



1770
MORDEN
PARK
HOUSE

BY MERTON REGISTER OFFICE

**Your Civil Partnership
Ceremony at
Morden Park House**

CONGRATULATIONS

on your forthcoming
ceremony

This guide is designed to help you plan and organise your ceremony.

Your Civil Partnership is a day you will want to remember with pleasure. Everyone is different and we want to provide the ceremony that is special to you.

We look forward to meeting you and helping to make you feel relaxed and comfortable during the time you spend with us.

At the end of this guide is a pre-ceremony organiser which you may choose to complete and return to us. Please note that we will need to have received this form a week before the ceremony.

If you would like to meet the Registrar who will be conducting your ceremony, please telephone the office to arrange an appointment. Staffing is usually completed 4-6 weeks before the date of your ceremony.

Telephone 0208 274 5777

E-mail register.office@merton.gov.uk

Instagram @morden_park_house

Facebook- Merton Register Office



IMPORTANT INFORMATION FOR YOUR CEREMONY

ROOM CAPACITY

Every room at Morden Park House has a maximum number of guests, this is based on how many can be safely accommodated and evacuated in the event of a fire. For this reason you cannot exceed these numbers so please do not invite more guests than can fit in the ceremony room.

Sheridan Room	maximum 30 guests (all seated)
Lord Nelson Room	maximum 40 guests (all seated)
Ewart Room	maximum 100 guests (all seated)
Courtyard	maximum 100 guests (all seated)

If more guests attend your ceremony than the room capacity, they will be asked to wait outside until the end of the ceremony.

F E E S

Fees must be paid 3 months before your ceremony day.

Payment may be made by credit/debit card, by telephone or online at merton.gov.uk.

C E R T I F I C A T E S

Civil Partnership certificates cost £11.00 each and must be ordered and paid for at least 1 working day prior to your ceremony.

You can also purchase additional certificates online when you pay your final balance.

We will do our best to provide you with all your certificates at the time of your ceremony, although if we cannot they will be posted to your nominated address within 1 working day.



PERFECT TIMING

On your big day it is important to get the timings right to avoid delay and the possibility of disappointment.

Please arrive at least 15 minutes before the start time of the ceremony. This is to allow us sufficient time to conduct a pre-ceremony interview, where the details will be compared to the information given at your notice of civil partnership appointment.

If you would like to be interviewed separately and not see each other before the ceremony we can arrange this, make sure you fill in the relevant information in the pre-ceremony organizer.

The ceremony will last around 20-30 minutes, depending on the number of readings and personal promises you wish to include in it.

For couples who have ordered onward transport, it is usually best to instruct them to arrive no later than 45 minutes after the start of the ceremony. This allows you time to take photographs before you leave.

Please note: Registrars are very busy and will normally be attending several ceremonies in one day. Remember to make allowances for traffic delays, parking and any pre-ceremony photographs and inform your guests of this.

We regret that if you are delayed for any reason it may be necessary to omit your chosen enhancements or even postpone your ceremony to another day.



INTERPRETERS

If the services of an interpreter were needed to complete your 'notice', you must provide an interpreter for your ceremony, who will also be required to be a witness.

PARKING

Parking is available in the 'Pay and Display' car park in the vicinity of Morden Park House. (Free after 1pm on Saturday and all day Sunday).

The couple's car(s) only are invited to park outside the main entrance of the House. Please use the intercom at the barrier to gain entry.

There is limited parking at the side of the House for disabled guests. Please use the intercom at the barrier to gain entry.

SPECIAL REQUIREMENTS

If there are any special requirements for either yourselves or your guests, please discuss those with the office **before** your ceremony to enable us to accommodate these needs if we can.

Please note Morden Park House cannot accept deliveries on behalf of couples, please do not have items delivered in advance of your wedding they we be refused and returned to sender.



OUTLINE OF YOUR CEREMONY

Entrance

Welcome and Introduction

The ceremony will begin with a short introduction by the Superintendent Registrar who will welcome you both and your guests.

Reading (Optional)

Formal Procedures (spoken by the Superintendent Registrar)

‘This place in which we are all met has been duly sanctioned according to law for the celebration of Civil Partnerships....’

Declaration

You will be asked to repeat after the registrar to declare that you are both free to enter your civil partnership

Vows/ Personal Promises (Optional)

These can be chosen from our list attached or be written by yourself.

Reading (Optional)

Exchange of rings (Optional)

Pronouncement

The Superintendent Registrar will pronounce you Partners for life

Formal signing of the Schedule

You will both be invited to sign the Schedule, followed by your two witnesses.

Photographic Opportunity

Formal photographs may be taken by your official Photographer or nominated guest.

Presentation of the Civil Partnership Certificate

Closing Words

Exit

INTERVIEW

Before your ceremony, we need to confirm that the information you provided when giving notice is still current and correct. This is done in a room away from the hustle and bustle of your guests, together or separately. If you would prefer not to see one another until the last minute we advise a staggered arrival, one party to arrive at least 20 mins and the other party approx 10 mins before the ceremony

ENTRANCE

You can enter the ceremony room together or separately, and be escorted by a close friend or family member or alone.

MUSIC AND READINGS

Music and readings can be included in your ceremony, provided they are not of a religious nature. Music is normally played while the guests assemble, for the entrance of the couple, during the signing of the register and when the couple exit.

We will need to be provided with your readings and music choices before the ceremony to ensure that they are appropriate. If you have any doubts over this please contact us.

At Morden Park House we have the ability to play CDs or Bluetooth pair / plug any audio device with a headphone socket into music systems in every room, and outside by the Gazebo. One of your guests will then need to be in charge of playing the music at the appropriate times.

Live music can be performed using non-electrical instruments.



DECLARATION

During the ceremony you will make a declaration that your are free to enter your civil partnership. The below words will not need to be memorised as you will be asked to repeat after the registrar a few words at a time

"I declare that I know of no legal reason why I [your full name] may not be joined in partnership to [your partner's full name]."

VOWS / PERSONAL PROMISES

You are welcome to make vows or personal promises to you partner, you can chose from our list at the end of this document or you are welcome to write your own. Please note the must not include any religious content and should be included in the pre ceremony organiser.

EXCHANGING OF RINGS

It is traditional to give and receive a ring or rings during the ceremony. There is however, no legal requirement to do so. You may wish one of your guests to present them to you.

SIGNING OF THE SCHEDULE

You will need two responsible people to witness your ceremony and to sign the Schedule after you have both signed. They must be able to both speak and understand English and have witnessed the whole ceremony.

Please alert the registrar if you notice a mistake. It is very easy to correct a mistake at the time, but it is a difficult and lengthy process after the event. Your signature is your confirmation that the information is correct.



YOUR WITNESSES

You must bring two witnesses to your ceremony. Your witnesses can be anyone you choose, but it is a legal requirement that they are able to speak and understand English. It is also preferable that they are over 18 years old. It is your responsibility to provide witnesses for your wedding, as we are unable to provide them for you. They do not need to bring identification. If either you or your partner requires an interpreter, that person must also act as one of your witnesses.

PHOTOGRAPHS AND VIDEOGRAPHY

We are happy for up to two guests OR your photographer to take discreet photographs during the ceremony. You may video the ceremony provided the video camera is battery operated.

There will be an opportunity to 'pose' for formal photographs after the signing of the Schedule.

You and your partner may have some photographs on the stairs while your guests make their way outside for group photographs.

Please note that the Gazebo and the end of the Courtyard is only available for couples who book ceremonies in the Gazebo.

CONFETTI

Biodegradable confetti may be thrown outside the front of the building. **Confetti MUST NOT be thrown in the courtyard space or inside the building** Confetti can be purchased online or from reception on the day of the ceremony.

PRE CEREMONY ORGANISER

You are welcome to detail your preferences in our pre ceremony organiser which is a separate downloadable document, like this one, from the email we sent you. Alternatively click: [Here](#)

Please note that we will need to have received this form a week before the ceremony.

ADDITIONAL VOWS

1. All that I am and all that I have, I promise to you for the rest of my life.
2. All that I am, I give to you, all that I have, I share with you. This is my promise to you today and for the rest of my life.
3. I'm not perfect. You aren't either. But if you can make me laugh, make me think twice, and admit to being human, I'll hold onto you forever.
4. I will love you, comfort you, honour and protect you and remain true to you for the rest of my life.
5. I promise to be loving, faithful and loyal in our life together.
6. I promise to live together in love and harmony, to cherish and care for you, whatever the future may hold.
7. I promise that I shall love thee, be faithful to thee, cherish, support and respect thee as long as we both shall live.
8. I look forward to sharing my life with you, as we journey through life together. I promise to cherish, love and care for you always.
9. I promise to care for you, to remain true to you, to be your friend and above all to respect and love you always.
10. I promise to love you and care for you through fortune and misfortune and to be your friend always and forever.
11. I promise to care for you, to remain true to you and to respect and love you always.
12. I promise to cherish and care for you, to live with you in loving harmony, whatever the future may bring.

FREQUENTLY ASKED QUESTIONS

Q: What happens if the information we gave at notice has changed by the time we enter our civil partnership?

A: It is quite possible that your age, occupation or address may have changed in between giving notice and getting forming your partnership. This can be easily updated on the day. However, if your name, marital status or gender is different on the day, this is more serious, and you will need to bring in documentary evidence to support the facts.

Q: What happens if more guests attend than anticipated?

A: For safety reasons every room has a maximum number of people that can be accommodated. If your number of guests exceeds this, unfortunately some of them will have to remain outside. If your guest list increases we can change your booking to a larger room, if one is available, providing sufficient notice is given. Any difference in cost will be payable at the time of making the change.

Q: How long does the ceremony last?

A: The average civil partnership ceremony takes between 20-30 minutes, depending on how many readings and other enhancements are included.

Q: Can we order more than one certificate?

A: You will receive one certificate on the day of the ceremony. If you require extra certificates, these can be ordered any time before or after your ceremony. It may be useful to have extras if you are travelling, changing names, or notifying a foreign Embassy or Consulate of your civil partnership.

Q: What time should we instruct our onward transport to pick us up?

A: Your transport should arrive to collect you approximately 30 - 40 minutes after the ceremony start time. Ideally your transport should be waiting for you as you all emerge from Morden Park House, ready to whisk you away to your celebrations.

Q: Can Morden Park House accept deliveries of flowers or champagne on our behalf?

A: Unfortunately we do not have the facility to safely store any goods delivered in conjunction with your ceremony.

DIRECTIONS TO MORDEN PARK HOUSE

London Road, Morden, SM4 5QU.
02082745777

Underground

Take Northern line to Morden. Cross over the road and either catch a bus (No 80,93 or 154) to South Thames College or turn right and walk along the A24 for approximately 20 minutes to South Thames College. Take right turn immediately before the college buildings. Morden Park House is located at the end of this lane in the park.

By Rail (Thameslink)

Use Morden South Station, approximately 40 minutes from Blackfriars. South Thames College is almost opposite the station.
See above.

By Road

From the M25 (Junction 9) take the A24 signposted to Epsom and travel north in the direction of Morden. Approximately 8 miles further on you will pass a sign 'Welcome to Merton ' followed by a stretch of parkland on the left. Traffic lights are at the top of the hill with a lay-by on the left. South Thames College buildings are on the left beyond the lay-by. At the set of traffic lights immediately past these buildings turn left. Signs to the Register Office and Morden Swimming Pool are visible at this junction. Proceed to the end of the lane. Morden Park House will be visible and a pay and display car park is on the right.

From central London travel through Wandsworth or Wimbledon until the A24 is reached. Follow the directions to M25 and Dorking. Ignore signs to Morden Hall Park as this is a completely different building. Follow A24, pass under the railway bridge and turn right immediately prior to South Thames College.

