

## **Terms and conditions – Ceremony bookings**

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.
- The appropriate fees are paid.

### **Fees**

All fees are subject to review and may increase before the date of your ceremony.

#### **Ceremony Booking Fees**

A non-refundable ceremony booking fee of £30 is payable.

#### **Ceremony Administration Fees**

A non-refundable fee of £30 is payable if a ceremony booking is changed.

#### **Ceremony Fees**

All fees for marriage and civil partnership are payable, in full, on completion of a valid notice of marriage or civil partnership.

All fees for private citizenship ceremonies, naming ceremonies and renewal of vows ceremonies are due, in full, at the time of booking.

#### **Ceremony Cancellation Fee**

- If all fees have been paid and at least 8 weeks' notice is given in writing by both parties then 75% of fees will be refunded.
- If all fees have been paid and at least 6 weeks' notice is given in writing by both parties then 50% of fees will be refunded.

Refunds are made to the original payee only.

- If all fees paid and less than 6 weeks' notice is given in writing by both parties then all fees are forfeited as the ceremony cannot be reallocated.

#### **Cancellation of bookings by RRS**

Your booking may be cancelled by RRS if fees have not been paid in full 6 weeks prior to the date of your ceremony.

## **Cancellation / Changes of booking by venue or couple**

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

The above ceremony cancellation fees apply.

## **Late arrival**

If you or your witnesses arrive more than ten minutes after the allocated ceremony time, the Register Office staff reserve the right to re-arrange your ceremony for a different time and / or date.

You should follow the guide below to ensure your ceremony can take place on time

### **Ceremonies at Clifton Park Museum**

20 minutes before the ceremony

- Registrars will arrive at the venue.

15 minutes before the ceremony

- Registrars will interview one of the couple.
- Please ensure this person is at the venue and ready to be interviewed at least 15 minutes before the start of the ceremony.
- Please arrange with your photographer for all arrival photographs to be taken before this time.

10 minutes before the ceremony

- Registrars will interview the other member of the couple.
- Please ensure this person is at the venue and ready to be interviewed at least 10 minutes before the start of the ceremony.
- Please arrange with your photographer for all arrival photographs to be taken before this time.

### **Ceremonies at other Approved Venues**

30 minutes before the ceremony

- Registrars will arrive at your venue.

25 minutes before the ceremony

- Registrars will interview one member of the couple and advise them of the order of service.
- Please ensure this person is at the venue and ready to be interviewed at least 25 minutes before the start of the ceremony.
- Please arrange with your photographer for all arrival photographs to be taken before this time.

15 minutes before the ceremony

- Registrars will interview the second member of the couple and venue staff will then prepare for the entrance.
- Please ensure this person is at the venue and ready to be interviewed at least 15 minutes before the start of the ceremony.
- Please arrange with your photographer for all arrival photographs to be taken before this time.

## **Ceremonies in gazebos / free standing outside structures**

A booking is accepted for a licenced gazebo/outside structure at an approved venue on condition that:

- The ceremony date is between 1 April and 30 September.
- The venue reserves an alternative licenced ceremony room for your use in the event that your ceremony needs to be conducted indoors.
- RRS staff will make the final decision on the day of the ceremony as to whether it is appropriate and safe to conduct the ceremony in the gazebo/outside structure.

## **Witnesses**

It is the responsibility of the couple to ensure they have two credible witnesses at the ceremony. The witnesses sign the register to confirm they have heard both parties state, in full, the declaratory and contracting words.

## **Room capacity**

For fire safety reasons and comfort, the number of guests must not exceed the capacity stated on the venue licence. If the number of guests exceeds the permitted total you will be required to exclude any excess guests from the ceremony.

## **Parking at Clifton Park Museum**

Two hours free parking, for two cars only, in the designated ceremony area is provided for each ceremony taking place at Clifton Park Museum.

Parking for guests is not guaranteed; please make sure your guests are aware of public car parks at and close to Clifton Park Museum so that they can arrive at your ceremony in good time.

## **Music at Clifton Park Museum**

There is no facility for the playing of live music at Clifton Park Museum. Where the ceremony includes the option to play music this must be supplied on CD.

## **Notice of Marriage Appointments**

If you do not attend or are late for your appointment and it cannot go ahead, a £20 room booking fee will be charged.

## **Liability**

Public liability Insurance

Under the terms of Rotherham Metropolitan Borough Council's public liability insurance policy, in the event of a ceremony being cancelled due to circumstances beyond the control of the Council (e.g. inclement weather), the Council will not be held responsible and will not be liable to pay compensation.

You may wish to consider procuring your own insurance cover that would compensate you in the event of cancellation, irrespective of causation.

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

RRS 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 your late or non-arrival
- 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 or (c) it would be against the public interest.
- Any decision to delay the ceremony is at the discretion of the registration staff attending on the day.

### **General**

Any reference in these conditions to the Registration Service shall also refer to Rotherham Metropolitan Borough Council in so far as it relates to its legal responsibilities and obligations. Other words and phrases shall be interpreted as follows:-

Marriage & Civil Partnership Acts – means the Acts of Parliament (including 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 Rotherham Metropolitan Borough Council under the Civil Marriages and Civil Partnerships (Approved Premises) Regulations 2005 for the solemnization and registration of civil marriages and civil partnerships.

**The Registration Service and the Council have Privacy Notices that explain how the information we collect is used. The privacy notices are on the Council website.**

### **Acceptance of terms and conditions of booking**

Upon receipt of a completed legal notice of intention to marry or form a civil partnership it will be deemed that you have fully accepted all Terms and Conditions of Booking, and you will be asked to sign acceptance of such.

Partner 1 Name .....Signature.....Date.....

Partner 2 Name .....Signature.....Date.....

Date of Marriage..... Venue.....