

Birmingham Register Office, Approved Premise Ceremonies

Terms and Conditions

These terms and conditions are divided into the following sections:

1. Ceremonies Terms and Conditions
2. Deposits, Rebooking, Rescheduling and Cancellations Policy
3. General Terms and Conditions

1. Ceremonies Terms and Conditions

Your ceremony booking is accepted subject to these terms and conditions

- 1.1. A ceremony for the purpose of the booking policy is defined as a:
 - a) Marriage Ceremony
 - b) Civil Partnership Ceremony
 - c) Renewal of Vows
 - d) Naming Ceremony
 - e) Commitment Ceremony
- 1.2. Fees are set by Birmingham City Council and may increase as they are subject to change on 1 April each year.
- 1.3. If an advanced booking is made a non-refundable deposit must be paid at the time of the booking to secure a date for your ceremony in our diary.
- 1.4. For a marriage or civil partnership ceremony an advanced booking must be made if the legal notice of intention to marry or enter a civil partnership has not yet been given or if the legal notice is given in another Register Office.
- 1.5. Full payment must be made at least 3 months before the ceremony is due to take place or at the time of booking if the ceremony is due to take place within 3 months.
- 1.6. It is the responsibility of the couple to ensure that they complete the legal preliminaries to the marriage or civil partnership correctly, and within the statutory time limits.
- 1.7. If at any point it is alleged that a legal impediment to a marriage or civil partnership exists, the Superintendent Registrar has a legal duty to investigate before the ceremony can take place. Birmingham Register Office cannot be held accountable for any resulting delay, postponement or cancellation of your ceremony or any financial loss that may occur.

x Either of the parties to a marriage or civil partnership appears to be intoxicated and are

- 2.11. 50% of the ceremony fee, less the deposit, is refundable provided you give less than 12 notice of your intention to cancel.
- 2.12. The ceremony fee is non-refundable in all cases where 4 weeks or less notice is given.
- 2.13. Failure to attend your ceremony will be considered a cancellation without sufficient notice, and as such no fees will be refunded.
- 2.14. Ceremonies must be cancelled in writing by letter or email only (the 12 weeks will be measure from receipt of your letter or message). You will need to include the full details of the ceremony booking (date, time and your full names) and the method of payment.

3. General Terms and Conditions

- 3.1. In the event of an emergency, disaster or extreme weather conditions Birmingham Register