



OXFORDSHIRE REGISTRATION SERVICE CEREMONY BOOKINGS - TERMS AND CONDITIONS

Civil Marriage and Civil Partnership/Civil Partnership Conversion Ceremony Bookings at an approved venue

Your ceremony booking is accepted on the following conditions:

- That no legal impediment to the marriage or civil partnership exists and all legal preliminaries are completed within the statutory time limits.
- That any foreign divorce/dissolution papers are accepted by the Registrar General where applicable.
- That Home Office permission is granted where applicable.
- That the full fee is payable at the time of reserving the date and time and that £150 is a non-refundable element of the fee in all circumstances

Civil Marriage and Civil Partnership ceremony bookings at Oxfordshire Register Office (in a Registrar's Office)

Your ceremony booking is accepted on the same conditions as those held at an approved venue with the following difference:

- That a non-refundable administration fee of £57 is payable at the time of reserving the date and time. Your attendance at the appointed place, date and time and the successful completion of the relevant ceremony will result in the £46 fee amount being applied towards the amount payable by you for your ceremony and that £11 will pay for the issue of 1 certificate.

Other Ceremony Bookings (Naming, Renewal of Vows & Commitment Ceremonies)

Your ceremony booking is accepted on the following conditions: -

- That proof that a birth or prior marriage/civil partnership has taken place is provided.
- These ceremonies do not confer any legal status or rights.
- That the full fee is payable at the time of reserving the date and time and that £150 is a non-refundable element of the fee in all circumstances

Amendment Fee for all Ceremonies

An amendment fee of £60 is payable on each occasion that details of a booking are changed and includes changing the date, time or venue of a ceremony. All details that are changed at the same time are only subject to one amendment fee. Where applicable, this may require an updated or additional ceremony fee to be paid. It may also be necessary for you to give fresh Notices, as these are specific to your chosen venue and are only valid for one year.

Please note that during the Covid-19 pandemic ceremonies can only take place in a Covid-secure environment and in accordance with Government guidance. When booking, you should familiarise yourself with the latest guidance on www.gov.uk.

Details regarding the nature and content of the ceremony being booked (and, if booking one of our ceremony rooms, the number of guests permitted) will be notified to you as part of the booking process.

If you subsequently decide to change your booking including changing the date, time or venue of a ceremony, the amendment fee as set out above **will** still be charged.

Ceremony Fees

The full ceremony fee is payable at the time of booking registrars to attend your ceremony. Please ensure that we have up to date contact telephone numbers and e-mail addresses for you.

Fees are subject to change on the 1st of April each year. Any ceremonies which take place on or after 1st April each year will automatically incur any fee increase. Fees are set 2 years ahead so please check website.

Cancellation of Booking by You

In the unfortunate event that you need to cancel your ceremony, you will be required to notify us in writing as soon as possible. The amount you will be refunded depends on the amount of written notice of the cancellation provided. In all cases of cancellation there will be no refund of the non-refundable fee (£150). In all cases detailed below the original date that the ceremony was booked for is used for cancellation purposes UNLESS the date of your ceremony has been brought forward from the original date - in this case the relevant date will be that of the new ceremony.

More than 3 months written notice of cancellation prior to the ceremony date you will receive a full refund of the ceremony fee paid by you.

Between 3 months and 2 months written notice of cancellation prior to the ceremony date you will receive a 50% refund of the ceremony fee paid by you.

Less than 2 months written notice of cancellation prior to the ceremony date (or failure to cancel in writing) there will be no refund.

Cancellation of Booking by Oxfordshire Registration Service

Your ceremony may be cancelled by Oxfordshire Registration Service if:

The total fees have not been paid by the required date.

Legal preliminaries have not, or cannot, be completed.

(In such circumstances, no amounts previously paid in relation to the ceremony will be refunded).

Ceremony Content

Oxfordshire Registration Service will provide staff to conduct the legal formalities of the ceremony. We encourage you to personalise the ceremony with your own choice of readings, music and additional vows - subject to the ceremony content remaining appropriate and dignified. Please remember to avoid any religious content. All choices for readings, vows, any other spoken content by someone other than the

registrars, and music must be submitted to the Superintendent Registrar or Deputy Superintendent Registrar for approval at least 14 days before the ceremony. This can be done by sending in the 'ceremony options form' or bringing your selection into our office, or via email. If we need you to change anything, we will aim to explain the reason why. Oxfordshire Registration Service will make the final decision on any wording used and will not accept liability for any omission which may be caused by reasons beyond its control.

Room Capacity

For reasons of health and safety, comfort and to comply with fire regulations the number of guests must not exceed the capacity that the venue is licensed for. This figure includes: - The Couple, two Registrars, any venue staff in attendance, musicians if applicable, as well as guests. Additional guests over this number will be excluded from the ceremony. Please liaise with your venue to ensure that the number they are licensed for is not exceeded; this will save any disappointment on your special day.

Outside Structures

Please ensure that if you have selected to have your ceremony in an outside structure that there is a suitably sized licensed room available inside in case of inclement weather.

Liability

Oxfordshire Registration Service will not accept liability for: -

Any delay or loss caused by your (or any of your guests) late or non-arrival. The registrars attending your ceremony have ceremonies to administer throughout the day and as such cannot delay the start of the pre-arranged time for the ceremony;
Any loss caused by a request from you or your representative to delay the ceremony;

Any loss or compensation where a ceremony is stopped from proceeding (or stopped from proceeding once commenced) because in the reasonable opinion of Oxfordshire Registration Service: -

- (a) It could be declared void if it went ahead
- (b) An offence (including under the Marriage or Civil Partnership Acts) could be committed
- (c) It could be deemed to be against the public interest and
- (d) All group gatherings had been banned by Parliament / The Government i.e. in a pandemic situation.

Any loss or delay caused by a 'Force Majeure' event. A 'Force majeure' event means any but not limited to the following: - war, civil war, armed conflict, terrorist attack, governmental action, fire, flood, severe weather conditions of any sort, pandemic situation or any other act or matter, which notwithstanding the reasonable diligence and foresight of Oxfordshire County Council is beyond their reasonable control.

The failure of any music system or

Failure, neglect, non-compliance or omissions caused by any venue which is not owned and controlled by Oxfordshire County Council.

We strongly recommend that you take out ceremony insurance to cover any losses or expenses incurred. However, we are unable to recommend any particular insurance provider.

