



GUIDANCE FOR THOSE WHO WISH TO MARRY AT SHERFIELD

Should you wish to have your Civil Ceremony at Sherfield these are guidelines for those wishing to marry on approved premises:

1. as soon as a couple have made provisional arrangements for their marriage on approved premises they should be advised to contact the Superintendent Registrar for the district in which the premises are situated at The Register Office.
2. without the presence of this Superintendent Registrar and a Registrar there can be no marriage and any arrangements for the use of the premises depend entirely on their availability. It is, therefore, essential that the couple made an advance booking with this superintendent registrar for his/her attendance at their proposed marriage as soon as a booking can be accepted. A fee for this attendance will be payable before the ceremony.
3. the couple will also have to give notice of marriage to the Superintendent Registrar(s) of the district they live in. The notice must be given in person by at least one of the couple and is valid for twelve months. One of the couple should, therefore, attend the register office where they live as soon as possible after notice can be given.
4. the couple should be warned that any arrangements made for a marriage to take place on approved premises depend on:
 - (a) the attendance of the Superintendent Registrar and a Registrar for the district in which the premises are situated; and
 - (b) the issue of the authority or authorities for marriage by the Superintendent Registrar(s) to whom they gave notice of marriage.
5. when notice is given in a different registration district from the one where the marriage is taking place, the couple will have to collect the authority before the ceremony and ensure it is delivered to the registrar who is to attend the ceremony.
6. the couple should be advised that only a civil, non religious ceremony can be permitted by the Superintendent Registrar. Any music, reading, words or performance, which forms any part of the ceremony, must be secular. The content of the ceremony must be agreed in advance with the Superintendent Registrar who attends the ceremony.
7. any rights of copyright for music, readings etc. permitted at the ceremony are a matter for the couple and the holder of the approval.'

**Please contact the Superintendent Registrar at
The Register Office, Basingstoke. Tel: 01256 322188.**

Please also confirm to Sherfield that this contact has been made and advise us of the agreed time for the ceremony, either e mail info@sherfield-events.co.uk or call 01256 884800.