



Programme of Events

Please complete and return this form by email when you have decided on the arrangements for your Ceremony. You should tick the boxes to indicate your selections.

Your Venue

Date & Time Ceremony

Names of Parties

1. PRE-CEREMONY INTERVIEW

- (i) We wish to be interviewed together ☐
- (ii) We wish to be interviewed separately ☐

2. CEREMONY VOWS

We wish to use:

- (i) Declaratory and Contracting Words **A** ☐
- (ii) Declaratory and Contracting Words **B** ☐
- (iii) Declaratory and Contracting Words **C** ☐
- (iv) We do not wish to have a ceremony or exchange vows as part of our Civil Partnership ☐

3. RINGS & ADDITIONAL WORDS

- (i) We will not be exchanging rings ☐

We will be exchanging rings as part of our ceremony and:

- (ii) We do not wish to say any words whilst we exchange rings ☐
- (iii) We wish to say the words suggested in your ceremony pack whilst we exchange rings ☐
- (iv) We have written our own words* for the exchange of rings and they are listed below for approval ☐

4. READING

We wish to include a reading* as part of our ceremony and this will be:

- (i) Reading No from Approved List in your ceremony pack ☐
- (ii) A reading of our own choice which is submitted herewith for approval ☐

(i) We do not wish to have any music ☐

(ii) Music for walking down the aisle

Volume No Track No from the Register Office pre-approved music list ☐

or We will be bringing a mobile/tablet/digital device containing the music and our choice is ☐

Title of Song / Piece

(iii) Music for the signing of the schedule/register

Volume No Track No from the Register Office pre-approved music list ☐

or We will be bringing a mobile/tablet/digital device containing the music and our choice is ☐

Artist / Composer

Title of Song / Piece

(i) We will enter the Ceremony Room together ☐

(ii) will enter the Ceremony Room alone ☐

(iii) will enter the Ceremony Room escorted by ☐

(Please refer to the FAQ's in this ceremony pack for important information on Photographers/Videographers)

We will have an official photographer/videographer present ☐

(i) We have a guest who wishes to use the Register Office's *Personal Induction Hearing Loop***.

(ii) We have guest(s) attending at the Town Hall who will be requiring wheelchair access ☐

Please inform us of any special arrangements you wish us to consider, however before completing this section we ask you to read our FAQ's in this pack and on our website carefully, as they detail what is and isn't possible to have as part of your ceremony.

[illegible]

** Legal restrictions do not permit the use of any religious material (or with any religious connotations) and all choices will be subject to final approval by this office.*

**** There is only one Personal Induction Hearing Loop, and any person using it will need to have a hearing aid with a 'T' setting.**



Your Civil Partnership Vows

When you form a Civil Partnership it is not a legal requirement to have a 'ceremony' or to say vows to each other. You may wish to have a simple signing, or a non-legal ceremony as part of the proceedings. If you wish to have a Civil Partnership Ceremony then you may choose from one of the following standard sets of declaratory and contracting words.

CEREMONY A

Declaratory Words: I do solemnly declare that I know of no lawful impediment why I may not form a civil partnership with

Contracting Words: I call upon these persons here present to witness that I do take thee to be my civil partner under law.

CEREMONY B

Declaratory Words: I declare that I know of no legal reason why I may not form a civil partnership with

Contracting Words: I take you to be my civil partner under law.

CEREMONY C

Declaratory Words: The Officiating Registrar will ask "Are you free lawfully to form a civil partnership with?" to which you must reply, "I am".

Contracting Words: I take you to be my civil partner under law.

Exchanging Rings

If you and your partner are using a ring/rings you may wish to incorporate some additional words whilst you exchange your rings and our recommendation is shown here. However, if you wish to include your own ring words, these will need to be approved in advance by The Superintendent Registrar.

"I give you this ring as a token of my love and a sign of the promises I make to you today."

Pre-Approved Readings

The following pre-approved readings have been approved for use at civil ceremonies. You may choose to read it yourself or nominate a friend or family member to do so. If you have an alternative reading that you wish to use then this will need to be submitted to this office to be approved in advance by a Registration Officer, as legal restrictions do not permit the use of any religious material (or with any religious connotations).

There are two different places where it is appropriate to have your reading, either at the beginning of the ceremony or at the end after you have exchanged your vows.

READING No. 1

'Apache Ceremony'

Now you will feel no rain,
For each of you will be
The shelter for each other.
Now you will feel no cold,
For each of you will be
The warmth for the other.
Now there will be no more loneliness.
Now you are two persons,
But there is only one life before you.
Go now to your dwelling place
To enter into the days
Of your life together.
And may your days be
Good and long upon the earth.

READING No. 2

'The Art of a Good Marriage'

A good marriage must be created
In the marriage,
The little things are the big things
It is never being too old to hold hands
It is remembering to say "I love you"
At least once each day.
It is never going to sleep angry.
It is having a mutual sense of values
And common objectives.
It is standing together and facing the world.
It is forming a circle of love
That gathers in the whole family.
It is speaking words of appreciation and
Demonstrating gratitude in thoughtful ways.
It is having the capacity to forgive and forget.
It is giving each other an atmosphere
In which each can grow.
It is a common search for
The good and the beautiful.
It is not only marrying the right person.
It is being the right partner

Wilferd Arlan Peterson

READING No. 3

'Once in a Lifetime'

Once in a lifetime you find someone
Who touches, not only your heart, but also your soul
Once in a lifetime you discover someone who
Stands beside you, not over you
You find someone who loves you for who you are
And not for who you could be.
Once in a lifetime, you find someone
As you/we have found each other

READING No. 4

An Extract from 'Adam Bede'

What greater thing is there for two human beings
Than to feel they are joined for life
To strengthen each other in all labour
To rest on each other in all sorrow,
To minister to each other in all pain
And to be with each other
In silent unspeakable memories.

George Eliot

READING No. 5

'Nature Boy'

There was a boy
A very strange enchanted boy
They say he wandered very far, very far
Over land and sea
A little shy
And sad of eye
But very wise was he.
And then one day
A magic day – he passed my way
And as we spoke of many things
Fools and Kings
This he said to me
"The greatest thing, you'll ever learn,
Is just to love. And be loved in return"

Eden Ahbez

READING No. 6

An Extract from 'The Prophet'

"Love one another but make not a bond of love: Let it rather be a moving sea between the shores of your souls. Fill each other's cup but drink not from one cup. Give one another of your bread but eat not from the same loaf.

Sing and dance together and be joyous, but let each one of you be alone, even as the strings of a lute are alone though they quiver with the same music.

Give your hearts, but not into each other's keeping. For only the hand of Life can contain your hearts. And stand together, yet not too near together: For the pillars of the temple stand apart, and the oak tree and the cypress grow not in each other's shadow."

Kahlil Gibran

Pre-Approved Music

For Ceremonies in the Harrington Room, Rossetti Room, Brydon Room and Mayor's Parlour: A selection of pre-approved music is listed below and if you chose one of these tracks we will play it for you during your ceremony. If you wish to provide your own track of music to play, you will need to ask one of your guests to operate the device. The music systems here at the Register Office will support any Bluetooth capable device. Please note that your own choice will need to be submitted to this office to be approved in advance by a Registration Officer, as legal restrictions do not permit the use of any religious material (or with any religious connotations)

For Ceremonies at an Approved Venue: You should use our pre-approved list of music *as a guide only*. You will be responsible for liaising with and providing your own music to the responsible person at your chosen venue, however you will also need to list your choice of music on the 'Programme of Events' and submit it to this office for approval not less than seven days before the date of your ceremony.

Music for a Civil Ceremony: Volume 1

T1.	La Rejouissance	(Royal Fireworks)	HANDEL
T3.	Grand March	(Aida)	VERDI
T4.	Wedding March	(Marriage of Figaro)	MOZART
T5.	Trumpet Tune in D		PURCELL
T6.	Air	(Water Music)	HANDEL
T7.	The Prince of Denmark's March		CLARKE
T8.	Arrival of The Queen of Sheba		HANDEL
T9.	Meditation	(Thais)	MASSENET
T10.	Voi Che Sapete	(Marriage of Figaro)	MOZART
T12.	Dein Ist Mein Ganzes Herz	(The Land of Smiles)	LEHAR
T13.	Chanson de Matin		ELGAR
T14.	Soave Sia il Vento	(Cosi Fan Tutti)	MOZART
T15.	Air on a G String		BACH
T16.	O Mio Babino Caro	(Gianni Schicchi)	PUCCINI
T17.	Salut D'Amour		ELGAR
T18.	Dome Epais	(Flower Duet - Lakme)	DELIBES
T19.	1st Movement	(Eine Kleine Nachtmusik)	MOZART
T20.	2nd Movement	(Eine Kleine Nachtmusik)	MOZART
T21.	4th Movement	(Eine Kleine Nachtmusik)	MOZART
T22.	Libiamo ne Lieto	(La Traviata)	VERDI

Music for a Civil Ceremony: Volume 2

T1.	Overture	(Marriage of Figaro)	MOZART
T2.	Hornpipe	(Water Music)	HANDEL
T3.	Canon in D		PACHELBEL
T4.	Wedding March	(Lohengrin)	WAGNER
T5.	Morning	(Peer Gynt)	GRIEG
T6.	Rondo	(Abdelazar)	PURCELL
T7.	Largo	(Lute Concerto in D)	VIVALDI
T8.	Minuet		BOCCHERINI
T9.	Rondeau	(Symphonie de Fanfares)	MOURET
T10.	Pavane		FAURE
T11.	Sheep May Safely Graze		BACH
T12.	Wedding Day in Trolldhaugen		GRIEG
T13.	Where'er You Walk	(Semele)	HANDEL
T14.	Berceuse	(Dolly Suite)	FAURE
T15.	I Would be True	(Danny Boy)	TRAD IRISH
T16.	Largo	(Double Violin Concerto in D)	BACH
T17.	Allegro	(Sonata in D -Trpt & Stgs)	PURCELL
T18.	Spring - 1st Movement	(The Four Seasons)	VIVALDI
T19.	Radetsky March		STRAUSS
T20.	Allegro	(Brandenburg Concerto 3)	BACH
T21.	Wedding March	(Midsummer Night's Dream)	MENDELSSOHN
T22.	Trumpet Voluntary	(Op. 6. N0. 5.)	STANLEY

Frequently Asked Questions

While ceremonies have been permitted to resume, it is important to remember we are still amid a pandemic, so your ceremony may look different to how you previously envisaged.

1. Where do I arrive?

- *For Ceremonies at the Chelsea Old Town Hall:* On the day of your ceremony, we ask that you and your official guests arrive **15 minutes** before the start of the ceremony so we can ensure, wherever possible, that it will start on time. You and your official guests should enter via the side entrance of the Registrars department at Chelsea Old Town Hall, in Chelsea Manor Street, or through the Library entrance if your ceremony is in the Cadogan Suite/Halls.
- *For Ceremonies at any other Venue:* You should liaise with that venue to make arrangements.

2. Can I request to be kept separate for our pre-ceremony interview?

It is a legal requirement that you be interviewed immediately before your ceremony, however if you do not wish to see each other before the ceremony then you may opt to have separate interviews. We will aim to start your pre-ceremony interviews 10 mins before your ceremony.

3. What happens during the pre-ceremony interview?

Your registrars will need to do a short and easy interview with you and your partner before the start of your ceremony. You do not need to bring any documents with you to this interview (except in the rare circumstance that you've officially changed your name after giving notice but before getting married).

This interview will be done in private and shouldn't last more than 10 minutes.

4. Can I walk down the aisle?

Yes. Now that the Government guidelines allow it, you will be able to walk down the aisle of the ceremony room however there are still restrictions. In order to comply with social distancing only **2 persons** will be able to walk down the aisle, and this may either be the two of you, or one of you escorted by one other person.

5. How many guests can I have in my ceremony?

The number of Guests allowed to attend any given ceremony is dependant on the size of the ceremony room, and the government guidelines in effect on the date* the ceremony is due to take place. The number of official guests must include all children over the age of 4 years. Please see the Ceremony FAQ's on our website for further information.

For ceremonies taking place in the Harrington Room, Rossetti Room or Brydon Room please check our website for the up-to-date* capacity of our ceremony rooms. We regret that it is not possible to exceed these numbers.

Only your official witnesses/guests will be allowed into The Chelsea Old Town Hall, so if you have any additional friends or family coming with you on the day, they will have to wait for you outside the building.

For ceremonies taking place in an approved venue, or one of the halls in the Chelsea Old Town Hall, please liaise with the venue for details of their current capacity.

6. Do I have to wear a mask?

Current Government guidelines state that ceremonies are only able to go ahead where they can be done in a COVID-19 secure environment.

This means that **all** guests (including photographers/videographers/musicians) attending your ceremony, and whom are 11 years of age or older, will be required to wear a 'face covering' that safely covers their nose and mouth, unless they have a valid medical reason for not doing so. This applies to ceremonies taking place in the Chelsea Old Town Hall or those at an Approved Venue within the Royal Borough of Kensington and Chelsea. A 'face covering' is anything which safely covers the **nose and mouth**, and it can be a Mask, Face-Shield, Scarf, Bandana, Religious Garment, etc.

For the bride, groom or those becoming civil partners, 'face coverings' are not required during the ceremony but they **must** be worn at all other times whilst in the building.

Current Government guidelines state that if any of your guests (who are 11 years of age or older) are unable to wear a face covering for valid medical reasons then they will have to maintain a 2 meter distance from yourselves, other guests and our staff as full social distancing will apply to them. *Depending on the size of the ceremony room and the number of persons unable to wear a face covering, it may be necessary to **reduce** the number of guests allowed into the ceremony room in order to maintain proper social distancing.*

7. Music and Reading

Music can be played during the signing of the schedule/register. Live musicians can perform however they will be subject to social distancing guidelines and, dependant on the size of the ceremony room, they may have to be included as witnesses/guests. Legal restrictions do not permit the use of any religious material (or with any religious connotations) and all choices will be subject to final approval by this office.

Live musicians/singers are allowed, however they will be subject to social distancing and government guidelines. *If your ceremony is taking place in the Harrington Room, Rossetti Room or Brydon Room, they must be included as witnesses/guests.* For ceremonies in an Approved Venue please liaise with that venue regarding live musicians/singers

If you will be bringing a mobile phone, tablet or digital device to your ceremony containing your music track then it will need to be contained in a separate playlist, and you will need to allocate one of your guests to operate the device as our staff will be unable to do so. The music systems here at the Register Office will support any Bluetooth capable device. For music at an Approved Venue please liaise with that venue regarding your music.

You may have a reading as part of your ceremony, however whomever will be doing the reading must stay at their chair. They may stand up to do the reading but they will not be able to move around the ceremony room or go up to the front. Legal restrictions do not permit the use of any religious material (or with any religious connotations) and all choices will be subject to final approval by this office

8. Can I invite my photographer to our ceremony?

Yes, you may invite professional photographers or videographers to your ceremony, however there are still restrictions:

- Up to 16/05/2021* if your ceremony is taking place in the Harrington Room or the Rossetti Room, your Photographer/Videographer will have to be counted as official witnesses/guests.
- From 17/05/2021* onwards if your ceremony is taking place in the Harrington Room, Rossetti Room or Brydon Room, you will only be able to have one Photographer/Videographer in addition to your guests. In those rooms, if you wish to have more than one Photographer/Videographer then the extra ones will have to be counted in your number of witnesses/guests.
- For ceremonies in an Approved Venue please liaise with that venue regarding photographers/videographers.
- Regardless of where your ceremony is taking place the photographer or videographer must wear a 'face covering' at all times and observe social distancing throughout the ceremony. If they are unable to wear a face covering for valid medical reasons then they will have to maintain a 2 meter distance from yourselves, other guests and our staff as full social distancing will apply to them. *Depending on the size of the ceremony room, it may be necessary to **reduce** the number of guests allowed into the ceremony room in order for them to maintain proper social distancing.*

9. What will happen during the ceremony?

Under current Government guidelines:

- If you wish to exchange rings during your ceremony, your hands should be sanitised before and after the exchange. We recommend that the rings should be handled by as few people as possible.
- Children 4 years old and younger should not be included in your party unless alternative childcare cannot be arranged, and they would need to sit on a parents' lap throughout the ceremony. Any child over the age of 4 years must be included in your number of guests.
- Whilst guest numbers are restricted due to government guidelines, consider setting up a streaming service/conferencing App so those unable to attend can still be part of your day by watching from home. Please be aware that anyone logging-in to watch the ceremony from home must **MUTE** their microphones for the whole ceremony, otherwise the noise they make will be disruptive and we may have to turn the device off. There is no WiFi for the ceremony rooms so you should use your phone data/personal hotspot for this purpose.
- For further information and details of what will be happening before, during and after your ceremony please see the Ceremony FAQ's on our website.

** It is important to note that these quoted dates are the proposed dates are for the next 'Step' of the Government Roadmap. If the milestones are not met and a Step is delayed for any reason, the new date for that Step must apply, along with the guidelines applying to number of guests, Photographers, Videographers and Musicians.*