

HERTFORDSHIRE CELEBRATIONS



Your guide to
GETTING MARRIED IN HERTFORDSHIRE



Hertfordshire
County Council

www.hertfordshire.gov.uk/registrars

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WELCOME

TO HERTFORDSHIRE CELEBRATIONS

Your guide to arranging the most important day of your life!

Jodie Allen Photography



You've found the right person, you want to get married – but what do you do next? Don't worry - we're here to help you arrange your perfect day.

As you read through this brochure, we provide you with step by step information to help you decide where to have your ceremony, book the date, complete the legal requirements, and enjoy your special day in Hertfordshire.

There are eight registration offices offering attractive ceremony rooms in Hertfordshire, plus over 100 approved venues, so there is plenty of choice to suit everyone. Whether you prefer a small intimate affair or a more elaborate celebration on a larger scale, we will ensure you receive a professional and committed service from our staff.

We hope that this brochure will answer all your questions but if you would like to speak to a Registration Officer or visit one of our ceremony rooms please call us on **0300 123 4045**.



**Hertfordshire
County Council**

www.hertfordshire.gov.uk/registrars

WHERE AND WHEN CAN I MARRY?

Where to get married is the first decision you need to make, followed by when.

A Hertfordshire Registration Office

There are eight registration offices within the county which offer different styles. All are decorated to a high standard and are located in Bishop's Stortford, Cheshunt, Hatfield, Hemel Hempstead, Hertford, St Albans, Stevenage and Watford.

With such a wide choice available, there is sure to be a ceremony room to suit your tastes and budget.

See the registration offices section on pages 6 to 17.

A Hertfordshire Approved Venue

We are very fortunate to have so many approved ceremony venues within the county - from beautiful and historic buildings to smaller more intimate locations.

Not only can you marry at these venues, but most will cater for the celebration reception afterwards and even accommodation for your guests; your whole day under one roof!

See the approved venues section on pages 18 to 39.



Ergin Bells Photography



Jodie Allen Photography



Jodie Allen Photography

An outside wedding

Marriage ceremonies need to be held within a permanent structure that has been licensed for marriage. Many of our venues in Hertfordshire now have outside structures and we can also offer an outside wedding at The Hertfordshire Register Office, Hatfield and at Stevenage Registration Office.

Please remember it will not always be possible to hold a ceremony outside due to inclement weather, which may include rain, wind or even hot and sunny conditions with no shade.

See page 40 for details.

A celebratory marriage ceremony

You may have already found your ideal location somewhere that has not been approved for legal ceremonies, such as a village hall or a marquee in your garden at home. We can offer you a celebratory ceremony that can take place anywhere in Hertfordshire.

This option is ideal if you have recently been married, maybe abroad and wish to have another celebratory ceremony. Alternatively, you may prefer to have a

small legal ceremony quietly in one of our Registration Offices and then be free to have your celebratory ceremony anywhere you choose.

See page 42 for details.

Finally, when can you get married?

Now restrictions have been lifted on what time of day ceremonies take place, we are pleased to be able to offer times later in the day at our approved venues.

Early evening ceremonies are proving to be very popular and offer the opportunity to get married and go straight to the party!

See page 42 for details.

Now read on... and discover the endless possibilities to create your perfect **Hertfordshire Celebration!**



M & G Photographic

Choosing a REGISTRATION OFFICE in Hertfordshire



Ergin Bells Photography

The ceremony rooms at our eight registration offices offer a variety of styles and capacities. From mock tudor through to more contemporary styles and riverside locations, to attractive garden settings for photographs after the ceremony.

We offer ceremonies during the week and on Saturdays, Sundays and Bank Holidays.

In order to help you decide which Registration Office you prefer, further details for the individual offices can be found on pages 8 to 17, or you can see roving eye images on our website at www.hertfordshire.gov.uk/registrars.

If you wish to see any office in person you are welcome to call us to arrange an appointment to view during office hours on **0300 123 4045**. Our administration team can advise you of availability and prices for all our offices. Information on how to make a booking can be found on page 43.



Hertfordshire Register Office, Hatfield



Bishop's Stortford



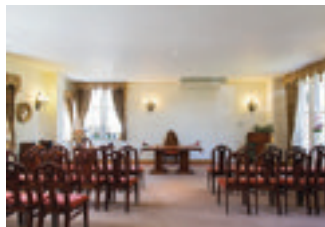
Broxbourne



Hemel Hempstead



Hertford



St. Albans



Stevenage



Watford



Ergin Bells Photography

Hertfordshire Register Office, Hatfield

The Garden Room offers a splendid new contemporary setting for seating up to 60 guests in comfort and style. The room overlooks an attractive garden with a pretty gazebo area. Accessed through double doors, this is the ideal location for your photographs. The Gazebo is also licensed to hold outdoor ceremonies (weather permitting).

The Garden Room has a CD player which is also suitable for iPods and MP3 players, and can also accommodate live music.

There is a small statutory **Register Office** room for the couple and two guests available on a weekday morning.

You are welcome to have your photographer or videographer present during the ceremony.

There is ample parking for your guests. Disabled access is good and toilet facilities are available.

For information on how to book either of the ceremony rooms in Hatfield, please see page 43.



Photographs courtesy of Andrew Buckle Photography

The Old Courthouse, Hatfield



The Old Courthouse has a spacious, welcoming Courtroom that allows up to 100 guests to attend ceremonies in a grand setting for Friday and weekend ceremonies. There is an attractive garden with a pretty gazebo area which is the ideal setting to record all of your special moments and memories.

The front of The Old Courthouse is ideal for your group wedding pictures and the happy couple can pose with their guests on the front steps of this magnificent old building.

There is a CD player for your music and should you wish to have live music played, this can be accommodated.



You are welcome to have your photographer or videographer present during the ceremony. There is ample parking for your guests. Disabled access is good and toilet facilities are available.

For information on how to book The Old Courthouse in Hatfield, please see page 43.

Hatfield Registrars, Hertfordshire Register Office Hatfield, 19B St. Albans Road East, Hatfield AL10 0NG
Telephone: 0300 123 4045 Fax: 01707 344459 - email: hatfield.registrars@hertfordshire.gov.uk

For up-to-date details of opening days and times, please visit www.hertfordshire.gov.uk/registrars

Hertfordshire Registration Service Ceremony Rooms

Hertford Registration Office

The Oak Room provides a calm and dignified setting for ceremonies. With a spacious entrance hall, there is seating for 70 guests and it is available seven days a week. It is equipped with a CD player and an MP3 player and should you prefer live music this can also be accommodated.

This building has disabled access and toilet facilities. There is ample parking for your guests at weekends but it is restricted during the working week.

There are several public car parks a short walk away within Hertford town centre.

The pretty Millennium Garden by the side of the Oak Room has recently been updated to incorporate a paved area suitable for disabled access and together with the sheltered Cloisters by the main County Hall make perfect settings for photographs whatever the weather.

For information on how to book the ceremony room in Hertford, please see page 43.



Photographs courtesy of Andrew Buckle Photography

The Council Chamber, Hertford



The Council Chamber, which can accommodate 200 guests is an imposing semi-circular room dating from the 1930s, in art deco style within the main County Hall. It is half panelled in walnut with seating arranged in a horseshoe shape and is most suitable for larger gatherings.

The foyer entrance attached to the Council Chamber has immediate access to the grounds surrounding County Hall.

The building also has good disabled access, toilet facilities and CD player and can also accommodate live music. The Council Chamber is only available for hire at weekends which will incur an additional fee.



There is plenty of parking on site to accommodate your guests at weekends.

For information on how to book The Council Chamber in Hertford, please see page 43.

Hertford Registrars, Hertford Registration Office, Register Office Block, County Hall, Hertford SG13 8DE
Telephone: 0300 123 4045 Fax: 01992 555493 - email: hertford.registrars@hertfordshire.gov.uk

For up-to-date details of opening days and times, please visit www.hertfordshire.gov.uk/registrars

Bishop's Stortford Registration Office

Riverside House is a charming mock-Tudor building situated in the old market town of Bishop's Stortford, next to the River Stort (you can even arrive by boat!).

The impressive **Tudor Room** (*pictured below*) is upstairs and provides the perfect setting for a ceremony for up to 58 guests.

The Georgian Room is smaller and more intimate. This room can accommodate 20 guests and being on the ground floor, has good disabled access.

Photographs can be taken afterwards in our small courtyard garden, also the riverside and Castle Gardens opposite are ideal locations.

Each of the rooms has a CD player for your music. The CD player in the Tudor Room is also suitable for iPods and MP3 players, and this room can also accommodate live music.

You are welcome to have your photographer or videographer present during the ceremony.

There is parking for two wedding cars. Parking for your guests is available in public car parks only a short walk away. Toilet facilities are available.

For information on how to book either of the ceremony rooms in Bishop's Stortford, please see page 43.

Photographs courtesy of Andrew Buckle Photography



Bishop's Stortford Registrars, Riverside House, 2 Hockerill Street, Bishop's Stortford CM23 2DL
Telephone: 0300 123 4045 Fax: 01279 696872 - email: bstortford.registrars@hertfordshire.gov.uk

For up-to-date details of opening days and times, please visit www.hertfordshire.gov.uk/registrars

Broxbourne Registration Office

The beautifully appointed **Octagonal Suite** (*pictured below*) sits at the heart of Bishop's College, a former theological college founded by The Dowager Countess of Huntingdon in the Eighteenth Century.

This bright, welcoming room has a splendid and unusual wooden vaulted ceiling with natural light streaming through tall attractive leaded windows. It is stylishly furnished with pale green carpet and chairs and attractive floral arrangements. The room can seat up to 57 guests with a further 10 standing.

The grounds feature a small lake, a bridge over the New River, mature garden and trees. All of this, together with the attractive buildings and ornate stone arches, offer excellent opportunities for photographs.

There is a CD player for your music, and should you wish to have live music played, this can also be accommodated.

You are welcome to have your photographer or videographer present during the ceremony.

There is ample parking at weekends but limited parking on weekdays; on street parking is also available nearby. Disabled access is good and toilet facilities are available.

For information on how to book the ceremony room in Broxbourne, please see page 43.

Photographs courtesy of Andrew Buckle Photography



Broxbourne Registrars, Broxbourne Registration Office, Bishop's College, Churchgate, Cheshunt EN8 9XH
Telephone: 0300 123 4045 Fax: 01992 627605 - email: broxbourne.registrars@hertfordshire.gov.uk

For up-to-date details of opening days and times, please visit www.hertfordshire.gov.uk/registrars

Hemel Hempstead Registration Office

Hemel Hempstead Registration Office is relocating from the Bury to bespoke purpose built accommodation in the Forum development, Marlowes from January 2017. The new office will include a beautiful, art deco-style ceremony room which will hold 60 guests. It is centrally located in the town and within a short distance of the re-landscaped Water Gardens and Gadebridge Park.



The Bury is a very attractive Georgian Grade II listed house, offering you the choice of two ceremony rooms.

The formal **Garden Room** (*pictured below*) can accommodate up to 40 guests (34 seated and 6 standing). It has french windows leading straight into the pretty gardens. **The Drawing Room** is an ideal setting for the smaller ceremony with a capacity for 20 guests.

The grounds of over an acre are the perfect setting for photographs and include a rose arch, sunken garden, formal flower beds, well kept lawns and a river flowing through the grounds with a pretty arched bridge.

Each of the rooms have a CD player for your music, with the Garden Room also having an MP3 player. Unfortunately, due to space restrictions, we cannot accommodate live music.

You are welcome to have your photographer or videographer present during the ceremony.

There is parking at The Bury for up to three vehicles on weekdays and up to 10 at weekends, and there is a public car park only 100 metres away. Disabled access is good and toilet facilities are available.

For information on how to book any of the ceremony rooms in Hemel Hempstead, please see page 43.

Photographs courtesy of Andrew Buckle Photography



Hemel Hempstead Registrars, Hemel Hempstead Registration Office, The Bury, Queensway, Hemel Hempstead HP1 1HR
Telephone: 0300 123 4045 Fax: 01442 426741 - email: hemelhempstead.registrars@hertfordshire.gov.uk

For up-to-date details of opening days and times, please visit www.hertfordshire.gov.uk/registrars

St. Albans Registration Office

The Gatehouse, once the Governor's residence of the old prison, is an imposing and impressive Victorian building. Its prominent front doors have often been featured in films and television programmes such as 'Porridge' and 'Within these Walls'.

The Verulam Room (*pictured below*) has been furnished with rich dark colours to give a more traditional feel. It is situated on the ground floor and has seating for up to 60 guests and is air conditioned.

The building is surrounded by large beautiful gardens, which added to the building and an impressive cannon, provide a pleasing and sometimes unusual backdrop for photographs.

There is a CD and MP3 player for your music, and should you wish to have live music played, this can also be accommodated.

You are welcome to have your photographer or videographer present during the ceremony.

There is unlimited parking at weekends but during the week there is limited designated parking for our customers. There is however, a public car park only a short walk away. Disabled access is good and toilet facilities are available.

For information on how to book the ceremony room in St. Albans, please see page 43.

Photographs courtesy of Andrew Buckle Photography



St. Albans Registrars, St. Albans Registration Office, The Gatehouse, 1 Victoria Square, St. Albans AL1 3TF
Telephone: 0300 123 4045 Fax: 01727 774032 - email: stalbans.registrars@hertfordshire.gov.uk

For up-to-date details of opening days and times, please visit www.hertfordshire.gov.uk/registrars

Stevenage Registration Office

Danesgate House offers a contemporary setting for your special day, centrally located in the new town. Facilities are available nearby that complement our venue with over 120 acres of beautiful public parkland available for memorable photographs.

We are pleased to offer our recently refurbished ceremony room (*pictured below*) which offers intimate surroundings, is fully air-conditioned for your comfort and has a capacity for 50 seated guests. There is also an opportunity for photographs to be taken in the new courtyard garden and under the Gazebo, which is also licensed for ceremonies during the summer months.

The friendly experienced staff will make your special day an intimate, personal occasion that will give you cherished memories.

There is a CD and MP3 player for your music, with limited space for live music; please contact the office with your request.

You are welcome to have your photographer or videographer present during the ceremony.

We cannot guarantee parking, however there is a public car park only a short walk away. Disabled access is good and toilet facilities are available.

For information on how to book the ceremony room in Stevenage, please see page 43.

Photographs courtesy of Andrew Buckle Photography



Stevenage Registrars, Danesgate House, Danesgate, Stevenage SG1 1WW

Telephone: 0300 123 4045 Fax: 01438 357197 - email: stevenage.registrars@hertfordshire.gov.uk

For up-to-date details of opening days and times, please visit www.hertfordshire.gov.uk/registrars

Watford Registration Office

The Orangery is a delightful ceremony room, previously forming part of the Grade II listed Little Cassiobury site.

The room is furnished with elegant simplicity and can accommodate 40 seated guests. It is flooded with natural light which streams in through three sets of arched french doors which open onto an attractive garden. Planted with shrubs and trees the outside area has a stone flagged patio complemented by bricked walkways and a pretty arbour with its own seating.

Both inside and out, The Orangery is a beautiful place which will ensure that you will have wonderful photographs of your special day. There is a CD and MP3 player for your music. Unfortunately, due to space restrictions, we cannot accommodate live music. You are welcome to have your photographer or videographer present during the ceremony. Car parking is available for your guests. Disabled access is good and toilet facilities are available.

For information on how to book the ceremony room in Watford, please see page 43.

Photographs courtesy of Andrew Buckle Photography



Watford Registrars, Watford Registration Office, 31 Hempstead Road, Watford WD17 3EY
Telephone: 0300 123 4045 Fax: 01923 630904 - email: watford.registrars@hertfordshire.gov.uk

For up-to-date details of opening days and times, please visit www.hertfordshire.gov.uk/registrars

Choosing an
APPROVED VENUE
in Hertfordshire



Andrew Buckle Photography

As an alternative to the registration offices, many couples choose to hold their ceremonies in licensed venues throughout the county.

There are more than 100 venues to choose from throughout Hertfordshire ranging in style from traditional stately homes and country house hotels to more unusual locations such as a rose garden or even a zoo.

A number of venues have outside structures licensed and these are all listed on page 41. Some venues offer extensive grounds for photo locations, others are more intimate for smaller ceremonies.

You may wish to make your choice based on location, in which case refer to pages 20 to 21 of this brochure where all the venues are listed and shown on the county map.

Your choice may also be influenced by style of venue or budget, and once again we can offer a wide choice. All the venues are listed along with their contact details on pages 22 to 23. Before choosing your preferred venue, you will need to check that they have availability on your chosen date.

Information on how to make a booking can be found on page 43.



Photographs on this page: Ergin Bells Photography

APPROVED VENUES AND REGISTRATION OFFICES

in the county of Hertfordshire

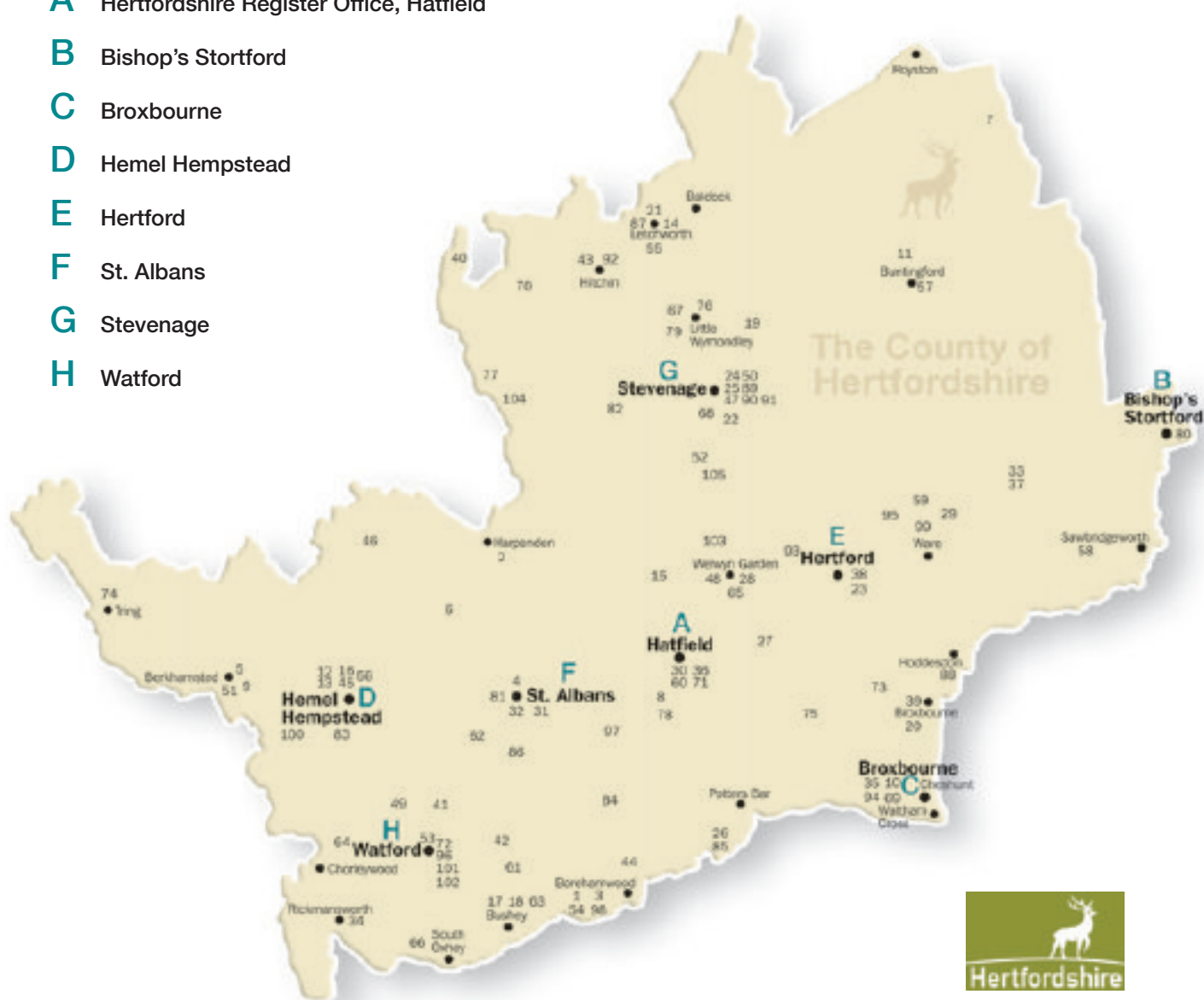
1	Aldenham School	01923 851660	54	Laura Ashley The Manor Elstree	0208 953 8227
2	Aldwickbury Golf Club	01582 760112	55	Letchworth Hall Hotel	01462 683747
3	Allum Lane Community Centre	0208 953 3415	56	Lockers Park School	01442 251712
4	Ardmore House Hotel	01727 859313	57	The Manor House	01763 272222
5	Ashridge	01442 841027	58	Manor of Groves	01279 600777
6	Aubrey Park Hotel	01582 792105	59	Marriott Hanbury Manor	01920 487722
7	Barley Town House	01763 849488	60	Mercure Hatfield Oak Hotel	01707 275701
8	Beales Hotel	01707 288500	61	Mercure London Watford	0208 901 0000
9	Berkhamsted Town Hall	01442 862288	62	Mercure St Albans Noke Hotel	01727 883281
10	Bishop's College	01992 785555	63	Metropolitan Police Bushey Sports Club	01923 243947
11	Bluntswood Hall (The Milling Barn)	01438 940940	64	Micklefield Hall	01923 778898
12	Boxmoor Hall	01442 233050	65	Mill Green Golf Club	01707 276900
13	Boxmoor Lodge	01442 230770	66	Moor Park Mansion	01923 773146
14	Broadway Hotel	01462 480111	67	Needham House	01462 417240
15	Brocket Hall	01707 368700	68	Novotel Stevenage	01438 346198
16	The Bury	0300 123 4045	69	The Octagonal Suite	0300 123 4045
17	Bushey Country Club	0208 950 2283	70	Offley Place	01462 768787
18	Bushey Hall Golf Club	01923 222253	71	The Old Courthouse	0300 123 4045
19	Chesfield Downs Golf Club	01462 482929	72	The Orangery	0300 123 4045
20	Cheshunt Marriott	01992 451245	73	Paradise Wildlife Park	01992 440494
21	The Cloisters	01462 678059	74	Pendley Manor	01442 891891
22	Coltsfoot Country Retreat	01438 212800	75	Ponsbourne Park Hotel	01707 876191
23	County Hall	0300 123 4045	76	The Priory, Little Wymondley	01438 748647
24	Cromwell Hotel Stevenage	01438 779954	77	Putteridge Bury	01582 489069
25	Danesgate House	0300 123 4045	78	Ramada Hatfield Hotel	01707 252400
26	Dyrham Park Country Club, Barnet	0208 440 3361	79	Redcoats Farmhouse Hotel	01438 729500
27	Essendon Country Club	01707 260360	80	Riverside House	0300 123 4045
28	The Fairway Tavern	01707 336007	81	St. Michael's Manor	01727 864444
29	Fanhams Hall	01920 460511	82	St. Paul's Walden Bury	01438 871218
30	The Garden Room	0300 123 4045	83	Shendish Manor	01442 232220
31	The Gardens of the Rose	0845 833 4344	84	Shenley Cricket Centre	01923 859022
32	The Gatehouse	0300 123 4045	85	The Shire London	0208 441 7649
33	Great Hadham Country Club	01279 843558	86	Sopwell House Hotel & Country Club	01727 864477
34	The Grove	01923 807807	87	Spirella Ballroom	01462 650136
35	The Halsey Centre	01992 621753	88	The Spotlight, Hoddesdon	01992 444504
36	Hatfield Park Old Palace & Riding School	01707 262055	89	Springfield House	01438 356705
37	Henry Moore Foundation	01279 843333	90	Stevenage Arts & Leisure Centre	01438 242637
38	Hertford Castle	01992 552885	91	Stevenage Golf & Conference Centre	01438 880223
39	Hertfordshire Golf & Country Club	01992 466666	92	The Sun Hotel, Hitchin	01462 432092
40	Hexton Manor	01525 877748	93	Tewin Bury Farm	01438 717793
41	High Elms Manor	01923 663875	94	Theobalds Park	01992 633375
42	Hilton Watford	01923 235881	95	Three Lakes Restaurant	01920 468668
43	Hitchin Priory	01462 420500	96	The Trilogy Function Suite	01923 257600
44	Holiday Inn Elstree	0208 214 9988	97	Tyttenhanger Park	01727 823633
45	Holiday Inn Hemel Hempstead	01442 206251	98	Village Hotel	0844 980 0302
46	Holiday Inn Luton South	0870 443 1781	99	Ware Priory	01920 460316
47	Holiday Inn Stevenage	01438 722727	100	The Watermill Hotel	01442 349955
48	Homestead Court Hotel	01707 324336	101	Watford Colosseum	01923 474100
49	Hunton Park	01923 277708	102	Watford Grammar School for Girls	01923 223403
50	Ibis Hotel (The Forum)	01438 779955	103	Welwyn Civic Centre	01438 716667
51	Kings Arms Hotel	01442 866595	104	The White Horse	01582 722855
52	Knebworth Park	01438 813825	105	Woolmer Green Village Hall	0370 777 6132
53	Langley Conference & Banqueting Suite	01923 218553			



M & G Photographic

REGISTRATION OFFICES

- A** Hertfordshire Register Office, Hatfield
- B** Bishop's Stortford
- C** Broxbourne
- D** Hemel Hempstead
- E** Hertford
- F** St. Albans
- G** Stevenage
- H** Watford



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Hertfordshire County Council, LA 076678, 99/04

APPROVED VENUES IN HERTFORDSHIRE

Aldenham School

Aldenham Road, Elstree WD6 3AJ.
01923 851660
www.aldenham-school.co.uk

Aldwickbury Golf Club

Piggottshill Lane,
Harpenden AL5 1AB.
01582 760112
www.aldwickburyparkgolfclub.co.uk

Allum Lane Community Centre

2 Allum Lane, Elstree WD6 3PJ.
0208 953 3415
www.allumhall.co.uk

Ardmore House Hotel

54 Lemsford Road,
St. Albans AL1 3PR.
01727 859313
www.ardmorehousehotel.co.uk

Ashridge

Berkhamsted HP4 1NS.
01442 841027
www.ashridgehouse.org.uk

Aubrey Park Hotel

Hemel Hempstead Road,
Redbourn AL3 7AF.
01582 792105
www.iconhemelhempsteadhotel.co.uk

Barley Town House

Church End, Barley,
Royston SG8 8JR.
01763 849488
www.barley-village.co.uk/
town_house.htm

Beales Hotel

Comet Way, Hatfield AL10 9NG.
01707 288500
www.bealeshotels.co.uk

Berkhamsted Town Hall

196 High Street,
Berkhamsted HP4 3AP.
01442 862288
www.berkhamstedtownhall.co.uk

Bishop's College

Borough Offices, Churchgate,
Cheshunt EN8 9XQ.
01992 785555
www.broxbourne.gov.uk

Bluntswood Hall (The Milling Barn)

Throcking, Buntingford SG9 9RN.
01438 940940
www.millingbarn.co.uk

Boxmoor Hall

St Johns Road,
Hemel Hempstead HP1 1JR.
01442 233050
www.boxmoorhall.co.uk

Boxmoor Lodge

London Road,
Hemel Hempstead HP1 2RA.
01442 230770
www.boxmoorlodge.co.uk

Broadway Hotel

Broadway,
Letchworth Garden City SG6 3NZ.
01462 480111
www.broadwayhotel.co.uk

Brocket Hall

Welwyn AL8 7XG.
01707 368700
www.brocket-hall.co.uk

Bushey Country Club

High Street, Bushey WD23 1TT.
020 8950 2283
www.busheycountryclub.com

Bushey Hall Golf Club

Bushey Hall Drive,
Bushey WD23 2EP.
01923 222253
www.busheyhallgolfclub.co.uk

Chesfield Downs Golf Club

Jacks Hill, Graveley,
Nr Stevenage SG4 7EQ.
01462 482929
www.chesfielddownsgolf.co.uk

The Cloisters

Barrington Road,
Letchworth Garden City SG6 3TH.
01462 678059
www.thecloistersletchworth.co.uk

Cheshunt Marriott

Halfhide Lane, Turnford,
Broxbourne EN10 6NG.
01992 451245
www.marriott.co.uk/cheshunt

Coltsfoot Country Retreat

Coltsfoot Lane, Bulls Green,
Datchworth, Stevenage SG3 6SB.
01438 212800
www.coltsfoot.com

Cromwell Hotel Stevenage

High Street, Old Town,
Stevenage SG1 3AZ.
01438 779954
www.akkeronhotels.com

Dyrham Park Country Club

Galley Lane, Barnet EN5 4RA.
020 8440 3361
www.dyrhampark.com

Essendon Country Club

Bedwell Park, Essendon AL9 6HN.
01707 260360
www.essendoncc.co.uk

The Fairway Tavern

Old Hems Lane,
Welwyn Garden City AL7 2ED.
01707 336007
www.fairwaytavern.co.uk

Fanhams Hall

Fanhams Hall Road,
Ware SG12 7PZ.
01920 460511
www.ehvenues.com

The Gardens of the Rose

Chiswell Green Lane,
St. Albans AL3 3NR.
0845 833 4344
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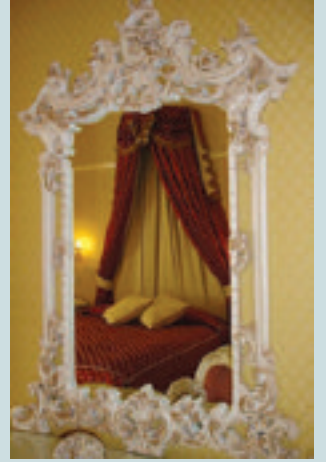


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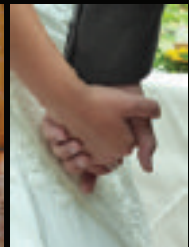
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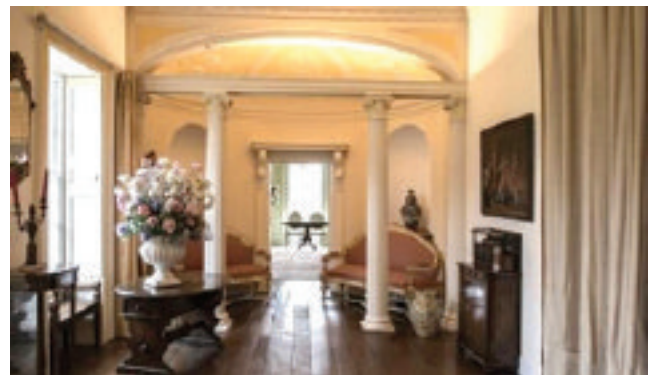
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OUTSIDE CEREMONIES



Many couples are keen to have their wedding ceremony outside. The law states that a legal marriage ceremony must be performed within a permanent structure which some of our approved venues and registration offices are able to offer. These outdoor locations are situated in gardens, by lakes or even woodland. Of course due to the nature of the British climate they also have rooms inside on standby!

All our approved venues with outside structures for ceremonies are listed opposite. It is also possible to be married outside at The Hertfordshire Register Office in Hatfield or at Stevenage Registration Office.

When making a booking for an outside wedding, the venue or registration office will also have a room inside for the same number of guests in case weather conditions are not suitable. The venue will make a decision about two hours before the ceremony is due to start whether conditions are suitable. However, the Registrars will make the final decision using their experience to consider the safety and welfare of you and your guests, as well as the protection of the Marriage Register, which is the official record of your marriage and, as a legal document, cannot be damaged. Inclement weather conditions may include not only rain, but air temperature, lack of shade and ground conditions.

Because it is impossible to predict the weather in this country, please consider being able to be outside for your ceremony as a possible bonus. The most important thing on your wedding day is the fact you are getting married!



Photographs on this page: Jodie Allen Photography



Jodie Allen Photography

VENUES THAT CURRENTLY HAVE LICENSED OUTSIDE STRUCTURES

Ardmore House Hotel

Ashridge

Bluntswood Hall (The Milling Barn)

Bushey Hall Golf Club

Cheshunt Marriott Hotel

The Fairway Tavern

Fanhams Hall

Great Hadham Country Club

Hexton Manor

High Elms Manor

Hunton Park

Knebworth Park

Letchworth Hall Hotel

Manor of Groves

Micklefield Hall

Needham House

The Old Courthouse

Offley Place

Paradise Wildlife Park

Ponsbourne Park

The Priory, Little Wymondley

St Michael's Manor

St Pauls Walden Bury

Shendish Manor

Shenley Cricket Centre

Sopwell House

The Spotlight

Springfield House

Tewin Bury Farm

Theobalds Park

Three Lakes Restaurant

The Watermill Hotel

Hatfield Register Office (The Garden Room)

Stevenage Registration Office (Danesgate House)

List correct at time of print - July 2016.

ANYWHERE CEREMONIES

If you have your heart set on having your ceremony somewhere that is not approved, or out in the open air, we can offer you a celebratory ceremony anywhere in Hertfordshire. Your celebratory ceremony can take place at a favourite location, for example, within the grounds of one of our approved venues, an unlicensed venue, a marquee in your own garden, a woodland setting or aboard a boat. As there is no requirement for a celebratory ceremony to take place inside, the possibilities are endless.

Before a celebratory ceremony can take place you must have been legally married, then you are free to have the celebratory ceremony anywhere in Hertfordshire. Many ceremonies that take place abroad follow this format, with the legal requirements being completed in a Town Hall before an official and then the celebratory ceremony elsewhere such as on a beach or at a mountain top chapel.

We can arrange both ceremonies for you and tailor the celebratory ceremony to make it unique and special for you.

If you have recently been married abroad or had a legal ceremony elsewhere in this country, we can offer you a celebratory ceremony with all your family and friends anywhere in Hertfordshire.

For more information about our celebratory ceremonies please email registrars.admin@hertfordshire.gov.uk or telephone **0300 123 4045**.



ANYTIME CEREMONIES

Following changes in the law regarding what time of day you can get married, Hertfordshire Registration Service are now able to offer ceremonies in our approved venues at any time, subject to agreement by us and the venue.

There may be plenty of reasons why you would wish to have a ceremony at any time.

You may envisage your legal ceremony taking place in the early evening, immediately followed by a celebration party, or you may have always had your heart set on a later evening romantic candlelight ceremony. Perhaps budget restraints mean that a later ceremony and evening reception are a more viable option, or you don't want the traditional wedding breakfast, but an informal party instead. Maybe your chosen venue is only available later in the day.

If you wish to have a ceremony outside the traditional times of 9.00am and 5.00pm, you should initially contact the approved venue where you intend to hold your ceremony; then provisionally book a time with the venue that fits in with your plans. You will then need to contact us for more information about our anytime ceremonies by email at registrars.admin@hertfordshire.gov.uk or telephone **0300 123 4045**.



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HOW TO BOOK YOUR CEREMONY

First of all, decide where you wish to be married.

If this is at a registration office, contact us to book the date, time and place. If you choose an approved venue check available dates and / or provisionally book with them before contacting us to book the Registrars.

Telephone our central number on **0300 123 4045** where a team dedicated to making bookings will advise you on availability and will be able to book the date for you. You are welcome to book well in advance, even though you will only be able to complete the legal formalities for marriage within 12 months of the ceremony. If either or both of you are subject to immigration control please call **0300 123 4045** for advice regarding booking.

We will then send you a provisional booking letter advising of the timescale within which you must give your legal notice of intention of marriage (please see *page 44 for details on how to do this*). If you need to attend a Hertfordshire office to give notice, you can book this appointment online at www.hertfordshire.gov.uk or by telephoning **0300 123 4045**.

Once the provisional booking has been made with the Registration Service, you should then go back and confirm with the venue if the ceremony is to be held at one of our approved premises.



LEGAL PRELIMINARIES TO MARRIAGE

Giving notice of marriage

Each person who wishes to marry in England or Wales must attend in person to give a notice of their intention to marry.

If you live anywhere in the county of Hertfordshire and you are either British or EEA nationals you may choose to give your notices at any Hertfordshire Registration Office. You can book an appointment online at www.hertfordshire.gov.uk/registrars or by telephoning **0300 123 4045**. However, if your ceremony is taking place in Hertfordshire but you reside outside the county, you will be required to give your notices in the registration district in which you live.

If either or both of you are non-EEA nationals and subject to immigration control you must attend together to give notice at a designated register office in England or Wales. Please telephone **0300 123 4045** for advice on which office you can attend.

The Home Office immigration service can also offer advice and there is a website with useful information.

Notice can be given up to 12 months prior to your wedding, so although you may book your ceremony more than a year ahead, you will be advised when and where to give notice. Usually this must be a minimum of 28 clear days before the ceremony, however the notice period may be extended to 70 days in certain circumstances, if either or both of you are subject to Home Office immigration control. You must have lived in the area for a minimum of seven clear days before giving notice.

The current statutory fee for notices is £35.00 each or £47.00 each if one or both parties are subject to the Home Office referral and investigation scheme.



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Documents you need to provide

Everybody giving notice must provide indisputable evidence of their name, date of birth and nationality. You must also provide evidence of the address that you are residing at. If you are a non-EEA national you will also have to provide evidence of settled status. If this is not provided then you and your partner will automatically be referred to Home Office immigration and the notice waiting period may be extended up to 70 clear days.

Proof of identity:

If you are a British citizen you will be required to produce **one** of the following:

- Valid passport.
- A British birth certificate plus additional evidence showing the current use of the name and surname i.e. valid driving licence, bank or building society statement dated no more than one month before the date notice is given, utility bill (gas, water or electricity) dated no more than three months before the date notice is given, council tax bill or mortgage statement dated no more than one year before the date notice is given, or a current tenancy agreement. If you were born after 1st January 1983 you will also have to provide evidence of your parents' nationality at the time of your birth. Please refer to our website www.hertfordshire.gov.uk/registrars or call **0300 123 4045** for further advice.
- Certificate of registration or naturalisation as a British citizen granted by the Secretary of State with additional evidence showing the current use of the name and surname as detailed above.

If you are an EEA national you will be required to produce **one** of the following:

- Valid passport.
- Valid national identity card issued by an EEA state or Switzerland.

If you are a non-EEA national you will be required to produce **one** of the following:

- Valid Passport.
- Valid Biometric Immigration document.
- Valid travel document issued by the Home Office.
- Evidence of immigration status in the form of Indefinite Leave to Remain (ILR), Indefinite Leave to Enter (ILE) or a current EEA family member resident permit with ILR or ILE.
- Passport sized photos of you and your partner.

Proof of address:

You must produce **one** of the following:

- Utility bill (gas, water or electricity) dated no more than three months before the date notice is given.
- Bank or building society statement dated no more than one month before the date notice is given.
- Council tax bill or mortgage statement dated no more than one year before the date notice is given.
- Current residential tenancy agreement.
- Valid UK driving licence showing current name and address given at notice.
- Letter signed by the owner or proprietor confirming that you have resided at the address for at least seven days immediately prior to giving notice. They must also confirm that they are the owner or proprietor of the property and include their own name and address.

Marital status:

You will also be asked to confirm your marital status. If you have been married or have entered into a civil partnership before, we must see evidence that this relationship is legally over. This is usually in the form of a death certificate of your late spouse or partner, a decree absolute issued by the divorce court, or a civil partnership final order. If this document is in a foreign language we will need a certified translation into English as well as the original document. In some circumstances the document may need to be referred to the General Register Office.

Change of name:

If you have changed your name you will need to produce evidence of the change such as a Deed Poll or Change of Name Deed.

Up to date information can be found at www.gov.uk/marriages-civil-partnerships/overview regarding required documents.

Please note all documents must be originals, not photocopies. If you do not produce the required documents at your appointment it may result in the Registrar being unable to attest your notice.

Should you require any advice regarding documents please call **0300 123 4045**.

After giving notice of marriage

Notices will be displayed publicly in the Register Office at Hatfield for the statutory 28 clear days, then on the 29th day the authorities may be issued. If the notice period has been extended to 70 days they will be issued on the 71st day. An authority will be issued for each party to a marriage.

If you are getting married in a different registration district the authority will usually be printed by them. If you are getting married in a church, we will advise you whether the authorities will need to be collected and by whom.



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HOW TO PLAN YOUR CEREMONY

As soon as you have completed the formal legalities by giving your notices of marriage, you will be provided with a copy of the Hertfordshire Marriage Ceremony Brochure to enable you to put together a ceremony which is very personal to you.



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Here in Hertfordshire we recognise that everyone is an individual with different ideas, tastes and budgets and you will have already seen how much choice there is on offer when arranging your special day. We aim to continue to make available a ceremony tailor made for you. Just as no two couples are the same, no two ceremonies need be the same. There are many choices and options for you to choose from, enabling you to achieve the ceremony which is exactly right for YOU!

First of all, you can decide if you would like to have a very plain and simple ceremony or a very elaborate one; or something in between. All the usual options are available to you, such as being 'given away', having readings or songs as part of the ceremony, exchanging rings and so on, but now we are giving you the chance to create a unique ceremony.

If you are getting married in one of our approved venues or having a celebration ceremony elsewhere, we will be pleased to help you with the planning of your ceremony. We will arrange a meeting with you a month or so before the big day



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when you can tell us of all your choices and the ceremony will be devised. However, by the time you come to see us for your planning meeting you should have made your choices and ticked the boxes! Only the words printed in **bold type** must be included in the marriage ceremony in order for you to be legally married, so everything else is entirely up to you. Before you come in for the planning meeting you will also need to consider things such as who will escort you into the marriage room, how many bridesmaids and page boys?

For weekday weddings in one of our Registration Offices, you will be provided with a planning sheet to complete informing us of your choices instead.

Of course you are not obliged to use our suggestions; you are very welcome to find readings and music from elsewhere. However if you do, please be aware that by law we may not include anything with a religious connotation.

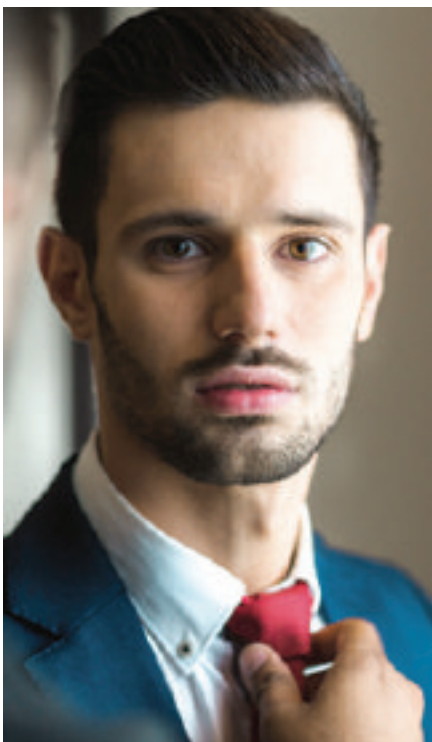


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THE DAY HAS ARRIVED

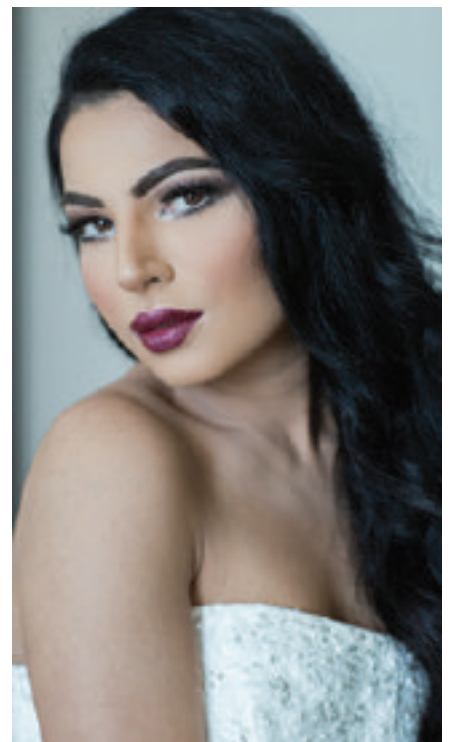
After all the planning the moment is almost here, so to ensure your day runs smoothly this is what happens and when.



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M & G Photographic



Dilraj Farookh Photography

ARRIVAL

Please ensure you arrive on time so the ceremony can start at the time you have booked, as the Registrars will have other ceremonies to attend. Your guests will need to arrive about 30 minutes beforehand to ensure your ceremony starts on time. When planning your journey make allowances for any possible traffic delays, parking or pre-wedding photos.

Before the ceremony starts the Registrars will need to see each of you privately to check through your details and ensure everything is recorded correctly. If you are being seen together this will be about 15 minutes before the ceremony, if you wish to be seen separately this will be 30 minutes and 10 minutes beforehand. This is an opportunity to remind you what you will be saying and answer any last minute questions you may have. The Registrars will also explain to the escorts and anyone giving a reading what they need to do to ensure the ceremony runs smoothly.



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THE CEREMONY

Don't worry about being nervous as the Registrars will guide you through the ceremony, so even if you forgot everything that we told you beforehand, or can't remember the words, they will help you every step of the way.

The ceremony will commence with an introduction by the Registrar, followed by the legal declaratory and contractual words which you will be asked to repeat in turn. You will have chosen some words to be said about the commitment and the meaning of marriage and possibly readings to enhance the ceremony. Finally, you will be able to make promises to each other and exchange rings before you are declared to be legally married.

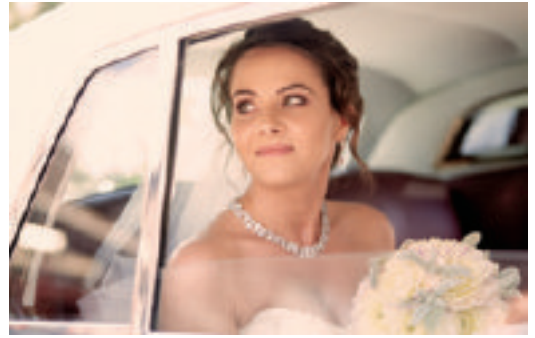
You will then be asked to check the entry in the marriage register and then both sign, followed by your witnesses and then the Registrars.

PHOTOGRAPHS & VIDEO

The Registrars will speak to your appointed photographer and guests regarding any restrictions when taking pictures during the ceremony. Due to data protection it is not permissible to take pictures of the actual Register when it is being signed, but there will be a blank Register and pen for you to pose with for photographs afterwards. The same restrictions will apply to video cameras.

AND FINALLY....

Following the photographs, the Registrar will present you with the marriage certificates and invite your guests to join in congratulating you as a married couple as you walk back down the aisle.



FREQUENTLY ASKED QUESTIONS

I UNDERSTAND THAT MY PARTNER AND I MUST BE INTERVIEWED BY THE REGISTRAR PRIOR TO THE CEREMONY BUT WE DON'T WANT TO SEE EACH OTHER UNTIL I WALK DOWN THE AISLE. CAN WE ARRANGE THIS?

We can conduct the interviews separately, both at the venues and at our offices, so one of you should arrive 30 minutes before the ceremony is due to start and the other 10 minutes before. Ask your guests to arrive 30 minutes early in order to be seated in the ceremony room, then no-one else will see you until you make your entrance.

CAN I HAVE MY CEREMONY IN AN UNLICENSED PREMISE OR IN THE OPEN AIR?

A civil ceremony may only take place either in a register office or an approved premise. However we are pleased to be able to offer a celebration marriage ceremony anywhere which will enable you to have your legal ceremony first in a registration office, followed by a ceremony to celebrate your marriage anywhere in Hertfordshire. Please see page 42 for further information.

CAN MY FATHER WALK ME DOWN THE AISLE AND GIVE ME AWAY?

Yes he can, or you may choose another relative or friend to escort you. You may also choose to be accompanied by bridesmaids and/or pageboys.

CAN I ARRIVE FASHIONABLY LATE?

Whilst brides are notoriously depicted on television and in films arriving late, this is definitely not the case in reality. Please ensure you arrive on time so the ceremony can start at the time you have booked, as the Registrars will have other ceremonies to attend. Make sure you allow enough time to get ready and to cope with any traffic delays and ask your guests to do the same. Then you can have the enjoyable and relaxed ceremony that you have planned.

I AM VERY NERVOUS ABOUT SAYING THE WORDS - WHAT IF I CAN'T REMEMBER THEM?

Don't worry, you don't need to learn or try to remember everything you say, as you will be asked to repeat everything after the Registrar, just a few words at a time. Even if you were to make a mistake they would just say them again for you. The most you will have to say on your own is "I do"!



WHAT IF I GET A FIT OF THE GIGGLES?

Sometimes our emotions can take us by surprise and both laughter and tears are part of the same emotion. Rest assured, the Registrars are very experienced at dealing with both and will help you overcome it by giving you time to compose yourself and carry on. Most couples find themselves so busy concentrating on what the Registrar is telling them to do that they sail through the ceremony without any problems!

CAN WE WRITE OUR OWN VOWS?

You must repeat the legal words to contract your marriage but you are welcome to make your own promises when you exchange rings or gifts. The Registrar will need to approve a copy of these first. As these are your personal promises, it is advisable to have them written on prompt cards rather than repeat them after the Registrar.

CAN WE HAVE READINGS AT OUR CEREMONY?

We have a wide selection of suitable readings in our ceremony brochures. If you wish to choose a reading from elsewhere or to have one especially written for you, the Registrar will need to approve it first. Remember, you may not have a reading with any religious content.

MAY WE CHOOSE OUR OWN MUSIC FOR THE CEREMONY?

You may not have religious music but that leaves you plenty of choice from classical wedding music, to popular songs, live or recorded.

HOW DO WE SIGN THE REGISTER?

The Registrar will ask you to check the Register entry and sign with your current signatures (even if you are going to change your name).

WHO CAN WE HAVE AS OUR WITNESSES?

You may choose relatives or friends as long as they understand English and understand the nature and purpose of the ceremony. You must have two witnesses.

MAY OUR GUESTS THROW CONFETTI?

Confetti is traditional. If your ceremony is to be held at an approved venue you should check with them. All Hertfordshire offices are happy for your guests to shower you with confetti once you are outside. We prefer the paper biodegradable type and if your guests forget to bring it with them we always have it available to purchase.

WE HAVE ALREADY HAD A CIVIL PARTNERSHIP CEREMONY – HOW DO WE CONVERT THIS TO A MARRIAGE, AND CAN WE HAVE ANOTHER CEREMONY?

Since 10th December 2014, any couples who have registered their Civil Partnership in England and Wales can now convert their Civil Partnership into a Marriage. The conversion can take place at any Hertfordshire Registration Office, even if you did not originally register your partnership in Hertfordshire. Please call **0300 123 4045** for further information. If you wish to have a ceremony to celebrate your new marital status, Hertfordshire Registration Service is proud to offer a Bespoke Conversion Ceremony which can be booked for a later date at any Hertfordshire Registration Office, or any approved venue within Hertfordshire. Please contact **0300 123 4045** for further details.



M & G Photographic



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COUNTDOWN TO YOUR WEDDING

Once you have decided to get married, there will probably be many plans to make. The planner opposite may be useful to help you with this.
Keep it handy as a checklist until the big day.



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AS SOON AS YOU DECIDE YOU ARE GETTING MARRIED:

- Decide on the type of ceremony i.e. civil or religious. If civil, decide between a licensed venue and register office
- If you choose a civil ceremony, provisionally book the Registrars for a licensed venue or register office. If you choose a religious ceremony contact the church
- Book reception if in a different location to the ceremony
- Check legal requirements such as residency and documents required (see page 45)
- Establish a budget for the whole event
- Make a provisional guest list so that you can estimate numbers for both the ceremony and reception – this will help you choose the right size and style of venue according to numbers and budget
- Arrange wedding insurance

12 MONTHS BEFORE:

- Arrange to give notice for a civil ceremony or if the church have advised you to do so (see page 44)
- Book photographers, florist, transport etc (see the adverts on pages 61 to 67)
- Start looking for your outfits!
- Choose your key supporters – such as witnesses, best man, bridesmaids, ushers
- Book Honeymoon – if you wish to travel in your new name, you can change your passport up to three months before your wedding (see page 55)

6 MONTHS BEFORE:

- Choose a style of cake and order
- Start looking for outfits for attendants. Don't forget the Mums – they may like to liaise to make sure their outfits don't clash, or worse still buy the same thing!
- Order invitations and other stationery. Check the address details for the location carefully - an incorrect postcode could send all guests using sat nav to the wrong place!
- Discuss your flower requirements with your florist
- Start choosing music and readings for your ceremony
- Decide on catering and discuss with caterers or venue if applicable
- Compile a gift list

3 MONTHS BEFORE:

- Buy rings
- If you haven't done so already, send out invitations, keeping a list of who you have sent them to
- Book accommodation for yourselves if necessary
- Organise accommodation for guests if required
- Apply for your passport if you are changing your name upon marriage or civil partnership and wish to go on Honeymoon in your new name (see page 55)
- Arrange for any visas and vaccinations required for the honeymoon
- Discuss hairstyles and make up with stylists and arrange trial runs for both

2 MONTHS BEFORE:

- Arrange planning meeting with the Registrar or Minister
- Choose thank you gifts for your wedding party
- Arrange table decorations and décor for the reception
- Confirm numbers and menu
- Hold hen and stag parties

1 MONTH TO GO:

- Finalise numbers
- Make a seating plan
- Arrange final fittings
- Remind key guests of their duties on the day, such as speeches

2 WEEKS TO GO:

- Wear shoes around the house to break them in
- Order foreign currency for honeymoon if required
- Double check all clothes and accessories
- Collect any stationery such as place cards

1 WEEK TO GO:

- Final phone calls to check suppliers
- Check travel documents for honeymoon

THE DAY HAS ARRIVED!

- Make sure you eat breakfast
- Leave the best man, bridesmaids, ushers and Registrars to do their jobs
- Most important of all, relax and enjoy your day!

A RELIGIOUS MARRIAGE

If you wish to be married in the Church of England or the Church in Wales, you must contact the Vicar. If able to marry you, the Vicar will arrange for the Banns to be called, or for a common licence to be issued. These marriages will always be registered by the Vicar and unless one or either of you are subject to immigration control or have been asked particularly to contact the Register Office, we would not expect to be involved.



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If you wish to be married in a church or building of any other religious denomination, you will need to give Notice of Marriage to the Superintendent Registrar of the district in which you live. At least one of you must be resident in the district where the church is situated. However, even if the church or building is outside your district of residency, you may still marry there if it is the usual place of worship of one or both of you. The final decision rests with the incumbent. If you need to give your notice in Hertfordshire you can book online at www.hertfordshire.gov.uk/registerars or by telephoning **0300 123 4045**. Please see page 44 for information regarding giving notice.

After you have given notice at the Register Office, the Registrar will advise you when and where your authorities to marry will be issued and who will be authorised to collect them.

The church or religious building will usually have an Appointed Person who will register your marriage. If this is not the case and you need to have a Registrar to register your wedding, you must arrange this with the Register Office of the district where the building is situated. This should be done as far in advance as possible to ensure there is a Registrar available by calling **0300 123 4045**.

WEDDINGS ABROAD

If you wish to marry abroad according to the laws of that country, you must ensure that you find out and follow the regulations. To marry in another country, there may be minimum residency requirements and this time should be built into the overall length of your stay. Most countries will need to see certain documents; your travel agent will be able to tell you exactly which are required.

In some cases you will be asked for a certificate of no impediment. This can be obtained by giving notice to your local Register Office and you must give up to 28 clear days notice before the certificate can be issued. Although there is no expiry date printed on these authorities, different countries have their own rules and the certificate may only be valid for a three month period from the date of giving notice.

CHANGES TO YOUR PASSPORT

If you wish to change the name on your passport for use immediately after your wedding or civil partnership, the Passport Office will either issue a new standard UK passport which will be valid from the date of the ceremony, or will amend your existing passport to show your future name. Neither of these will be issued more than three months prior to the ceremony.

Application forms can be obtained from the Post Office or online. Once your notices have been given, the forms can be filled in by the applicant and the Minister of Religion or Registrar who is to conduct the ceremony. The forms should then be sent to the Passport Office together with the application for a passport or amendment to a passport.

If you are going abroad on honeymoon, remember to book air tickets etc. in the name you will have in your passport at the time of travelling.



RE-REGISTRATION OF YOUR CHILDREN



If the parents of a child born in England or Wales have entered into a marriage with each other since the birth, it is a legal requirement to re-register the child's birth. If the child was born elsewhere, the parents should contact the consul for that country to see if re-registration is required.

A new birth record will be created showing the child as a child of the parent's marriage, replacing the original registration and all future copy birth certificates will be issued from this new record.

If you have any children between you, please ask the Registrar for further information.

CIVIL PARTNERSHIPS

Since 29th March 2014 same sex couples have been able to choose between marriage and civil partnership. Both give couples the same rights and obligations, and a table of Comparison of Civil Partnership and marriage for same sex couples can be found on the website www.gov.uk

For a civil partnership there is no legal requirement to hold a 'ceremony' or to speak aloud any words, however most couples wish to have a ceremony to celebrate their partnership and we are very happy to help arrange that. Ceremonies may be held in any of the district Registration Offices or at any of the approved venues which you will find listed on pages 22 to 23.

If you wish to make a booking, please refer to the guidance on page 43. The legal preliminaries to civil partnerships are the same as those shown for marriage on pages 44 to 45.

The Partnership Ceremony

If you have decided to have a ceremony we will give you guidance and options; you may include vows to each other, exchange of rings or gifts, music and readings. We will be pleased to help and advise you to create a ceremony that feels right for you both.

Your ceremony will be the focal point of a very special day. There are no compulsory words, so you have a wide choice of words you may wish to say. However, it is important to have a structured and formal ceremony as this confirms your commitment to each other in front of your invited guests.



We can help and advise you on putting your ceremony together. At the end of the ceremony, once the official form has been signed by you and your witnesses, the certificates of partnership can be produced. These are the legal documents which prove your new status.

Converting a civil partnership to marriage

Since 10th December 2014 couples have been able to convert their civil partnership into a marriage. For further information on how to do this please visit our website at www.hertfordshire.gov.uk/registrars

If you wish to have a ceremony to celebrate your new marital status, Hertfordshire Registration Service is proud to offer a Bespoke Conversion Ceremony which can be booked for a later date at any Hertfordshire Registration Office, or any approved venue within Hertfordshire. Please call **0300 123 4045** for further details.

RENEWAL OF VOWS

We are delighted to be able to offer renewal ceremonies to any couple who have already contracted a marriage or civil partnership and wish to reaffirm their vows to each other.

There are many reasons why a couple may choose to renew their commitment to each other. Most obviously a ceremony will be held to celebrate a special anniversary such as the tenth, silver, pearl, ruby or gold. Some couples may have had a ceremony abroad and wish to have another celebration to include family and friends who could not attend the original ceremony. Other couples may have been through some difficult times such as ill health and now wish to reaffirm their commitment to each other.

As there is no legal aspect to a renewal ceremony, they can be held anywhere that is suitable. You may hire one of our Registration Office ceremony rooms, book one of the licensed venues or use somewhere else such as a village hall, or your own garden.



We have conducted Renewal Ceremonies in some beautiful places such as woodlands, gardens, teepees and even in a circus ring!

We have created different ceremonies which we feel will cover the various scenarios, whilst still offering you the choice to enhance your ceremony with music and readings.

To book a ceremony anywhere within Hertfordshire please call **0300 123 4045** where a team, dedicated to making bookings, will advise you on staff availability at the office for your area and will be able to book the date for you. You will then be asked to pay a deposit after which you will be sent our ceremony brochure containing all the information you need to plan your ceremony.

Once you have decided upon your choices, we invite you for a meeting at the office providing the Celebrant for the ceremony to discuss the arrangements. We will ask you to pay the remainder of the fee at the meeting.

Fees vary according to the day, time and venue, please contact our administration team or see our website www.hertfordshire.gov.uk/registrars



CIVIL NAMING

A Civil Naming Ceremony is a non-religious alternative for your family, to welcome children into the family, whether a new baby or an older child. The child's name is confirmed and the parents declare promises of their commitment to giving their child a caring and loving home. Other adults make promises to support the parents in both the physical and moral aspects of life. For everyone involved, making these promises publicly gives them more weight and importance. If the child is lucky enough to have grandparents, they too may make promises to assist in the upbringing of the child. Even older siblings can be included and make promises to their little brother or sister.

In order to incorporate all these aspects we have devised choices for you to put together a formal ceremony with all the options you wish to include. It is nice to add some readings to the ceremony. If one or more of your guests read these, family or friends, it can be very personal and meaningful to you all. Music may also be included, either at the beginning and end or as part of the ceremony itself.



Civil Naming ceremonies may be held anywhere that is suitable. You may hire any one of the Registration Offices, book one of the licensed venues or indeed use a village hall, your own garden or a marquee. Because there is no legal aspect to this ceremony you are not tied to a particular venue or form of words; however the ceremony is conducted by an experienced Celebrant from the Registration Service.

To book a ceremony anywhere within Hertfordshire please call **0300 123 4045** where a team, dedicated to making bookings, will advise you on staff availability at the office for your area and will be able to book the date for you. You will then be asked to pay a deposit after which you will be sent our ceremony brochure containing all the information you need to plan your ceremony.

Once you have decided upon your choices, we invite you for a meeting at the office providing the Celebrant for the ceremony to discuss the arrangements. We will ask you to pay the remainder of the fee at that meeting. Fees vary according to the day, time and venue, please contact our administration team or see our website www.hertfordshire.gov.uk/registrars



CHANGING YOUR NAME AFTER MARRIAGE

Although there is no legal requirement to change your name after marriage, many people wish to do so. Most organisations are happy to accept a copy of your marriage certificate in order to change your name, provided that you are changing to your partner's surname as shown on the marriage certificate. However, if you decide to 'double-barrel' your names or merge the two names together some organisations will require a Change of Name Deed. You will need to check with each individual what their requirements are. The sort of organisations that you may need to contact are:

- Bank and Building Societies
- Benefits Agency (Department for Work and Pensions)
- Children's school or child care provider
- Council tax office
- Credit card companies
- Dentist
- Doctor and Hospital
- Driving Licence and vehicle registration DVLA
- Employer
- Finance and loan companies
- Inland revenue
- Insurance companies (car, medical, property, home contents and life)
- Internet services provider
- Library
- Loyalty cards
- Mail order companies
- Mortgage provider
- Motor insurance and breakdown associations
- Opticians
- Passport (please see page 55 for details)
- Pension provider
- Premium bonds
- Professional institutes and trade unions
- Rental companies
- Satellite or cable television company
- Savings and investments - ISA's and shares
- Sports and social clubs
- Store cards
- Telephone supplier
- Utilities (electricity, gas, water)

If you require further copies of your marriage certificate in order to make changes, they can be obtained in the first instance from the registration office or church that conducted the ceremony; or if the Register has been archived from our Registration Certificate Archive in Hatfield.

If you do need a Change of Name Deed please see below for further information.

CHANGE OF NAME DEED

We are pleased to offer an efficient and personal Change of Name Deed service by appointment at our office based in Hatfield.

In the UK, British citizens can change their name, perfectly legally, without drawing up a formal record. However, in order to make the new name officially accepted, many organizations such as banks, building societies and the Passport Agency require some form of 'proof' of the name change so an official Change of Name Deed is necessary. Foreign nationals living in the UK must check with their own national authorities to ensure they will accept the change. A Change of Name Deed is an acceptable document to prove a person has changed their name and must be used in conjunction with their birth certificate. When deciding on your chosen name, the new name must not be rude or

offensive, neither can it be used to create an impression of an inherited or awarded title such as Sir, Dame, Lord, Lady etc., nor be chosen with the intent to defraud.

A Change of Name Deed will be prepared and witnessed by a trained Registration Officer and you will receive your Deed at the end of your appointment. Your fee to us will provide you with an original Deed plus one certified copy which will have the same legal standing as your original Deed. Additional certified copies are available at the time of your appointment and an archived copy of your Deed will be kept should you require any further copies in the future.

For more information or to obtain an application form please contact: The Citizenship Unit, Hatfield **01707 897396** or email: citizenship.unit@hertfordshire.gov.uk



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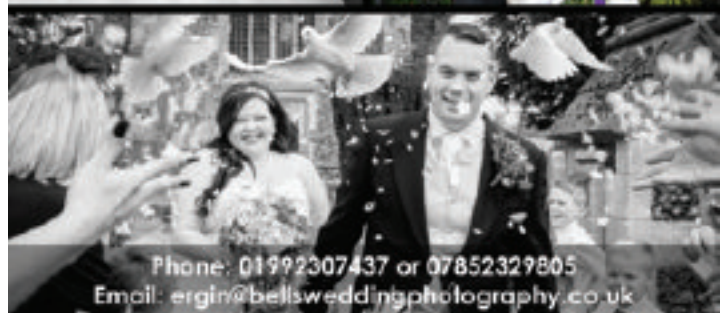
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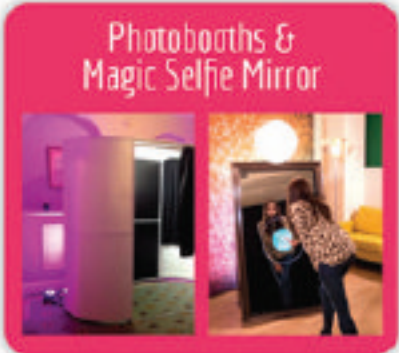


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