



Programme of Events

We are delighted you have chosen to hold your ceremony in The Royal Borough of Kensington and Chelsea and look forward to sharing with you the happiness of your very special day.

It would assist us if you could complete and return this form when you have decided on the arrangements for your Ceremony. Please tick the boxes to indicate your selections.

Your Venue

Date & Time Ceremony

Names of Parties

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1. CEREMONY VOWS

We will be using:

- (i) Declaratory and Contracting Words **A**
- (ii) Declaratory and Contracting Words **B**
- (iii) Declaratory and Contracting Words **C**

2. RINGS AND 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

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3. MUSIC

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

We wish to include a track of music* as part of our ceremony and:

- (ii) We wish to use a track from the Register Office pre-approved music list:

Volume No Track No played **during** the signing of the register/schedule

- (iii) On the day we will be bringing a mobile phone/tablet/digital device** containing the music* to be played during the signing of the register/schedule, and our choice is listed below for approval

Artist /Composer

Title of Song / Piece

4. VIDEO RECORDING AND PHOTOGRAPHY

(Please note that a Photographer/Videographer will need to be counted as one of your guests)

- (i) We will have an official photographer present
- (ii) We will have an official videographer present

5. DISABLED ACCESS & FOR THE HARD OF HEARING (FOR THE TOWN HALL ONLY)

- (i) We have a guest attending our ceremony at the Town Hall who wishes to use the Register Office’s Personal Induction Hearing Loop***.
- (ii) We have guest (s) attending our ceremony at the Town Hall who will be requiring wheelchair access

6. OTHER ARRANGEMENTS

Please inform us of any other special arrangements you wish us to consider.

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Thank you. Please return this form to registrars@rbkc.gov.uk as soon as possible but certainly within seven days of your Ceremony.

** 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.*

*** If you will be bringing a mobile phone, tablet or digital device to your ceremony then your music choices 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.*

**** There is only one Personal Induction Hearing Loop here at the Chelsea Register Office, and any person using it will need to have a hearing aid with a ‘T’ setting.*



Your Marriage Vows

You must choose from one of the following standard sets of declaratory and contracting words (these are a legal requirement and cannot be altered) which will form part of your Marriage Ceremony.

CEREMONY A

Declaratory Words: I do solemnly declare that I know not of any lawful impediment why I may not be joined in matrimony to

Contracting Words: I call upon these persons here present to witness that I do take thee to be my lawfully wedded wife/husband.

CEREMONY B

Declaratory Words: I declare that I know of no legal reason why I may not be joined in marriage to

Contracting Words: I take thee to be my wedded wife/husband.

CEREMONY C

Declaratory Words: The Officiating Registrar will ask “Are you free lawfully to marry?” to which you must reply, “I am”.

Contracting Words: I take you to be my wedded wife/husband.

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 symbol of our marriage and as a token of my love.”



Selection of Approved Music for Civil Ceremonies

For Ceremonies in the Brydon Room, Rossetti Room, Harrington Room and Mayor's Parlour:

A selection of pre-approved music is included in this information pack for your selection. 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.

For Ceremonies at an Approved Venue:

You should use our approved list of music *as a guide only*. You will be responsible for liaising with and providing your own music too, the responsible person at your chosen venue. You should list your choices of music on the 'Programme of Events' and submit it to this office not less than seven days before the date of your ceremony.

Volume 1

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 Liete	(La Traviata)	VERDI

Volume 2**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 Troidhaugen		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. NO. 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?

- On the day of the 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

2. 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.

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

It will not be possible for the two of you to be interviewed separately as the pre-ceremony interview will take place in the ceremony room with both of you present.

We regret that it is not possible to exceed these numbers, and any photographer/videographer/musician would have to be included as witnesses/guests. Only your official witnesses/guests will be allowed into the building with you, so if you have any additional friends or family coming with you on the day they will have to wait for you outside.

4. Do I have to wear a mask?

The Government has updated the guidance on face coverings at Marriages and Civil Partnerships in England and Wales. From Saturday 8th August 2020, guests at your ceremony will be required to wear a face covering. This applies for ceremonies taking place in Chelsea Old Town Hall or at an approved venue in the Royal Borough of Kensington and Chelsea. Face coverings are not required for the bride, groom or those becoming civil partners during the ceremony, but must be worn as you enter and exit.

5. Can I invite my photographer to our ceremony?

Yes, you may invite a professional photographer or videographer to your ceremony however they will have to be counted as one of your witnesses and/or guests. They must wear a mask and observe social distancing throughout the ceremony.

6. Can I walk down the aisle?

No, unfortunately you will not be able to walk down the aisle. Your pre-ceremony interview will take place in the ceremony room itself, and once it has been completed the two of you will remain in your seats in the ceremony room and your guests will be brought in to join you. Although we can accommodate you if you wish to have your first piece of music played whilst this is happening

7. What will happen during the ceremony?

The Government's guidelines has advised that ceremonies are concluded in the shortest time possible and only simple ceremonies should proceed. This means that:

- We will be discouraging readings taking place during the ceremony.
- If you wish to exchange rings in your ceremony, your hands should be sanitised before and after. The rings should be handled by as few people as possible.
- If possible, children should not be included in your party unless they are small enough to be held throughout the ceremony or alternative childcare cannot be arranged.
- Music can be played during certain parts of the ceremony. Live musicians can still perform however the playing of wind instruments will not be permitted, and any musicians will be subject to social distancing guidelines and will have to be included as a witness/guest.
- Due to the increased risk of transmission from aerosol and droplets, singing and/or the playing of wind instruments will not be permitted.
- As the guest numbers are reduced, 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 phones data/personal hotspot for this purpose.