

Isle of Wight Registration District

Isle of Wight Register Office,
Seaclose Offices, Newport, Isle of Wight PO30 2QS
01983 823233 registrars@iow.gov.uk www.iwight.com

Provisional appointment

Telephone numbers

Home

Work

Mobile

Email

A provisional booking has been made for

at hours at

between and

**This cannot take place without giving due notice in the district/s where you live.
Notice cannot be given more than twelve months in advance.**

Your notices **must** be given in person at the following Register Offices/s:

.....
between and or your provisional appointment will be removed.

This office operates an appointment system. Please ring 01983 823233 for an appointment.

Documents that you **must** bring with you:

	Name	Age	Nationality	Current address (dated within 3 months)	Name change	Previous marriage/CP
Party 1						
Party 2						

Notice fee £ each.

Fee payable three weeks prior to ceremony (excludes marriage certificates) £

Cost of certificate £ each. *Prices subject to increase from 1st April each year.*

If, for any reason, you are unable to give your notices during this period or change your address before giving notice, please contact this office. If you decide to cancel or alter the time, date or place that you have reserved, please let us know as soon as possible. (One change per booking will be accepted).

..... Superintendent registrar Date

For office use: entered in diary booking fee paid cash/cheque/card

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Terms and conditions of ceremony bookings

Licensed Venues

All ceremonies must be conducted in a place where a licence has been granted for the solemnisation of marriages and civil partnerships. They must be separate from any other activity on the premises at the time of the ceremony.

Civil marriage and civil partnership ceremony bookings

Your ceremony booking is accepted on the condition that a booking fee is paid and:

- no legal impediment to the marriage or civil partnership exists and legal preliminaries are completed within statutory time limits;
- any foreign divorce/dissolution papers are accepted by the registrar general where applicable.

Booking confirmation fees are payable at the time of the booking and are non-refundable

Ceremony fees

The balance of ceremony fees are payable at least three weeks prior to the date of the ceremony.

Fees are subject to change on the 1 April each year. You will be required to pay the fee that is applicable for the date of your ceremony.

Amendment fee/cancellation of booking by couple

Amendment fees are payable when more than one change is made to a booking. An updated/additional ceremony fee may need to be paid.

Your ceremony may be cancelled by the Isle of Wight Register Office if:

- the total fees have not been paid;
- legal preliminaries have not or cannot be completed.

In the event that you need to cancel a ceremony you are required to notify us in writing. Our full cancellation policy can be found on our website.

Ceremony content

The Isle of Wight Register Office will provide the ceremony – we will not use scripts provided by anyone else. However, you can include additional vows/promises and readings and every effort will be made to include your choices. The Isle of Wight Register Office will make the final decision on any wording used, and will not accept liability for any omission, which may be caused by reasons beyond its control.

All ceremonies must be of a dignified nature, to reflect the solemnity of the occasion. Religious blessings will not be included in the ceremony. A further ceremony or blessing for the couple must be held separately once the registrars have left the building.

Only registrars employed by the Isle of Wight Council will be permitted to conduct/officiate at a ceremony.

Code of conduct

Smoking is not permitted at any point during the ceremony.

The consumption of food or alcohol is not permitted in the ceremonies room or licensed structures, for one hour prior to the ceremony. Anyone obviously under the influence of alcohol or drugs or who is abusive shall be asked to leave the ceremony.

Room capacity

For fire safety and comfort, the number of guests must not exceed the capacity of the room, which is stipulated in the licence of the venue. Additional guests will be excluded from the ceremony.

Timing

You and your guests must arrive for your ceremony promptly to enable it to commence on time. Failure to do so may mean it may not be possible to complete the ceremony as planned and reductions to content may be necessary, for example, omissions of readings.

Each ceremony should not exceed 30 minutes duration as this will affect the time-tabling of other ceremonies.

Liability

The Isle of Wight Register Office will not accept liability for:

- the failure of any music system provided by the venue, you or a third party, or any responsibility for obtaining copyright licence for music, readings or other matters permitted at the ceremony;
- any delay or loss caused by your late or non-arrival;
- any loss caused by a request from you or your representatives to delay the ceremony;
- any loss or compensation where a ceremony is stopped from proceeding because (a) it would be void if it went ahead, (b) an offence under the Marriage or Civil Partnership Acts would be committed, or (c) it would be against the public interest.

General

The Isle of Wight Register Office will provide experienced and qualified staff to attend your ceremony and reserves the right to reallocate staff in case of sickness or other unforeseen circumstances on the day.

In the event of a 'force majeure' the Isle of Wight Register Office will endeavour to perform your ceremony on your chosen day. We strongly recommend that you take out ceremony insurance to cover losses or expenses incurred in the case of events outside our control.

Any reference to working days does not include Saturday, Sunday, bank or public holidays.

Approval of the venue is granted only in connection with the provision of ceremonies. The Isle of Wight Register Office cannot accept liability for the failure or neglect on behalf of the venue, of any agreement between you and the venue for the use or provision of any services and/or facilities.

Any complaint or claim must be made in writing to the Isle of Wight Register Office within 21 working days of the ceremony.

Marriage and Civil Partnership Acts means the Acts of Parliament (and any regulations or updates made under those acts) covering the legal preliminaries to, the solemnization and registration of a civil marriage/civil partnership either in a register office or approved premises within England and Wales.

Venue means approved premises approved by the Isle of Wight Council under the Civil Marriages and Civil Partnerships (Approved Premises) Regulations 2005 for the solemnization and registration of civil marriages and civil partnerships.

'Force majeure' means war, civil war, armed conflict, terrorist attack, governmental action, fire, flood, severe weather conditions, pandemic or epidemic or any other act or matter which not withstanding the reasonable diligence and foresight of the Isle of Wight Council is beyond its reasonable control.