

REGISTRATION SERVICE GUIDANCE FOR THOSE WISHING TO HOLD A CEREMONY AT AN APPROVED PREMISE

1. As soon as a couple have made provisional arrangements for their ceremony they should be advised to contact the Registration Service on 0845 603 2859.
2. The opening hours are:-

Monday – Friday 8.30am - 5.00pm
3. Without the presence of the Superintendent Registrar and a Registrar there can be no marriage (in the case of Civil Partnerships a Registrar) and any arrangements for the use of the venue depend entirely on their availability. It is, therefore, essential that the couple make an advance booking with the Registration Service for attendance of the Registrars at the proposed ceremony, as soon as a booking can be accepted. A booking can be made up to a maximum of 24 months in advance.

For bookings up to 12 months in advance a non refundable deposit of £30 must be made at time of booking. This amount will be deducted from the final fee for attendance.

For bookings of between 12 and 24 months in advance, a booking fee of £30 must be made at time of booking. This payment is to secure the booking until such times as the notice of marriage can be given which is 12 months before the date of the ceremony.

The fee for attendance will be payable to the Registrar before the ceremony based on:-

Up to end of March 2011

	£
Monday to Thursday	295.00
Friday	315.00
Saturday	330.00
Sunday	357.00
Bank Holiday	357.00

Please note the fees payable after 1st April 2011 will be:

Monday to Thursday	300.00
Friday	320.00
Saturday	335.00
Sunday	362.00
Bank Holiday	362.00

4. Both parties will also need to give in person a separate Notice of Marriage/Civil Partnership to the Superintendent Registrar in the district where they live. Notices are valid for 12 months. Both parties should, therefore, attend the register office where they reside as soon as possible so that notice can be given. The telephone number to make an appointment for those couples living in Worcestershire is 0845 603 2859. There is a fifteen day waiting period after notice has been given before the ceremony can take place.
5. If either of the couple is subject to immigration control there will be further procedures to take before notice of civil partnership can be given. The local registration authority can advise further on these procedures.
7. The couple should be warned that any arrangements made for a ceremony to take place at the chosen venue are dependent on:-
 - (a) The attendance of the Superintendent Registrar and/or a Registrar for the Worcestershire Registration district;
and
 - (b) The issue of the authority or authorities for marriage/civil partnership by the Superintendent Registrar(s) to whom notice of marriage/civil partnership was given.
8. When notice is given in a different registration district from the one where the marriage is taking place, the couple will have to ensure that the marriage authority is delivered to the Register Office in Worcester. In the case of a Civil Partnership, this is completed for you.
9. The ceremony can only be legally solemnized between the hours of 8.00am and 6.00pm.
10. The couple should be advised that only a civil, non-religious ceremony can be permitted by the Registrar. Any music, reading, words or performance which forms any part of the ceremony must be secular. The content of the ceremony must be agreed in advance with the Superintendent Registrar who will be attending the ceremony.
11. Any rights of copyright for music, readings, etc. permitted at the ceremony are a matter for the couple and the holder of the approval.