

CEREMONY ARRANGEMENTS

BOOK A TOUR OF RUNCORN TOWN HALL CEREMONY ROOMS

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

MAKE A CEREMONY RESERVATION VIEW TERMS & CONDITIONS

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.

For Ceremonies booked from 06/01/2023
Full payment of your ceremony fee must be received 26 weeks
before the ceremony. www.halton.gov.uk/haltononline

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

Halton Borough Council no longer accept cash/cheque payments

SUBMIT YOUR CEREMONY PLANNING FORM

Please visit our website



WEDDINGS IN HALTON



weddingsinhalton.co.uk
[@weddingshalton](https://twitter.com/weddingshalton)

OFFICE OPENING HOURS STRICTLY
BY APPOINTMENT ONLY

CONTACT DETAILS

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



REGISTRATION
SERVICE

CEREMONY PRICE LIST

APRIL 2024 - MARCH 2026

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



HALTON REGISTRATION SERVICE PRICE LIST



NON RETURNABLE RESERVATION FEE

Non-refundable Reservation Fee includes additional certificate and ceremony planning appointment if applicable £100
(£120 from 1/4/2025)
Non Refundable Re-reservation fee to update original reservation £52

GIVING NOTICE FEE

Standard Notice Fee (including admin)* (Weekdays) per person £40.00
*could be subject to change (Saturday) per person £50.00

POST DATED PASSPORT APPLICATION CHANGE OF NAME PD2

Per PD2 Form £15.00

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 weddingsinhalton.co.uk

CEREMONY SUITES

Numbers in brackets indicate maximum capacity



Boston Suite and Lounge (40)	2024/2025	2025/2026
Monday - Thursday	£350.00	£370.00
Friday	£410.00	£430.00
Saturday	£460.00	£480.00
Sunday (11am to 1pm)	£510.00	£530.00
Bank Holiday	£610.00	£630.00



Leiria Room (22)	2024/2025	2025/2026
Monday - Friday	£410.00	£430.00
Saturday	£460.00	£480.00
Sunday (11am to 1pm)	£510.00	£530.00
Bank Holiday	£610.00	£630.00



Pergola (10 Standing only)	2024/2025	2025/2026
Monday to Thursday (9am to 12noon)	£100.00	£120.00



Drawing Room (12)	2024/2025	2025/2026
Monday - Friday	£410.00	£430.00
Saturday	£460.00	£480.00
Sunday (11am to 1pm)	£510.00	£530.00
Bank Holiday	£610.00	£630.00



Civic Suite (First Floor) (70)	2024/2025	2025/2026
Monday - Friday	£460.00	£480.00
Saturday	£510.00	£530.00
Sunday (11am to 1pm)	£560.00	£580.00
Bank Holiday	£660.00	£680.00



Fees for Council Chamber (100) and External Venues	2024/2025	2025/2026
Monday to Friday	£570.00	£590.00
Saturday	£630.00	£650.00
Sunday	£730.00	£750.00
Bank Holidays	£830.00	£850.00