

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

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

Please note cash / cheque payments can only be made at Halton
Direct Link offices at Runcorn Shopping City and Brook Street
Widnes

SUBMIT YOUR CEREMONY PLANNING FORM

Please visit our website



WEDDINGS IN HALTON

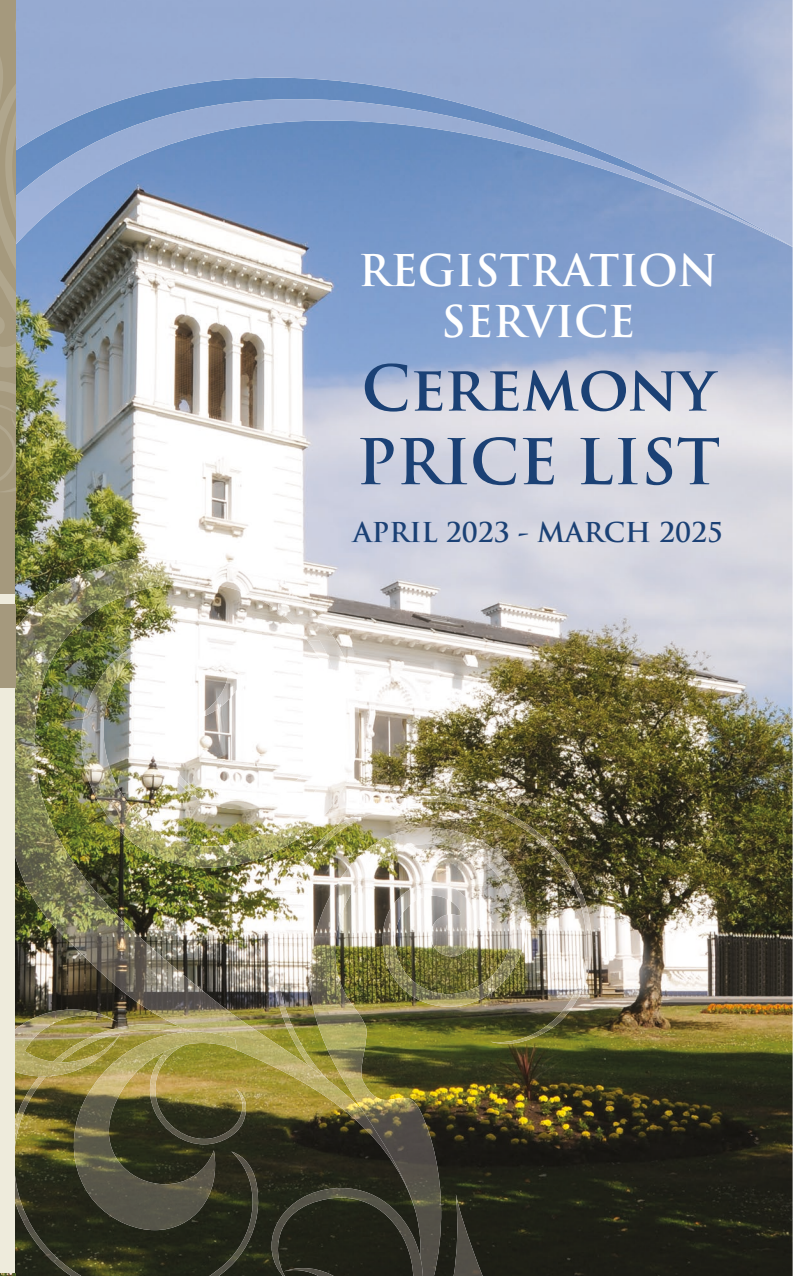


weddingsinhalton.co.uk
[@weddingshalton](https://twitter.com/weddingshalton)

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 2023 - MARCH 2025

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 |
| 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) | 2023/2024 | 2024/2025 |
|------------------------------|-----------|-----------|
| Monday - Thursday | £300.00 | £350.00 |
| Friday | £360.00 | £410.00 |
| Saturday | £410.00 | £460.00 |
| Sunday (11am to 1pm) | £460.00 | £510.00 |
| Bank Holiday | £560.00 | £610.00 |



| Leiria Room (22) | 2023/2024 | 2024/2025 |
|----------------------|-----------|-----------|
| Monday - Friday | £360.00 | £410.00 |
| Saturday | £410.00 | £460.00 |
| Sunday (11am to 1pm) | £460.00 | £510.00 |
| Bank Holiday | £560.00 | £610.00 |



Pergola (10 Standing only)

Monday to Thursday (9am to 12noon)

£100



| Drawing Room (12) | 2023/2024 | 2024/2025 |
|----------------------|-----------|-----------|
| Monday - Friday | £360.00 | £410.00 |
| Saturday | £410.00 | £460.00 |
| Sunday (11am to 1pm) | £460.00 | £510.00 |
| Bank Holiday | £560.00 | £610.00 |



| Civic Suite (First Floor) (70) | 2023/2024 | 2024/2025 |
|--------------------------------|-----------|-----------|
| Monday - Friday | £410.00 | £460.00 |
| Saturday | £460.00 | £510.00 |
| Sunday (11am to 1pm) | £510.00 | £560.00 |
| Bank Holiday | £610.00 | £660.00 |



| Fees for Council Chamber (100) and External Venues | 2023/2024 | 2024/2025 |
|--|-----------|-----------|
| Monday to Friday | £520.00 | £570.00 |
| Saturday | £580.00 | £630.00 |
| Sunday | £680.00 | £730.00 |
| Bank Holidays | £780.00 | £830.00 |