**East Riding Registration and Celebratory Service**

*‘Win a Ceremony’ Social Media Competition*

**Terms and Conditions**

- By submitting their entry and agreeing to the terms and conditions couples are also agreeing to their story, images and comments whether written, voice or video recording being shared on our various social media pages and appearing, where appropriate, in ceremony marketing literature, website pages, and ceremony guides.

- The competition prize is a civil marriage ceremony of your choice from our range of Bronze, Silver, Gold, Platinum or our new “hybrid” outdoor ceremonies at any Approved wedding venue within East Riding of Yorkshire between the hours of 9am and 5pm, before 31st December 2018. More information about each of these ceremonies is available on our website at [www.eastriding.gov.uk/ceremonies](http://www.eastriding.gov.uk/ceremonies).

- The prize does not include ceremony delivery on Good Friday, Christmas Day, Boxing Day or New Year’s Day.

- All additional costs, including venue fees, statutory notice of marriage fees and any administrative fees for changes of date after the ceremony is booked, will be met by the winning couple.

- The date and time of the marriage will be subject to the availability of registrars.

- The content of the ceremony will be subject to the approval of the superintendent registrar.

- East Riding Registration & Celebratory Services will assess applications and short-list 10 finalists. These couples “stories” will appear on the Council’s Facebook/social media. The type and number of likes/shares/comments/reactions will be monitored, assessed and judged by East Riding Registration & Celebratory Services in order to make a final decision on the winning couple. The decision will be final and there will be no appeal process.

- The winning entry will be the one attracting the most likes and reactions.

- On accepting the prize the winning couple agree to provide East Riding Registration and Celebratory Service with regular updates on their marriage preparations, including photographs which will appear on our social media sites and may be used for other publicity purposes.

- The closing date for entries will be 31st March 2017 and the winning couple will be notified by telephone, and on acceptance of the prize the winning couple and their entry will be announced on Facebook.

- No entries will be accepted after 31st March 2017.

- The prize is not transferrable to any other couple and no cash equivalent is available.

---

**Ceremony Booking**

Your ceremony booking is accepted on the condition that:-

- No legal impediment to the marriage or civil partnership exists and Legal Preliminaries are completed within the statutory time limits. This must be done as soon as possible and can be done up to 1 year in advance of the marriage but, no later than 28 clear days before the marriage. Any parties not a resident of East Riding of Yorkshire and those subject to immigration control must speak to our ceremony coordinators for advice on how they should proceed.

- Any foreign divorce / dissolution papers are accepted by the Registrar General where applicable.

- Home Office permission is granted where applicable.

---

**Ceremony Content**

You can write additional words to be used during your ceremony to replace a reading or exchange of ring words but these must be agreed with the Superintendent Registrar.

Additional wording must not have any religious connotations and must be such that the ceremony remains seemly and dignified

East Riding Registration and Celebratory Service will make the final decision on any wording used.
Witnesses
You must ensure that you have two credible witnesses at the ceremony. The witnesses sign to confirm they have heard both parties state, in full, the legal declaratory and contracting words.

Animals at Ceremonies
Unfortunately, we can only allow the presence of assistance animals i.e. guide or hearing dogs at ceremonies.

Staff
East Riding Registration and Celebratory Service will allocate staff to attend your ceremony and reserves the right to substitute other experienced and qualified staff in cases of sickness or other unforeseen circumstances on the day.

Room Capacity
All ceremony rooms have a prescribed maximum capacity for the number of persons allowed in the room. If the number of persons in the room exceeds the prescribed maximum capacity the Registrar performing the ceremony will not conduct the ceremony until the number of persons in the room is within the maximum capacity. Please consult with your chosen venue as to the capacity of the room before booking.

Late Arrivals
It remains your responsibility to arrive at your chosen venue in good time to avoid any delay which would impact on other couples. Should you be unable to keep to the appointed time the registrars reserve the right to leave to avoid being late for their next ceremony. In the event of the registrars having to leave they will do their utmost to return at a later time to conduct a very basic ceremony which would result in you having to pay an additional fee. However, this cannot be guaranteed.

Liability
East Riding Registration and Celebratory Service will not accept liability for:
- The failure of any music system, provided by the venue, you or a third party.
- 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 / registration is stopped from proceeding because (a) it would be void if it went ahead, (b) an offence under the Marriage or Civil Partnership Acts would be committed and (c) it would be against the public interest.
- Any failure or neglect on behalf of the venue for the use or provision of any services and / or facilities.
- Any loss or cancellation as a result of an Approved Premise ceasing to trade or allowing their approval to lapse.

General
- East Riding Registration and Celebratory Service will endeavour to perform your ceremony / registration 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 and your control.
- Any reference to working days does not include Saturday, Sunday, Bank or Public Holidays.
- Any complaint or claim must be made in writing to the East Riding Registration and Celebratory Service within 21 working days of the ceremony.
- Any reference in these conditions to the Registration Service shall also refer to the East Riding Registration and Celebratory Service in so far as they relate to its legal responsibilities and obligations.
- Any decision to delay the ceremony is at the discretion of the staff attending on the day.

Ceremonies in Licensed Gazebos / Free standing outside structures
A booking is accepted for a gazebo / outside structure on condition that
- The ceremony date is between 1 April and 30 September
- The venue must agree and reserve an alternative ceremony room (of the same guest capacity) for your use in case the ceremony needs to be conducted indoors
- East Riding Registration and Celebratory Service staff shall make the final decision on the day of the ceremony as to whether it is safe and dignified to conduct the ceremony in these structures.
Venue – Premises approved by East Riding of Yorkshire Council under the Civil Marriages and Civil Partnerships (Approved Premises) Regulations 2005 for the solemnization and registration of civil marriages and civil partnerships.

East Riding Registration and Celebratory Service Walkergate House, Walkergate, Beverley, HU17 9BP
Tel: 01482 393600    E-mail: registration.service@eastriding.gov.uk    Website www.eastriding.gov.uk

EXAMPLE OF A CEREMONY BOOKING

All ceremony bookings are time sensitive and you will be made aware on your checklist, which is part of your ceremony pack, of the time you and your guests need to arrive at your chosen venue.

Please also be aware of the room capacity at your chosen venue. A condition of the licence is that this must not be exceeded.

An example of a standard 45 minute booking at a Local Authority Venue would be as follows:

Ceremony booked for 12noon

11.45  Bride and Groom with guests arrive 15 minutes before the start time - if the couple are being interviewed separately the bride should arrive 10 minutes before the start time at 11.50.

Couple or just the groom is interviewed at this time whilst guests are being seated in the ceremony room. Chosen music can be played at this point (track 5 onwards). Registrar will also speak to guests.

11.50  Groom joins guests in ceremony room. Bride is interviewed if being seen separately.

12.00  Bride enters ceremony room to chosen music and the ceremony begins (track 1).

12.10  Signing the register and photographs of `mock signing` chosen music can be played at this point (tracks 2&3).

12.15  Exit, music can be played (track 4).

It is vital that time frames are adhered to; late arrivals will result in a shortened or postponed ceremony.

Please make your guests aware that if they arrive more than 5 minutes earlier than your allotted arrival time, entrance to the building will not be possible due to other registration appointments

Please also note that there are no public toilet facilities in most local authority venues

An example of a standard one hour booking at a Hotel or other Approved Premise would be as follows:

Ceremony booked for 12noon

11.30  Groom with guests arrives 30 minutes before the start time - if couple are being interviewed separately the bride should arrive 15 minutes before the start time at 11.45.

Couple or just the groom is interviewed at this time whilst guests are being seated in the ceremony room. Chosen music can be played at this point (track 5 onwards). Registrar will also speak to guests.

11.45  Groom joins guests in ceremony room. Bride is interviewed if being seen separately.

12.00  Bride enters ceremony room to chosen music and the ceremony begins (track 1).
12.20 Signing the register and photographs of ‘mock signing’ chosen music can be played at this point (tracks 2&3).

12.30 Exit to gardens/reception area for more photographs, music, can be played (track 4).

It is vital that time frames are adhered to; late arrivals will result in a shortened or postponed ceremony.