

CEREMONY ARRANGEMENTS

BOOK A TOUR

Please telephone 0151 511 7711 or email registeroffice@halton.gov.uk

MAKE A CEREMONY RESERVATION

Please visit our website.

GIVING NOTICE OF MARRIAGE OR CIVIL PARTNERSHIP

Please visit our website for guidance and information. To make an appointment please telephone 0151 907 8307

MAKING A PAYMENT

Pay online - please visit our website.

Credit Card payments will incur a 2% charge. Full payment of your ceremony fee must be received 8 weeks before.

We also operate a telephone payment service (Monday to Friday from 8am to 6pm) on 0151 907 8307. Please quote R4 and your name and the date of your ceremony.

Please note we do not accept cash or cheque payment at the Register Office. If you wish to pay by either of these methods, please go to your local Halton Direct Link office.

SUBMIT YOUR CEREMONY PLANNING FORM

Please visit our website



WEDDINGS IN HALTON



www.weddingsinhalton.co.uk /haltonregistrationservice @weddingshalton

OFFICE OPENING HOURS

Monday	9am - 1pm and 2pm - 4pm
Tuesday	9am - 1pm and 2pm - 4pm
Wednesday	9am - 1pm and 2pm - 4pm
Thursday	9am - 1pm (Afternoon closed)
Friday	9am - 1pm and 2pm - 4pm

Strictly by appointment only

CONTACT DETAILS

Halton Registration Service  
The Town Hall  
Heath Road  
Runcom  
WA7 5TN  
Telephone: 0151 907 8307  
Email: registeroffice@halton.gov.uk



REGISTRATION SERVICE CEREMONY PRICE LIST APRIL 2017 - MARCH 2018

VIEW OUR VIRTUAL TOUR AT: www.weddingsinhalton.co.uk





# HALTON REGISTRATION SERVICE PRICE LIST



## NON RETURNABLE RESERVATION FEE

Non Returnable Reservation Fee for booking / subsequent change of ceremony time / date      £52.00

## NOTICE FEE

Cost for Notices\* (Weekdays) per person      £35.00  
\*could be subject to change (Saturday) per person      £45.00

## PASSPORT CHANGE PRIOR TO MARRIAGE

Per PD2 Form      £15.00

## PRE-CEREMONY PLANNING (OPTIONAL MEETING)

20 minute Ceremony Meeting if required, otherwise submit your ceremony planning form online via our website      £40.00



## CEREMONY SUITES

Numbers in brackets indicate maximum capacity



### Boston Suite (40) and Lounge (12)

Monday - Thursday      £200.00  
Friday      £230.00  
Saturday 12 noon onwards      £270.00  
Sunday (11am to 1pm)      £340.00  
Bank Holiday      £440.00



### Leiria (22)

Monday - Thursday      £270.00  
Friday      £280.00  
Saturday      £300.00  
Sunday (11am to 1pm)      £350.00  
Bank Holiday      £450.00

## APPROVED VENUES

Under the Marriage Act 1994, civil marriages and civil partnerships may be solemnised in a variety of premises which are licensed by the local authority.

For our full list of venues, please visit [www.weddingsinhalton.co.uk](http://www.weddingsinhalton.co.uk)



### Members Rooms (12)

Monday - Thursday      £270.00  
Friday      £280.00  
Saturday      £300.00  
Sunday (11am to 1pm)      £350.00  
Bank Holiday      £450.00



### Civic Suite (First Floor) (50)

Monday - Thursday      £300.00  
Friday      £310.00  
Saturday      £340.00  
Sunday (11am to 1pm)      £380.00  
Bank Holiday      £480.00



### Fees for Council Chamber (100) and Approved Premises

Monday - Thursday      £370.00  
Friday      £390.00  
Saturday      £450.00  
Sunday (Council Chamber 11am to 1pm)      £520.00  
Bank Holiday (Council Chamber 11am to 1pm)      £620.00