Your guide to
GETTING MARRIED IN HERTFORDSHIRE
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.
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.
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.

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.

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.

Now read on... and discover the endless possibilities to create your perfect Hertfordshire Celebration!
Choosing a
REGISTRATION OFFICE
in Hertfordshire
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

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.
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.
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.
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.
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.*

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*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
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.
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 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
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.
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
Choosing an APPROVED VENUE in Hertfordshire
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
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REGISTRATION OFFICES

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B  Bishop’s Stortford
C  Broxbourne
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E  Hertford
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G  Stevenage
H  Watford
## APPROVED VENUES IN HERTFORDSHIRE

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<th>Phone Number</th>
<th>Website</th>
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<tr>
<td>Aldenham School</td>
<td>Aldenham Road, Elstree WD6 3AJ.</td>
<td>01923 851660</td>
<td><a href="http://www.aldenham-school.co.uk">www.aldenham-school.co.uk</a></td>
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<tr>
<td>Aldwickbury Golf Club</td>
<td>Piggott Lane, Harpenden AL5 1AB.</td>
<td>01582 760112</td>
<td><a href="http://www.aldwickburyparkgolfclub.co.uk">www.aldwickburyparkgolfclub.co.uk</a></td>
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<td>Allum Lane Community Centre</td>
<td>Allum Lane, Elstree WD6 3PJ.</td>
<td>0208 953 3415</td>
<td><a href="http://www.allumhall.co.uk">www.allumhall.co.uk</a></td>
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<tr>
<td>Ardmore House Hotel</td>
<td>Hemel Hempstead Road, St Albans AL1 3PR.</td>
<td>01727 859313</td>
<td><a href="http://www.ardmorehousehotel.co.uk">www.ardmorehousehotel.co.uk</a></td>
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<tr>
<td>Ashridge</td>
<td>Berkhamsted HP4 1NS.</td>
<td>01442 841027</td>
<td><a href="http://www.askridgehouse.org.uk">www.askridgehouse.org.uk</a></td>
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<tr>
<td>Aubrey Park Hotel</td>
<td>Hemel Hempstead Road, Redbourn AL3 7AF.</td>
<td>01582 792015</td>
<td><a href="http://www.aubreyparkhotel.co.uk">www.aubreyparkhotel.co.uk</a></td>
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<tr>
<td>Barley Town House</td>
<td>Church End, Barley, Royston SG8 8JR.</td>
<td>01763 849488</td>
<td><a href="http://www.barley-village.co.uk/town_house.htm">www.barley-village.co.uk/town_house.htm</a></td>
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<tr>
<td>Beales Hotel</td>
<td>Comet Way, Hatfield AL10 9NG.</td>
<td>01707 288500</td>
<td><a href="http://www.bealeshotels.co.uk">www.bealeshotels.co.uk</a></td>
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<tr>
<td>Berkhamsted Town Hall</td>
<td>196 High Street, Berkhamsted HP4 3AP.</td>
<td>01442 862288</td>
<td><a href="http://www.berkhamstedtownhall.co.uk">www.berkhamstedtownhall.co.uk</a></td>
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<tr>
<td>Bishop's College</td>
<td>Borough Offices, Hertfordshire EN8 9XQ.</td>
<td>01992 785555</td>
<td><a href="http://www.bishopshotel.co.uk">www.bishopshotel.co.uk</a></td>
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<tr>
<td>Bluntswood Hall (The Milling Barn)</td>
<td>Throcking, Buntingford SG9 3RN.</td>
<td>01438 940940</td>
<td><a href="http://www.millingbarn.co.uk">www.millingbarn.co.uk</a></td>
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<tr>
<td>Boxmoor Hall</td>
<td>St Johns Road, Hemel Hempstead HP1 1JR.</td>
<td>01442 233050</td>
<td><a href="http://www.boxmoorhall.co.uk">www.boxmoorhall.co.uk</a></td>
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<tr>
<td>Boxmoor Lodge</td>
<td>London Road, Hemel Hempstead Park 2RA.</td>
<td>01442 230770</td>
<td><a href="http://www.boxmoorlodge.co.uk">www.boxmoorlodge.co.uk</a></td>
</tr>
<tr>
<td>Broadway Hotel</td>
<td>Broadway, Letchworth Garden City SG6 3NZ.</td>
<td>01462 480111</td>
<td><a href="http://www.broadwayhotel.co.uk">www.broadwayhotel.co.uk</a></td>
</tr>
<tr>
<td>Brocket Hall</td>
<td>Welwyn Garden City AL8 7XG.</td>
<td>01707 388700</td>
<td><a href="http://www.brockethall.co.uk">www.brockethall.co.uk</a></td>
</tr>
<tr>
<td>Bushey Country Club</td>
<td>High Street, Bushey WD23 1TT.</td>
<td>020 8950 2283</td>
<td><a href="http://www.busheycountryclub.com">www.busheycountryclub.com</a></td>
</tr>
<tr>
<td>Bushey Hall Golf Club</td>
<td>Bushey Hall Drive, Bushey WD23 2EP.</td>
<td>01923 222253</td>
<td><a href="http://www.busheyhallgolfclub.co.uk">www.busheyhallgolfclub.co.uk</a></td>
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<tr>
<td>Cheshfield Downs Golf Club</td>
<td>Jacks Hill, Graveley, Castle Hedingham SG4 7EQ.</td>
<td>01462 482929</td>
<td><a href="http://www.chesfielddownsgolf.co.uk">www.chesfielddownsgolf.co.uk</a></td>
</tr>
<tr>
<td>The Cloisters</td>
<td>Barrington Road, Letchworth Garden City SG6 3TH.</td>
<td>01462 678059</td>
<td><a href="http://www.thecloistersletchworth.co.uk">www.thecloistersletchworth.co.uk</a></td>
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<tr>
<td>Cheshunt Marriott</td>
<td>Halfhide Lane, Turnford, Broxbourne EN10 6NG.</td>
<td>01992 451245</td>
<td><a href="http://www.cheshuntmarriott.co.uk">www.cheshuntmarriott.co.uk</a></td>
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<tr>
<td>Coltsfoot Country Retreat</td>
<td>Coltsfoot Lane, Old Town, Stevenage SG3 6SB.</td>
<td>01438 212800</td>
<td><a href="http://www.coltsfoot.com">www.coltsfoot.com</a></td>
</tr>
<tr>
<td>Cromwell Hotel Stevenage</td>
<td>High Street, Old Town, Stevenage SG1 3AZ.</td>
<td>01438 779954</td>
<td><a href="http://www.akkeronhotels.gov.uk">www.akkeronhotels.gov.uk</a></td>
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<tr>
<td>Dyrham Park Country Club</td>
<td>Galley Lane, Barnet EN5 4RA.</td>
<td>020 8440 3361</td>
<td><a href="http://www.dyrhampark.com">www.dyrhampark.com</a></td>
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<td>Essendon Country Club</td>
<td>Bedwell Park, Essendon AL9 6HN.</td>
<td>01707 280360</td>
<td><a href="http://www.essendoncc.co.uk">www.essendoncc.co.uk</a></td>
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<td>The Fairway Tavern</td>
<td>Old Henss Lane, Welwyn Garden City AL7 2ED.</td>
<td>01707 336007</td>
<td><a href="http://www.thefairwaytavern.co.uk">www.thefairwaytavern.co.uk</a></td>
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<td>Fanhams Hall</td>
<td>Fanhams Hall Road, Ware SG12 7PZ.</td>
<td>01920 460511</td>
<td><a href="http://www.ehvenues.com">www.ehvenues.com</a></td>
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<td>The Gardens of the Rose</td>
<td>Chiswell Green Lane, St Albans AL3 3NR.</td>
<td>0845 833 4344</td>
<td><a href="http://www.mrs.org">www.mrs.org</a></td>
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<tr>
<td>Great Hadham Country Club</td>
<td>Great Hadham Road, Much Hadham SG10 6JE.</td>
<td>01279 843558</td>
<td><a href="http://www.greathadham.co.uk">www.greathadham.co.uk</a></td>
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<tr>
<td>The Grove</td>
<td>Chardners Cross, Rickmansworth WD3 4TG.</td>
<td>01923 807807</td>
<td><a href="http://www.thegrove.co.uk">www.thegrove.co.uk</a></td>
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<td>The Halsey Centre</td>
<td>Walnut Tree House, Turners Hill, Cheshunt EN8 8NJ.</td>
<td>01992 621753</td>
<td><a href="http://www.thehalseycentre.co.uk">www.thehalseycentre.co.uk</a></td>
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<td>Hatfield Park Old Palace &amp; Riding School</td>
<td>Hatfield AL9 5NQ.</td>
<td>01707 262055</td>
<td><a href="http://www.hatfield-house.co.uk">www.hatfield-house.co.uk</a></td>
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<td>Henry Moore Foundation</td>
<td>Perry Green, Much Hadham SG10 6EE.</td>
<td>01279 843333</td>
<td><a href="http://www.henry-moore.org/pg/visiting">www.henry-moore.org/pg/visiting</a></td>
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<td>Hertford Castle</td>
<td>Hertford SG14 1HR.</td>
<td>01992 552885</td>
<td><a href="http://www.hertford.gov">www.hertford.gov</a></td>
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<td>Hertfordshire Golf &amp; Country Club</td>
<td>Broxbournebury Mansion, White Stubbs Lane, Broxbourne EN10 7PY.</td>
<td>01992 466666</td>
<td><a href="http://www.hertfordshiregolf.co.uk">www.hertfordshiregolf.co.uk</a></td>
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<td>Hexton Manor</td>
<td>Hexton, Nr Hitchin SG5 3JH.</td>
<td>01525 877748</td>
<td><a href="http://www.hextonmanor.co.uk">www.hextonmanor.co.uk</a></td>
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<td>High Elms Manor</td>
<td>High Elms Lane, Watford WD25 0JX.</td>
<td>01923 663875</td>
<td><a href="http://www.highelmsmanor.com">www.highelmsmanor.com</a></td>
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<td>Hilton Watford</td>
<td>Elton Way, Watford WD25 8HA.</td>
<td>01923 235881</td>
<td><a href="http://www.hilton.co.uk/watford">www.hilton.co.uk/watford</a></td>
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<td>Hitchin Priory</td>
<td>Tilehouse Street, Hitchin SG5 2DW.</td>
<td>01462 420500</td>
<td><a href="http://www.chartridgecollection.com">www.chartridgecollection.com</a></td>
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<td>Holiday Inn Hemel Hempstead</td>
<td>M1 Jct8, Breakspear Way, Hemel Hempstead HP2 4UA.</td>
<td>01442 206251</td>
<td><a href="http://www.hihemelhempsteadhotel.co.uk">www.hihemelhempsteadhotel.co.uk</a></td>
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<td>Holiday Inn Luton South</td>
<td>St George’s Way, Stevenage SG11 1HS.</td>
<td>01438 722727</td>
<td><a href="http://www.histevenage.com">www.histevenage.com</a></td>
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<td>Homestead Court Hotel</td>
<td>Homestead Lane, Welwyn Garden City AL7 4LX.</td>
<td>01707 324336</td>
<td><a href="http://www.bw-homesteadcourt.co.uk">www.bw-homesteadcourt.co.uk</a></td>
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<td>Essex Lane, Hertford Bridge WD4 8PN.</td>
<td>01923 277708</td>
<td><a href="http://www.deverevenuess.co.uk">www.deverevenuess.co.uk</a></td>
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<td>Ibis Hotel (The Forum)</td>
<td>Dagenstretre, Stevenage SG1 1EJ.</td>
<td>01438 779955</td>
<td><a href="http://www.fairviewhotels.com">www.fairviewhotels.com</a></td>
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<td>Kings Arms Hotel</td>
<td>147 High Street, Berkhamsted HP4 3HL.</td>
<td>01442 866595</td>
<td><a href="http://www.kingsarmshotel.com">www.kingsarmshotel.com</a></td>
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<td>Knebworth Park</td>
<td>The Manor Barn, Old Knebworth SG3 6PY.</td>
<td>01525 813825</td>
<td><a href="http://www.youreventatknebworth.com">www.youreventatknebworth.com</a></td>
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<td>Langley Conference Suite</td>
<td>Gadde House, 38-42 The Parade, High Street, Watford WD1 1AZ.</td>
<td>01923 218553</td>
<td><a href="http://www.langleybanqueting.co.uk">www.langleybanqueting.co.uk</a></td>
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SHENDISH MANOR HOTEL AND GOLF COURSE

With its Dutch Gardens and Grounds it is an ideal setting for your special day. Whether your Wedding or Ceremony is a small occasion or a large gathering, we have a room to suit you.

Licensed for up to 350 guests for Ceremonies in our Gazebo set in the beautiful Grounds to the rear of the Building. Four other Grand Rooms are also licensed for Ceremonies for up to 350 people.

The stunning Manor building originates from 1833 and is ideal for smaller Weddings from 10 to 92 guests for the Wedding Breakfast and 150 for the Evening Function, with its charm and character, the Manor House is an ideal setting!

Our spacious Apsley Suite with doors opening onto a private oriental walled Garden can hold up to 350 guests. For clients looking to use their own caterers we offer a Venue hire option in this room.

GET IN TOUCH REGARDING OUR SPECIAL OFFERS AND NEXT WEDDING EXHIBITION!

Apsley, Hemel Hempstead, Hertfordshire HP3 0AA
sales@shendish-manor.com 01442 233 220 www.shendish-manor.com
Where Victoria splendour meets modern design........

MANOR OF GROVES HOTEL, GOLF & COUNTRY CLUB

The stunning architecture and picturesque grounds make this the ideal Wedding Venue. Fully licensed for Wedding Ceremonies, with a choice of rooms offered including our Two Gazebos.

The Manor Suite with its beautiful glass Conservatory overlooks the magnificent Oriental Garden and can cater for up to 500 guests. For clients looking to use their own caterers we also offer this part of the Hotel on a Venue hire option.

The Colonnade Room with its Georgian elegance overlooking the Hotel Grounds is ideal for up to 120 guests for a Wedding Breakfast and 150 for an Evening Reception.

Our dedicated team are on hand to offer assistance every step of the way.

GET IN TOUCH REGARDING OUR OFFERS AND NEXT EXHIBITION!

Come and see the changes we have made to our beautiful hotel, following our £1.4 million refurbishment

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@warepriory  warepriory

THE PERFECT VENUE FOR YOUR SPECIAL DAY

Licensed for civil marriage and partnership ceremonies,
Gardens of the Rose is also licensed to hold celebratory ceremonies
such as baby naming and reaffirmation of marriage vows.

Contact our event coordinator:
0845 8134344  ceremonies@rns.org.uk
www.rns.org.uk
The Gardens of the Rose, Chiswell Green, St Albans, AL2 3HF.
Weddings at Brocket Hall

Three Perfect Locations

Brocket Hall is one of England’s finest stately homes. The Ballroom has a regal atmosphere for your Wedding Breakfast and can seat up to 150 guests.

The Hall operates on an exclusive use basis, allowing you and your guests to enjoy this special occasion utilising our team of Housekeepers and Chefs, with proceedings being expertly directed by our Head Butler and his team.

There are 30 luxurious double rooms within Brocket Hall and a further 16 bedrooms in the Melbourne Lodge, sleeping 88 guests in twin-double occupancy rooms.

The Oak Room at Brocket Hall Golf & Country Club is a stunning wedding venue, with picturesque views across the Broadwater Lake and a vaulted oak beamed ceiling. Licensed for civil ceremonies, the Oak Room can accommodate up to 120 guests for your Wedding Breakfast and hold 150 for a finger buffet and dancing in the evening.

Once the Estate’s hunting lodge, Auberge du Lac is now our award winning fine dining restaurant on the Estate.

This unique and romantic setting provides its guests with an unrivalled atmosphere, the highest standards of service and superlative cuisine.

A more intimate number of 60 guests can be accommodated at Auberge du Lac for ceremonies and receptions.

01707 368700 - WEDDINGS@BROCKET-HALL.CO.UK

Brocket Hall, Welwyn, Hertfordshire, AL8 7XG.
Your wedding day should be the happiest day of your life. To achieve this takes a lot of hard work, careful planning and organisation.

At Ardmore House, we have the experience and professionalism to make your day exactly that - special. Our unique Belvedere Suite and delightful gardens make the perfect backdrop for your wedding. Your guests can enjoy the delights our Italian inspired garden offers. The hotel is licensed to hold civil wedding ceremonies in either the magical garden or the elegant orangeries.

Ardmore House Hotel, 54 Lemsford Road, St Albans, Herts AL1 3PR
Tel: 01727 859313 | www.ardmorehousehotel.co.uk | email: info@ardmorehousehotel.co.uk

Embraced in over 380 acres of beautiful Hertfordshire countryside our stunning 16th Century oak framed Barn is the perfect setting to host your special day. We are a fully licensed venue and can provide unlimited opportunities for photographs in a perfect idyllic setting, all exclusively yours for the entire day.

For all enquiries please contact our Wedding Manager Jo Newell on 01707 280 373 or weddings@essendoncc.com
essenconweddings.co.uk
We are licensed to hold Weddings and Civil Partnership Ceremonies.

Stevenage Golf and Conference Centre is situated in the beautiful countryside around the village of Aston and makes a stunning wedding location for all seasons.

We pride ourselves on the highest standards of comfort, impeccable service and personal attention to detail, so you and your guests will enjoy a warm and relaxed atmosphere.

The Centre boasts excellent facilities including a seated patio area that offers panoramic views of the Golf Course and surrounding picturesque countryside which will make a wonderful backdrop for your wedding photos.

For more information contact 01438 880223
Weddings at Ashridge House

Grade I listed building
Guaranteed wedding exclusivity
Up to 180 guests for a breakfast
Up to 400 guests for an evening reception
Ashridge House, Berkhamsted, Herts HP4 1NS

Quite simply, your perfect venue

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The Perfect Venue

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Tel: 01462 678059 Email: bookings@thecloisters.org.uk
www.thecloistersletchworth.co.uk

Wedding Dreams Become Reality At Moor Park

Moor Park offers opulence and idyllic surroundings, perfect for your special day. We offer the finest banqueting facilities, ideal for your wedding guests. Let us show you our dedication to the co-ordination of your big day. With proven quality in European Cuisine, we also specialise in Asian Catering and have our very own Asian Chef. We also hold Civil Weddings and Partnership Ceremonies. We allow firework displays on site to make that day extra special for you!

For further details and viewing appointments contact Conference and Banqueting on
Tel 01923 721700 www.moorparkgc.co.uk robert.forsey@moorparkgc.co.uk

The Perfect Setting For An Unforgettable Day
Weddings at Knebworth House

The Venue For Your Special Occasion
Knebworth Weddings Knebworth Park Hertfordshire SG3 6PY
Tel 01438 813825 Email yourevent@knebworthhouse.com www.youreventatknebworth.com

The Perfect Venue for your Perfect Day

- Idyllic location in 35 acres of landscaped gardens
- Licensed to hold civil ceremonies on site
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Contact our wedding coordinator now to book a tour or to discuss your personal requirements in more detail.
Call 01442 891 891 or email weddings@pendley-manor.co.uk
www.pendley-manor.co.uk
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A VENUE AS UNIQUE AS THE DAY ITSELF...

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At Theobalds Park, we still have dates available for weddings this year and beyond, plus a dedicated Wedding Co-ordinator to ensure your day is as individual and memorable as you’ve always dreamed.

The perfect setting to celebrate your special day.

- Exclusive use of the Mansion House or the Ridings Barn
- Wedding breakfast for up to 150 guests
- 55 Acres of parklands
- All inclusive packages
- Complimentary bridal suite on your wedding night

To find out more, call 0844 980 0233 or email thesocial@deverevenues.co.uk

Theobalds Park, Lieutenant Ellis Way, Cheshunt, Waltham Cross, Hertfordshire, EN7 5HW

Terms and conditions apply. See website for details.
Weddings at Hunton Park

Set in 22 acres of magnificent grounds, our Queen Anne Manor House offers a classical elegance that makes Hunton Park the ideal venue. Whether it’s your reception, your ceremony or both, we’ll make your day one to remember...

...a stunning backdrop for your special day

Exclusive use on Saturdays and guaranteed one wedding per day. Stunning Marquee able to seat up to 150 guests for dinner with a dance floor. Licensed for civil ceremonies for up to 100 guests, including outside ceremonies. 61 bedrooms with preferential rates for your guests, including breakfast.

To find out more, 0871 222 4808 or email huntonweddings@deverevenues.co.uk

Hunton Park, Essaix Lane, Hunton Bridge, Hertfordshire, WD4 8PN

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devervenues.co.uk

Terms and conditions apply. See website for details.

WATFORD COLOSSEUM

Hearts in Herts

Watford Colosseum is perfect for hosting your special day. This beautifully restored Art Deco listed building in the heart of Watford, Hertfordshire, can hold both your ceremony and reception.

To book a viewing of the venue and to discuss your big day, email hospitality@watfordcolosseum.co.uk or telephone 01923 474100.

watfordcolosseum.co.uk
NEW - £3,250 Wedding Package
Valid Sunday to Friday throughout 2017

- 4 course wedding breakfast for 45 guests
- Glass of bubbly to toast the Bride & Groom
- Evening reception finger buffet for up to 80 guests
- Exclusive all day hire of the Conservatory including a private bar
- Stunning location with views over the golf course and countryside
- Experienced Events Manager to help you with all you need up to the big day

Subject to availability, terms & conditions apply.

For more details contact our Events Manager Emily Chester on 01462 482929 ext: 205 or email: chesfielddowns-events@crown-golf.co.uk

Chesfield Downs Golf & Country Club, Jacks Hill, Graveley, Herts SG4 7EQ

Exclusively Yours...

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This beautiful Tudor Manor House, designed and decorated by the Laura Ashley interior design team, welcomes you and your guests.

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0208 953 8227
events.elstree@lauraashleyhotels.com

Hotel completely refurbished in 2016
The Historic Cromwell Hotel, Stevenage is the ideal venue to make your wedding dreams come true.

- Choice of rooms licensed for civil ceremonies up to 200 guests
- Wedding receptions from 10 to 200 guests
- 76 bedrooms with special accommodation rates
- Wedding packages to suit every budget
- FREE parking
- Discounted packages for midweek and Sunday weddings

Every couple is unique so is every wedding. Call our wedding co-ordinator and start planning today on 01438 779954
The Fairway is situated amongst the lush greens of Panshanger Golf Complex overlooking the stunning scenery of the Mimram Valley. Enjoy exclusive use of our Fairway Suite and private garden, while we look after your every need. Our devoted team will be with you every step of the way to orchestrate your perfect day.

All Inclusive Wedding Package from £3750.00 for 60 guests to include:

- Room hire
- Wedding Breakfast
- Drinks Package
- Disco
- Evening finger buffet
- Guest room for the Bride and Groom
- Dedicated Wedding Co-ordinator
- Complimentary menu tasting for the Bride & Groom
- Chair covers
- Table decorations
- Table plan and place cards
- Cake stand and knife

Tailor Made Packages can also be provided:
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- 7 en-suite guest rooms
- Free ample parking

Introducing our new ‘Sunset’ package from £2250

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Hertfordshire AL7 2ED
New for 2016 - Mountbatten Package £5,000 for 50 guests*

*conditions apply, contact us for more details

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Hitchin SG4 8BP

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Set in the heart of Elstree and Borehamwood, the 18th Century Manor House and contemporary Allum Hall are ideal locations for Weddings and Civil Ceremonies, with seating up to 50 in the House and 470 in the Hall. Good transport links are a benefit, while gardens and free car parking are also provided.

020 8953 3415  contact@AllumHall.co.uk
www.AllumHall.co.uk

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weddings

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Where your vows can be exchanged in an idyllic setting for stunning photographs.

Flexible catering - use our in-house caterers or you have the freedom to choose your own.

The Spotlight is perfect for larger wedding parties, seating up to 350 guests.

High Street, Hockley, EN1 8RF

Let us help you create the perfect wedding.

0208 4440444 or email spotlightbookings@bromsgrove.gov.uk

BOROUGH OF BROXBOURNE
www.bromsgrove.gov.uk

EPW Photography
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!
VENUES THAT CURRENTLY HAVE LICENSED OUTSIDE STRUCTURES

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<td>Manor of Groves</td>
<td>Hatfield Register Office (The Garden Room)</td>
</tr>
<tr>
<td>Micklefield Hall</td>
<td>Stevenage Registration Office (Danesgate House)</td>
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<tr>
<td>Needham House</td>
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<td>The Old Courthouse</td>
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<td>Offley Place</td>
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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.
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.
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.
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.
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 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.
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.
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.

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.
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.
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.
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.

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/registrars 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.
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.
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 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

A lthough 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
- 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

W e 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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