



## Surrey Civil Weddings and Ceremonies

Once you have booked a ceremony with your chosen venue, you must book a registrar for a ceremony, you can do this up to two years before your ceremony date.

Bookings are taken strictly on a first come, first served basis.

You can request a call from our ceremonies office by completing a ceremonies enquiry form on our website.

You can make a booking up to two years in advance of the day of your ceremony. The Register Office is unable to predict the demand on any particular day and bookings are taken on a first come, first served basis. At the time of booking you will be required to pay the costs of the ceremony in full by debit/credit card. The booking process will take 10-15 minutes.

There are a limited amount of time-slots offered for ceremonies depending on the day of the week. Please contact us as soon as possible.

**Confirmation of your booking** - once you have booked your ceremony, confirmation will be emailed to you and will contain:

- Essential information regarding the legal requirements for giving your notice of intent to marry/form a civil partnership.
- A ceremony pack which contains useful information about preparing for your ceremony.
- The terms and conditions of your booking, cooling-off period and cancellation policy.

### Wedding/Civil Partnership Ceremonies at Surrey Licensed Venues:

	1 April 2019 to 31 March 2020	1 April 2020 to 31 March 2021	1 April 2021 to 31 March 2022
<b>Monday - Thursday</b>	<b>£466</b>	<b>£486</b>	<b>£496</b>
<b>Friday</b>	<b>£516</b>	<b>£536</b>	<b>£546</b>
<b>Saturday</b>	<b>£566</b>	<b>£586</b>	<b>£596</b>
<b>Sunday/Bank Holidays</b>	<b>£616</b>	<b>£636</b>	<b>£646</b>

### PLEASE NOTE

- There will be an administration charge to amend date, time or venue after initial booking. This charge is £40 up to the 31<sup>st</sup> March 2020 and £45 from 1<sup>st</sup> April 2020.
- The Notice fee is a statutory fee and is in addition to the ceremony fees. This fee is subject to change by the Registrar General for England and Wales and should be checked at the time of booking your notice appointment. Ceremony's taking place before 9.30 am and after 5pm are subject to additional fees. Please contact us as above for information.
- Registration Staff do not conduct ceremonies on Easter Sunday, Christmas Day or Boxing Day.

**Email:** [registration.ceremonies@surreycc.gov.uk](mailto:registration.ceremonies@surreycc.gov.uk)

**Website:** [www.surreycc.gov.uk/birth-death-and-ceremonies/marriage-and-civil-partnerships/ceremony-guide/book-a-registrar](http://www.surreycc.gov.uk/birth-death-and-ceremonies/marriage-and-civil-partnerships/ceremony-guide/book-a-registrar)

**Opening Times:** Monday, Tuesday, Thursday, Friday 9.00-4.30, Wednesday 9.30-4.30