



Flintshire Registration Service

Terms and Conditions for Ceremony Booking

Ceremony and Booking Fee

- 1. I have been notified of the fees payable in relation to my ceremony both orally and in writing.*
- 2. I understand that fees for ceremonies at Approved Premises are reviewed annually by Flintshire County Council and that fees may increase on an annual basis.*
- 3. I understand that fees for statutory Register Office Civil Marriage and Civil Partnership ceremonies, for all Marriage and Civil Partnership certificates, and for legal notices of Marriage and Civil Partnership, are reviewed by the Government from time to time, and that fees may increase at such times as determined by the Government.*
- 4. I understand that if any increase in fees is applied after the booking of the ceremony but before the ceremony takes place, then I will be liable for payment of any such increase in addition to the original sum as notified in clause 1 above.*
- 5. Should additional time be required for the ceremony, this will be subject to availability and an additional fee.*
- 6. I understand that the booking fee has a cooling off period of 14 days from the date of payment. After the 14 days, the deposit (including any advanced booking fee/any increase and/or additional fee) is non-refundable.*

Delay in Ceremony

- 7. The ceremony will take place at the time and date stated in the booking confirmation letter.*
- 8. If the ceremony is delayed, due to the late arrival of the couple or any awaited guests (or for any other reason outside of the venue / Flintshire County Council's control), I understand I will be charged by way of invoice at a rate of £46 per hour, or part thereof, for the Registrars' waiting time.*
- 9. I understand that the Registrars may be legally committed to conduct other ceremonies on the same day, a considerable distance away, and any delays in ceremonies could have a serious and detrimental knock-on effect for other couples.*
- 10. If due to the late arrival of the couple or awaited guests my ceremony does not take place at the agreed and booked time, I understand that the ceremony may not go ahead.*
- 11. I understand that every effort would be made by staff to return at a later time on the same day to conduct my ceremony, but this could not be guaranteed.*
- 12. Should the Registrars need to return at a later time on the same day to conduct my ceremony, I understand that I will be invoiced for the additional staff time and travel costs.*
- 13. If the ceremony has to be postponed for any reason including: inclement weather, unavailability of staff or any other eventuality, I confirm that I have been advised to obtain Insurance to cover the postponement / cancellation of the ceremony and I agree that Flintshire County Council shall hold no liability for the postponement.*

Ceremonies at the Register Office

- 14. I understand that food/drink packages booked for ceremonies at the Register Office, Llwynegrin Hall provide a 30 minute slot for food/drinks to be consumed before, or after the ceremony.*
- 15. Should I choose to include an animal within my ceremony I shall be required to provide proof that I have adequate public liability insurance cover in place before the ceremony takes place. I also agree to inform the Registrar prior to the ceremony, the name of the person who would be responsible on the day for the cleaning up of any mess caused by animals. I understand that I will be liable for further cleaning or restoration costs which may be deemed necessary in order to restore the room to its condition before the ceremony.*

Marriage or Civil Partnership Register

- 16. I understand that it is my responsibility to ensure that I give the Registrars accurate information for entry into the Marriage/Civil Partnership register.*
- 17. I understand that when I sign the register on the day, I am confirming that the information contained within the Marriage/Civil Partnership entry is correct, and I must therefore check the information carefully before signing.*
- 18. I understand that from November 2017, the Government has set a statutory fee for all considerations of any corrections to Marriage/Civil Partnership registrations, and that if after signing the register any error(s) is/are discovered, then I will be liable for payment of that fee (currently £90) on requesting a correction.*

I confirm that upon payment of the relevant deposit, I wish to proceed with my booking and I confirm that I have read and understood the above terms and conditions and I agree to be legally bound by such terms.