



# BEDFORD BOROUGH COUNCIL

## **Civil Registration Service** **Ceremony and Formation Terms and Conditions for** **Civil Marriages and Civil Partnerships / Conversions**

### **Civil Marriage and Civil Partnerships / Conversions and Ceremony / Formation Bookings at Approved Venues including the Old Town Hall and Bedford Register Office (in a Registrar's Office)**

Your ceremony/formation booking is accepted on the following conditions:

- No legal impediment to the marriage or civil partnership exists and all legal preliminaries are completed within statutory time limits
- Any foreign divorce/dissolution papers are approved by the Registrar General where applicable
- That Home Office permission is granted where applicable
- The requested date and time of the ceremony/formation is available within the commitments of Bedford Borough Registration Service and the venue
- The fees are paid in full at the time of the booking
- A booking fee of £100.00 is applicable to all bookings for the Old Town Hall or Approved Venues. This is not an additional charge and is included in the fee payable at the time of booking to secure the date and time of your ceremony/formation
- A booking fee of £62.00 is applicable to all bookings at the Register Office. This is not an additional charge and is included in the fee payable at the time of booking to secure the date and time of your ceremony/formation

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

Your ceremony booking is accepted on the following conditions :

- All fees are paid in full at the time of booking
- A booking fee of £100.00 is applicable to all bookings for the Old Town Hall or Approved Venues. This is not an additional charge and is included in the fee payable at the time of booking to secure the date and time of your ceremony
- These ceremonies do not confer any legal status or rights

## **Right to cancel**

You have the right to cancel any contract made on-line or over the phone within 14 days without giving a reason. To exercise the right to cancel you (the party to the ceremony/formation) must inform us in writing –

Bedford Register Office. Old  
Town Hall,  
St. Paul's Square.  
BEDFORD.  
MK40 1SQ.

or by e-mailing [civil.registration@bedford.gov.uk](mailto:civil.registration@bedford.gov.uk)

These Terms and Conditions conform to the relevant sections of The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.

## **Fees**

Fees are published on our website

<https://www.bedford.gov.uk/births-deaths-and-marriages/marriage-and-civilpartnership/how-much-will-it-cost/>

Bedford Borough Registration Service fees are subject to change on 1st January each year. As we take bookings in advance, if the fee changes between the time of booking and the date of your ceremony/formation the Registration Service reserves the right to pass on any fee increases to you. The cost of certificates is set by the Registrar General. If the certificate fee is increased prior to your ceremony/formation any increase must be paid before the certificate(s) can be issued.

## **Changes to Ceremony Bookings**

An amendment fee of £50.00 is payable on each occasion that details of a booking are changed. Changes may be applied up to 6 months ahead of the ceremony/formation date. This includes (but is not limited to) changing the time, date or venue of a ceremony/formation after a booking is made and the confirmation booking email has been sent to the customer. Where applicable, this may require an updated or additional ceremony/formation fee to be paid. It may also be necessary for you to give fresh notices as notices are venue specific and are only valid for a period of up to one year.

### **Cancellation of booking by one or both of the couple**

In the event that you need to cancel your ceremony/formation you will be required to notify us in writing (including email). Cancellations will only be accepted from either of the parties. Any ceremony/formation payments will be subject to the following refund schedule:

- More than 6 calendar months before the ceremony/formation date you will receive a 50% refund of the fees paid (subject to the deduction of the booking fee)
- Less than 6 calendar months before the ceremony/formation or failure to cancel in writing before the ceremony/formation date, no refund will be made on any fees paid
- If you fail to attend your ceremony/formation or are late, no refund will be made regarding fees paid. A new booking will be required and the fee for your future ceremony/formation is required to be paid in full.
- Notice Fees are statutory fees and cannot therefore be refunded

We will arrange the reimbursement without undue delay, and not later than 14 days after the day on which we are informed of your decision to cancel this contract in writing (by either party). The refund will be made to the original payee

### **Cancellation of bookings by Bedford Borough Registration Service**

Your ceremony/formation will be cancelled by Bedford Borough Registration Service if:

- The total fees have not been paid
- Legal preliminaries cannot be completed
- Legal preliminaries have not been completed
- If you fail to attend your ceremony/formation or are late no refund will be made regarding fees paid. A new booking will be required and the fee for your future ceremony/formation is required to be paid in full
- Where a ceremony/formation is unable to take place due to legal restrictions identified during the notice of marriage, a refund will be made unless the couple failed to notify the Registration Service of any restrictions that affect the legality of the ceremony/formation or registration.

## **The Ceremony**

Bedford Borough Registration Service are able to provide ceremonies / formations at booked approved venues and the register office in their registration district.

- The content of some ceremonies has a range of additional options that are required to be agreed with the Registration Service in advance of the ceremony.
- Marriage or civil partnership registrations, delivered at our Registration offices, are subject to specific booking conditions and exclusive to limited availability.
- All ceremonies are exclusively delivered by Registration Service staff to ensure a high degree of solemnity in keeping with the occasion and so that legal requirements are maintained.
- The Registration Service reserve the right to 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.
- The content of a marriage ceremony or civil partnership registration is predetermined, prescribed by law and not subject to customisation, scrutiny, or alteration in any way by the parties to the marriage or civil partnership. Registrars will not deliver readings.
- We encourage you to personalise your ceremony with your own choice of readings, music and additional vows – subject to the ceremony content remaining non-religious, appropriate and dignified.
- All choices of music, readings, vows and any other content spoken by someone other than the Registrars must be submitted to the Registration Service for approval at least one month prior to the ceremony
- There must be no religious content whatsoever.
- Animals and Birds are not permitted during the ceremony (unless they are for assistance)

## **Room Capacity**

For fire, safety and comfort, the number of guests (which includes all babies and children) must not exceed the capacity of the room. Additional guests will be excluded from the ceremony/formation. A listing of the room capacities for Bedford Borough venues can be found on our website

<https://www.bedford.gov.uk/births-deaths-and-marriages/marriage-and-civilpartnership/approved-venues/>

## **Our Team**

Bedford Borough Registration Service will allocate personnel to attend your ceremony/formations and reserves the right to substitute other experienced and qualified staff in case of sickness or other unforeseen circumstances on the day.

## **Liability**

Bedford Borough Registration Service will not accept liability for:

- The failure of any music system provided by us, the venue, yourself or a third party
- Any delay or loss caused by your late or non-arrival at the due date and time
- Any loss caused by a request from you or your representatives to delay the ceremony/formation
- Any loss or compensation where a ceremony/formation is stopped from proceeding because (a) it would be void if it went ahead, (b) an offence under the Marriage or Civil Partnership Acts would be committed, and (c) it would be against the public interest
- If a ceremony/formation is cancelled on the day by the Registration Service due to the late arrival of the couple and/or any guests. We reserve the right to take appropriate action to ensure other ceremonies/formations our staff are booked to attend are delivered at the agreed time. No refund will be made in these circumstances and further fees are payable to secure a new booking. Fresh notices may also be required at a further fee.
- Any loss to the extent that it is caused by a Force Majeure event as described below.

## **General**

In the event of a 'Force Majeure', Bedford Borough Registration Service will endeavour to perform your ceremony on your chosen day. We strongly recommend that you take out ceremony insurance to cover losses or expenses incurred in the case of events outside our control. 'Force Majeure' means war, civil war, armed conflict, terrorist attack, governmental action, fire, flood, severe weather conditions, pandemic or epidemic or any other act or matter which notwithstanding the reasonable diligence and foresight of Bedford Borough Council and its partner providers, is beyond their reasonable control. Any reference to working days does not include Saturday, Sunday, Bank or Public holidays. Approval of the venue is granted only in connection with the provision of ceremonies. Bedford Borough Registration Service cannot accept liability for the failure or neglect on behalf of the venue, for any agreement between you and the venue for the use or provision of any

services and/or facilities. 'Marriage and Civil Partnership 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 Bedford Borough Registration Service under the Civil Marriages and Civil Partnerships (Approved Premises) Regulations 2005 for the solemnization and registration of civil marriages and civil partnerships.

### **Contact Details**

We can be contacted by telephoning 01234 718028 or be e-mailing

[civil.registration@bedford.gov.uk](mailto:civil.registration@bedford.gov.uk)

Our web-page is <https://www.bedford.gov.uk/births-deaths-and-marriages/>

Details of our privacy policy, fees and all Bedford Borough Council's Approved Venues, including the room capacity, can be found on our webpage.

Bedford Borough Council's Civil Registration Service  
Bedford Register Office Old  
Town Hall  
St. Paul's Square  
BEDFORD  
MK40 1SJ