



Marriage and Civil Partnership Ceremony Booking

Terms and Conditions

Securing of Booking

Provisional bookings for ceremonies are valid for 14 days from the date of making the provisional booking. The booking is secured by payment of a prescribed non refundable deposit, completion of a booking form including acceptance of these terms and conditions, within the 14 days of making the provisional booking.

Provisional bookings will not be honoured after the 14 days has expired.

Customers are advised to ensure venues for the ceremony are available before making a booking with the Registration Service to attend the ceremony. We are not responsible in the event of the Registration Service being unavailable to attend a ceremony where the venue has been secured before the Registration Service has agreed to attend the ceremony.

Cancellation of Booking

Deposits for ceremonies are non refundable. Should you wish to cancel or rearrange the date or time of your ceremony you should inform the Registration Service in writing either by letter or email. We cannot accept cancellations over the telephone.

Failure to notify us of a cancellation will result in you being liable for the outstanding fees for the ceremony.

Dates and times of ceremonies can be rearranged subject the availability of the Registration Service. A request for Rearrangement of a ceremony must be in writing by one or both of the parties and will incur an administration fee £25.00 payable at the time of the rearrangement.

Payment of Fees

All fees must be paid in advance of the ceremony. Customers are advised to pay any fees for ceremonies and certificates between 4 weeks and 1 week before the ceremony. Should you need to pay any fees closer to the ceremony than 1 week you should contact the Registration Service for further advice.

Arrival Time

Customers are advised that where the ceremony is likely to start later than 10 minutes after the allocated start time of your ceremony, this may result in your ceremony being re scheduled to a different time to accommodate our commitments with other ceremonies.

Venue Capacities

All ceremony rooms are licensed and have a prescribed maximum capacity for the number guests allowed in each ceremony room.
In the event of exceeding this capacity, the Registrar performing the ceremony has the right not to conduct the ceremony until the number of guests meets the capacity criteria.

Health and Safety

The Registrar performing the ceremony has the right not to conduct any ceremony in the event of any part of the ceremony compromising the Health and Safety of himself and any colleagues.

Marriage & Partnership Documents/Authorities

Where either or both parties to the ceremony have conducted their legal preliminaries outside of the Darlington Registration District, it is the responsibility of the parties to ensure that the Registration Service has the required Authorities for marriage/partnership in advance of the ceremony.

Failure to provide a valid documentation will jeopardise the marriage/partnership taking place.

Witnesses

Parties to a Marriage/ Civil Partnership must provide the required number of witnesses to act as legal witnesses to the marriage or civil partnership. The Registration service will advise you before the ceremony as to the number of witnesses you require and cannot provide witnesses for you.

Format and Content of Ceremonies

The format and content of any Civil Marriage or Civil Partnership should not contain any material which is obviously or intentionally religious. The Superintendent Registrar has the authority to refuse any material which is deemed to be obviously or intentionally religious.

Arrangements will be made for customers to discuss the format and content of their ceremony with the Registration Service in advance of the ceremony. Should you choose not to do, this although we will try to accommodate your choices on the day of your ceremony, we cannot guarantee this.

We understand that you may have had to make changes to the format or content of your ceremony between your pre-ceremony meeting and the time of your ceremony. We will endeavour to accommodate any changes you have made but cannot guarantee them.

Allocating Registrar

The Registrar(s) attending your ceremony will be allocated approximately a month before the ceremony and every effort will be made to introduce them to you before the day of the ceremony. However due to other ceremony commitments and employee absences we cannot guarantee the attendance of the same Registrar on the day of your ceremony. For this reason we request that you do not quote the name the Registrar(s) in any orders of service you might be print for the ceremony.

We can also not agree to requests for specific requests for individual Registrars to attend your ceremony e.g. due to their gender, age or experience. We will however consider requests on an individual basis where a close family member to you is a Registrar.

Copyright of Ceremony

We request that you do not reproduce the whole or any part of the ceremony. The printing of orders of service i.e. the format of the ceremony rather than a script is permissible.

Our Contact Details

Anthony Hall,
Superintendent Registrar
The Register Office, Backhouse Hall, Bull Wynd, Darlington, DL1 5RG
Tel: (01325) 346 604 Fax: (01325) 346 898
Email: register.office@darlington.gov.uk