**CIVIL PARTNERSHIP CHECKLIST FOR COUNCIL CEREMONY ROOM**

Visit our website - <https://www.cambridgeshireceremonies.co.uk/rooms> - to confirm the number of people who can attend your ceremony. Restrictions are subject to change so please do not complete and return the form too early. We recommend that it is returned 6 weeks before the date of your ceremony.

Please return to[*ceremonies@cambridgeshire.gov.uk*](mailto:ceremonies@cambridgeshire.gov.uk) *as soon as possible and* ***no later than*** *14* ***days* before the ceremony**. Answers to any queries can be found in the accompanying pack, on our website. Please do NOT submit your form until fully complete, which includes music.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Your full names | | | | | | |
|  | | | | and |  | |
| Our booking reference | | | |  | | |
| Date |  | Time |  | Location | |  |
| Your contact telephone number on the day | | | |  | | |

|  |  |
| --- | --- |
| Number of people attending your ceremony |  |
| Do you want to make an entrance into the ceremony  Please note due to current restrictions only one of the couple can make an entrance with only one other person. |  |
| Are you exchanging ring(s) and if so how many? |  |

**Optional Reading – We require a copy of your reading to be sent to us with this form**

*When choosing your reading, Please remember that the law states that you cannot include any religious content or connotation in a civil ceremony. This means that no part of it can mention God or religion, nor can it be taken from, or be similar to, any religious text or service, even if that part of the text or service makes no explicit reference to God or religion.*

|  |  |  |
| --- | --- | --- |
| Title | Author | Reader |
|  |  |  |

**Music - Please delete as appropriate**

* **We request that the Registration Service play a selection of classical music or**
* **We will be bringing our own music**

*When choosing your own music, please bear in mind that religious or sacred music is not permitted in a civil ceremony, whether with or without vocals. This includes hymns and carols.*

***A sound bar or speaker, with Bluetooth connectivity, is available in the room but one of your guests will need to operate the music device on your behalf. Live music is not permitted.***

|  |  |
| --- | --- |
| If you are making an entrance, what is the title of the music track to be played | |
| Track Title | Artist/ Composer |
|  |  |

|  |  |
| --- | --- |
| Tracks to be played during the signing of the register (We suggest that you allow for 10 minutes of music) | |
| Track Title | Artist/ Composer |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Track to be played as your leave the ceremony room | |
| Track Title | Artist/ Composer |
|  |  |

Any other information you think we should know:

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|  |