

APPLICATION TO HOLD A CIVIL CEREMONY

Name of Venue.....

Please indicate which ceremony is required: *Baby Naming / Renewal of Vows / Civil Partnership / Marriage Ceremony**
in the above premises/location on **delete as appropriate*..... at
Date of Proposed Civil Ceremony Time of Civil Ceremony

1st Party Contact Telephone No

Usual address

Email address

and

2nd Party Contact Telephone No

Usual address

Email address

The parties are aware that this arrangement cannot be confirmed until the booking fee has been paid to the Registrar.

When completed this form should be given to either party who must submit it to THE CHIEF REGISTRAR, West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF along with the deposit as soon as possible in order that the availability of a Registrar can be confirmed.

If the Registrar is available on the above date and time Form AP1 (b) will be completed and a copy will be given to the Parties within 21 days of Form AP1(a) being submitted to the Registrar.

We have read and agree to the conditions overleaf and we understand that this arrangement will be null and void if the legal preliminaries to the civil ceremony are not carried out.

Signed and Date
1st Party 2nd Party**REGISTRARS AGREEMENT TO ATTEND****Form AP1(b)**I can confirm that a Registrar will be available to conduct the civil ceremony of
..... andon at
Date of proposed civil ceremony Time

In

Signed _____ Date _____

Conditions of Acceptance and Guidance for those wishing to hold a civil ceremony

As soon as a couple has made provisional arrangements for a civil ceremony at a venue they should contact the Registrars Office.

Without the presence of the Registrar there can be no civil ceremony and any arrangements for the use of place depend entirely on the registrars availability. It is, therefore, essential that the parties make an advance booking with the registrar for his or her attendance at their proposed civil ceremony as soon as possible to enable a booking to be accepted.

The Registrar will not accept this form unless it is accompanied by the correct fee (see fees leaflet) This fee is non-refundable.

The parties should be warned that any arrangements made for a civil ceremony to take place at a venue are dependent on:

- (a) the attendance of the Registrar for the district in which the place is situated; and
- (b) the issue of the appropriate paperwork by the Registrar to whom the appropriate documents were submitted to.

Any couple wishing to have a marriage or partnership will have to carry out the legal preliminaries to the ceremony. This will require each of the couple to complete formal notice and lodge it with the district registrar (along with the necessary documents) not more than three months, and not less than twenty-eight days before the ceremony.

The parties should be advised that only a civil **non-religious** ceremony can be permitted by the Registrar. Any music, readings, words or performance, which form any part of the ceremony, must have no religious content. The content of the ceremony must be agreed in advance with the Registrar who will be attending the ceremony.

Any rights of copyright for music, reading etc. permitted at the ceremony are a matter for the parties involved and the venue.

The parties should adhere to any limits to the number of guests attending their civil ceremony as required by Health and Safety regulations and Fire regulations.

The parties must be aware that punctuality on the day of the civil ceremony is essential as the Registrar may have other appointments to attend on that day.

West Lothian Council accepts no responsibility for the cancellation of ceremonies due to the late arrival of any member of the party.

The parties should inform their guests that photography is allowed during the ceremony at the discretion of the registrar performing the ceremony and that only one video camera may be used - preferably hand held and battery operated.

The parties must be aware that where the civil ceremony is to take place, that no Food or Drink will be sold, dispensed or consumed within the room/location for at least one hour before or during the ceremony. Also smoking is not permitted in the approved room/location for the same period.

The parties should be reminded that nothing of a frivolous or unseemly nature is permitted before or during the ceremony which detracts from the dignity of the civil ceremony.

West Lothian Council cannot be held responsible for any cost incurred by the parties in the event that their civil ceremony has to be cancelled postponed or relocated to another premises.