

Covid 19 - Conditions for couples forming a marriage or civil partnership at Runcorn Town Hall

To enable your ceremony to take place at this current time, you and your guests are required to meet the following conditions, which you must let your guests know about in advance of your ceremony:-

- Do not attend if you or anyone you have been in contact with has been told to self-isolate or have any of the symptoms of Covid-19.
- Guests must not attend if they or anyone they have been in contact with has been told to self-isolate or has any symptoms of Covid 19.
- Those aged over 70 and shielded individuals should be advised to follow current government guidelines to safeguard themselves.
- A maximum gathering of 30 people is permitted - this includes the couple, the celebrant, the registrar and any appointed ushers, babies, children, photographers and videographers. The number of guests should be kept to a minimum to reduce the risk of spreading the virus.
- To assist with the NHS Test and Trace service, you must provide details of all attendees 3 days before the ceremony via the form on the [weddings in Halton website](#). Your ceremony will not be allowed to go ahead without this.
- You must appoint ushers responsible for guiding and managing your guests. Please provide them with a complete guest list and ensure they are aware that they will be responsible for admitting only those people who are on your list to the ceremony.
- Once the maximum capacity of 30 has been reached, no other persons will be allowed to enter - we have **no** discretion on this matter so please don't ask Registration staff to make exceptions or allowances.
- Good hand hygiene must be observed. You will be asked to sanitise your hands upon entering. Hand sanitiser is available.
- Face coverings are required. This applies to guests at weddings and civil partnership ceremonies including those taking place in register offices or other approved venues. Face coverings will not have to be worn by the bride, groom or civil partners.
- A one-way system will be in place. As guests arrive, they will be asked to enter and go directly to their seats, where they must remain until the ceremony is over. Entrances and exits must remain clear at all times; guests must not congregate in these areas.
- Social distancing must be maintained at all times.
- Parents must accept responsibility for their children and ensure they maintain social distancing and remain seated until the ceremony is over.
- Ceremonies will be limited as far as reasonably possible to the parts that are required in order for the marriage or civil partnership to be legally binding.
- There will be a limited opportunity for guests to take photographs at the end of the ceremony. Social distancing must be maintained.

Please be aware that copies of your marriage/civil partnership certificate will not be issued on the day and will be sent out to you via first class post.

Please note that this is a changing situation and this guidance could change at short notice in line with Government, Public Health England or GRO advice.