

## Halton Registration Service – Ceremony Reservations Terms and Conditions – March 2016

### Legal Preliminaries / Giving Notices

This reservation is accepted on the condition that no legal impediment to the marriage or civil partnership exists at the time of the booking, and that all Legal Preliminaries ('Giving of Notices') are completed by the 'Date Notice must be given by' shown overleaf. In order to give your Notices of your Marriage or Civil Partnership, the following documents are required:

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| Proof of identity  | Either of: <ul style="list-style-type: none"><li>• Valid Passport* (if you have one)</li><li>• Birth Certificate</li></ul> *If you do not have a Passport and were born in the UK after 1 January 1983, you need to provide full Birth Certificates for yourself and your Mother (or Father if your parents were married at the time of your birth). |
| Proof of address   | Any of: <ul style="list-style-type: none"><li>• Current Utility Bill (within last 3 months)</li><li>• Bank Statement (within last 1 month)</li><li>• Driving Licence</li><li>• Current Council Tax Statement</li></ul>   |
| If previously married or in a civil partnership and are divorced | Decree Absolute or Dissolution of Civil Partnership (with court stamp)   |
| If previously married or in a civil partnership and are widowed  | Certified Copy of partner's Death Certificate  |
| If you have changed your name                                    | Change of Name Deed documents  |

### Reservation Fee and Amendment Fee

Reservation fees are payable at the time of booking and are non-refundable, please note this is not a deposit. An amendment fee is payable whenever details of a reservation are changed and includes changing the time, date or venue of a ceremony. Amendments may require an updated or additional ceremony fee to be paid. In some cases, new Notices will be required for which additional appropriate fees must be paid.

### Ceremony Fees

The balance of Ceremony fees is payable either at the time of reservation or by 8 weeks prior to the date of the ceremony, whichever is the nearer date to the day of the ceremony. Fees are set by Halton Borough Council and will increase annually on 1<sup>st</sup> April. You will be liable for any fee increase.

### Cancellation of bookings by the Council

Your reservation will be cancelled by the Council if Legal preliminaries cannot be completed by the 'Date Notice must be given by' overleaf or if the total fees have not been paid as specified above.

### Cancellation of booking by Couple

In the event that you need to cancel a ceremony you will be required to notify the Superintendent Registrar in writing. If you have already paid the ceremony fee in full, the following will apply (from the date we receive your written confirmation):

- More than eight weeks before the ceremony date you will receive a 50% refund of the ceremony fee.
- Less than eight weeks before the ceremony date (or failure to cancel), there will be no refund.

No refunds will be given in cash. A £30 administration fee will be deducted from any refund.

### Ceremony content

The Superintendent Registrar will make the final decision on any wording used, and will not accept liability for any omission.

### Late Arrival

In the event of late arrival for a ceremony, the Registrar conducting the ceremony reserves the right to amend any ceremony details, including but not limited to, content, start time, duration, playing of music and access to facilities for photographs.

### Room Capacity

For safety and comfort, the number of guests (adults and children) must not exceed the maximum room capacity. Additional guests will be excluded from the ceremony. Maximum room capacities are: Boston Suite 40, Civic Suite 50, and Council Chamber 100.

### Conduct and good order

The hirer will be responsible for maintaining good order during the ceremony and will ensure that any particular person or item is removed from the venue immediately on the request of the Registrar conducting the ceremony.

### Liability

The Council will not accept liability for:

- The failure of any music system provided by the venue, you or a third party.
- Any delay or loss caused by your late or non-arrival.
- Any loss caused by a request from you, your representatives or guests to delay the ceremony.
- Any loss or compensation where a ceremony is stopped from proceeding because (a) it would be void if it went ahead, (b) an offence under the Marriage or Civil Partnership Acts would be committed, and (c) it would be against the public interest
- Any decision to delay the ceremony is at the discretion of the Registrar conducting the ceremony.
- Loss or damage or consequential loss or damage of any articles left or stolen from its venue.
- Any unforeseen change to a ceremony due to a health and safety requirement.

### General

In the event of a 'Force Majeure', the Council will endeavour to perform your ceremony on your chosen day. We strongly recommend that you take out ceremony insurance to cover losses or expenses incurred in the case of events outside our control.

'Force Majeure' means war, civil war, armed conflict, terrorist attack, governmental action, fire, flood, severe weather conditions, pandemic or epidemic or any other act or matter which notwithstanding the reasonable diligence and foresight of the Council and its partner providers, is beyond their reasonable control.

The Council cannot accept liability for the failure or neglect on behalf of an Approved Premise, of any agreement between you and an Approved Premise for the use or provision of any services and/or facilities.

**The reasonable requirements of the Registrar conducting the ceremony must in all respects and at all times be met.**