

TERMS AND CONDITIONS OF BOOKING

Your ceremony booking is accepted on the condition that:

- No legal impediment to the marriage/civil partnership exists.
- Legal preliminaries are completed within the statutory time limits.
- Any foreign divorce / dissolution papers are accepted by the Registrar General where applicable.
- Home Office permission is granted where applicable.

Booking Confirmation / Ceremony Fee

A non-refundable fee is payable at the time of booking and a provisional booking is held until you attest your notice of intent to marry/form a civil partnership. Your booking is held subject to you both giving your notice within the timescales outlined in your booking information. It is also subject to payment of the ceremony fee 8 weeks prior to your ceremony.

Notice in another district

Your provisional booking information will give the date from when your statutory notice can be given. If you are required to give notice in another registration district, and your appointment with them is later than two months from the earliest date that statutory notice can be given, please advise us of your appointment so that we can keep your booking open.

Marriage and Civil Partnership Approved Venue

At the time of your notice the registrar will check the status of the approval at your chosen venue. If the approval is due to expire before your intended ceremony date, the registrar taking the notice will advise you of this. Notice can still be given should you wish to proceed. You are advised that if an approval is not in force by the date of the ceremony, the ceremony cannot take place. Fresh notice will be required if you choose to get married in a difference venue and the cost will be applied again.

Outdoor Structures

If your chosen venue has an approved outdoor structure and you would like your ceremony to take place in there, you must complete the Outdoor Structure agreement form. You must make additional plans with the venue to hold your ceremony in one of their indoor approved ceremony rooms in case the weather is inclement on the day. The indoor ceremony room should be able to accommodate your invited guests.

Inclement weather is defined as rain (or the likelihood of showers), wind, cold conditions, extremely hot and sunny and any other extreme conditions. Your guests need to be comfortable, especially if you are under cover and they are not.

By signing the Outdoor Structure agreement, you are agreeing that the decision about whether your ceremony can take place outside is the responsibility of the attending registration staff and that their decision is final.

Cancellation of Ceremony

All cancellations must be notified, in writing, to the Registration Support Officer at North East Lincolnshire Register Office. We reserve the right to cancel your booking if fees have not been paid in full at least 8 weeks prior to the date of your ceremony. Should you cancel your ceremony after paying your full fee a cancellation charge will be applied by North East Lincolnshire Council. Your booking fee and costs for attesting your notice of marriage are not refundable under any circumstances.

If all ceremony fees have been paid and at least eight weeks' notice given in writing, then 100% of fees will be refunded.

If all fees paid and at least six weeks' notice given in writing, then 50% of fees will be refunded.

If all fees paid and less than six weeks' notice given in writing, then all fees are forfeited as ceremony cannot be reallocated.

Changes to Ceremony

All changes to the date, time and venue of your ceremony must be by prior arrangement and notified in writing and submitted with the relevant fee to the Registration Support Officer at North East Lincolnshire Register Office. **Any venue or date change will be classed as a new booking (£57.50).** A change to time but not venue or date will not incur a fee.

Changes of Content

Please note that if you choose to write personal vows or choose a reading, to be read by you or one of your guests, during your ceremony, these must be provided with your ceremony planner and agreed with the Superintendent Registrar at North East Lincolnshire Register Office no later than 2 weeks prior to your ceremony.

Ceremony

The registrar reserves the right to stop your ceremony from proceeding if:

- Either of the parties to a marriage or civil partnership appears to be acting under duress.
- Either of the parties appears to be intoxicated and is therefore unable to understand the nature and purport of the ceremony.
- Either of the parties appears to lack mental capacity to understand the nature and purport of the ceremony.
- A lawful objection is made before or during the ceremony.

Witnesses

It is the responsibility of the couple to ensure they have two credible witnesses at the ceremony. The witnesses will be required to remain in the room for the duration of the ceremony and then sign the schedule to confirm they have heard both parties state, in full, the declaratory and contracting words. Both witnesses should be aged 16 or over.

Room Capacity

For the safety and comfort of the couple and all guests, if the number of guests attending exceeds the capacity of the room some guests will be excluded from the ceremony.

Staff

We will allocate a team to attend your ceremony but reserve the right to substitute an alternative member of staff in case of sickness or other unforeseen circumstances on the day.

Late arrival of the parties

It is essential that both parties arrive no later than 10 minutes prior to the commencement of the ceremony to complete statutory preliminaries. We reserve the right to postpone the proceedings taking place should the parties arrive 15 minutes later than this. We will endeavour, wherever possible, to provide an alternative time for the ceremony to take place subject to statutory requirements should we have to leave to attend another event. In these circumstances, additional charges may apply. We strongly recommend that you take out ceremony insurance to cover losses or expenses incurred in the case of events outside your control.

Timings

Croft Baker Ceremony Room and Council Chamber:

Your booking offers you a 50 minute time slot, including arrival time prior to the ceremony. Another party may be arriving for their ceremony after you, and you may be requested to move to allow the next party to enter the building.

Circumstances beyond anybody's reasonable control

If any ceremony cannot proceed due to circumstances beyond anybody's reasonable control, which may include intervening damage, fire, or flood at your chosen venue (including Cleethorpes Town Hall), the following provisions shall apply:

1. If you know your ceremony cannot proceed at your chosen venue before the day of your ceremony, fresh notice will be required if you choose to have your ceremony at a different venue. If you are unable to provide at least 28 full days' notice, you must apply to the General Register Office for a waiver to get the notice period reduced together with evidence of your reasons and pay the appropriate fee; or

2. If your venue is unable to provide you with your ceremony services on the day of your ceremony, you can only (a) postpone your ceremony at your chosen venue until a later date, or (b) give a fresh notice if you choose to have your ceremony at a different venue on your chosen day.

North East Lincolnshire Council shall not be in breach of this agreement nor liable for delay beyond its reasonable control in performing, or failure to perform, any of its obligations which may include intervening damage, fire or flood at your chosen venue, weather or other circumstances preventing our staff attending.

Attendees

We are unable to accommodate animals other than assistance dogs in ceremonies at Cleethorpes and Grimsby Town Halls. If you have animals attending your ceremony with authorisation of your approved venue, you must advise us of this so that we can ensure your registrars are comfortable in their presence and your day can run as smoothly as possible.

It is the responsibility of individuals attending ceremonies at Cleethorpes Town Hall to notify the registrars that they have a disability (where not immediately apparent) that may hinder normal evacuation in the event of an emergency.

It is the responsibility of disabled carers to ensure they assist their disabled or sensory impaired persons to evacuate safely and direct them to the refuge point if necessary. If they are unable to assist escape, they should themselves evacuate the building reporting to the Fire Warden, Fire Marshall or Fire Services the location of the refugee.

Register Entry

The Registrar will ask you legal questions on the day of your ceremony to check if the information you gave at notice of marriage is still accurate. You do not need to provide any documents at this stage. You will then be invited to check the entry carefully to ensure it is correct before signing. If any errors are found later, you would be required to pay a statutory fee and provide relevant documentation for General Register Office to consider the correction.

Music

If you choose to provide your own music we recommend this is contained on one CD and that you attend prior to the ceremony to check the CD works on our system. Any requests should be considered in line with the fact that a civil marriage ceremony must not be religious in nature. A Bluetooth speaker is available should you wish to use this.....however a guest will need to take responsibility for playing the music.

Liability

North East Lincolnshire Council will not accept liability for:

- The failure of any music system provided by the venue, you or a third party.
- Any delay or loss caused by late or non-arrival of any person/s within the ceremony parties.
- Any loss caused by a request from your or your representative to delay the ceremony.
- Any loss of compensation where a ceremony is stopped from proceeding because:
 - It would be void if it went ahead.
 - An offence under the Civil Partnership Act would be committed.
 - It would be against the public interest.

Any decision to delay the ceremony is at the discretion of the staff attending on the day.

General

Approval of the venue is granted only in connection with the provision of ceremonies. North East Lincolnshire Council cannot accept liability for the failure or neglect on behalf of the venue for the use of any services and / or facilities.

Any reference in these conditions to North East Lincolnshire Registration Services shall also refer to North East Lincolnshire Council in so far as they relate to its legal responsibilities and obligations. Other words and phrases shall be interpreted as follows:

Marriage Act – means the Acts of Parliament (any regulations made under those Acts) covering the legal preliminaries to, the solemnisation and registration of a civil marriage in either a Register Office or Approved Premises within England and Wales.

Venue – means Approved Premises approved by North East Lincolnshire Council under the Civil Marriages and Civil Partnerships (Approved Premises) (Amendment) Regulations 2011 for the solemnisation and registration of civil marriages and civil partnerships.