

## Your ceremony – Town Hall

*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, each 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 the person you're marrying, as well as details of the venue where the ceremony is to take 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 ceremony 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 Superintendent Registrar will say:

"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 (..... full name) and (..... full name)

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

..... (name) and ..... (name), 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.

(Both parties are now asked to declare that they are free to marry)

Each will say:

I do solemnly declare, that I know not, of any lawful impediment, why I ( ..... full name) may not be joined in matrimony to ( .....full name)

The giving and/or receiving of a ring will take place either now or later on in the ceremony.

Each will say:

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

The Ceremony will be completed by the Superintendent Registrar declaring that having made the declarations required by law, and made solemn and binding promises to each other in the presences of witnesses that you are together as Husbands and/or Wives.

## **CIVIL PARTNERSHIP CEREMONY**

Good morning/afternoon everyone. My name is ..... and on behalf of Barnsley Metropolitan Borough Council it is my pleasure to welcome you all to Barnsley Register Office.

Today is a very special occasion for ..... and .....,

They have chosen to pledge themselves to each other in a relationship of permanent commitment by forming a civil partnership, a legal and binding union providing love, friendship, help and comfort to them both throughout their life together.

A Civil Partnership is the legal joining together of two people, for life, to the exclusion of all others. If any person present knows of any lawful reason why they may not form this partnership they should declared it now.

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

I am now going to ask each of you in turn to declare that you know of no lawful impediment to your partnership.

The Declaration

(Partners to repeat the following words in turn)

I (Full Name), do solemnly declare, that I know not of any lawful reason, why I may not enter into this civil partnership with (Full Name)

The Promise

And now before your family and friends, the moment has come for you to make a solemn promise to each other.

(Both Partners to repeat the following words in turn)

I ..... take you ..... to be my life partner.

I promise to love and care for you throughout our lives together.

Giving of rings (or a token)

*(Only if you decide to use ring(s) – it is entirely optional. Both Partners to say if two rings are used)*

I give you this ring as a symbol of my love for you, and as a sign of our lifelong commitment to each other. I choose you ..... to be my partner today, and every day.

Signing the Civil Partnership register

Now we come to the signing of the Civil Partnership Agreement, when ..... and ..... will commit themselves to a legally binding relationship.

( both partners are then invited to sign the Civil Partnership Schedule)

Witnesses

..... and ..... have been asked to witness the signing, and I ask them to come forward now.

(Witnesses to sign Civil Partnership Schedule)

Closing words

..... and ..... have made solemn and sincere vows to each other. They have made a commitment in the presence of witnesses here today. Their union is now recognised by law.

Today signifies a new beginning for you both.

And on behalf of everyone here

I wish you joy and happiness in your life together.

## 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 (Ceremony Suite only)

- You can have music played in the ceremony suite on CD or by live musicians but it cannot have any religious content. Music is usually played
  - While the guests are being seated
  - When the bride enters
  - While the register is being signed
  - When the couple leave

## ON THE DAY

- One vehicle per ceremony will be allowed to park on the main road at the front of the Town Hall for the duration of the ceremony. The duty attendant will issue you with a permit to display inside the vehicle
- There are no parking facilities at the Town Hall for guests attending your ceremony. They will need to make their own arrangements using public car parks around the town, so they should make sure they allow plenty of time
- For Blue Badge holders there is limited parking around the Town Hall
- You can find a map of town centre car parks at <https://www.barnsley.gov.uk/services/roads-travel-and-parking/parking/car-parks-and-on-street-parking/>
- Both of you should arrive at least 10 minutes before the start of your ceremony, as the Registrar will need to spend a few minutes with you checking the information to be recorded in the register
- Your guests should arrive no later than 5 minutes before the ceremony
- 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. You are also welcome to take photographs outside the building
- After the ceremony you will 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