

Your ceremony at an Approved Venue

*This document contains some useful information and suggestions
for your special day*

GIVING NOTICE OF MARRIAGE

Both partners must give notice of marriage or intention to form a civil partnership, at the register office in the district where you live. You must have lived in the district for at least seven days before giving notice. You will each have to pay a standard fee for this.

You must give notice at least 29 days before the date of your ceremony. The notice is valid for 12 months, so you can't give notice more than 12 months before the date of your ceremony. **If you don't give notice of marriage then your ceremony can't go ahead.**

If you both live in Barnsley, both of you'll be required to give Notice of Marriage at Barnsley Register Office. You should both attend together and you'll need to make an appointment to do this. If one of you lives in another district, they'll have to give notice at their own local register office.

At the appointment you'll be asked to give information about yourself and your partner, as well as details of the venue where the ceremony is taking place. You'll need to bring some documents with you to your appointment.

It's your responsibility to check what documents you need and if you don't bring them, then you can't give notice

You can find more details about Giving Notice, what documents you need, the costs and how to make an appointment, on our website

<https://www.barnsley.gov.uk/services/births-deaths-and-marriages/>

PAYMENT OF BALANCE

You must pay your outstanding balance at least 3 months before the date of your ceremony. If full payment is not received then your booking will be cancelled

If for any reason, you have to cancel your ceremony please let us know as soon as possible by calling 01226 773555.

You can apply to us for a refund of the registrar's fee for attending the ceremony

THE CEREMONY

During your marriage or civil partnership ceremony the Superintendent Registrar will say one of the forms of words below and you'll repeat them. The wording used may not be exactly the same, as each of the Superintendent Registrars has their own individual style.

MARRIAGE CEREMONY

The ceremony will begin with a formal welcome

May I begin by extending a very warm welcome to you all here today to witness the

marriage of and

I know that they would like me to thank you all for coming today to celebrate the beginning of their new life together as a married couple

We are met in a place which has been duly sanctioned according to law for the celebration of marriages.

You are here to witness the joining in matrimony of and

If any person present knows of any lawful reason why they may not be married to one another, they must declare it now.

A reading(s) may take place at this point and would be introduced by the celebrant.

Everyone to stand

..... and before you are joined together in matrimony, I have to remind you both of the solemn and binding character of the vows you are about to make.

Marriage according to the law of this country, is the union of two people, voluntarily entered into for life to the exclusion of all others.

But a marriage is much more than that. It is a mutual dedication, a co-operative venture in every sense.

It is a relationship based on love, respect and a determination by both of you to adjust to each other, to support one another, in health and in sickness, in joy and in sadness.

I shall now ask each of you in turn to declare that you are free lawfully to marry each other.

In turn, each of you will say:

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

And now in the presence of your families and friends the moment has come for you to enter into your marriage.

The Exchange of Rings

We have now come to the exchanging of rings. Wedding rings are a symbol of the unbroken circle of love. Love freely given has no beginning and no end, no giver and no receiver, for each is the giver and each is the receiver. May these rings always remind you of the vows you have taken here today.

In turn, each will say:

All that I have I share with you.
All that I am I give to you in love and in trust.
Receive this ring, as a sign of my love,
as a sign of our marriage,
and as a lasting reminder of the promises we make today.

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

I will love and respect you,
I will comfort and care for you,
I will be honest and faithful to you always.
These are my promises to you
..... and ..., you have both made the declarations required by law.
You have made solemn and binding promises to each other in the presence of witnesses here today.

It is now my pleasure to declare that you are now together as
..... *would you like to exchange a kiss?*

CIVIL PARTNERSHIP CEREMONY

The ceremony will begin with a formal welcome

Good Morning/Afternoon ladies and gentlemen and welcome to the (venue).

My name is..... and I shall be leading you through the ceremony today. I would like to begin by extending a warm welcome to *(first name)* and *(first name)*, their families and friends gathered here on this special day to celebrate a lifelong commitment.

Introduction

This place in which we are met has been duly sanctioned according to law for the formation of civil partnerships. You are all here today to witness this commitment between *(full name)* & *(full name)*.

If any person present knows of any lawful impediment to this partnership, they should declare it now.

(first name) & *(first name)* have chosen to pledge themselves to each other by committing to this legal and binding relationship. It will enable the love & respect they have for one another to develop into a deep & lasting partnership.

a reading may take place at the point

Today you will both be making a formal and public declaration of your love, and a promise of life long dedication to one another. Are you both ready to make your solemn and sincere vows?

The Vows

Both partners to repeat in turn

I *(full name)*, pledge to share my life, openly with *(full name)*.

I promise to be loving and faithful,

and a loyal and kind partner,

I will respect you as an individual,

throughout our lives together.

To these things I give my word.

Giving of ring(s) optional

(first name) and *(first name)* have chosen to seal their partnership by the giving and receiving of a ring(s).

A ring is an unbroken circle and symbolises unending and everlasting love.

It is the outward sign of the lifelong promises you are making to each other today.

a reading may take place at the point

(first name) I give you this ring, as a symbol of my love and affection. Wear it with happiness and pride, now and always.

Signing of the Civil Partnership Schedule

We now come to the signing of the partnership document, which will bind *(first name)* and *(first name)* together in law.

Would you please step forward to sign along with your witnesses.

The Signing of the Partnership Schedule now takes place

Closing Words

And so *(first name)* and *(first name)* you will leave here today as partners united in love.

Today is the start of a new phase in your relationship.

May you look back upon it with love and happiness.

We hope the feelings you have for one another will deepen and grow ever stronger throughout the years to come.

Ladies and gentlemen please offer your congratulations to *(first name)* and *(first name)*

READINGS

You may like to involve your family or friends in your ceremony by asking them to read something. All readings must be agreed with the Registrar in advance of the ceremony and must not be of a religious nature

You can find several websites with examples of suitable readings such as

<https://www.confetti.co.uk/wedding-ceremonies/ideas-for-nonreligious-wedding-readings-by-famous-authors>

<https://www.thespruce.com/wedding-readings-collection-3490168>

<http://www.planyourperfectwedding.com/article/readings-speeches/10-beautiful-wedding-poems>

<http://www.theweddingcommunity.com/557/Expert-Advice/Article/Readings-and-Poems-for-a-Civil-Partnership>

<https://dream-occasions.co.uk/wedding-readings-civil-partnerships>

<http://www.inspirationalceremonies.co.uk/civil-partnership-poems/>

MUSIC

You can have music played at your ceremony on CD, iPod etc or by live musicians. Music is usually played

- While the guests are being seated
- When the bride enters
- While the register is being signed
- When the couple leave

The music can't have any religious content and you should contact your wedding coordinator at your venue to discuss your choice of music

ON THE DAY

- The Superintendent Registrar, who will conduct your ceremony and the Registrar of Marriages, who will record the details and issue the marriage certificate, will arrive at the venue approximately half an hour before the ceremony is due to begin
- The Registrar of Marriages will spend a few minutes with each of you before the ceremony begins, checking that the details to be recorded on the certificate are correct
- If you're happy to be together before the start of the ceremony, you will be seen together. If not, the registrar will arrange to see you both separately
- Whilst we understand that you will want to have photographs of your special day, we ask that flash photography is kept to a minimum during your ceremony as this can cause a distraction.
- Ceremonies are timed to ensure there is plenty of opportunity for photographs.
- After the ceremony you'll be provided with one copy of your certificate and any extra copies you may have ordered will be posted first class
- If you need any extra copies at a later date you can apply online <https://www.barnsley.gov.uk/services/births-deaths-and-marriages/copy-certificates/>

OTHER THINGS TO CONSIDER

- If you have any children together you should make arrangements to re-register their birth(s) following your marriage. You can [make an appointment](#) to do this in Barnsley. If your children weren't originally registered in Barnsley you should contact the Register Office where the registration originally took place.
- You can apply to change your name on your passport up to three months prior to the date of your ceremony by applying to the Identity and Passport Service and completing the [necessary form](#). A section of the form must also be signed by the registrar. Please ensure that the name on any of your flight/travel bookings and the name on your passport are going to be the same if you are travelling overseas after your ceremony

- You can also get a new passport after the ceremony. You'll need to send your marriage or civil partnership certificate when you [apply for a passport](#) in your new name - this includes hyphenated names