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MORDEN  
PARK  
HOUSE

BY MERTON REGISTER OFFICE

# Your Civil Partnership Ceremony Guide

Morden Hall / The Dog and Fox Wimbledon /  
Chak 89 / Hotel du Vin Wimbledon & The Belevdere

# CONGRATULATIONS

on your forthcoming  
ceremony

This guide is designed to help you plan and organise your Civil Partnership 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](mailto:register.office@merton.gov.uk)

Instagram [@morden\\_park\\_house](https://www.instagram.com/morden_park_house)

Facebook- Merton Register Office



# IMPORTANT INFORMATION FOR YOUR 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](http://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.

## P E R F E C T T I M I N G

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

**Please available at your venue at least 30-15 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.

**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.

## 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 will 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 can begin, 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. This can be done together or separately, if you would prefer not to see one another until the last minute.

## 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.

Please confirm with your chosen venue about facilities available to play music



## 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; alternatively we have a ring cushion for your use or you may like to provide your own.

## 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.

## CONFETTI

Please check with your chosen venue with regards to confetti

## 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: 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.

