



Marriages and Civil Partnerships at Backhouse Hall, Darlington

Revised November 2011

It is our aim to help you make your day as special as possible and we understand that you will have many things to do leading up to and including the day.

Below are some notes which will help you make your ceremony run as smoothly as possible for yourselves and for your guests

However if have any queries, please do not hesitate to contact the Register Office.

Location.

The Register Office has been at Backhouse Hall since December 2006 however you should ensure that all the guests are aware of where we are.

Car Parking.

Being a town centre venue, car parking is restricted. Although we do have car parking for 5 vehicles outside of the register office these spaces cannot be guaranteed depending on other customers requirements however we will ensure that a bride's car is parked.

We recommend that you advise guests of nearby pay and display car parking details of which are on our website or by contacting the Register Office.

The entrance to the ceremony suite is on a public street. Although bridal cars can pause to allow you to alight at the venue doorway, they cannot wait for you until the end of the ceremony, nor is there time for photographs outside with the car due to oncoming traffic. Bull Wynd is also part of a one way traffic system and we recommend you check with any chauffeurs that they are familiar with the area.

Arrival Time.

The ceremony rooms will be open half an hour before the starting time of your ceremony, although there may be other ceremonies before and after yours. Also please appreciate that we may have appointments and ceremonies at other venues before and after your ceremony.

Before the ceremony we will need check some details with you both and also discuss the content and format of the ceremony including seating arrangements, photographs and music etc.

Where you arriving separate, we would ask the following arrival times:

Groom - 30 minutes before the start of the ceremony during which the Registrar will brief you on the running order of the ceremony and you will meet your guests.

Guests - Guests have from half an hour before the start of the ceremony to arrive but we would recommend you encourage them to arrive early to avoid traffic and parking delays. The Guests along with the Groom and Best man will assemble in the bar/bistro for drinks before the start of the ceremony.

Bride - 15 minutes before the start of the ceremony.

Whilst we appreciate traffic problems, we recommend you take this into account when making your travel arrangements and if you are more than 10 minutes late for your wedding, we cannot guarantee that the wedding will take place at the allotted time or have the agreed content.

We will not compromise someone else's wedding because yours has run late.

Photographs and Video.

Photographs and Video are a traditional way of capturing your ceremony and we always try to accommodate the needs of photographers and videographers. One photographer and one videographer is allowed at the front of the ceremony room with the Registrar to capture the events of the ceremony.

All other guests will be invited to take photographs at the end of the ceremony.

We do sometimes restrict the number of photograph opportunities at the end of the ceremony, particularly when there is another ceremony immediately after yours.

You are welcome to use the outside of the building and garden area for photographs and also throw confetti.

Venue Capacity.

Our two ceremony rooms have a maximum capacity of 40 for the Stephenson Suite and 80 for the Pease Suite.

In accordance with Fire and Building Control Regulations and also for the Health and Safety of the Registrars and guests, we will not allow more than the maximum capacity in the room and you should bear this in mind when inviting guests. The Registrar conducting the ceremony has the right not to start the ceremony when the maximum capacity is exceeded.

You may use either the Stephenson Suite or the Pease Suite as there is only one ceremony performed at any one time.

Ceremony Choices and content.

You will be provided with a questionnaire to return to us in advance of the ceremony which provides us with the information we require on the type of ceremony you would like including vows, readings and music, and also details of who the key people are that are involved in the ceremony.

The Registrar will discuss the ceremony with you before its starts to ensure you feel comfortable with what happens and most ceremonies last 30 minutes including photographs.

Signing the Register.

It is a legal requirement that you have witnesses to sign the Register with you. For a Civil Partnership you require 1 witness each and for a Marriage you need at least 1, but can have 2 witnesses each. Witnesses should be aged 16 or over and can be any guest including friends and relatives.

If you have any queries, please do not hesitate to contact the Register Office on (01325) 346 604.

We look forward to seeing you on your special day.