

Warwickshire Registration Service

Terms and Conditions

WCC reserves the right to amend, change and update these terms and conditions. Please refer to our website www.warwickshire.gov.uk for our current terms and conditions

1 Civil Marriage/Civil Partnership and Conversion to Marriage Ceremony Bookings

- 1.1 Your ceremony booking is accepted on the basis that no legal impediment to your marriage/civil partnership exists and all legal preliminaries are completed with your local registration district within the specified deadlines.
- 1.2 All fees have been paid (see section 4).
- 1.3 Any foreign divorce/dissolution papers must gain approval from the Registrar General where applicable.
- 1.4 Home Office permission must be granted where applicable.
- 1.5 You have booked your venue.

2 Naming Ceremony Bookings

- 2.1 Your ceremony booking is accepted on the basis that you provide us with proof a birth has taken place e.g. Birth Certificate.
- 2.2 All fees have been paid (see section 4).
- 2.3 These ceremonies do not confer any legal status or rights.
- 2.4 You have booked your venue.

3 Renewal of Vows Ceremony Bookings

- 3.1 Your ceremony booking is accepted on the basis that you provide us with proof a marriage has taken place e.g. Marriage Certificate.
- 3.2 All fees have been paid (see section 4).
- 3.3 These ceremonies do not confer any legal status or rights.
- 3.4 You have booked your venue.

4 Ceremony Fees

4.1. a A non-refundable deposit of £120 must be paid at the time of booking a ceremony at an approved premises or £100 if booking a ceremony at the Decommissioned Room in order to secure your date and time.

4.1. b. If a ceremony is postponed, the non-refundable deposit already paid can be carried forward as the deposit for the new date for the ceremony, provided that the confirmation of the new date is received within 12 months' of the deposit being first paid.

4.2 For ceremonies taking place within 12 weeks of booking, the full fee will be payable in advance.

4.3 Any amendment(s) to the ceremony e.g. date, including a postponement to a future date to be confirmed, time or venue will incur an administration fee of £30.

4.4 Fees are subject to an annual increase on 1st April each year. The amount payable will be the fee applicable on the day of your ceremony. Please check with the registration office if you are unsure of the remaining amount.

4.5 The outstanding balance of fees for the ceremony must be paid no later than 12 weeks prior to the date of your ceremony. You will not receive a reminder letter.

4.6 All fees are inclusive of VAT.

5 Cancellation of Ceremony Bookings

5.1 In the event that you need to cancel your ceremony booking you must provide us with notice in writing, this may be by letter or email sent to the office managing your booking.

5.2 Refund table

8 weeks or more before the date of your ceremony	Within 3 to 8 weeks of the date of your ceremony	Within 3 weeks or less of the date of your ceremony
A refund of the <u>balance</u> of the fees paid.	A refund of 50% of the balance of the fees paid.	No refund is payable.

6 Cancellation of your Ceremony Booking by Warwickshire Registration Service

6.1 Your civil marriage/civil partnership booking may be cancelled if legal preliminaries are not completed by the required date.

6.2 Your ceremony booking may be cancelled if the balance for your ceremony has not been paid by the required date.

6.3 If Warwickshire Registration Service is forced to cancel your ceremony because of the reasons stated above you will not be entitled to any refund of any fees paid.

7 Ceremonies in Permanent Licensed Outdoor Structures

7.1 The venue is required to keep available a room licensed for civil ceremonies, to enable the ceremony to be completed indoors should the weather be unsuitable on the day.

7.2 Warwickshire Registration Service cannot be held responsible if the room available does not have enough space for all the guests to witness the ceremony. This is a matter for the venue to discuss and agree.

7.3 The registration officer will make the final decision as to where it will be appropriate to complete the ceremony.

8 Ceremony Content

8.1 Warwickshire Registration Service will provide staff to officiate at your ceremony.

8.2 Ceremony planning packs will be provided to enable you to personalise your ceremony with your own choice of readings, music and additional wording.

8.3 Any readings or personalised vows or wording must be submitted to the registration office managing your booking for approval. Please send your completed ceremony planning form no later than one month prior to your ceremony.

8.4 Registrar General Regulations state any readings, additional wording and music to be included in the ceremony must not contain any religious connotations. If you are unsure please contact the registration office managing your booking.

8.5 Warwickshire Registration Service will make the final decision on whether to approve any wording to be used during the ceremony and will not accept any liability for omission which may be caused by reasons beyond its control.

9 Room Capacity Guidance

9.1 The maximum capacity on the venues license is the total number that can be accommodated in a room. The purpose of setting a maximum capacity is to ensure that all those in the premises, including staff, can safely exit the building within a reasonable time.

9.2 The figure stated on the licence must also include: the couple, two registrars, any venue staff, musicians, 2 witnesses, photographer(s), videographer(s) and all guests.

9.3 Fire regulations state that the maximum number in the room must not exceed the maximum capacity for the room.

9.4 All guests must be seated during the ceremony. Children under 3 years of age are permitted to sit on laps.

10 Attendance at your ceremony

10.1 You should ensure prompt arrival to enable your ceremony to start on time as it will form part of a programme of ceremonies.

10.2 If you arrive late it may be necessary to reduce your ceremony to the essential legal elements for the remaining time available.

11 Liabilities

Warwickshire Registration Service is not liable for:

11.1 Any delay or loss caused by your (or any of your guests) late or non-arrival.

11.2 The failure of any music system provided at the venue, by you or a third party.

11.3 Any loss or compensation where a ceremony is stopped from proceeding because:
a) It would be void if it went ahead; b) an offence would be committed under the Marriage and Civil Partnership Acts; and c) it would be against public interest.

11.4 Any loss or delay caused by a 'Force Majeure' event.

11.5 Any decision made by registration staff in attendance to delay the ceremony.

11.6 Warwickshire Registration Service's liability under or in connection with this booking shall be limited to the amount of the total fee, for each and every claim arising out of this booking. This limit shall apply however that liability arises, including, without limitation, a liability arising by breach of contract, arising by tort or arising by breach of statutory duty. Provided that this shall not exclude or limit the Service's liability for:

- death or personal injury caused by the Service's negligence; or
- fraudulent misrepresentation.

11.7 Approval of the venue is granted in relation to the provision of ceremonies and Warwickshire Registration Service cannot accept liability for any failure or neglect caused by the approved premises or their staff.

11.8 We strongly recommend that you take out a ceremony insurance policy to cover any losses or expense that you could incur. Warwickshire Registration Service does not recommend any particular insurance provider.