

YOUR CIVIL MARRIAGE CEREMONY

within REDCAR and CLEVELAND



Redcar & Cleveland
Civic Centre

Congratulations on your forthcoming wedding

Congratulations! You have made the big decision to get married, but now you need to think about your ceremony.

Whether it's a small intimate ceremony or a larger celebration, the following information will guide you through the options available to you to personalise your ceremony and complete your ceremony choices form.

Your ceremony choices will enable the Registrars to prepare your ceremony and make it unique to your big day.

If there is anything you need further clarification on, please contact us or your local register office.

Your arrival on your wedding day

The ceremony time you have booked, is the time the ceremony starts, so you need to ensure you and your guests are there before that time.

On the day of your marriage, the Registrars will arrive at your venue approximately 30 minutes prior to the start time of your ceremony.

On their arrival, they will ask to see you both, either separately or together (which ever you would prefer) to check through the information that you provided when you gave your Notices of Marriage, as they have a legal responsibility to ensure that all your personal details are correct.

If you are arriving separately, we ask that one partner arrives 30 minutes prior to the start time of your ceremony with the guests. The second partner must arrive 10 minutes before the start time of the ceremony.

Although it is traditional for the bride to be late, if you are more than 15 minutes late the Registrars may have to re-schedule your ceremony.

The Registrars will introduce themselves to any guests that you have arranged to play an important role in your ceremony.

Witnesses

It is a legal requirement for your ceremony to be witnessed by a minimum of two people in addition to the Registrars. They can be family members or friends; all we ask is that they are over 18 years old.

They will be asked to sign to say they have witnessed you contract your marriage on the day and their names will appear on your permanent marriage entry and certificate.

Music

Music can help provide the atmosphere to your ceremony and is another way to uniquely personalise it to your tastes. If you choose to have music, check with your venue as to any technical and licencing restraints they might have, and if you are providing the music, what format works best for them.

Whether the music is live or recorded, the only constraint is that all music played at the ceremony should not be religious or, religious by association, so the only limits are your imagination!

Photography / Videography / Streaming

You might like to think about how you are going to record the day. Its useful for the Registrars to know if you are going to use a professional photographer or videographer, or if you have chosen to keep it informal and asked a family friend. The Registrar can make any announcements you wish to be made to your guests, before the ceremony begins if you have any specific requests about photographs, mobile phones, and posts to social media.

Seating Plan for your Guests

We ask if you could spare sometime to think about a seating plan for your guests at your ceremony, and in particular those persons you will be asking to play a particular role such as Bridesmaids, Groomsmen, Flower girls and Pageboys, to name just a few. From our experience having a seating plan in place and identifying one or two people to help guests to their seats can reduce stress for all.

Your Entrance into the Ceremony Room

How you enter the ceremony room sets the tone for the wedding. You can make a traditional entrance with an entourage while your partner waits with the guests in the ceremony room, or you could choose a more contemporary entrance together. You may just want a no fuss start to the ceremony and just enter with the guests.

Whichever way you decide to make your entrance, it is important that you tell us and your venue of your preference, so there is no confusion on the day. The venue may be able to advise you on how to organise this, so your entrance runs smoothly such as, thinking about what order your entourage enters the room and how many seats need to be reserved in the ceremony room for them.

The couple marrying normally stand throughout the ceremony, however if either of you require a seat this can be arranged, just let the Registrar know prior to the ceremony commencing.

The Wedding Ceremony

Although the wedding ceremony has a standard set of words and phrases which the Registrar will use where the meaning of marriage, commitment etc is spoken about, there are some legal wordings which you need to say during your ceremony. The legal wording cannot be altered, but there are some choices you can make and some optional elements you can add to make your ceremony personal to you.

Anything you have to say legally, you will repeat after the Registrar, who will break each phrase down easily, so you don't have to memorise or worry about speaking out loud.

The Giving Away (optional)

This is a more formal and traditional option you can choose to add when being escorted down the aisle. The person you nominate to give you away will remain standing with you and answer the following questions:-

Registrar asks the Escort(s) the following question:

"Who gives (name)..... to be married to (name).....?"

Your Escort(s) Response: "I DO" or "WE DO"

Registrar then asks the Escort(s)

"Do you give them your best wishes as they begin their married life together?"

Your Escort(s) Response: "I DO" or "WE DO"

The Registrar will then ask your escort(s) to take their seat(s).

The Legal Declaration (required by law)

During your ceremony you must make a legal declaration that you are both free to marry.

One of the following declarations must be said by law. You will each in turn repeat your chosen declaration after the Registrar, so you do not need to memorise these words.

Declaration Choice(s)

A "I do solemnly declare..... that I know not..... of any lawful impediment, why I (full name)..... may not be joined in matrimony to (full name)....."

B "I declare that I know..... of no legal reason..... why I (full name)..... may not be joined in marriage to (full name)....."

C The Registrar will ask the question "Are you (full name)..... free lawfully to marry (full name).....? Your response is "I AM"

The Contracting Vows (required by law)

This is the legal part of the ceremony where you make your contract of marriage, in the presence of your chosen witnesses.

One of the following declarations must be said by law. You will each in turn repeat your chosen contracting vow after the Registrar, so you do not need to memorise these words.

Contracting Words Choice(s)

1 "I call upon these persons here present..... to witness that I (full name)..... do take thee (full name)..... to be my lawful wedded wife/husband."

2 "I (full name)..... take you (full name)..... to be my wedded wife/husband.

3 "I (full name)..... take thee (full name)..... to be my wedded wife/husband.

Elements (optional)

An element can be anything from the reading of a poem, verse, or song or maybe a non-religious ritual such as a Sand Ceremony.

We can allow up to 2 elements during your ceremony. These are normally presented by one of your guests or family members. We will pause your ceremony, once before your legal declaration and the next after your contracting vows and introduce your guest/ family member to come forward to present your chosen element. We will need to have a copy of your elements for approval so we can ensure these are incorporated during your ceremony.

Exchange of Wedding Rings (Optional)

Exchanging rings is a traditional part of the wedding ceremony, but it is not a legal requirement. So, you can decide if it's right for you.

If you decide to exchange rings, at this point in the ceremony the Registrar will ask your ringbearer or whoever you have chosen to present the ring(s) to come forward.

The Registrar will ask you each in turn to repeat these words to each other. (If only one ring is to be given, the recipient will say "I accept this ring...")

"(Name).....I give you this ring..... as a symbol of our marriage..... and as a token of all that we share."

The Promises (Optional)

Following on from the exchange of the wedding ring(s), you may wish to repeat a promise to each other. We have created a list of 12 promises for you to choose from if you so wish. If you choose one of our 'Promises' you will each in turn repeat your chosen promise after the Registrar. Alternatively, you may choose to write your own personal promises. Please send a copy of these to the Registrars for approval.

| | | | |
|----|--|----|--|
| 1 | I promise to care for you with love and friendship, to support and comfort you, through good times and through troubled times. I promise to care for you with love and with patience, to respect and cherish you, and be faithful always. These promises I make to you for the rest of my life. | 2 | I promise to care for you with love and friendship, to support and comfort you through good times and bad. I promise to care for you with love and patience, to respect and cherish you, and to remain faithful always. These promises I make to you today, and for the rest of my life. |
| 3 | I promise to give you my love and friendship, to be there for you when you need me, to comfort and support you, in good times and bad. All that I am I give to you. All that I have I share with you. I promise to respect you and be faithful always. These promises I make to you for the rest of my life. | 4 | As I take you to be my wife/husband, I promise to love you, honour and respect you. I will stand by you and be true to you always. I will care for you, laugh with you when you are happy and comfort you when you are sad. Whatever life may bring I will always love you. |
| 5 | I promise to love and cherish you, comfort and care for you, honour and protect you throughout our lives together, and this is my commitment to you. | 6 | Today, I take you to be my wife/husband, secure in the knowledge that you will be my constant friend and faithful partner. On this our wedding day, I affirm to you my pledge to stay by your side through the good times and bad. I promise to love you, laugh with you when you are happy, comfort you when you are sad. Whatever life holds for us, I will always love you. |
| 7 | I promise that I will always make our love and friendship last. I trust that our marriage will remain strong, and look to our future together with hope, happiness and joy. May we treasure this day, and never allow anything to destroy the feeling we share for each other. | 8 | I promise to care for you always, and to keep our love and friendship as it is today. Please share my hopes and dreams, and never allow anything to destroy the feelings we have for each other. |
| 9 | I promise to give you my love and friendship, to be there for you when you need me most, to laugh with you, to cry with you, to confide in you, to trust you, to comfort and support you, and all that I have I share with you. I promise to respect you and be faithful always. These promises I make to you for the rest of my life. | 10 | I promise to care for you with love and patience, through all the events that life presents us with; to support and comfort you, in good times and in bad; to share with you my time; to bring strength to our friendship; to realise that your interests, commitments and ideas, are no less important than my own. I promise our marriage will remain strong, and look forward to our future together. All these promises I make to you for the rest of my life. |
| 11 | I promise to be there when you need me, to fill your days with sunshine, to comfort and encourage you, to help you reach your goals, to be your best friend, and to love you all my life with all my heart. | 12 | I promise to love you, to cherish and care for you, to honour and respect you, for as long as we both shall live. |

Pronouncement & Signing of the Marriage Schedule

Congratulations! Your Registrar will pronounce that you are now married, but before you make your exit, you and your witnesses will be asked to sign the Marriage Schedule. It is important, before you sign this legal document, that you check that your personal details are correct. This legal document may not be changed after it is registered, and the information will appear on your marriage certificate.

You can not photograph the actual signing of the Marriage Schedule as the information on the schedule is subject to data protection. However, as soon as you and your witnesses have signed your Registrars will arrange so you can re-enact the signing for photographs. We will work with your photographer / videographer to ensure you capture all your memories.

Countdown to your ceremony....

- To begin, you need to choose which venue you want to marry and what day, date, and time you want your ceremony to take place. Once you have got a date and time with your venue, you will need to book your Registrars. Registrars need to be booked to ensure your ceremony will go ahead and you will legally be married. When booking your Registrars with the register office there will be a fee to pay.
- 12 months before your ceremony, you will need to arrange to give your 'Notices of Marriage'. A Notice of Marriage is essentially a legal application made to the register office where you live, to get permission to marry. Without this, you cannot get married. You will be required to pay the register office a fee for this legal service. At this appointment you will also be required to provide the register office with your personal documentation.
- Pay your ceremony fee. The fees we charge for a ceremony are for the Registrars to attend your ceremony, so you are legally married. The fee includes one marriage certificate. If we don't receive payment, your booking may be at risk.
- Finally complete your ceremony choices as this is the main way of communicating with the Registrar who will marry you. All the information you provide enables your Registrar to personalise your ceremony. If your ceremony choices are not received in good time, your ceremony may not contain unique personal touches.

As all ceremonies are unique to each individual couple, we cannot cover everything you may wish to include. If you do have any questions or requests, please do not hesitate to contact us.

**We look forward to helping you to make
memories to treasure on your special day**



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