

CIVIL PARTNERSHIP

INFORMATION AND GUIDANCE



We hope this guide will give you all the information you require
for your ceremony.

OUTSIDE STRUCTURES

As more and more couples are now choosing to have their ceremony in an outside structure please be aware that in order for a legal civil partnership to take place the schedule must be signed by the couple inside the licenced structure in the presence of the Superintendent Registrar, the Registrar of marriages, and the two witnesses

Please remember that with great British summer being what it is, there may be rain, wind or even very hot and sunny conditions with no shade. Although the happy couple may be under cover it may be worth sparing a thought for your guests, arranging for umbrellas or some kind of canopy, to keep things dry/shady is a good idea, not every venue will have an indoor alternative. We also have to consider the protection of the schedule which is the official record of the ceremony.

You are able to enhance your ceremony with vows, promises, music and readings to suit your personal requirements

There is no need to be nervous about the ceremony. Remember the Registrars are there to guide you through all you have to say and do.

Ceremony Time

Our registrar will need to speak to you both individually or together before the start of the ceremony. This can take about 10 mins each.



County Council Rooms in Edes House, Park House, Crawley and Worthing -If you are arriving together please be at the venue at least 20 minutes prior to the start of the ceremony, If arriving separately partner one should arrive 20 minutes before and partner two, 15 minutes before.

Approved Licensed Venues –please arrive at least 30 minutes before we are due to commence. If you are travelling separately, we would recommend staggering your arrival so one of you arrives 35 minutes before and the other 20 minutes before.

The time booked for the ceremony is the time it will commence. Although we make every effort to accommodate late arrivals, your ceremony may have to be postponed if you are late. If the ceremony should commence later than planned then WSCC reserve the right to seek to amend the ceremony in order to reduce its duration. Should the ceremony not be ready to proceed within a maximum of 20 minutes of the scheduled time and WSCC are not responsible for any such delay, then WSCC reserve the right to delay or defer the ceremony.

On Arrival

It is a statutory requirement that you are both interviewed prior to your ceremony to ensure that all details on the schedule are correct as of that day, no documents are required for this interview.

The registrar will talk you through the ceremony and answer any last minute queries to put you at ease so that you can enjoy your day. These interviews can be conducted together or separately in a designated room at the venue (this may be in the ceremony room)

Once these formalities have been completed the ceremony may commence

A Few Things to Note...

Number of Guests

To ensure all of your guests can be part of your ceremony we would remind you that most venues, including our own, will have a maximum capacity. We would recommend that you check numbers with your venue and issue invites accordingly so nobody misses out. If you are planning on using one of the County Council venues, you can check our website for details of all the rooms including their maximum capacities.

Witnesses

You will need two people who may be friends or relatives to witness your ceremony and sign the schedule. They must be credible witnesses who have been present for the entire ceremony and have sufficient command of English to understand what has been said. You may be asked to choose another witness if the Registration Service feels a chosen witness is unsuitable to undertake the role.

Etiquette

Please check with the venue whether confetti may be used. Please be aware that no food or alcoholic drink can be consumed in the ceremony room for 1 hour before and during the ceremony.

Music

Music may be played at appropriate times during the ceremony. If you have a particular piece of music or a song you would like, details will need to be submitted with your completed choices form. Music will need to be provided by yourselves to your venue or County Council room. Please check with them what is acceptable (CD, IPod, MP3 player, phone etc.)

Please note, in a County Council room, if you are providing music on anything other than a CD you will need to nominate a guest or family member to operate the devise for you.

If burning your own CD it is advisable to test it works at your ceremony venue before the day to ensure it plays on the music system. It is a good fail-safe to have the music backed up as a playlist on a phone/iPad in case for any reason the CD does not work on the day

Readings

A list of readings can be found on our website www.westsussex.gov.uk/ceremonies or submit your own

Photography

A designated photographer can take photographs throughout the ceremony, a static video recorder is also acceptable.

It must always be remembered, however, that the ceremony creates a binding contract between the couple and it is essential that their attention should not be distracted in any way from the meaning and dignity of the occasion.

Interpreters

If either of you are unable to, or have difficulty in speaking English you will need to bring an interpreter along with you. He or she could be a family member or friend. Afterwards the interpreter will be asked to sign the register as one of your witnesses.



The Ceremony

Personalising your ceremony

- ♥ There are many ways to enhance your ceremony with poetry or prose readings and additional vows.
- ♥ **Please note that the wording and format of each ceremony may vary slightly** as each registrar will use their own words of welcome and conclusion they will, however, always include the statutory words and any choices you have made.
- ♥ **Please ensure you return, your completed choices form to us at least 8 weeks prior to the ceremony so that your registrar receives it in plenty of time to plan your ceremony.** Remember to attach copies of any readings and vows not included in our lists.

If you don't submit a checklist you will still have a lovely ceremony, it just won't have your personal choices

Your registrar will contact you by phone, to introduce her/himself, a couple of days prior to your ceremony. Any changes to your checklist can be dealt with at this time

Framework of the ceremony and your choices

In West Sussex we regard it as a privilege to be involved in your special day. The following is just a suggested outline of the ceremony we can accommodate most requests please speak to the ceremonies team

Guests Stand

Music

may be played for the entrance

Welcome and introduction

By the celebrant conducting the ceremony

The Declaration (see below) and signing of the schedule by the couple, their witnesses and the registrar

Music may be played for the signing

Declaration

I declare that I know of no legal reason why I may not register as's civil partner. I understand that on signing this document, we will be forming a civil partnership with each other



Celebratory Ceremony Commences

1st Reading (optional)

Vows/Promises (Optional)

Exchange of Rings (Optional)

Conclusion – by the celebrant

2nd Reading (optional)

Signing of the Commemorative certificate

Presentation of the Commemorative Certificate

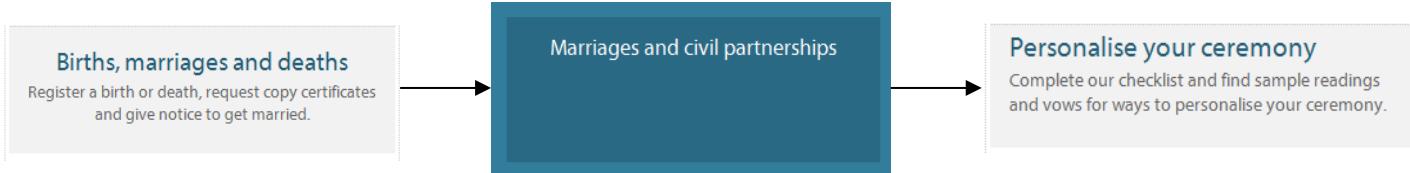
Your Civil Partnership certificate and any additional certificates that have been ordered will be posted to you within 7 days.

Exit of the couple

Music - may be played for the exit of the couple

To complete your Ceremony Checklist:

Please go online to www.westsussex.gov.uk and click the following links:



Please email your checklist as an attachment (in Microsoft Word or Adobe format only) to
ceremonies@westsussex.gov.uk

If you have any readings that are not from our selection please also attach these to the email.

If you are a Mac / iPhone / iPad user we may not be able to open the document as we use Microsoft Applications. We have an email version of this form (which will work on iPads/iPhones) so please request this if required (please do not send in photos).

Alternatively, please print and complete by hand and post to Ceremonies Team, Crawley Registration Office, Southgate Avenue, Crawley, RH10 6HG

Ordering Extra Certificates

Extra certificates can be ordered up 1 month prior to your ceremony by calling the ceremonies team on 01243 642122. If you would like to purchase further marriages certificates after your ceremony, you can either visit our website www.westsussex.gov.uk/registration to order on-line, or telephone 01243 642122. These will be at an enhanced fee.

PLEASE NOTE EXTRA CERTIFICATES CANNOT BE PURCHASED ON THE DAY OF THE CEREMONY.

West Sussex Registration Service 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.

These events could include severe weather conditions, fire, flood, pandemic, epidemic, civil war, armed conflict, terrorist attack, governmental action or any other act or matter which notwithstanding the reasonable diligence and foresight of West Sussex County Council and its partner providers, is beyond their reasonable control.

We are now on Facebook! Like our page for further guidance on planning your big day, pictures and reviews from West Sussex ceremonies and useful FAQs – find it at
www.facebook.com/westsussexregistrationservice

We'd love to see pictures and videos of your ceremony – you can share them as a visitor post



Our Ceremony Rooms

Worthing Ceremony Room (Centenary House, Durrington Lane)

Maximum guests 30

Parking	One reserved parking space is available for the ceremony car
One Ceremony Car	
Guest Parking	There is no parking for guests on Fridays; however there is some off-site parking in side roads close by. Parking is available on Saturdays to the rear of the building, but it is unrestricted so could be full. Please bear this in mind when planning your ceremony.
	The ceremony duration is approximately 30 minutes, please advise your guests to leave plenty of time to park and arrive at the venue
Confetti	Confetti is not permitted at this venue.
Photographs/Videos	You can video your ceremony and photographs can be taken inside and outside the venue.

The Parlour / The Drawing Room and The Chairmans Room (Park House, Horsham)

Maximum guests: The Parlour/The Chairmans Room 10 and The Drawing Room 40

Parking	One reserved parking space is available for the ceremony car
One Ceremony Car	
Guest Parking	There are public car parks nearby for guests.
	The ceremony duration is approximately 30 minutes, please advise your guests to leave plenty of time to park and arrive at the venue
Confetti	Confetti is not permitted outside at this venue or in the garden.
Photographs/Videos	You can video your ceremony and photographs can be taken inside and outside the venue.

The Balcony Room / The Henshall Suite (Crawley Registration Office)

Maximum guests : The Balcony Room (30), The Henshall (80) and The West Sussex Register Office, Crawley holds the couple plus 2 witnesses only

Parking	One reserved parking space is available for the ceremony car
One Ceremony Car	
Guest Parking	There are plenty of public car parks nearby for guests.
	The ceremony duration is approximately 30 minutes, please advise your guests to leave plenty of time to park and arrive at the venue
Confetti	Confetti is not permitted at this venue.
Photographs/Videos	You can video your ceremony and photographs can be taken inside and outside the venue.



Edes House

Maximum guests : The Cowdray (6), The Warnham (20), The Goodwood (16), The Norfolk (40), The Richmond (80)

Parking For one Ceremony Car	<p>There will be one space, nearby, available for a ceremony car. The parking space provided is on the campus but not right outside the building so you may wish to be dropped off outside Edes House before parking:</p> <p>Weekday Ceremonies: Please report to <u>County Hall Reception</u> on arrival (<i>situated across the green from Edes House</i>) who will direct you to the car park space designated for the ceremony car.</p> <p>Saturday Ceremonies: Please advise the parking steward on arrival you are parking for the ceremony, there will be one space given free of charge for the ceremony car.</p> <p>Sundays/Bank Holidays: Ceremony car / guests can park free of charge in the County Hall campus car parks.</p>
GuestParking	There are public car parks close by in Orchard Street, Northgate and the multistorey on Avenue de Chartres. Very limited Pay & Display Parking is available on Saturdays at County Hall.
	Chichester can be very busy , please advise your guests to leave plenty of time to park and arrive at the venue.
Emergency Evacuation	In the event of an emergency evacuation, to comply with health & safety regulations, please ensure all guests requiring additional assistance are accompanied by a chaperone that can assist them in an emergency. It is important that you pass this on to any guests that you feel necessary
Confetti	Confetti is not permitted at this venue, unless you have booked the bespoke package.
Photographs/Videos	You can video your ceremony and photographs can be taken inside and outside the venue.
Animals	Due to the nature of the building no animals other than assistance dogs are permitted.

PLEASE CHECK THE WEST SUSSEX WEBSITE NEARER TO YOUR CEREMONY DATE FOR UPTO DATE INFORMATION ON THE ROOM YOU HAVE BOOKED

We hope you enjoy planning your ceremony, if you have any questions please do not hesitate to email or phone us and we will be more than happy to advise you.