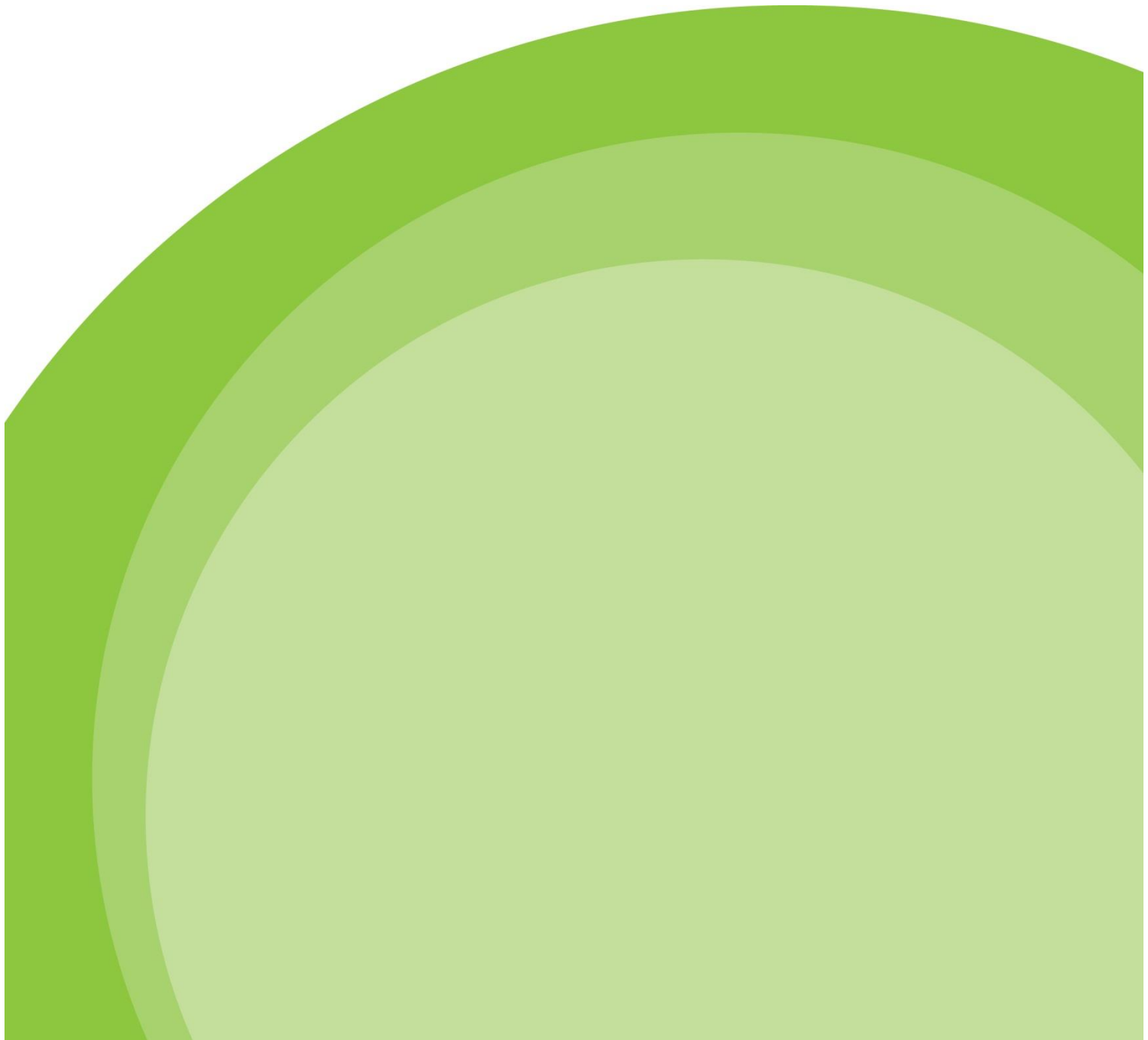




Marriage / Civil Partnership ceremonies

Your ceremony



Welcome

Welcome to the Registration Service for the District of Central Bedfordshire.

This guide has been prepared to help you with all the arrangements for your ceremony and explains exactly what happens on the day of your ceremony and what you need to do. It can also act as a souvenir of your special day.

As civil marriages do not require formal rehearsals, we are happy to discuss any aspect of your day with you prior to the ceremony. If you need any further information please contact 0300 300 8089.

Planning your marriage is an important event which we aim to make a very special, memorable and enjoyable occasion.

Your marriage ceremony

It is important that you and your guests arrive at least 15 minutes before your ceremony. This gives everyone time to get settled and seated before we begin and ensures we start your ceremony on time.

If you are late, we may have insufficient time to complete the ceremony without inconveniencing other couples and therefore will have to postpone your ceremony to a later date. If any of your guests are late, we may have to start without them. So please do your best to see that everyone arrives in good time.

If, for whatever reason, you are unable to attend the ceremony, please contact us as soon as possible.

When you arrive

1. You will have a brief meeting with the Registrars. This may be conducted separately if you do not wish to see each other before the ceremony starts and will be conducted in private. This is essential to ensure the correct information for the day will be recorded.
2. You will be asked to confirm the information given on your notices of marriage, including your natural father's full name and current or last occupations. These details will be recorded in the marriage register and will be on your marriage certificate.
3. We will also answer any last minute questions at this time.
4. Whilst you are being interviewed your guests and witnesses will be seated in the ceremony room.

Witnesses

You will need to ask two people, who may be friends or relatives, if they will witness your marriage. This is required by law. They should be over the age of 18 and must be able to understand the ceremony. If either party to the marriage has difficulty in speaking or understanding the English language, one of the witnesses must be competent to act as an interpreter. The witnesses must be in the room during the ceremony and must hear the marriage vows spoken

The marriage ceremony

Our Ceremony Staff will begin the Ceremony by welcoming everyone and will then guide you through the different parts of your ceremony such as the declarations, vows, ring exchange and readings, introducing those involved in these parts of the ceremony as required, before you and your witnesses sign the register. You will sign the register in the name that you are using at the time of the ceremony. You and your witnesses will be asked to confirm what you actually sign as it is important that all signatures are recorded correctly to ensure future certificates contain the exact information in the register eg: someone called John Sam Smith may have a signature which says J.Smith, J S Smith or John Smith.

Once the ceremony is complete photographs can be taken. Unfortunately if you arrive late for your ceremony we may not have time for photographs in the Ceremony Room.

The ceremony and the discussions with the Registrar will last about 30 minutes.

Personalising Your Ceremony

You can discuss any part of your ceremony with the Superintendent Registrar. You may have a friend or relative who would like to deliver a reading/a piece of poetry or text. A selection of readings is available at the end of this document.

Music is played for your entrance, during the signing of the register and exit. If you have a personal choice of music, you will need to provide the music either to your Approved Venue or to the Registration Service.

You can also include personal vows which you would both like to say at either the Ring Exchange or in addition to the legal vows.

If you would like to include a reading, extra vows or piece of music in your ceremony, please complete the appropriate part of the checklist in this guide and return it to the Registration Service. For legal reasons, music, readings or additional vows must not be religious and the Superintendent Registrar must approve them before your ceremony. Checklists therefore must be returned to the Superintendent Registrar at least two weeks in advance of your ceremony.

Photos and videos

Your guests are very welcome to take photographs before and after but not during the ceremony. You can designate a guest or an official photographer / videographer to take photographs for you. They must make themselves known to the Ceremony Staff on arrival. We ask that no flash is used during the ceremony, that photographers / videographers be

stationary at all times and that they do not take photographs of the signing of the register. An opportunity for posed shots of the signing will be set up at the end of the ceremony. For safety reasons we cannot allow extra lighting and the equipment must run on batteries.

Car Parking and grounds

Arrangements for throwing confetti, car parking and disabled access vary at each office, so please ask the Superintendent Register for further details. If you are using one of our approved venues please check arrangements with them.

Venue Marriage Ceremony

Names:

Venue:

Date and time of the ceremony:

Total number of persons attending your ceremony (including yourselves):-

Do you wish to be interviewed together before the ceremony: Yes / No

Bride/Groom entering with:-

MUSIC FOR:

Guests being seated:

.....

Entrance: -

Signing of the Register:-

Couples exit: -

READINGS: Readings/poetry are optional and must not have any religious connotations. Copies must be provided in advance of your ceremony.

Title	To be read by
1.	1.
2.	2.
3.	3.

LEGAL VOWS: The Marriage Ceremony (prescribed word) Act

You must choose one from the Declaratory and one from the Contracting, please tick the box of your choice.

Declaratory words

A) I do solemnly declare that I know not of any lawful impediment why I may not be joined in matrimony to

OR

B) I declare that I know of no legal reason why I may not be joined in marriage to

OR

C) By replying "I am" to the question Are you free lawfully to marry

Contracting words

A) I call upon these persons here present to witness that I do take thee to be my lawful wedded wife/husband

OR

B) I take thee to be my wedded wife/husband.

OR

C) I take you to be my wedded wife/husband.

Additional Vows

Will you be adding your own vows to each other? Yes / No

If Yes, please ensure a copy of your additional vows are attached

RING EXCHANGE

Are you exchanging rings? Yes / No

Name of the person in charge of the rings:

You can either say personal vows or choose from one of the options below when exchanging rings

Are you writing personal vows for the ring exchange? Yes / No

If yes please ensure a copy of your personal vows for the ring exchange are attached.

If no please choose from one from the following

- 1 The Love that I have is all that I have, and the love that I have is yours. The love that I have of the life that I have, is yours and yours and yours.
- 2 With this ring, I vow to laugh with you in joy. To grieve with you in sorrow. To be faithful to you, and to cherish and respect you as long as we both shall live.
- 3 I give this ring as a token of the vows made between us this day. I receive this ring as a symbol of our marriage and the commitment we are making today
- 4 I give you this ring as a token of my love and loyalty and as a lasting reminder of the vows made between us this day.
- 5 I promise to love and care for you
To comfort and protect you
To listen and confide in you
To respect your thoughts and your dreams
And to trust and believe in you, above all others

WITNESSES: 1
2

PHOTOGRAPHY/VIDEOGRAPHY:

Designated Photographer :-

Designated Videographer :-

Special Arrangements:- eg guests in a wheelchair Yes / No

LATE START OF A CEREMONY:

In the event of late arrival of the parties the Registrar reserves the right to reduce or remove readings and personal vows from the ceremony.

We also reserve the right to take appropriate action to ensure other ceremonies our staff are booked to attend are delivered at the agreed time. It may not be possible for the ceremony to be re-arranged for later the same day and therefore may have to be re-arranged for another day.

We understand that we must advise the Registrar of any changes to this checklist and accept that late arrival may lead to removal of any enhancements to our ceremony or postponement of the ceremony until another time or date.

Signatures:

PLEASE RETURN YOUR COMPLETED CHECKLIST TO US NO LATER THAN TWO WEEKS IN ADVANCE OF YOUR CEREMONY

Your Marriage Ceremony at The Court House / The Limes / Grove House / Bossard House

Names:

Venue:

Date and time of the ceremony:

Total number of persons attending your ceremony (including yourselves):-

Do you wish to be interviewed together before the ceremony: Yes / No

Bride/Groom entering with / being given away by:

MUSIC FOR:

Entrance: -

Signing of the Register:-

Couples exit: -

READINGS: Readings/poetry are optional and must not have any religious connotations. Copies must be provided in advance of your ceremony.

Title

To be read by

.....

LEGAL VOWS: The Marriage Ceremony (prescribed word) Act

You must choose one from the Declaratory and one from the Contracting, please tick the box of your choice.

Declaratory words

A) I do solemnly declare that I know not of any lawful impediment why I may not be joined in matrimony to

OR

B) I declare that I know of no legal reason why I may not be joined in marriage to

OR

C) By replying "I am" to the question Are you free lawfully to marry

Contracting words

A) I call upon these persons here present to witness that I do take thee to be my lawful wedded wife/husband

OR

B) I take thee to be my wedded wife/husband.

OR

C) I take you to be my wedded wife/husband.

Additional Vows

Will you be adding your own vows to each other? Yes / No

If Yes, please ensure a copy of your additional vows are attached

RING EXCHANGE

Are you exchanging rings? Yes / No

Name of the person in charge of the rings:

You can either say personal vows or choose from one of the options below when exchanging rings

Are you writing personal vows for the ring exchange? Yes / No

If yes please ensure a copy of your personal vows for the ring exchange are attached.

If no please choose from one from the following

- 1 The Love that I have is all that I have, and the love that I have is yours. The love that I have of the life that I have, is yours and yours and yours.
- 2 With this ring, I vow to laugh with you in joy. To grieve with you in sorrow. To be faithful to you, and to cherish and respect you as long as we both shall live.
- 3 I give this ring as a token of the vows made between us this day. I receive this ring as a symbol of our marriage and the commitment we are making today
- 4 I give you this ring as a token of my love and loyalty and as a lasting reminder of the vows made between us this day.
- 5 I promise to love and care for you
To comfort and protect you
To listen and confide in you
To respect your thoughts and your dreams
And to trust and believe in you, above all others

WITNESSES: 1
2

PHOTOGRAPHY/VIDEOGRAPHY:

Designated Photographer :-.....

Designated Videographer :-.....

Special Arrangements:- eg guests in a wheelchair Yes / No

LATE START OF A CEREMONY:

In the event of late arrival of the parties the Registrar reserves the right to reduce or remove readings and personal vows from the ceremony.

We also reserve the right to take appropriate action to ensure other ceremonies our staff are booked to attend are delivered at the agreed time. It may not be possible for the ceremony to be re-arranged for later the same day and therefore may have to be re-arranged for another day.

We understand that we must advise the Registrar of any changes to this checklist and accept that late arrival may lead to removal of any enhancements to our ceremony or postponement of the ceremony until another time or date.

Signatures:

PLEASE RETURN YOUR COMPLETED CHECKLIST TO US NO LATER THAN TWO WEEKS IN ADVANCE OF YOUR CEREMONY



A great place to live and work

Contact us...

by telephone: 0300 300 8089

by email: life.events@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

Write to The Central Bedfordshire Register Office,
The Court House, Woburn Street, Ampthill. MK45 2HX