

Halton Registration Service – Ceremony Reservations Terms and Conditions – March 2023

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 required date.

In order to give your Notices of your Marriage or Civil Partnership documents are required as proofs: for information go to:

<https://www.gov.uk/marriages-civil-partnerships/documents-youll-need-to-give-notice>

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 no later than 6 months prior to the date of the ceremony. Fees for ceremonies booked within 6 months of the ceremony date are payable immediately after confirmation. Fees are set by Halton Borough Council.

Cancellation of bookings by the Council

Your reservation will be cancelled by the Council if Legal Preliminaries cannot be completed by the 'required date or if the total fees have not been paid as specified above. In the event of such a cancellation you will not be reimbursed with the reservation fee which shall be retained by the Council

Cancellation of booking by Couple

In the event that you 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 six months before the ceremony date you will receive a 50% refund of the ceremony fee.
- Less than six months 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 errors or omission.

Late Arrival

In the event of late arrival of the couple 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.

Runcorn Town Hall Room Capacity

For safety and comfort, the number of guests (includes the couple, adults and children) must not exceed the maximum room capacity. Surplus guests attending will be excluded from the ceremony room. Maximum room capacities: Drawing Room 12, Leiria Room 22, Boston Suite 40, Civic Suite 70 and Council Chamber 100. Peace Garden 10 standing only - (Boston Lounge for inclement weather)

Conduct and good order

The hirer is responsible for maintaining good order during the ceremony. The hirer must 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 following:

- The failure of any music system provided by the venue, you or a third party.
- Any delay, 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, damage, 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, 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 be met in all respects and at all times.