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# Section 1: Information about your Ceremony

Covid Restrictions - To ensure that we can continue to provide the services that our residents rely upon, the council has decided to regularly review the restrictions in place for all council buildings, including registration offices. Some restrictions are still currently in place.

Visit our website - <https://www.cambridgeshireceremonies.co.uk/rooms> - to confirm the number of people who can attend your ceremony and details of these restrictions.

## Arrival

Current Government guidance advises the wearing of masks/ face coverings in enclosed areas. We ask that your guests consider the health and wellbeing of all at the ceremony by wearing a mask whist they are in the building.

Please arrive 15 minutes before your ceremony. On arrival you may be asked to wait outside the main entrance with your witnesses and guests.

A member of our staff will come to the door and collect you and take you to the ceremony room for the pre-ceremony interview. Once this has been completed your witnesses and guests will be invited to join you in the ceremony room.

## Entrance into the ceremony room

You are able to make an entrance or be ‘given away’. Under current restrictions one of the couple will be able to make an entrance with only one other person. Couples will still need to be interviewed together before the ceremony/formation. Once the interview has taken place the two people who are making the entrance will wait outside the ceremony room until it is time to enter.

## Checking details

At the pre-ceremony interview the registration officer will check the details to be recorded on the marriage schedule and on your marriage certificates. You do not need to bring any documents to your ceremony unless you have changed your name by deed poll.

## Time of Ceremony

The time booked is the time at which the ceremony will begin. It is **essential** that you keep to the time arranged for your marriage. If the start of your marriage is delayed for any reason the registration officer may have to curtail your ceremony, for instance by leaving out any reading. It is also possible that the marriage may have to be postponed until later that day, or at worst rescheduled for another day. This may require new notices of marriage to be given and the payment of all fees again.

You should ensure that you and your guests have ample time to arrive at the venue. It is a good idea to check the local travel news on the day and make allowances for traffic and parking, etc.

## Witnesses

You must provide two witnesses to your marriage, both of whom must speak and understand English. Ideally, they should be aged 18 or over. Both must also be able to understand what is taking place and be able to testify to what they have seen and heard should the need ever arise. They can be family or friends.

## Rings

Please ensure that the person presenting the rings has them in their possession at the start of the ceremony.

## Music

You can choose your own music or we can play a selection of classical music for you. You are having a civil ceremony so the music **must have no religious connotation**. For instance, music played on a church organ or pieces such as ‘Pie Jesu’ and ‘Amazing Grace’ would not be acceptable.

Music is played as you enter the ceremony room, for about 10 minutes during the checking and signing of the schedule and photographs and as you exit the room. We advise that you supply up to 3 music tracks for the signing of the schedule. Guests can play music from their phones to a Bluetooth sound bar in each of our rooms. Please do not ask the registration officers to operate your equipment. Please let us know the titles of the music you have chosen on your checklist. Alternatively, we are able to play a selection of classical music during the ceremony.

## Optional Reading

Your ceremony will follow the script in Section 2. You cannot change the words of the script. If you would like to add an additional reading to the ceremony, **this must have no religious connotation**. This should be included when you submit your checklist alongside the name of the person who will be reading it.

Examples of texts that would not be considered appropriate are passages from the Bible, the Koran, and the Torah. Moreover, the Registrar General considers that leaving out certain parts of a reading would not alter its religious character. Our staff are not able to read your selected reading.

## Photography

Photographs can be taken from your seat during the ceremony. Please do not ask the registration officers to take any photos for you. You will not be allowed to photograph the signing of the schedule.

## Video

We are happy for the ceremony to be filmed or live streamed. Any film must be recorded from your seat and equipment cannot be set up in advance. We are unable to guarantee the wi-fi connectivity during your ceremony. You will not be able to film the signing of the schedule.

## Exit from the ceremony room

At the end of the ceremony you and your guests will exit as directed by the registration officers. Please ensure that all personal items are removed from the ceremony room.

## Mobile Phones

Please remind all concerned that mobile phones should be set to silent before entering the building.

## Confetti

Guests may throw biodegradable confetti or rice once they are outside the building.

## Car Parking

Information about parking for your ceremony room venue is available from: <https://www.cambridgeshireceremonies.co.uk/rooms>

## Re-Registration of Children’s Births

If you have a child or children together, you will need to re-register the birth(s) again after your marriage. Guidance and the relevant forms to apply for a re-registration can be found on the <https://www.gov.uk/government/publications/application-to-re-register-a-childs-birth-following-marriage-of-natural-parents>. You should complete the forms and telephone 0345 045 1363 for an appointment.

## Animals at a ceremony

Only formally registered assistance animals are allowed at any ceremony. We must be made aware of the presence of any assistance animals at least two weeks in advance. To ensure possible health and safety issues are avoided and to avoid disruption to the ceremony and surroundings no other animals are allowed.

# Section 2: Marriage Ceremony Script

*(Registration Officer will remind guests about photos, video and mobile phones)*

Good morning/afternoon and welcome to the wedding of …… & …… here at ……, which has been sanctioned according to law for the celebration of marriages.

May I introduce my colleague …… who will ensure the legal formalities are completed. My name is …… and I will conduct the ceremony, which will be in accordance with the civil law of this country.

This requires our couple to declare their freedom to marry each other, before making the contract of marriage when they take each other as partners for life.

Ladies and Gentlemen …… & …… would like to thank you all for coming to celebrate the beginning of their new life together. It means a great deal to them that you can be here to share their special day and witness their marriage vows.

…… & …… have found in each other love and happiness and now wish to affirm their relationship.

You are here to witness the joining in matrimony of …… and ……. If any person knows of any lawful impediment to this marriage, they should declare it now.

(if the couple are seated) Would you both please stand?

…… and …… before you are joined in matrimony, I have to remind you of the solemn and binding character of the vows you are about to make.

Marriage, according to the law of this country, is the union of two people, voluntarily entered into for life, to the exclusion of all others.

I am now going to ask each of you, in turn, to declare that you are free to marry. So ……, will you please repeat after me:

**I do solemnly declare that I know not of any lawful impediment why I …… may not be joined in matrimony to …….**

And now …… would you please repeat after me:

**I do solemnly declare that I know not of any lawful impediment why I …… may not be joined in matrimony to …….**

Ladies & gentlemen, our couple are now about to make their vows to each other so, if you are able to, would you please stand.

(To the couple) Would you both please turn to face each other as you say your vows.

Once again, we start with ……, so will you please repeat after me:

**I call upon these persons here present to witness that I …… do take thee …… to be my lawful wedded wife/husband**

And now

**…… I call upon these persons here present to witness that I …… do take thee …… to be my lawful wedded husband/wife.**

It is also part of a long tradition of marriage in this country and in many other parts of the world, that the marriage contract is sealed by the giving and receiving of a ring.

(Best Man/Page Boy) would you please bring forward the rings.

……, please take (name’s) ring, place it on his/her finger and repeat after me:

 **……, I give you this ring as a symbol of all that we have promised and all that we share.**

……, please take ……’s ring, place it on his/her finger and repeat after me:

**……, I give you this ring as a symbol of all that we have promised and all that we share.**

…… and …… you have both made the declarations required by law and you have made solemn promises and a binding contract with each other in the presence of your witnesses, your family and your friends.

Today is the start of a new life for you together. We hope the love that you feel for each other will deepen and grow throughout the years to come.

It gives me great pleasure to declare that you are now husband/wife and wife/husband.

Congratulations!

**Optional reading by family member/ friend . Please provide a copy when supplying your checklist**

*Signing of the schedule by couple, witnesses and registration officers with background music playing.*

*Photographs can be taken by professional photographer and/or friends. (No photographs to be taken of the Marriage Schedule)*

*Finally, the newlyweds are invited to lead guests out of room*