**CHECKLIST FOR APPROVED VENUES**

We recommend that your checklist is returned 6 weeks before the date of your ceremony. We request that we receive the form no later than 14 days before the day to allow us time to confirm that your options and so we can forward it to the staff involved in your ceremony.

Please return to*ceremonies@cambridgeshire.gov.uk**.* 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 |  |
| Venue |  | Ceremony Room name or Outside Area  |  |

The decision as to whether the ceremony can take place outside will be made by our registration staff on the day and an alternative room must be available should the ceremony be moved inside.

|  |  |
| --- | --- |
| Name of alternative inside room to be used for ceremony |  |

|  |  |
| --- | --- |
| Your contact telephone number on the day |  |

|  |  |
| --- | --- |
| Number of people attending your ceremony (as agreed with your venue) |  |

**Additions to the ceremony: Your selection (please circle or highlight):**

When choosing your reading/s and vow/s wording, 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*.* **\*Please attach a copy if using your own Vows/ Ring Exchange**

Personal Vows 1 2 3 4 OWN\* N/A

Ring Exchange (Person 1) 1 2 3 4 OWN\* N/A

Ring Exchange (Person 2) 1 2 3 4 OWN\* N/A

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Title | Author | Reader |
| Optional Reading 1 |  |  |  |
| Optional Reading 2 |  |  |  |

|  |  |
| --- | --- |
| Would you like to see each other before the ceremony |  |
| Do you want to make an entrance into the ceremony(if yes, please state who will be in the entrance party) |  |

**Music**

This must be provided by you and should be discussed with your venue in advance. Please remember to include the musicians in your total guest numbers if you are having live music. As above, 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.

|  |
| --- |
| 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 |
|  |  |
|  |  |
|  |  |

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

Any other information you think we should know: Please continue overleaf for details, if required.

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|  |