

Covid 19 - Guidance for guests attending a marriage or civil partnership at Runcorn Town Hall

If you have been invited to a marriage/civil partnership at Runcorn Town Hall as a guest, you must adhere to the following conditions:-

- 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.
- 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 number will include the couple and the registration staff. The couple will appoint ushers. They will be provided with a guest list and will only admit those people named on the list. 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.
- To assist with the NHS Test and Trace service, the couple will provide all attendee's details. These will be held securely for 21 days after the date of the ceremony, and then securely disposed of.
- 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.
- There will be a limited opportunity for guests to take photographs at the end of the ceremony. Social distancing must be maintained.

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.