

## **Hounslow Registration Service (LBH) - Terms and Conditions The Lodge Bookings**

### **Booking**

- Payment in full of your ceremony fees is made at the time of booking. All other fees, e.g. notice or other administrative fees, are payable on demand.

### **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 (both of you must give Notice of Intention) are completed within statutory time limits.
- Where applicable, any foreign divorce / dissolution papers are accepted by the Registrar General
- Home Office Permission is granted where applicable.

### **Other ceremonies and services**

For naming and renewal of vows, your ceremony booking is accepted on the condition that proof of birth registration or prior marriage / civil partnership taking place is provided.

You should understand that the ceremony does not give any legal status or rights.

### **Staff**

The Superintendent Registrar (SR) for the Hounslow Registration Service will allocate staff to attend your ceremony but is unable to guarantee individual ceremony officers and reserves the right to substitute staff as necessary for operational reasons. It is not possible for you to select a particular Registration Officer or dictate their dress - all Officers will dress formally.

### **Ceremony Timings / Lateness**

Your ceremony must begin within 15 minutes of the agreed start time otherwise the registration team may not be able to perform your ceremony on that day as they may be required to attend another venue. In such circumstances, the registration team will advise whether it may or may not be possible for the ceremony to take place after they have completed other attendances booked for them that day. If your ceremony has to be postponed to another day, you will be required to pay registrar's attendance fees for the new date and may need to give fresh notices.

### **Liability**

LBH will not accept liability for:

- Any delay or loss caused by you – or any of your guests - late or non-arrival: the registrars attending your ceremony have ceremonies to attend throughout the day, and therefore cannot delay the start of the pre-arranged time for the ceremony. If it is necessary for the registration team to leave the venue and proceed to their next ceremony, then every effort will be made to return to conduct your ceremony, however, this may not be possible and in such circumstances you would be liable to pay any additional fees incurred if it is necessary for the registration team to return to conduct your ceremony on another day.
- Any loss caused by a request from you or your representatives to delay the ceremony
- Any decision to delay the ceremony is entirely at the discretion of the LBH Registration Service.
- Any loss or compensation where a ceremony is stopped from proceeding because it would be void if it went ahead or an offence under the Marriage or Civil Partnership Acts would be committed, if it would not be in the public interest for the ceremony to proceed or all group gatherings had been banned by Parliament (e.g. in a pandemic situation).
- In the event of an emergency, disaster or extreme weather conditions (including but not limited to war, civil war, armed conflict, terrorist attack, governmental action, fire, flood, snow, pandemic or epidemic) the LBH Registration Service 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.
- The failure of any music system provided by the venue, you or a third party or the failure of any compact disc to play on any music system provided by the venue, you or a third party.
- The failure, neglect, non-compliance or omissions caused by any venue which is not owned by London Borough of Hounslow. Approval of the venue is granted only in connection with the provision of ceremonies. The LBH Registration Service 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.

### **Amendment Fee**

If it is necessary to change the time but not the date of your ceremony once your booking has been accepted, an amendment fee will be payable in accordance with our current schedule of fees - £25.00 (subject to availability). Subsequent changes will require the payment of another amendment fee.

### **Cancellation or Amendment**

If you need to cancel or change the date of your ceremony, you will be required to notify us in writing. We will only accept a cancellation/amendment from one of the parties to the ceremony, not from any other person.

If you have already paid your ceremony fees in full:

- Cancellation or reschedule more than 20 weeks before the ceremony – full refund of ceremony fees, minus an administration fee of £50
- Cancellation or reschedule between 11 -20 weeks before the ceremony – refund of 50% of ceremony fees, minus an administration fee of £50
- Cancellation or reschedule less than 11 weeks before the ceremony, or failure to cancel – no refund
- Refund is not given if marriage cannot take place as a result of a disruption by immigration

The fee for the new ceremony date will be taken at this time. You may also need to give fresh notices, as these are specific to your venue and only valid for one year. If you later cancel your ceremony, these fees are not refundable.

### **General**

Any reference to Hounslow Registration Service will also refer to London Borough of Hounslow in so far as they relate to its legal responsibilities and obligations. Marriage & Civil Partnerships Acts means the Acts of Parliament (and any regulations made under those Acts) covering the legal preliminaries to, the solemnization and registration of a civil marriage / civil partnership either in a register office or approved premises within England and Wales. Venue means Approved Premises approved by Hounslow Registration Service under the Civil Marriages and Civil Partnerships (Approved Premises) Regulations 2005 for the solemnization and registration of civil marriages and civil partnerships.

We strongly recommend that you take out ceremony insurance to cover any losses or expenses occurred. Hounslow Registration Service cannot recommend any particular insurance provider to you.

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

No food, drink (including alcohol) or animals (with the exception of assistance dogs) are permitted in the ceremony rooms before or during the proceedings.

### **Deliveries**

We will not accept deliveries of goods or livestock in preparation for your ceremony.

### **Confetti**

If you have booked the garden room at Feltham Lodge, biodegradable confetti can be used in the garden.

### **Children**

We recognise that ceremonies are a family event, and you are welcome to bring younger members of the family to the ceremony. However, we would ask that children are supervised by a responsible adult at all times, who can if necessary take them from the ceremony room should they become distressed or are disruptive.

### **Interpreters**

If either you or your guests cannot speak English, you are required to provide an interpreter at your own expense. Please ensure your witnesses clearly speak and understand English.

### **Ceremony content**

Hounslow Registration Service will use their personal ceremony script and will not include any personal vows. However, you may include a personal reading and song which must be notified to us at least 4 weeks in advance of the ceremony. Every effort will be made to include those choices, provided the ceremony remains seemly and dignified and does not include any religious content in the readings or music. Any proceedings conducted at the Register Office shall not be religious in nature or involve a religious ritual or series of rituals. The ceremony **MUST** not have any religious connotations in any form.

Hounslow Registration Service will make the final decision on any additional content and will not accept liability for any omission which may be caused by reasons beyond its control.

Signed \_\_\_\_\_ Date \_\_\_\_\_