



CELEBRATE IN  
**CUMBRIA**  
AND THE LAKES

C E R E M O N Y P L A N N E R

Cumbria Registration Service



A SPECIAL PLACE FOR YOUR CEREMONY

# thank you

## for choosing Cumbria for your ceremony

We want your ceremony to be special and reflect your style - whether that be simple and quiet, grand and elaborate, or something in between. There are many options available – you can choose a simple ceremony with just two witnesses, or a big party, it's up to you.

So that we can help make your day everything that you had hoped for, we need to know what sort of ceremony you would like. Our standard ceremony contains the following elements:

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**WELCOME AND INTRODUCTION BY THE REGISTRAR**

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**ENTRANCE**

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**DECLARATORY/CONTRACTUAL WORDS**

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**EXCHANGE OF RINGS**

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**SIGNING OF THE REGISTER AND OFFICIAL DOCUMENTS**

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**EXIT**

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The following pages provide all the information required to plan and arrange your ceremony and make it special to you both. We would ask that you read it carefully before making your choices.

If you have any questions or queries your team of Ceremony experts can be contacted via the following methods:

**EMAIL**

[registrationservice@cumbria.gov.uk](mailto:registrationservice@cumbria.gov.uk)

**TELEPHONE**

0300 303 2472

**POST**

The Ceremony Team, Cumbria Registration Service,  
Lady Gillford's House, Petteril Bank Road, Carlisle CA1 3AJ

The page at the end of this planner should be returned to us, preferably by e-mail or by post no later than one calendar month before your big day.



# details

## for your ceremony

Partner 1

.....

Partner 2

.....

Your ceremony has been arranged to take place at:

Venue

.....

Ceremony day, date, month and year

.....

Time

..... am/pm

## fees

For details of the fees which apply to your ceremony please refer to your confirmation letter. Payment must be made no later than **3 months** before your ceremony. Please ensure you schedule a reminder in your mobile device/ calendar/ diary to ensure this is paid on time to avoid possible late payment fees. If you are posting a payment, please ensure the correct postage is paid to avoid possible delays. A receipt will be given to you at the ceremony.

### Payment methods:

#### CREDIT OR DEBIT CARD

This is the suggested form of payment and for security, please telephone us with your details on 0300 303 2472.

**CHEQUE** to be made payable to Cumbria County Council.

#### POSTAL ORDER

(Remember these are not a secure form of payment so we recommend using secure post.

If you wish to pay cash, please contact the Ceremonies Team.

Fees increase annually on 1st April and therefore an additional payment may be required.

# ceremony information

It may be that you want a simple ceremony or one that is personalised with music and readings etc. – it's up to you. All the following sections in **red** are the basic requirements of the legal ceremony. Those in **blue** are optional.

## Interview

You have to be interviewed before the ceremony in private by the Registrar to check the details to be entered into the register or official documentation.

This will be undertaken either separately or together. If arriving separately the groom should arrive around 30 minutes before and the bride 15 minutes before the start time of the ceremony. If arriving together then you should arrive 20 minutes ahead of the agreed time for the ceremony.

Please allow sufficient time for the interview to take place. Both parties will be asked for their parent(s) full names and occupations, so please ensure you have this information.

## Entrance

You have the option of walking into the ceremony room together, individually or accompanied by a relative or friend.

## Witnesses

You need to provide two witnesses over the age of 18. As the ceremony is in English they will need to speak and understand the English language. Please make sure they know they have been chosen as your witnesses before the start of the ceremony.

## Declaratory and Contractual Words for a Civil Marriage

**You must both choose the same vows from one of the following options and repeat after the Ceremonies Officer:**

### OPTION A

#### DECLARATORY

*"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)"*

#### CONTRACTUAL

*"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"*

### OPTION B

#### DECLARATORY

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

#### CONTRACTUAL

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

### OPTION C

#### DECLARATORY

*by replying I am to the question "Are you (full name) free lawfully to marry (full name)"*

#### CONTRACTUAL

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

## Declaratory and Contractual Words for a Civil Partnership

*"I declare that I know of no reason why we may not register as each other's civil partner. I understand that on signing this document we will be forming a civil partnership with each other"*

You may choose to repeat the declaratory words to each other but it is not a necessary part of the ceremony, but both of you must decide whether to or not.

## Exchanging Rings

You have three options:

- (1) You can both exchange rings.
- (2) You can have just one ring.
- (3) You may choose not to have rings.

## Special Words or Vows

These are entirely optional but they must not be of a religious nature or religious by association and may be anything you especially wish to say to each other. Please enclose a copy of all readings, poems or vows, with your completed marriage plan.

We will only contact you if there is a problem with any of your selections.

## Readings/Poems and Music

These are entirely optional but they must have no religious connotations.

Readings or poems may be read by a guest and these will be incorporated where appropriate in the ceremony. It is usual to have music for the entrance and exit and during the signing of the documents and photographs.

Arrangements for playing the music are for you to organise at the venue. Any rights of copyright for music, readings etc. permitted at the ceremony are a matter for you and the holder of the approval.

# ceremony plan

Please ensure that all sections of this form are completed with your selections based on the Ceremony information and return by e-mail to [registrationservice@cumbria.gov.uk](mailto:registrationservice@cumbria.gov.uk) or alternatively by post to the address shown on the first page (ensuring the correct postage) one calendar month before your ceremony to the Registration Office.

Ceremony day, date, month & year

<input type="text"/>	Time (am/pm)
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Venue

Ceremony Room

Partner 1

Full Name (preferred first name to be used during the ceremony)

Partner 2

Full Name (preferred first name to be used during the ceremony)

**INTERVIEW**

Separately

Together

**WITNESSES**

Witness 1

Witness 2

Number of Guests

**DECLARATORY AND CONTRACTUAL WORDS FOR A CIVIL MARRIAGE**

Both marriage partners must choose to recite the words

(A)

or (B)

or (C)

**DECLARATORY AND CONTRACTUAL WORDS FOR A CIVIL PARTNERSHIP**

Choose to recite the words

Yes

or No

**ENTRANCE TO THE CEREMONY ROOM**

Will both partners enter the ceremony room together?

Yes

\*No

\* If no, please tell us the name of the person who will escort Partner 1 into the ceremony

Name

Relationship

For Civil Partnerships, if applicable, please tell us the name of the person who will escort Partner 2 into the ceremony

Name

Relationship

How many other people will be entering with the partners - attendants, page boys etc?

**SPECIAL REQUIREMENTS**

Eg: Interpreter, sign language assistance. Please give details if anyone in your party has accessibility issues or requires space be available in the ceremony room for a wheelchair etc.

**READINGS/POEMS**

1st Title	<input type="text"/>	Read by whom	<input type="text"/>
2nd Title	<input type="text"/>	Read by whom	<input type="text"/>

**SPECIAL WORDS/VOWS**

Partner 1  Partner 2

**Please ensure that you enclose a copy of all readings, poems or vows**

**RINGS**

Both of you  One of you   
 No rings to be used

Who will present the ring/rings at the ceremony?

**MUSIC**

Entrance

Signing of the register

Exit

**PHOTOGRAPHER/VIDEOGRAPHER**

**PAYMENT ENCLOSED**

Ceremony Fee	<input type="text"/>	£	
Certificate(s) @ £ 4.00 each (Statutory fee which may be subject to increase)	<input type="text"/>	£	<input type="text"/>
Commemorative Certificate @ £5.00 each (For use as a keepsake only - this certificate has no legal purpose)	<input type="text"/>	£	<input type="text"/>
<b>Total Amount Due</b>	<input type="text"/>		
	£		

**Payment must be made three calendar months before your ceremony. It is the responsibility of the couple to ensure that the payment is made within this time scale. Failure to do so may result in a late payment fee.**

If you are posting payment, please ensure the correct postage is paid to avoid possible delays. A receipt will be given to you at the ceremony.

Payment methods:  
**Credit or Debit Card • Cheque • Postal Order**

**Please note:**  
**We will not contact you again unless we have not received payment, your Ceremony Planner or necessary paperwork including Certificate for Marriage.**

The Ceremony Team,  
Cumbria Registration Service,  
Lady Gillford's House,  
Petteril Bank Road,  
Carlisle CA1 3AJ

# important things to remember

May we please respectfully remind you of the following:

- It is the responsibility of the couple to book, and confirm, dates and arrangements with Approved Venues and to pay any fees due to the premises including ensuring that the chosen venue has a valid licence to hold Civil Ceremonies which covers the period of your ceremony
- It is the responsibility of the couple to ensure notices of intent to marry are given to the Superintendent Registrar in accordance with the law so that the appropriate legal paperwork is available prior to the date of the ceremony
- Payment for any ceremony is payable to Cumbria County Council no later than 3 months prior to the day
- It is the couple's responsibility to ensure all fees are paid on time, failure to do so will result in a late payment fee
- If the ceremony will take place within 3 months full payment is required at the time of booking
- You are required to inform us in writing (including e-mail from your known e-mail address) if you change any personal details in particular address or telephone number
- If you decide not to proceed with your ceremony we require confirmation in writing
- Any rights of copyright for music, readings, etc., permitted at the ceremony are a matter for you and the venue
- It is very important that your guests arrive in good time, at least 20 minutes before the start of your ceremony. This will allow you to be interviewed before the ceremony and for your guests to be seated
- The Registrar will see you privately, either together or separately, to check details and final arrangements. It is important that you both arrive in good time. The groom should arrive 30 minutes before the ceremony and the bride 15 minutes before. If you are arriving together then you should arrive 20 minutes before the start time of the ceremony
- We make every effort to perform the ceremony at the time stated. As our staff may have other ceremonies after yours, any unnecessary delays may result in them having to leave to attend other ceremonies
- Once a booking has been made, there is an administration fee applied for any changes made
- You are required to be accompanied by two witnesses over 18 of age who may be relatives, friends or colleagues who must be able to understand English and also the significance of the ceremony
- We ask that your guests do not take photographs for the duration of the ceremony. After the register or official documentation has been signed, we can stage a mock signing if you wish for photographs. An official or nominated photographer will be allowed to take a few photographs during the ceremony but only at certain points and must liaise with the Registrar prior to the ceremony. One video or DVD recording will be permitted as long as the register remains out of shot.

Our refund policy on cancelled bookings is as follows:

- |   |                                       |
|---|---------------------------------------|
| • Ceremony cancelled 3 months prior to the date                         | Full Refund less £25 cancellation fee |
| • Ceremony cancelled less than 3 months up to 1 month prior to the date | 50% refund                            |
| • Less than 1 calendar month to ceremony date                           | No refund                             |

For the purpose of refunds the cancellation date is deemed to be when written confirmation is received by the Ceremonies Team.

- All booking and administrative fees are non-refundable and non-transferrable
- Whilst every effort will be made to make sure your ceremony starts on time, you should appreciate that circumstances beyond the control of the Registration Service staff may occasionally cause delays. Unfortunately, the Registration Service cannot accept responsibility for any delays beyond its control
- Consideration should be given when booking a ceremony that during certain weather conditions accessibility to some of our venues may be restricted. If we are not able to attend your ceremony under such circumstances we will not accept liability. This may include but is not limited to snow, ice or flooding.

Please contact us if you need to discuss any of these points or have any other questions.

## We welcome your views

If you have any views on the service we provide or on this publication please contact us:

Email: [registrationservice@cumbria.gov.uk](mailto:registrationservice@cumbria.gov.uk)

For further information please visit our website [www.cumbria.gov.uk/registration](http://www.cumbria.gov.uk/registration)





[www.davegreaves.co.uk](http://www.davegreaves.co.uk)

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Cumbria Registration Service





# Marriage Ceremony

Should you wish to add your own wording, reading, music etc, to the ceremony, please read guidelines in the ceremony plan and forward your request to the office as soon as possible.

## Welcome and Introduction

Ladies and gentlemen welcome to ..... on this very special occasion for ..... and ..... . It means a great deal to them that you their family and friends are here to witness their wedding vows and share in the happiness of this, their wedding day.

Through their vows today, which are a formal and public pledge of their love, they are making a commitment to each other. This commitment will require closeness and distance. Closeness for a couple growing together, sharing themselves and their experiences with each other, and enough distance to allow each partner to be an individual, accepting each other for who they are.

It is making a promise of friendship and mutual respect and calls for honesty, patience, courage and of course humour. Marriage is where each partner is there to support the other in all that they do.

At this point I must ask if any person here present knows of any lawful impediment to this marriage they should declare it now.

### *(Optional Reading)*

The place in which you are now met has been duly sanctioned, according to law for the celebration of marriages.

Before you are joined in matrimony I have to remind you of the solemn and binding character of the vows you are about to make.

Marriage in this country means the union of two people, voluntarily entered into for life to the exclusion of all others.

# Promises

Now we come to the promises that ..... and.....  
will make to each other.

..... do you wish to take .....  
to be your lawful wedded wife/husband

Do you promise to love and care for him/her  
Support and comfort him/her through good times and bad,  
Today and forever.

***(Answer, I do)***

***Repeat***

Now, you are both required to make two declarations.

The first declaration I am going to ask you to make states that you do not know of  
any legal reason that you should not be married to each other.

***Superintendent Registrar will ask the couple in turn to  
repeat one of the following declarations.***

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

b) "I declare that I know of no legal reason why I ..... may not be  
joined in marriage to ....."

c) By replying "I am" to the question "are you ..... free lawfully to  
marry....."

The second declaration you make states that you ask these people here with  
you today to witness your contract of marriage to each other.

*Superintendent Registrar will ask the guests to stand and then ask the couple in turn to repeat one of the following declarations*

- a) "I call upon these persons here present to witness that I ..... do take thee ..... to be my lawful wedded wife/husband".
- b) "I..... take thee ..... to be my wedded wife/husband".
- c) "I ..... take you..... to be my wedded wife/husband".

*(Optional Reading/Personal words)*

## Exchange of rings

Now we come to the moment when ..... and .....exchange a ring/rings.

A wedding ring is the ancient and traditional seal of a marriage. It is an unbroken circle that symbolises unending and everlasting love, and it is the outward sign of the lifelong promises you have just made to each other.

*Repeat the following whilst placing the ring on the finger*

I give you this ring as a symbol of our marriage and as a token of my love. I promise that I will respect and care for you, be loyal to you and above all love and cherish you throughout our lives together.

## *Reply*

I receive this ring as a symbol of all that we have promised and all that we shall share.

### *Repeated if there are two rings*

May this ring/these rings, which by long tradition form the seal of the marriage, be a reminder of the vows made here today. May you wear it/them with happiness and pride, now and always.

### *(Optional Reading)*

..... and ....., you have both made the declarations required by law and have made solemn and binding promises to each other in the presence of all your witnesses/family/friends.

You have also symbolised your marriage by the joining of hands and the giving and receiving of a ring/rings.

May the feelings of love that you have for each other, deepen and grow ever stronger throughout the years to come.

It therefore gives me great pleasure to declare that you are now husband and wife/husband and husband/wife and wife happily married to each other.

(which ever applies).

Environment and Community Services • Cumbria Registration Service • The Ceremonies Team  
Carlisle Registration Office • Lady Gillfords House • Petteril Bank Road • Carlisle • CA1 3AJ  
T: 0300 303 2472 • F: 01228 226122 • E: [registrationservice@cumbria.gov.uk](mailto:registrationservice@cumbria.gov.uk)

## Guidance notes concerning photography and video recording at Register Offices and approved premises

### Photography

What is allowed during the ceremony:

- photograph as the couple enter
- photograph of the exchange of ring(s)
- photograph of the first kiss

Flashguns may be used only with the permission of the presiding Superintendent Registrar, and must be agreed prior to the start of the ceremony.

Photographers are welcome to take photographs before and after the formal ceremony, however it is important that all ceremonies begin on time.

No delay should be as a result of photographs being taken.

### Video recording

Video recording is at the discretion of the couple, but the following guidance applies throughout the ceremony:

- only one video camera to be used
- the recordist should remain stationary / in one position.

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#### Please note:

- It is the customers responsibility to advise their chosen photographer of the details listed above.*
- Camera or video recorders must be battery operated to avoid trailing cables which are a potential health and safety danger to the couple, guests and employees of Cumbria County Council.*