

Leicestershire Registration Service

Ceremony Terms and Conditions

These terms and conditions must be read in conjunction with our schedule of fees found at www.celebrateinleicestershire.co.uk/fees

Glossary

Words and phrases shall be interpreted as follows:

LRS – means Leicestershire Registration Service. Any reference in these conditions to Leicestershire Registration Service shall also refer to Leicestershire County Council insofar as they relate to its legal responsibilities and obligations.

Marriage and Civil Partnership Act – means the Acts of Parliament (and any regulations covering these Acts) covering the legal preliminaries to, the solemnisation and registration of a civil marriage/civil partnership made either in a register office or approved premise within England and Wales.

Venue – means approved premises approved by LRS under the Civil Marriages and Civil Partnership (Approved Premises) Regulations Act 2005 for the solemnisation and registration of civil marriages and civil partnerships.

Civil marriage/civil partnership ceremonies

Your ceremony booking is accepted on the condition that:

- No legal impediment to the marriage or civil partnership exists and legal preliminaries are completed within statutory timescales.
- Any foreign divorce/dissolution papers are accepted by the Registrar General where applicable.
- Home Office permission is granted where applicable.
- A booking fee is payable at the time of booking. This is non-refundable and covers the cost of the initial work that we do to reserve and organise your ceremony.
- A ceremony fee (minus the booking fee) is payable either at the time of booking or by 8 weeks prior to the date of the ceremony, whichever is the nearer date to the day of the ceremony.

Cancellations and Refund

All cancellations must be received in writing or by email from either of the two parties contracting their marriage or civil partnership.

Providing full payment has been made:

- If cancellation is received **12 or more months** prior to the date of the ceremony, the **full amount** (minus the booking fee) will be returned to you.
- If cancellation is received **between 6 weeks and 12 months** prior to the date of the ceremony, **50% of the fee** (minus the booking fee) will be returned to you.
- If cancellation is received **between 2 and 6 weeks** prior to the date of the ceremony, **25% of the fee** (minus the booking fee) will be returned to you.
- If cancellation is received **less than 2 weeks** prior to the date of the ceremony, **no fee** will be returned to you.

The amount of your payment that we retain represents the financial loss to us when you cancel your ceremony. We will take steps to reduce this loss, however, you will appreciate that we cannot always resell a ceremony slot at short notice.

Your ceremony may be cancelled if:

- The booking confirmation fee has not been paid.
- Legal preliminaries cannot be completed.
- The full ceremony fee has not been paid

If you do not meet the above conditions and we cancel your ceremony, you will not be entitled to any refund.

Cancellation/changes

- The couple must request all cancellations or changes by letter or email to the Registration Service at County Hall.
- Changes to the ceremony arrangements (time, date or location) may incur a ceremony amendment fee. You should also be aware that you may have to complete new legal preliminaries if you change your venue and pay the difference in fees if you change your date.

Ceremonies in gazebos, other outside structures and in the open air

- If you are planning for your ceremony to take place outside at an approved venue, the area where the ceremony is to take must have been pre-approved by LRS with the venue.
- Once you have given notice, you will be sent an outside ceremony agreement which must be completed along with the ceremony booklet in time for your discuss appointment.
- Where a ceremony is arranged outdoors, contingency arrangements should be made in the event of inclement weather. This will depend on the venue and may mean using a previously approved licensed ceremony room or a covered structure in the grounds.
- It is advised that these are kept readily available so if for any reason the ceremony has to be moved, it is already set up and your timings for the day are not disrupted.
- It is recommended the maximum number of guests attending an outdoor ceremony does not exceed the maximum number of guests permitted in the previously approved room so the entire party could move there if it became necessary.
- The couple must decide in advance which guests are to be excluded from the ceremony if the number of guests exceeds the capacity of the alternative room and where they will wait whilst the marriage/civil partnership goes ahead.
- The registration officer will make the final decision as to where it will be appropriate to complete the ceremony.

Ceremony content

- For a registration office ceremony, you will be given a selection of ring vows to choose from to be included in your ceremony.
- For an approved venue, you will be given a ceremony booklet to complete (along with the outdoor ceremony agreement if appropriate). Any additions you may suggest for your ceremony content must be seemly and dignified and should have no religious connotation. All readings and vows must be agreed before the day of the ceremony.
- LRS provides a secular ceremony which cannot include any religious content. This includes any reading, hymn, carol or song that contains religious messages or references.

Room Capacity

For fire, safety and comfort, if the number of guests exceeds the capacity of the room, some guests will be excluded from the ceremony. All room capacities have been agreed with a qualified health and safety advisor and cannot be exceeded.

We will not accept liability for:

- The failure of any music system provided at the venue by you or a third party.
- The delay or loss caused by your late arrival.
- Any loss caused by a request from you or your representatives to delay the ceremony.
- 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 Partnerships Acts and (c) it would be against public interest.

General

- If you are choosing to hold any other ceremony along with your civil marriage/civil partnership, that ceremony can take place either before or after your civil ceremony but the two ceremonies cannot be merged/amalgamated. Other ceremonies could be religious or non-religious and can also include blessings/prayers. If the same room is to be used for both ceremonies, all religious content (including but not limited to crosses, religious statues, mandaps or hymn books) must be removed before the civil ceremony can commence.
- In the event of an emergency, disaster or extreme weather conditions (including but not limited to war, civil disturbance, armed conflict, terrorist attack, government action, fire, flood, snow, pandemic or epidemic) LRS will do everything it can to ensure your ceremony takes place on your chosen day, LRS cannot be held responsible and is not liable for any ceremony which has to be cancelled as a result of such events which are outside our control. We recommend you consider taking out ceremony insurance to cover losses or expenses incurred in the case of such events.
- Any reference to working days does not include Saturday, Sunday, Bank and Public holidays.
- Other than assistance animals, no other animals will be allowed in your ceremony. In any event, From April 2022, the General Register Office states that animals/pets are not permitted to take an active role in the ceremony (e.g. It will not be permitted for a bird to carry rings or a dog to be "best man")
- Ceremonies can only be conducted by Leicestershire Registration Service's staff.
- Approval of the venue is granted only in connection with the provision of ceremonies and LRS cannot accept liability for the failure or neglect on behalf of the venue, of any agreement between you and the venue for the use or provision of any services and/or facilities, including cancellation by the venue.
- Any complaint or claim against LRS should be made as soon as reasonably practicable to: The Registration Service Manager, Leicestershire County Council, County Hall, Glenfield LE3 8RA.
- If you fail to attend your ceremony, the fee paid is non-refundable.

We may contact you after your ceremony to ask you to complete a short survey. You are under no obligation to complete this survey, but if you do, any personal data you provide will be used in accordance with the Data Protection Act 1998. The information you provide will be used for statistical analysis, management, planning and the provision of services by the county council and its partners. The information will be held in accordance with the council's records management and retention policy, and will not be used for marketing purposes by the county council or a third party.

