



Marriage and Civil Partnership Ceremony Terms and Conditions

Revised July 2021

The booking for your ceremony in Darlington is agreed upon the acceptance of the following terms and conditions:

Confirmation of the booking

Your booking is confirmed when the following are accepted and/or completed:

- An agreed date and time for your ceremony, confirmed by Darlington register office, to ensure the registrars are available to attend.
- Ensured your chosen venue is available at your chosen date and time.
- Return the completed booking form with the payment in full.
- If you are not a Darlington resident you must contact your local register office with regards to giving your legal Notices of Marriage.
- The booking can only be made between Darlington register office and the parties to the Marriage or Civil Partnership, and not with any third party (e.g. a wedding planner).

Changes to a booking

If you wish to make a change to either the date, time of venue of your ceremony you must:

- Notify us in writing of your intention to change the date, time or venue. Confirmation of your change is only official when you receive confirmation from Darlington register office.
- Any change to the date, time or venue will incur an administration charge of £50.00 per request.

- Any request to cancel your booking will qualify for a refund of payment on the following basis:
 - More than 3 months prior to the ceremony date – full refund less £50.00 administration fee
 - Less than 3 months prior to the ceremony date – no refund
- Refunds are made by BACS transfer as standard. Cheque refunds may be requested. No cash refunds are made.
- In lieu of a refund, monies paid can be held for the ceremony to be re-arranged within the Darlington district for up to one year after the date of your original ceremony. If monies are not used within one year they are not refundable. Any surplus monies for changing venues are not refundable. An administration fee of £50.00 is still applicable to rearrange a ceremony.

Fees

- All fees for the ceremony are payable, in full, at the time of your booking.
- Current fees are available on our website or by request from Darlington register office.
- Fees are subject to change each financial year, with revised fees taking effect on 1st April each year. Fees payable are those applicable at the time of payment.

Legal Preliminaries

- Both parties are required to fulfil their legal obligations to obtain permission to marry / form a civil partnership. You must give 'Notice of Marriage (or Civil Partnership)' at a local register office. More details on this process can be found at <https://www.gov.uk/marriages-civil-partnerships/give-notice>
- Notice of Marriage (or Civil Partnership) cannot be given more than one year in advance of your ceremony but must be completed at least 29 days before the date of your ceremony.
- Responsibility for the arrangement of your Notices of Marriage (or Civil Partnership) appointment lies entirely with the couple.

Venue for your ceremony

- It is the responsibility of the couple to ensure they have booked a venue that is licensed and approved for Marriages and/or Civil Partnerships. You must ensure availability of the venue alongside availability of the registrars to attend your ceremony.

Format and content of ceremonies

- Unless your ceremony is a small statutory marriage/civil partnership, you will be provided with a ceremony pack to help you plan your ceremony. You will be able to choose many aspects of your ceremony and be able to add content.
- A marriage or civil partnership is a legally binding and solemn ceremony. A civil ceremony can have no religious content by law.

Registrars attending your ceremony

- Only registrars employed by Darlington Borough Council are able to attend your ceremony. Registrars from other registration districts cannot perform or register a marriage or civil partnership due to contractual and health and safety reasons.
- Requests for specific registrars to attend your ceremony cannot be made for operational reasons.

Copyright of the ceremony

- Excluding your legal declaratory and contractual vows, no part of the ceremony should be reproduced on any 'Order of Ceremony'.

Venue facilities and capacities

- A marriage or civil partnership can only take place in a specified room at a venue approved for such purpose. A venue is granted a licence by Darlington Borough Council, on the approval of General Register Office. Legal ceremonies cannot take place in any other location.
- Each room licenced for marriages and civil partnership has a maximum capacity and no legal ceremony can proceed if this capacity is exceeded.

Witnesses

- Two witnesses are legally required to sign the marriage schedule or civil partnership formation document. The register office cannot provide witnesses.

Liability and problems that may arise in your ceremony

Whilst most ceremonies run without problem or incident, you should be aware of the following:

- The register office is not liable for any ceremonies arranged at venues where a booking was not made with us for the registrars to attend.
- Where a ceremony starts late, due to the late arrival of the couple or guests, the registrar has the right to change the format and content of the ceremony to allow a legal ceremony to take place in the remaining time available. The registrar has the right to postpone or cancel the time of the wedding to ensure we meet our obligations for other ceremonies and commitments after yours.
- The registrar has the right to refuse any music, reading or ceremony content deemed unsuitable for a legal civil ceremony.
- Whilst the registrars always endeavour to work with photographers, videographers and musicians, they have the right to restrict their use to maintain the purpose and dignity of the ceremony.
- The register office is not responsible for any problems arising at a licenced venue which impacts on the planned ceremony taking place (e.g. availability of your preferred ceremony room).
- In the event of an adverse weather condition, which will result in the ceremony being disrupted, the registration service will make every reasonable effort to attend the ceremony whilst maintaining the health and safety of its staff. It will also negotiate with the couple as to the format, content and timescales of the ceremony to ensure that we meet our obligations with the couple and also whilst maintaining our obligations with other ceremonies and commitments.

Further advice and information

More details about getting married, or forming a civil partnership, in Darlington can be found on our website. Up to date information, including fees, is always accessible here www.darlington.gov.uk/registeroffice

General advice of marriage and civil partnerships are also available on the government website www.gov.uk/marriages-civil-partnerships

Darlington Register Office can be contacted at:

Town Hall, Feethams, Darlington, DL1 5QT

Telephone: 01325 406400

Email: registeroffice@darlington.gov.uk

Superintendent Registrar: Anthony Hall