE IS

Someone to believe in
And to put their trust in you
Someone who appreciates
The special things you do,
Someone to be close to,
In your heart and mind,
Someone who's the love
You might have thought you'd never find,
Someone who stands by you
And whose faith can make you strong,
Someone you will cherish
Every day, your whole life long.

IF YOU CAN ALWAYS

If you can always be as close and as happy as today

Yet be secure enough to grow and change along the way

If you can keep for you alone your love as man and wife (*replace with wife and wife, husband and husband where applicable*)

Yet find the time to share your joy with others in your life.

If you can be as one and walk through marriage hand in hand

Yet still support the goals and dreams that each of you have planned.

If you can dare to always go your separate ways . . . together!

Then all the wonder of today will stay with you
FOREVER!!

IF YOU LIVE TO BE A HUNDRED

If you live to be a hundred,
I want to live to be a hundred minus one day
so I never have to live without you."

Piglet sidled up to Pooh from behind, "Pooh?" he whispered.

"Yes Piglet?"

"Nothing," said Piglet taking Pooh's hand.

"I just wanted to be sure of you.

We'll be friends forever, won't we Pooh?" asked Piglet.

"Even longer," Pooh answered. "If ever there is a tomorrow when we're not together, there is something you must always remember. You are braver than you believe, stronger than you seem, and smarter than you think. But the most important thing is, even if we're apart...

I'll always be with you.





A RECIPE FOR A GOOD MARRIAGE

A pinch of understanding
A tablespoon of trust
A drop of fun and flattery
And kindness is a must.
A teaspoon of adventure
A heap of hopes and wishes
An ounce or two of thoughtfulness
And a scoop of hugs and kisses.
A grain or two of constancy
A dash of admiration
A slice of friends and family
And a cup of conversation.
A dollop of devotion
A soupçon of surprise
A bunch of boring household chores
And a spot of compromise.
A drizzling of honesty
A sprinkling of laughter
A splash of patience and support
Makes... a Happy Ever After!

ON YOUR WEDDING DAY

Today is a day you will always remember
The greatest in anyone's life.
You'll start off the day just two people in love
And end it as husband and wife (*replace with wife and wife, husband and husband where applicable*)
It's a brand new beginning the start of a journey
With moments to cherish and treasure
And although there'll be times when you both disagree
These will surely be outweighed by pleasure!
You'll have heard many words of advice in the past
When the secrets of marriage were spoken
But you know that the answers lie hidden inside
Where the bond of true love lies unbroken.
So, live happy forever as lovers and friends
It's the dawn of a new life for you,
As you stand here together with love in your eyes
From the moment you whisper , 'I Do'
And with luck, all your hopes and your dreams
can be real
May success find its way to your hearts
Tomorrow can bring you the greatest of joys
But TODAY is the day it all starts

Brilliant service, all contact via phone and email was very efficient and everything was clearly explained. On the wedding day the registrar staff were brilliant, very personable and friendly, great with the children in the wedding party (especially the ring bearer) a few of the guests commented how on how lovely the officiant was and how good she was with the ring bearer during the ceremony.

WHAT IS A SOULMATE?

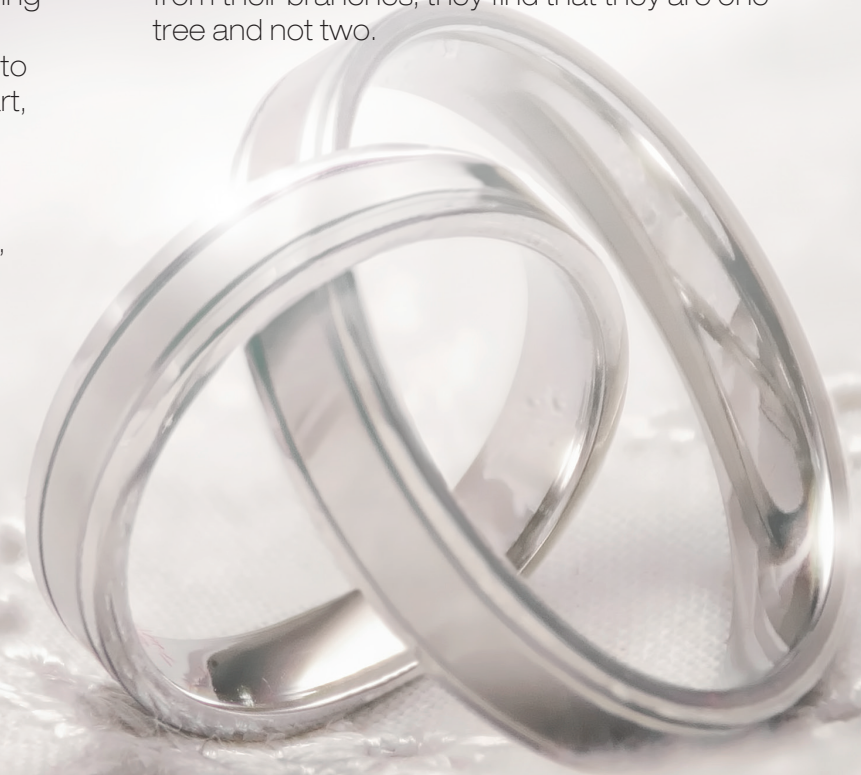
If you have found a smile
That is the sweetest one you've known
If you have heard within a voice
the echoes of your own
If you have felt a touch
that stirs the longing of your heart
And still can feel that closeness
In the moments you're apart.
If you have filled with wonder
At the way two lives can 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.

AN EXTRACT FROM 'CAPTAIN CORELLI'S MANDOLIN'

Love is a temporary madness, It erupts like volcanoes and then subsides.
And when it subsides you have to make a decision.
You have to work out whether your roots have so entwined together that it is inconceivable that you should ever part.
Because that is what true love is.
Love is not breathlessness, it is not excitement, it is not the promises of eternal passion... That is just being "in love", which any fool can do.
Love itself is what is left over when being in love has burned away, and this is both an art and a fortunate accident.
Those that truly love have roots that have grown towards each other underground, and when all the pretty blossoms have fallen from their branches, they find that they are one tree and not two.





HOW TO BE A GOOD HUSBAND

To always endeavour to understand your wife even when you don't and to admit that you are wrong when mistakenly you thought you were in the right.

To bring flowers at least once a week as you are bound to have something you should apologise for.

To accept and embrace your wife's bad habits and realise that these are what make her so lovable.

To never question the need for another pair of shoes.

To never suggest the sale or disposal of any pair of shoes no matter how old they appear to you.

To never "shoo" away your wife's affections but always remembering there is an ulterior motive.

Finally, tolerance is the word that keeps couples together; practice that and in the famous words of Gloria Gaynor, "you will survive"...maybe

HE'S NOT PERFECT (Bob Marley)

He's not perfect. You aren't either, and the two of you will never be perfect. But if he can make you laugh at least once, causes you to think twice, and if he admits to being human and making mistakes, hold onto him and give him the most you can.

He isn't going to quote poetry, he's not thinking about you every moment, but he will give you a part of him that he knows you could break. Don't hurt him, don't change him, and don't expect for more than he can give. Don't analyse.

Smile when he makes you happy, yell when he makes you mad, and miss him when he's not there. Love hard when there is love to be had. Because perfect guys don't exist, but there's always one guy that is perfect for you.

EXPECTATIONS

What to expect from us on the day of your ceremony

We ask that both of you arrive at least 10 minutes before the ceremony start time. Guests should be asked to arrive 15 minutes prior to the ceremony. If you or your guests arrive earlier than this, we may not be able to accommodate you due to other ceremonies taking place.

The Town Hall's are public buildings and as such we are unable to guarantee exclusivity, other events and ceremonies may be taking place on the day of your wedding.

Remember it is no longer fashionable to be late! Please note that late arrival can impact on subsequent ceremonies the registrars may be undertaking that day. In cases of lateness, the registrars reserve the right to delay the ceremony. In these circumstances, additional charges may apply.

Our ceremonies host will work together with the registrars and will greet you and your guests on arrival.

The registrar is required to interview you both individually in a private room away from guests. This is to check the information which is to be recorded in the marriage schedule.

The registrar conducting the ceremony will then provide you with an overview of how the ceremony will proceed and discuss any questions you may have. The registrar will also speak to your best man/woman and ring bearer(s) to ensure they are confident with their role in your ceremony. The registrar will also speak with your family and friends who are involved in the ceremony to ensure they are comfortable with their role.

In order to comfortably accommodate your guests please advise us on the ceremony arrangement form of any guests with disabilities and if applicable the number of wheelchairs. Our venues have hearing loop facilities available to those who are hard of hearing or use a hearing aid.

PARKING

Wedding cars are exempt of standard parking restrictions within the Wakefield district however; the permit holder bays outside of Wakefield Town Hall cannot be used to park your wedding vehicle.

At Pontefract Town Hall we have allocated parking bays. When you receive this guide you should also receive a parking permit allocated for the date and time of your ceremony. You must park in the bay and display the permit; otherwise you may be subject to a parking fine.

We are unable to provide parking for your guests at either office. Disabled parking facilities are provided directly outside Wakefield Town Hall. On-street parking is available close to both buildings. There are several multi-storey or large car parks within a few minutes' walk from Wakefield Town Hall, the nearest being Rishworth Street car park. Pontefract's nearest large car parks are at Morrison's and Tesco.

PHOTOGRAPHS

There are some beautiful places for you to have photos taken after your ceremony;

WAKEFIELD
Mandela Garden,
Crown Court Yard
Thornes Park

PONTEFRACT
Civic Quarter Gardens
Pontefract Castle
Valley Gardens

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

PAPERWORK

COPY CERTIFICATES

Copies of your marriage entry can be purchased at the time you complete your ceremony arrangement form and make final payment.

If you choose to change your name following your marriage there are a number of organisations that you will need to notify including your place of work, utility companies and banks. Some may require an original copy of your marriage certificate to certify the changes.

You will not be given a copy of your marriage certificate on the day of your wedding.

The marriage schedule you sign will be brought back to the Register office and inputted onto our computer system.

We aim to input all marriage schedules within 7 days from when the marriage took place. Once inputted we will then produce the number of marriage certificates you have requested and send them out by first class signed for post.

You can also request a certified copy of your marriage certificate at any time after your marriage ceremony. There is a statutory fee payable for additional certificates, which will be processed within 5 working days. Alternatively, you can request a certificate through our priority service, which will be processed within 24 hours

CHANGES TO YOUR PASSPORT

If you are planning to amend your passport into your married name before your ceremony - to become valid on the date of your ceremony - you need to complete a standard application form along with a form PD2 which you can obtain:

- From any Post Office that offers a check send service
- From any regional passport office
- By calling Her Majesty's Passport Office;
- Passport advice line on 0300 222 0000 who will send it to you
- By downloading it from the www.direct.gov.uk website

Please note: the new passport will be dated to become valid on the day of your ceremony and therefore cannot be used before. Similarly, when Her Majesty's Passport Office cancels your old passport, any visas on that passport may become invalid.

There is also a leaflet (PD1) entitled 'Passports for Newly Weds and Civil Partners', which explains exactly what to do. After you have completed your section of the PD2 form, the Superintendent Registrar will also need to complete part of the form. Please bring the form into Wakefield Register Office or Pontefract Registration Office during opening hours and we will gladly sign this for you. You do not need to make an appointment and we do not charge for this service.

If you decide to change your name on your passport after your marriage, you need only complete and send a standard application form along with the required documents to Her Majesty's Passport Office. The form PD2 is not required.

RE-REGISTRATION

If you have children together there is a legal requirement following your marriage to re-register their birth to show them as a child of your marriage. You can download the relevant form at www.gov.uk/government/publications/application-to-re-register-a-childs-birth-following-marriage-of-natural-parents or contact 0345 4 852 888 and a form can be posted to you. Upon completion of the form please contact us to arrange an appointment to re-register.

CEREMONY BOOKINGS TERMS AND CONDITIONS

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 10 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 10 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 10 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 10 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.

MARRIAGE SCHEDULE

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 information contained in the schedule is correct. You will then be invited to check the schedule carefully after the ceremony to ensure it is correct before signing. If any errors are found later you would be required make application and pay a statutory fee to make the necessary changes.

MUSIC -

WAKEFIELD & PONTEFRAC 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.



Both registrars who carried out the service were outstanding and we didn't get time to thank them dearly for the duties they carried out, so we are writing a letter to the Superintendent Registrar to pass on our gratitude for the expert, professional, friendly and overall warmth we felt from the two registrars who carried out the ceremony on the day we can't thank them enough for their time and friendly personable approach to our special day.

