

Council Room Ceremonies - Guidance for Couples

During the current pandemic we have had to adjust the way we conduct our ceremonies to ensure the safety of both you and our registrars.

Please do not invite anyone to your ceremony other than the number of attendees permitted for the room you have booked as we are unable to let any extra people into the building. You can see the current numbers permitted in our [ceremony rooms](#).

All ceremonies will be short to minimise the risks of people being in the same room for any longer than necessary.

Please see the guidelines below on what to expect when you visit our buildings.

A day or two before your ceremony

The registrar will call you to go through some personal details. They will need to speak to both of you to do this. This information is checked against the details you gave us at your notice appointment and is used to prepare your legal documents to ensure the event is recorded accurately.

On the day

- On arrival, you and your guests will be directed to a place to wait for the registrar and asked to use the hand sanitiser.
- The registrar will place the marriage certificate/civil partnership schedule on a table with clear instructions on how to check it thoroughly. They will stand back at a safe distance to be able to answer any questions you have.
- Before the ceremony begins, you will all be shown where to stand to ensure that social distancing is observed and there is a safe space between the registrars and the couple and all other attendees, as appropriate.
- Once the ceremony is complete, you and your witnesses will be asked to sign the register/schedule and then the registrars will sign.
- Your certificate will be placed on the table for you to collect as you leave.

Weddings & Ceremonies *in West Sussex*

Please note, although the ceremony will be short you will still be able to exchange rings if you wish.

If you wish to have a photographer during your ceremony, they will be included in the number of people permitted to be in the room. You can ask a friend/family member to do this for you if you prefer.

You will not be able to use any of our equipment for playing music but if you wish to play something from a mobile phone or portable speaker you are welcome to do so. Please remember that any music must be non-religious.

Sanitiser will be available, and the registrars will use their own pens.

Registrars will have the full support of West Sussex County Council in refusing to conduct a ceremony if a member of a wedding or civil partnership party do not comply with the safety protocols in place when requested, compromising the safety of our staff.

We hope you enjoy your ceremony.

If you have any questions, please do not hesitate to contact us and we will be more than happy to advise you.

Please do not attend if you are experiencing any COVID-19 symptoms or are subject to quarantine/isolation restrictions.

We will rearrange bookings if you need to postpone.