



*Ceremonies in
Halton*



www.weddingsinhalton.co.uk **0151 511 7711** [/haltonregistrationservice](https://www.facebook.com/haltonregistrationservice)





Congratulations on your upcoming celebration.

It is both a pleasure and privilege for Halton Registration Service to be performing your ceremony for you.

Whether you have chosen a small, intimate ceremony with no fuss, or a traditional all-singing, all-dancing affair, our registrars are looking forward to being part of your special day.

This brochure contains everything you need to prepare for your legal ceremony.

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What is a **Civil Marriage?**

A civil marriage is a legal ceremony that is non-religious and officiated by registrars, which unites a couple in a legally binding relationship as husband and wife / wife and wife / husband and husband. Marriage is a verbal contract therefore the couple must say legal vows to one another in order to become married which usually takes the form of a ceremony. Civil Marriage is available to both same-sex and opposite-sex couples.

What is a **Civil Partnership?**

A civil partnership is a legal contract that is non-religious and signed by a registrar which unites a couple in a legally binding relationship as civil partners. Civil partnerships are formed by the signing of the schedule and, unlike marriage, do not require any spoken words. Despite this, some couples still like to have a ceremony to mark the occasion and share promises to one another as they form their civil partnership. Civil Partnerships are available to both same-sex and opposite-sex couples.

Converting **a Civil Partnership into a Marriage**

Same-sex couples who formed a civil partnership in England or Wales can convert it to a marriage without having to dissolve the civil partnership first. Conversions can be completed in two ways:

One Stage Process:

Couple attend an appointment at the register office with relevant ID and complete the conversion with no ceremony or guests.

Two Stage Process:

Couple attend an appointment at the register office with relevant ID to provide the necessary information for conversion. On a separate day, the couple sign the conversion document as part of a ceremony at a register office or approved premises with guests.

Once your Civil Partnership is converted, the date of your original civil partnership will become your wedding date, so you'll have been legally married since your civil partnership was formed.

There is currently no provision for opposite-sex couples to convert their civil partnership to marriage. If you are in an opposite-sex civil partnership and are looking to be married instead, you would need to legally dissolve your civil partnership before you can be married.

Getting Started

The process of getting married or forming a civil partnership can seem quite daunting, as there is a lot that you are required to do before the day to ensure both your legal and celebratory elements are completed.

1. Choose

and book your venue

If you are marrying/forming a Civil Partnership in England, you can have the ceremony at any register office or at any premises that has been licenced by the Local Authority. Halton Registrars can only attend ceremonies within the borough of Halton. See our list of all available venues in Halton on Page 5 for further information.

2. Book

your Registrars

Once you have secured your date with your chosen venue in Halton, you need to make a ceremony reservation with Halton Registrars. You can do this by completing our reservation form on our website www.weddingsinhalton.co.uk. We charge a non-refundable reservation fee at the time of booking. Your additional ceremony fee will be detailed in your booking confirmation email, and will be due 26 weeks before your ceremony. See our Price Lists on Page 6 for more information.

REMEMBER – without registrars your civil marriage or civil partnership will not be legally binding.

3. Give Notice

of Marriage / Civil Partnership

Giving notice is an essential legal preliminary to your ceremony. You must give notice at the register office in the area where you live, which may not be the same area as where you have booked your ceremony, or the same area as your partner (if you live at different addresses). If you and/or your partner live in Halton, you can book a notice appointment online at www.weddingsinhalton.co.uk/giving-notice or by calling 0151 907 8307

At the appointment, you must each provide evidence of your name, date of birth, nationality, marital/civil partnership condition, and address. We will advise you of the exact ID necessary at the time of booking your appointment. You cannot give notice more than 12 months before your ceremony date, and the minimum amount of notice you must give is 28 days. Your notice is also venue-specific, so if you choose to change your ceremony location after you have already given notice, you will be required to give notice again. There is a fee for giving notice.

4. Make

your Ceremony Choices

Once you have booked your registrars, paid your ceremony fee, and given notice, the last (and more fun!) task is to submit your decisions about the content of your ceremony. We do not ask for this information until we are within 2 months of your ceremony date. You can view your ceremony choices on Page 10. These can be submitted to us through our online form (www.weddingsinhalton.co.uk), or via a telephone or face-to-face appointment with one of our registrars (Call 0151 511 7711 to book).

5. On the Day

Registrars will be at your chosen venue roughly 45 minutes before your ceremony start time. Both you and your partner must meet with the registrars individually before your ceremony starts to have a pre-ceremony interview. This is to check that the information you provided at your notice appointment is still correct for the day of your marriage / civil partnership, and to check that your ceremony choices have remained the same.

6. Receive

your Certificates

Once your ceremony has taken place, you will receive two certificates in the post. If you and your partner live at different addresses, we will have agreed on your ceremony day which address they will be sent to. Once you have your certificates, you can begin to inform insurances, pensions, banks, HMRC, DVLA, etc, that you have married or formed a civil partnership and, if applicable, that you are changing your name.

If, at any stage of the process, you have any questions, please feel free to email (registeroffice@halton.gov.uk) or phone us (0151 511 7711) during working hours and our team will be on hand to help.

Ceremony Venues in Halton

Approved Premises

1. Runcorn Town Hall

Nestled in the old Halton Grange Estate, this Grade II listed building is a picture perfect location for your ceremony. The Town Hall dates back as early as 1778 and has been hosting ceremonies since 2006. Now managed by Halton Borough Council, this premises is unique in that there is no additional charge for registrar attendance when you book a ceremony here!

2. Runcorn Masonic Hall

Newly licensed in 2023, the Masonic Hall is Runcorn's best kept secret. First built in 1930 by the Freemasons of Runcorn, this iconic building is also now the best and most unique exclusive party and event venue in the Halton area.

3. Holiday Inn, Runcorn

From timeless classics to festive celebrations and enchanting Twilight gatherings, this hotel offers everything to make your special day truly unforgettable. Say 'I Do' your way with their bespoke packages, including self-catered packages, giving you the freedom to tailor every detail of your celebration.

4. Norton Priory, Runcorn

Steeped in history with gorgeous gardens and grounds, Norton Priory is a beautiful, historic, and atmospheric ceremony and reception venue. With a range of beautiful indoor and outdoor spaces to set the scene for your special day, such as the Grade I listed Medieval Undercroft, the Grade II listed Georgian Loggia, the Walled Garden Band Stand and contemporary Museum Atrium, you can be assured of a magical start to your story.

5. Daresbury Park Hotel, Runcorn

Whatever your ceremony needs, the Daresbury Park Hotel provides an ideal venue for your big day. With a choice of suites to suit any requirement, and options to tailor every moment, their ceremony co-ordinators will help you to organise every aspect of your day.

6. Widnes Masonic Hall

With a commitment to excellence in service, and a dedication to creating memorable experiences, discover how Widnes Masonic Hall can bring your vision to life. Whether you're planning a lavish affair or an intimate gathering, they intend to exceed your expectations and ensure every moment is unforgettable.



7. DCBL Stadium, Widnes

The DCBL Stadium offers a selection of exquisite spaces that all provide a sophisticated and elegant setting for your ceremony. The indoor spaces are designed to create a 'wow factor' experience, making your special day one you and your guests will never forget. The in-house catering team will delight your guests with delicious, customisable menu options from full ceremony breakfasts to modern, personalised evening buffets.

8. Everglades Park Hotel, Widnes

A stylish, contemporary hotel boasting immaculate suites and a stunning outdoor pagoda for al fresco civil ceremonies, the Everglades Hotel provides a superb venue for any time of the year. With a dedicated team focused on providing a first class service, their ceremony specialists will deliver the special day you have always dreamt of.

Halton Register Office

If hiring an Approved Premises doesn't fit your budget or your vision, you can always choose to marry at Halton Register Office.

Register Office ceremonies are limited to the couple and 4 guests, and are available on Tuesdays, Wednesdays, and Thursdays at either 10am or 11am.

Price List

Approved Premises

If you have chosen to marry at any of the premises listed on Page 5, you must book and pay for Registrars to attend your ceremony as per the prices below. These fees are for registrars only, and are separate to any fees charged by the premises.

We charge a reservation fee which is payable at the time of booking your registrars. The prices listed below are due 26 weeks before the ceremony:

	2025 - 2026	2026 - 2027
	Reservation Fee of £120 PLUS:	
Monday - Friday	£590	£610
Saturday	£650	£710
Sunday	£750	£810
Bank Holiday	£850	£910

Runcorn Town Hall

Registrar Fees listed in the Approved Premises section above do not apply to the hire of Runcorn Town Hall. Instead only room hire is charged, as detailed below.

We charge a reservation fee which is payable at the time of booking your ceremony. The prices listed below are due 26 weeks before the ceremony:

			Boston Suite	Leiria Room / Drawing Room / Preece Suite	Civic Suite	Council Chamber
Reservation Fee of £120 PLUS:	2025 - 2026	Monday - Thursday	£370	£430	£480	£590
		Friday	£430	£430	£480	£590
		Saturday	£480	£480	£530	£650
		Sunday	£530	£530	£580	£750
		Bank Holiday	£630	£630	£680	£850
	2026 - 2027	Monday - Thursday	£390	£450	£500	£610
		Friday	£450	£450	£500	£610
		Saturday	£500	£540	£590	£710
		Sunday	£550	£590	£640	£810
		Bank Holiday	£650	£690	£740	£910

Runcorn Town Hall *Peace Garden*

Ceremonies in the Peace Garden are limited to the couple and 10 guests, and are available on Tuesdays, Wednesdays, and Thursdays at either 10am, 11am, or 12pm.

The Peace Garden is NOT available on Bank Holidays.

We charge a reservation fee which is payable at the time of booking your ceremony. The prices listed below are due 26 weeks before the ceremony:

	2025 - 2026	2026 - 2027
	Reservation Fee of £120 PLUS:	
Tuesday – Thursday 10am, 11am, 12pm	£120	£140

Halton *Register Office*

Register Office ceremonies are limited to the couple and 4 guests, and are available on Tuesdays, Wednesdays, and Thursdays at either 10am or 11am.

We charge a reservation fee which is payable at the time of booking your ceremony. The prices listed below are due 26 weeks before the ceremony:

	2025 - 2027
	Reservation Fee of £120 PLUS:
Tuesday – Thursday 10am or 11am	£68.50

All ceremony fees for Halton Registration Service include two certificates which are sent out by first class post following your ceremony.



Additional Information

Marriage / Civil Partnership Certificates

If you require more certificates, you can place an order through the Births, Deaths, and Marriages section of the Halton Borough Council Website. Standard service certificates cost £12.50 each and are sent by second class post within 21 days of your application.

If you require a certificate more urgently than 21 days, we offer a priority service for £38.50 where the certificate is printed and signed by the registrar on the same day of application (if ordered before 3pm) or next working day (if ordered after 3pm). You will then have the option to collect your certificate from the register office, or have it sent to you by first class post.

Get a Passport in your New Name

If you are going abroad shortly following your ceremony, you can apply for a passport in your new name up to 3 months before your ceremony date. Your old passport will be cancelled and your new passport is 'post-dated' so you cannot use it before the ceremony.

To get a passport in your new name, you must complete a standard passport application and attach a PD2 form which must be signed by the register office who will conduct your ceremony. Halton Registration Service charge a fee to sign PD2 forms. Please contact the office for more information.

Some countries will not issue visas for post-dated passports. You should check with the county's embassy or consulate before you apply for your new passport. Remember to book any travel tickets in the name you will have on your passport at the time of travelling to avoid any issues.

For further information, visit www.gov.uk/government/publications/passports-for-newly-weds-and-civil-partners

Re-Registration of Children

If a child's natural parents choose to marry or form a civil partnership after the birth of their child, there is a legal requirement for them to re-register the birth, even if the father / second female parent is already named on the original registration. Re-registering the birth alters the format of the birth registration to indicate that the parents are now married, and where either parent changes name, the new names can be added to the birth certificate.

For more information, visit www.gov.uk/government/publications/application-to-re-register-a-childs-birth-following-marriage-of-natural-parents

Frequently Asked Questions



How do we sign the Marriage / Civil Partnership Schedule?

The registrar will ask you to check your information carefully before signing the schedule, and show you where you need to sign. If you are changing your name following your ceremony, you must sign in your old, pre-ceremony name, as recorded on the schedule. Don't worry, however, as the registrar is on hand to make sure you sign correctly on the day!

Who can we have as witnesses?

Legally, you must have two witnesses present at your ceremony to sign your marriage / civil partnership schedule. They will be asked to stand either side of the couple during the legal contracting moments of the ceremony and their names will appear on your certificates. You must invite your witnesses; the registrars are legally forbidden from supplying witnesses for your ceremony. Your witnesses can be anybody who is over the age of 18, can hear and understand English, and is present for the duration of your ceremony.

Can people take photographs and/or record the ceremony?

Guests are more than welcome to take photographs and videos before, during, and after the ceremony. If you would rather guests did not do this, just let us know when submitting your ceremony choices so that the registrar can announce this at the start of the ceremony.

Can guests throw confetti?

Please check with your venue as to whether this is permitted in their premises. For Runcorn Town Hall or Halton Register Office ceremonies, confetti is not permitted inside the building, only outside on the grounds.

Can my pet be a part of our ceremony?

Please check with your venue as to whether this is permitted in their premises. For Runcorn Town Hall or Halton Register Office ceremonies, pets are not permitted - with the exception of assistance dogs.

Can we have any religious content in our ceremony?

It is unlawful for there to be any religious content in a civil ceremony, so you cannot include any religious music or readings.

Can I have a religious blessing for my civil ceremony?

There is no reason why a blessing may not take place on the same day and at the same venue, either before or after the civil ceremony. To avoid any confusion over condition/marital status it is best practice that any blessing or other commemorative event follows the civil ceremony. If you are intending to have a blessing following your legal ceremony, please advise us so that we can provide further guidance on the legalities of this.



Ceremony Choices

In order for our registrars to prepare your ceremony, you need to submit your ceremony choices so that we know what you would like us to include.

We recommend that you submit your choices no earlier than 2 months before your ceremony, but they must be submitted no later than 2 weeks before, otherwise we may not have time to accommodate all of your requests and you could end up with a short, standard ceremony.

Your choices can be submitted to us through our online form (www.weddingsinhalton.co.uk), or via a telephone or face-to-face appointment with one of our registrars. Please call 0151 511 7711 to make an appointment.

Arrival at your ceremony

If you will be arriving together, please both arrive half an hour before the ceremony time to allow for pre-ceremony interviews with the registrars. If arriving separately, Partner 1 should arrive half an hour before the ceremony time, and Partner 2 should arrive ten minutes before ceremony time to allow for pre-ceremony interviews with the registrars.

The pre-ceremony interviews are a statutory requirement, and the ceremony cannot commence without them. You don't require any documentation for the interview. They are to make sure that all the details recorded on the schedule are correct for the day of your marriage/civil partnership, and to talk through the ceremony and make note of any last-minute changes.

Ask your guests to get there at least 20 minutes before your ceremony to allow time for them all to be seated. Remember to make allowances for traffic delays and factor in any time for pre-ceremony photographs.

Giving Away

The tradition of giving away is just one of the many symbolic gestures woven into the fabric of ceremonies, but it is optional and not a legal requirement, so how, or if, you include it in your ceremony is your choice. In Halton, the act of 'giving away' is a moment where a nominated person is invited to come forward and take one partner's hand and place it into the other partner's hand. They are invited to share some words or a kiss/hug/handshake as they do this. Because this is in the middle of the ceremony, it does not have to be the same person that walks you down the aisle, so offers more opportunity to include people in your ceremony.



Music

Music is usually a key part of civil ceremonies. It can be played as guests are taking their seats, as both / one of the parties walk down the aisle, during the signing of the schedule, and at the end of the ceremony as everyone exits the ceremony room.

From traditional pieces, to modern pop, and everything in between, music can have a powerful impact on everyone's emotions and add that extra special touch to your ceremony. Religious music is only allowed at church weddings. If you're unsure whether a choice may be suitable for your civil ceremony, contact us for further advice.

Make arrangements with your venue with regard to how music can be played in your ceremony. If you are marrying at Runcorn Town Hall, you can either nominate a guest to connect to our Bluetooth speaker, or you can choose to have the registrar's CD. Some people also choose to hire a live musician / singer to perform at their ceremony. Please let us know if this is your intention.

Vows

As marriage is a verbal contract, you and your partner must exchange some legal declaratory and contracting words to one another by which you formally accept each other as husband and wife/wife and wife/husband and husband. These words have more commonly become known as 'vows'. There is a common misconception that you can write your own vows, however because the 'vows' are legal wording, they cannot be changed in any way. You can, however, write your own promises to one another that you can say just before you exchange the legal vows. Promises must be submitted to the register office before your ceremony, as they must be checked to ensure there is no legal infringement.

'Vows' are not required for a civil partnership, but if you still wanted to exchange promises with one another, you can choose to write your own and send them to the register office before your ceremony (as they must be checked to ensure there is no legal infringement), or you can use our standard promises.

Readings

Readings are a wonderful way of involving friends or family in your ceremony. They are opportunities to express how you feel about each other and what marriage or civil partnership means to you. We have a selection of readings for you to choose from that can be read by a guest or by our registrars. If you don't like any of our selection, you may provide your own from elsewhere, however our registrars will be unable to read it, so you must choose a guest. Readings chosen by the couple must be submitted to the register office before your ceremony as they must be checked to ensure there is no legal infringement. Our selection of readings included are:



He Always Leaves The Seat Up

He always leaves the seat up,
She leaves wet towels on the floor,
The toothpaste has no lid on,
And he never shuts the door!

He romances her and dines her,
Home cooked dinners and the like,
He even knows her favourite food,
And cooks for her every night!

She's thoughtful when he looks at her,
A smile upon his face,
Will he look that good in 50 years,
When his dentures aren't in place?!

She says she loves his kindness,
And his patience is a must,
And of course she thinks he's handsome,
Which in her eyes is a plus!

All that said and done,
They love the time they spend together,
And I hope, as I'm sure you do,
That this fine day will last forever.

He'll be more than just her husband,
He'll also be her friend,
And she'll be more than just his wife,
She'll sometimes drive him round the bend!

This poem is for _____ and _____,
A married couple now,
A token of the love they share,
And the thought behind each vow.



They say that sometimes
love starts with a spark,
And that might be true,
But if I were to wish you a love
I wouldn't wish fire for you.

You see, fire is powerful,
It burns bright and then it's gone.
It's beautiful and warm,
But it doesn't last long.

So instead of wishing you a love that burns,
I wish you a love like a river twists and turns.
It changes and it flows,
It is powerful and free,
But it consistently finds its way back to the sea.

And so, like the water,
I hope your love is ever-growing, ever-changing.
I hope your love is powerful and free.
And may you always find each other,
Like a river finds the sea.



Marriage is Madness

Marriage is about giving and taking,
Forgiving and forsaking,
Kissing and loving,
And pushing and shoving.
Caring and sharing,
And screaming and swearing!

It's about being together, whatever the weather,
And being driven to the end of your tether!
It's about sweetness and kindness,
And wisdom and blindness.

Marriage is about being strong when you're feeling weak,
Saying nothing when you're dying to speak,
Being wrong when you know you're right,
And giving in before a fight.

It's about never heeding advice that was always well meant,
Never counting the cost until it's all spent!
And for you two today, it's about to begin,
And for all that the two of you had to put in,
Some days filled with joy and some days with sadness,
You're too late to discover that marriage is madness!



Maybe we are supposed to meet the wrong people before meeting the right one,
So that when we finally meet that right person, we know how to be grateful for that gift.

Maybe it's true that we don't know what we have until we lose it,
But it is also true that we don't know what we have been missing until it arrives.

Maybe the happiest of people don't necessarily have the best of everything,
They just make the most of everything that comes their way.

Maybe the best kind of love is the kind where you can sit on a sofa together never saying a word,
Yet walk away feeling like it was the best conversation you've ever had.

Maybe you shouldn't go for looks, as they can deceive.
Don't go for wealth, as that fades away.
Go for someone who makes you smile, because it only takes a smile to brighten a dark day.

Maybe you should hope for enough happiness to make you sweet, enough trials to make you strong, enough sorrow to keep you human, and enough hope to make you happy.

Maybe love is not about finding the perfect person,
It's about learning to see an imperfect person, perfectly.

On Your Wedding Day

Today is a day you will always remember,
The greatest in anyone's life,
You'll start the day just two people in love,
And end it as husband and wife.

It's a brand new beginning, the start of a journey,
With moments to cherish and treasure,
And although there'll be times when you both disagree,
These will surely be outweighed by pleasure.

You'll have heard many words of advice in the past,
When the secrets of marriage were spoken,
But you know that the answers lie hidden inside,
Where the bond of true love lies unbroken.

So live happy forever as lovers and friends,
It's the dawn of a new life for you,
As you stand there together, with love in your eyes,
From the moment you whisper "I do".

And with luck all your hopes and dreams can be real,
May success find its way to your hearts,
Tomorrow can bring you the greatest of joys,
But today is the day it all starts!

Once in a Lifetime



Once in a lifetime, you find someone
Who touches not only your heart, but also your soul.

Once in a lifetime, you discover someone
Who stands beside you, not over you.

You find someone who loves you for who you are,
And not for who you could be.

Once in a lifetime, you find someone
As you have found each other.



The Meaning of True Love

The meaning of true love isn't found in a book or explained in a word or a phrase.

It can't be defined in a casual thought or explained in the simplest of ways.

Love gives only itself, it does not possess, yet creates a bond strong and true.

Love does not demand, it stays young and free, yet grows with you all your life through.

Love isn't a fashion, a trend, or a whim, that's forgotten or just cast aside,

Love is constant, fulfilling your hopes and dreams, it doesn't destroy or divide.

Love isn't accusing, it does not condemn, though some may say it is blind.

Love is trusting, forgiving, and honest, because it lives in the heart – not the mind.

Love is not bought or sold, it is not borrowed, or has a price you would willingly pay,

Love is a gift that can only be kept as long as its given away.

The One



When the one whose hand you're holding,
Is the one who holds your heart.
When the one whose eyes you gaze into,
Give your hopes and dreams their start.
When the one you think of, first and last,
Is the one who holds you tight,
And the things you plan together
Make the whole world seem just right.
When the one whom you believe in
Puts their faith and trust in you,
You've found the one and only love
You'll share your whole life through.





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