

SLOUGH REGISTRATION SERVICES

Terms and Conditions of Ceremonies

These terms and Conditions of ceremonies are additional to the Terms and Conditions of Booking Appointments which you have already accepted.

This document sets out the terms and conditions relating to any Ceremony with Slough Borough Council for the following “Ceremony Registration Services”:

- Marriage Ceremony
- Civil Partnership Ceremony
- Baby Naming
- Renewal of Vows

By making a booking for any Ceremony Registration Service the customer acknowledges and accepts these Terms and Condition.

1. Pre-conditions of your ceremony

1.1 Civil Marriage and Civil Partnership Ceremonies

Slough Borough Council has booked your ceremony based on the following conditions :

- No legal impediment to the marriage or civil partnership exists and that all legal preliminaries are completed within the statutory time limits.
- Any foreign divorce / dissolution are accepted and cleared by the General Register Office (where applicable).
- All fees due to Slough Borough Council under the Terms and Conditions of Booking Appointments have been paid in full.
- Your ceremony will take place in a building or structure to which a licence has been granted for the solemnisation of marriages and civil partnerships
- The building or structure will be separate from any other activity on the premises at the time of the ceremony.

1.2 Other ceremonies (Baby Naming or Renewal of Vows)

Slough Borough Council has booked your ceremony based on the following conditions :

- Proof that a birth or marriage / civil partnership has taken place is provided.
- All fees due to Slough Borough Council under the Terms and Conditions of Booking Appointments have been paid in full
- Your understanding that your ceremony does and will not confer any legal right or status.

2. Ceremony Content

2.1 Staff

Slough Borough Council will provide appropriate staff to conduct the legal formalities of your wedding or civil partnership ceremony and may substitute other experienced and qualified staff in the case of sickness or other unforeseen circumstances on the day.

Slough Borough Council will provide appropriate staff to conduct the formalities of your baby naming and / or renewal of vows ceremony and may substitute other experienced staff in the case of sickness or other unforeseen circumstances on the day.

2.2 Timeliness (All Venues / Ceremonies)

You and your guests will arrive in good time (at least 15 minutes before the start time of your ceremony). This will allow the ceremony's preliminaries to be completed and ensure that all guests seated in order that the ceremony can commence at the booked time.

It is NOT the responsibility of the registrars attending to organise the guests, you must make adequate provision to ensure that all guests are seated to allow the ceremony to commence at the booked time.

Under no circumstances will Slough Borough Council delay any ceremony taking place after yours. If it is not possible to conduct your ceremony due to the lateness of you or your guests, you may have to cancel or re-schedule your ceremony (Subject to availability and compliance with paragraph 4 of the Terms and Conditions of Booking Appointments). In both cases additional fees could apply.

The decision as to whether it is possible to conduct your ceremony due to the lateness of you or your guests is that of Slough Borough Council's Superintendent or Deputy Superintendent conducting the ceremony and that decision is final.

2.3 Personalising your Ceremony

Outvenues & The Elizabeth Room only (NB : No facilities available for Slough Register Office Weddings or Civil Partnerships)

You will have been supplied with a ceremony "wish list" to enable you to personalise your ceremony with your own choice of readings, music and additional vows subject to the ceremony remaining appropriate and dignified.

It is your responsibility to complete and return your wish list at least one week prior to the ceremony date, failure to do so may result in a standard wedding ceremony taking place.

You agree that any personalisation of your ceremony must contain no religious content whatsoever, which includes readings from passages contained in any religious publications or religious music.

Music choices, readings, vows or any other spoken content must be submitted to the Superintendent or Deputy Superintendent for approval prior to your ceremony.

If you are having your ceremony in a venue other than The Elizabeth Room, it is your responsibility to liaise with that venue regarding the provision of equipment to play your chosen music and to ensure that your CD is able to play on the equipment prior to the ceremony date.

If you are having your ceremony in a venue other than The Elizabeth Room, it is your responsibility to organise an individual to work the equipment provided to play your chosen music.

Should Slough Borough Council need to refuse any submission of readings, vows, other spoken content and / or music, Slough Borough Council will aim to explain the reason why. However Slough Borough Council will make the final decision on any wording and music submitted and will not accept any liability for any omission or refusal.

Slough Borough Council shall not be responsible for obtaining any copyright licence required for music, readings or other matters permitted at the ceremony. Any matter requiring a copyright licence may not be used at the ceremony without such a licence.

2.4 Decorating the Ceremony Room

If you are having your ceremony in either Slough Register Office or Slough Borough Council's Elizabeth Room :

- The use of confetti or the scattering of flowers or any other matter is not allowed, either within the building or directly outside the front of the building.
- You will not personalise the existing room decoration or alter the existing room layout in any way.

If you are marrying in another venue in the Slough district, you should discuss the above with the venue directly.

2.5 Health and Safety

The Superintendent or Deputy Superintendent Registrar conducting the ceremony has the right not to conduct any ceremony where they find that any part of the ceremony compromises the Health and Safety of themselves and their colleagues.

You must ensure that no fireworks / candles or similar matter of any description are present or set off before, during or after the ceremony, either within

the building or directly outside the front of the building.

No electrical devices are allowed to be plugged into any electrical sockets.

Smoking is not permitted at any point before, during or after the ceremony within the building.

Food and drink will not be admitted to the ceremony room any point before, during or after the ceremony.

Anyone obviously under the influence of alcohol or drugs or who is abusive, shall be asked by the Superintendent or Deputy Superintendent conducting the ceremony to leave the ceremony room and the ceremony will not proceed should that person (s) not comply.

Animals, including your own pets, are not allowed to be present in the ceremony room or to take part in the ceremony. Guide dogs may attend with their owners.

All children under the age of eight years attending the ceremony must be accompanied and supervised by a responsible adult who will, if necessary, be asked to remove them from the ceremony room should they become distressed or disruptive.

The number of guests in the ceremony room must not exceed the capacity that the venue is licensed for. Guests include the witnesses for your wedding and anyone hired for photographs / video recording. Any additional guests over the licensed capacity will be excluded from the ceremony before the ceremony can commence. It is the responsibility of the bride and groom to ensure the maximum capacity is not compromised and to make the necessary decisions as to who may need to leave should this be the case.

To avoid disappointment or confusion on the day, it is your responsibility to ensure that you have confirmed with your venue the maximum number they are licensed for and that this is not exceeded. Should the maximum capacity be exceeded, it is the responsibility of the bride and groom to make the necessary decisions as to who may need to leave and the ceremony will not commence until the correct numbers have been met.

2.6 On the day of your ceremony

You are responsible for ensuring that there are adequate parking and facilities for you and your guests at your venue, including any disabled guests or those with any special requirements.

You and your guest will be respectful of other groups at the venue who may be using the venues facilities and be considerate of neighbours living in the vicinity of the venue, especially in regard to such matters as noise and parking.

You must provide two witnesses for your ceremony, Slough Borough Council is not responsible for providing these. If either of you require an interpreter they must also act as one of your witnesses. Witnesses should be over the age of 16 years and be able to speak and understand English. The decision as to whether a witness speaks and understands sufficient English to witness the ceremony lies with the Superintendent or Deputy Superintendent conducting the ceremony and that decision is final.

If any of your guests cannot speak English and you wish an interpreter you are required to provide this at your own expense.

You must ensure that all mobile phones and other electrical devices are either switched off or set to silent during the ceremony.

Guests are required to remain seated during the ceremony, while any official photographs are being taken and at the presentation of certificates.

Due to time constraints photographs are restricted to immediate family only (Parents / Siblings / Grandparents / Witnesses) where applicable. (except Slough Register Office, where no facilities are available)

Any official photographer or nominated individual (maximum of 2) will be allowed to take photographs during the ceremony and in the ceremony room (except Slough Register Office, where no facilities are available) with your agreement, but they are not allowed to cause any unnecessary delays or interrupt the conduct of the ceremony at any point. Guests will be allowed to take photographs from their seats should they wish to do so, with your agreement.

3. Liability

Slough Borough Council will not accept liability for :

- Any delay or loss caused by you or any of your guests late or non – arrival to your ceremony.
- Any delay or loss caused by a request from you or your representative to delay the ceremony for any reason
- Any loss where your ceremony does not proceed or is stopped from proceeding once commenced, due to reasons including but not limited to the following :
 - It would be voided if it went ahead
 - An offence under the Marriage or Civil Partnership Acts would be committed

- The Marriage or Civil Partnership should be subject to Home Office scrutiny
- A ban on group gatherings by Parliament / Government (eg : Pandemic situation)
- Either party decides not to go ahead with the ceremony
- Any loss or delay caused by a “force majeure” event, meaning any but not limited to the following :
 - War, Civil War, Armed conflict, Terrorist attack
 - Government action
 - Fire, Flood, Severe Weather conditions of any sort
 - Pandemic situations
 - And any other act or matter, which not withstanding the reasonable diligence and foresight of Slough Borough Council is beyond its reasonable control
- The failure of any music system and / or recording / recorded media provided by the venue, you or a third party
- Any breach of copyright or licence further to the music, readings or other matters at your ceremony
- Failure, neglect, non-compliance or omissions caused by any venue which is not owned by Slough Borough Council.

We strongly recommend that you consider taking out ceremony insurance to cover any losses or expenses that may be incurred should any of the above occur.

Slough Borough Council cannot recommend any particular insurance provider to you.

4. Complaints

- Any complaint must be made to Slough Borough Council, to the Superintendent Registrar or through the Council’s Complaints procedure.