

Leicestershire Registration Service Ceremonies (LRS), Leicestershire County Council (LCC)

Terms and Conditions of Acceptance

Civil Marriage and Civil Partnership Ceremony Bookings

Your ceremony booking is accepted on the condition that

- No legal impediment to the marriage or civil partnership exists and legal preliminaries are completed within statutory timescales
- Any foreign divorce/dissolution papers are accepted by the Registrar General where applicable
- Home Office permission is granted where applicable
- A booking confirmation fee is paid(see below)

Booking Confirmation Fee

- A booking fee is payable at the time of booking a ceremony
- This fee is non refundable. It covers the cost of the initial work that we do to reserve and organise your ceremony.

Ceremony Fee

- A ceremony fee (minus the booking fee) is payable either at the time of booking or by 8 weeks prior to the date of the ceremony, whichever is the nearer date to the day of the ceremony

Cancellation and refunds

- All cancellations must be received in writing or by email from either of the two parties contracting their marriage or civil partnership

If full payment has been made

- Cancellation received six weeks prior to the day of the ceremony 50% of the fee paid will be returned to you
- Cancellation received two weeks prior to the date of the ceremony 25% of the fee will be returned to you
- Cancellation received less than two weeks prior to the date of the ceremony no fee will be returned to you

The amount of your payment that we retain represents the financial loss to us when you cancel your ceremony. We will take steps to reduce this loss, however you will appreciate that we cannot always re-sell a ceremony slot at short notice.

Cancellation of bookings by Leicestershire Registration Service

Your ceremony may be cancelled if

- The booking confirmation fee has not been paid
- Legal preliminaries cannot be completed
- The ceremony fee has not been paid

If you do not meet the above conditions and we cancel your ceremony you will not be entitled to any refund

Cancellation/changes of booking by couple of venue

- The couple must request all cancellations or changes, by letter or email to the Registration Service at County Hall
- Changes to the ceremony arrangements (the time, date or location) may incur a ceremony amendment fee. You should also be aware that you may have to complete new legal preliminaries if you change your venue and pay the difference in fees if you change your date.

Ceremonies in gazebos or other outside structures

- The venue is required to keep a back up room (licensed for civil ceremonies), available to complete the ceremony indoors should the weather be unsuitable on the day
- LRS cannot be held responsible if the back up room does not have enough space for all the guests to witness the ceremony. This is a matter for the venue and the couple to discuss and agree
- The registration officer will make the final decision as to where it will be appropriate to complete the ceremony.

Ceremony Content

- LRS will advise you of the obligatory legal words for your ceremony and will provide a ceremony structure. You may make alternative selections and every effort will be made to include these choices provided the content of the ceremony remains seemly and dignified
- LRS will make the final decision on any wording used and will not accept any liability for omission which may be caused by reasons beyond its control

- LRS provide a secular ceremony which cannot include any religious content. This includes any reading, hymn, carol or song that contains religious messages or references

Room capacity

For fire, safety and comfort if the number of guests exceeds the capacity of the room some guests may be excluded from the ceremony

Liability

We will not accept liability for

- The failure of any music system provided at the venue by you or a third party
- The delay or loss caused by your late arrival
- Any loss caused by a request from you or your representatives to delay the ceremony
- Any loss or compensation where a ceremony is stopped from proceeding because a). it would be void if it went ahead, b). an offence would be committed under the Marriage and Civil Partnership Acts and c). it would be against public interest

General

- In the event of an emergency, disaster or extreme weather conditions(including but not limited to war, civil disturbance, armed conflict, terrorist attack, government action, fire , flood, snow, pandemic or epidemic) LRS will do everything it can to ensure your ceremony takes place on your chosen day. However, LRS cannot be held responsible and is not liable for any ceremony which has to be cancelled as a result of such events which are outside our control. We recommend you consider taking out ceremony insurance to cover losses or expenses incurred in the case of such events.

- Any reference to working days does not include Saturday, Sunday, Bank or Public holidays.

- Other than assistance animals no other animal will be allowed into your ceremony.

- Ceremonies can only be conducted by Leicestershire Registration Service's staff.

- Approval of the venue is granted only in connection with the provision of ceremonies and LRS cannot accept liability for the failure or neglect on behalf of the venue, of any agreement between you and the venue for the use or provision of any services and/or facilities, including cancellation by the venue

- Any complaint or claim against LRS should be made as soon as reasonably practicable to ; **The Registration Service Manager, Leicestershire County Council, County Hall, Glenfield, Leicestershire, LE3 8RA.**

- If you fail to attend your ceremony the fee paid is non-refundable

- Any reference in these conditions to Leicestershire Registration Service shall also refer to Leicestershire County Council in so far as they relate to its legal responsibilities and obligations. Other words and phrases shall be interpreted as follows ;

Marriage and Civil Partnership Acts – means the Acts of Parliament(and any regulations covering these Acts) covering the legal preliminaries to, the solemnisation and registration of a civil marriage/civil partnership made either in a register office or approved premises within England and Wales.

Venue – means Approved Premises approved by LRS under the Civil Marriages and Civil Partnerships (Approved Premises) Regulations 2005 for the solemnisation and registration of civil marriages and civil partnerships.

These terms and conditions must be read in conjunction with our schedule of fees. Please visit <http://www.leicestershire.gov.uk/registrars/weddings-and-civil-partnerships/book-a-wedding-or-civil-partnership-ceremony/fees>

We may write to you after your ceremony to ask you to complete a short survey. You are under no obligation to complete this survey. If you do, any personal data you provide will be used in accordance with the Data Protection Act 1998. The information you provide will be used for statistical analysis, management, planning and the provision of services by the county council and its partners. The information will be held in accordance with the council's records management and retention policy, and will not be used for marketing purposes by the county council or a third party.