



1770
MORDEN
PARK
HOUSE

BY MERTON REGISTER OFFICE

Your Marriage Ceremony Guide

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

CONGRATULATIONS

on your forthcoming
wedding

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

Your wedding is a day you will want to remember with pleasure. Everyone is different and we want to provide a 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.

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

While we will do everything we can to ensure that the Registrar you meet conducts your ceremony this may not always be possible.

Telephone 0208 274 5777

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

Instagram @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.

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

Marriage 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 marriage 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 marriage 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 weddings in one day. Remember to make allowances for traffic delays, parking and any pre-wedding 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 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)

Declaratory Words (Mandatory)

Contractual Words (Mandatory)

Extra vows (Optional)

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

Reading (Optional)

Exchange of rings (Optional)

Pronouncement

Signing of the Register

Photographic Opportunity

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

Presentation of the Marriage 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.



DECLARATORY AND CONTRACTING WORDS

During the ceremony you will make two legal declarations before your witnesses, guests and the registrars. You will declare your freedom to marry one another, and then accept one another as husband or wife. There are three legal sets of words that can be used as shown below. These words do not need to be memorised as you will repeat them, a few at a time, after the registrar:

LEGAL DECLARATIONS

Traditional

I do solemnly declare that I know not of any lawful impediment why I [your full name] may not be joined in matrimony to [your partner's full name]

Modern

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

Simplified

The Registrar asks: "Are you [your full name] free, lawfully, to marry [your partner's full name]?"
You reply: "I am".

LEGAL DECLARATIONS

Traditional

I call upon these persons, here present, to witness that I [your full name] do take thee [your partner's full name] to be my lawful wedded wife/husband.

Modern

I [your full name], take you [your partner's full name] to be my wedded wife/husband.

Simplified

I [your full name] take thee [your partner's full name] to be my wedded wife/husband.

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.

OWN VOWS

You may choose your own vows from the list provided in this pack or you may wish to write your own.

Vows must be non-religious and approved by the Superintendent Registrar before your ceremony.

SIGNING OF THE REGISTER

The registrar will ask you to check the details carefully before signing the register at the end of the ceremony. You will be asked to sign in your usual, current signature even if you are planning to change your name after marriage.

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 Register.

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 married 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 marriage 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 marry?

A: It is quite possible that your age, occupation or address may have changed in between giving notice and getting married. 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: Can we have more than two witnesses?

A: Yes you can. It is a legal requirement to have two witnesses but you can choose to have more if you wish. Up to four witnesses' signatures can comfortably fit onto the register page, but any more is a bit of a squeeze. Please tell the registrar how many witnesses you would like to have sign before the ceremony.

Q: How long does the ceremony last?

A: The average civil wedding 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 marriage.

Q: Do I have to change my name after marriage?

A: Changing your name after marriage is an entirely personal choice. If either or both of you wish to change your name, just present your marriage certificate to any organisations holding your personal details. It's that simple.

If you would like to honeymoon in your new name, your passport can be changed up to three months before the ceremony. Just complete the PD2 form and take it to the register office in which you are getting married for it to be signed by the Superintendent Registrar, before submitting it to the Passport Office. Please note that your new passport will only be valid from the date of your ceremony.

