**CHECKLIST FOR COUNCIL CEREMONY ROOM**

The maximum number of people who can attend this ceremony is 28. This number includes the couple and two witnesses. Babies, children and photographers are included in this number. 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 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Please provide a list of the guests expected at your ceremony - Please indicate who will act as witnesses | | | |
| 1 |  | 2 |  |
| 3 |  | 4 |  |
| 5 |  | 6 |  |
| 7 |  | 8 |  |
| 9 |  | 10 |  |
| 11 |  | 12 |  |
| 13 |  | 14 |  |
| 15 |  | 16 |  |
| 17 |  | 18 |  |
| 19 |  | 20 |  |
| 21 |  | 22 |  |
| 23 |  | 24 |  |
| 25 |  | 26 |  |

|  |  |
| --- | --- |
| 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:

|  |
| --- |
|  |

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) |