**CHECKLIST FOR APPROVED VENUES**

We have asked all of our venues to provide us with a risk assessment detailing how they will host a Covid-secure ceremony in order to ensure the safety of everybody in attendance. Has your venue discussed the current restrictions with you? If not, please make contact with your venue to discuss this. 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 | |  |
| Venue |  | | Ceremony Room name or Outside Structure | | | |  | |

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):**

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 |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| 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.

|  |
| --- |
|  |

From 4 May 2021 a legislation change means that you can record details of up to 4 parents on your Schedule of Marriage. If you have already provided information about your parents at your notice appointment then it is not necessary to complete the information on the following pages.

From 4 May 2021 regulations introduce a change to how parent’s details may be recorded in marriage and civil partnership registrations. From this date, each party will have the opportunity to record the name(s) and occupation of up to 4 parents’ details. Parents may include:

• Mother(s), natural, adoptive or step parent\*

• Father(s), natural, adoptive or step parent\*

• Parent(s),this could be a 2nd female parent or when legal parenthood has been transferred by a parental order \*

\* A step-parent is a person who is, or who has been married to or in a civil partnership with the mother, father or parent.

*Please complete the sections in the order that you intend for your parents to appear on the marriage schedule. Please consider this carefully as it will not be amended after your ceremony.*

|  |  |
| --- | --- |
| Partner 1 Name |  |

|  |  |
| --- | --- |
| **Full Name of Partner 1's Parent** |  |
| Relation | Parent / Step Parent (please delete as appropriate) |
| Occupation |  |
| Retired? | Yes / No (please delete as appropriate) |
| Deceased? | Yes / No (please delete as appropriate) |

|  |  |
| --- | --- |
| **Full Name of Partner 1's Parent** |  |
| Relation | Parent / Step Parent (please delete as appropriate) |
| Occupation |  |
| Retired? | Yes / No (please delete as appropriate) |
| Deceased? | Yes / No (please delete as appropriate) |

|  |  |
| --- | --- |
| **Full Name of Partner 1's Parent** |  |
| Relation | Parent / Step Parent (please delete as appropriate) |
| Occupation |  |
| Retired? | Yes / No (please delete as appropriate) |
| Deceased? | Yes / No (please delete as appropriate) |

|  |  |
| --- | --- |
| **Full Name of Partner 1's Parent** |  |
| Relation | Parent / Step Parent (please delete as appropriate) |
| Occupation |  |
| Retired? | Yes / No (please delete as appropriate) |
| Deceased? | Yes / No (please delete as appropriate) |

|  |  |
| --- | --- |
| Partner 2 Name |  |

|  |  |
| --- | --- |
| **Full Name of Partner 2's Parent** |  |
| Relation | Parent / Step Parent (please delete as appropriate) |
| Occupation |  |
| Retired? | Yes / No (please delete as appropriate) |
| Deceased? | Yes / No (please delete as appropriate) |

|  |  |
| --- | --- |
| **Full Name of Partner 2's Parent** |  |
| Relation | Parent / Step Parent (please delete as appropriate) |
| Occupation |  |
| Retired? | Yes / No (please delete as appropriate) |
| Deceased? | Yes / No (please delete as appropriate) |

|  |  |
| --- | --- |
| **Full Name of Partner 2's Parent** |  |
| Relation | Parent / Step Parent (please delete as appropriate) |
| Occupation |  |
| Retired? | Yes / No (please delete as appropriate) |
| Deceased? | Yes / No (please delete as appropriate) |

|  |  |
| --- | --- |
| **Full Name of Partner 2's Parent** |  |
| Relation | Parent / Step Parent (please delete as appropriate) |
| Occupation |  |
| Retired? | Yes / No (please delete as appropriate) |
| Deceased? | Yes / No (please delete as appropriate) |