

**CASTLEREAGH BOROUGH COUNCIL**  
**Registrar's Office, Civic & Administrative Offices**  
**Bradford Court, Upper Galwally**  
**CASTLEREAGH, BT8 6RB**

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Our Website [www.castlereagh.gov.uk](http://www.castlereagh.gov.uk)



**CIVIL MARRIAGE BROCHURE**

**OFFICE HOURS FOR ENQUIRIES OR APPLICATIONS**

**MON to THURS - 9.30am – 12.30pm 2.00pm - 4.30pm**

**FRI - 9.30 am – 12.30 pm - 2.00 pm - 4.00 pm**

**Closed 12.30 – 2 p.m**

The Civic Centre is a beautiful setting for your wedding. The building was opened in 2000 and is very modern in design with a spectacular rotunda incorporating stain glass to represent landmarks within the Borough. There are also beautiful gardens available for your wedding photographs.

**BOOKING YOUR MARRIAGE**

If you want a date more than 12 months in advance, you may make a Provisional Booking. Easter to October is the busiest season and in particular, Fridays and Saturdays. Bookings are often made up to 2 years in advance to ensure a particular date and time. So make a booking as soon as possible.

If you want a date within 12 months, you may make a definite booking by submitting your Marriage Notice Forms as described overleaf. Marriage Notice Forms are available from our Website i.e. [www.castlereagh.gov.uk](http://www.castlereagh.gov.uk) or from the 26 local Northern Ireland Registrars

For Registrar's Use	Date .....
<p>I ..... Registrar confirm a (<i>provisional</i>) marriage booking between ..... and .. ..</p> <p>On ..... at ..... am / pm / noon</p>	

## **DOCUMENTS TO BE PRODUCED**

N.B. all documents must be originals i.e. not photocopies & if not in English - bring a Certified Translation. They must be produced as early as possible before the wedding. Failure to do so will mean postponement

<b>Consent</b>	If 16 or 17 years, - Consent Forms are available from Registrar		
<b>Identity</b>	A full version birth certificate		
<b>Marital Status</b>	if widowed - a death certificate of previous spouse to be shown		
	if divorced - a Decree Absolute <b>and</b> if woman using maiden name – her Marriage Certificate		
<b>Nationality</b>	not subject to Immigration Control	Passport or National Identity Card	
	If subject to Immigration Control	<b>EITHER</b> Passport with appropriate visa permitting marriage	<b>OR</b> Passport plus a Certificate of Approval for Marriage
		<p>N.B. Notice of Marriage cannot be taken without these</p> <p>For advice and guidance, contact Home Office, Croydon Help Line, at 0870 606 7766 or online at <a href="http://www.ukvisas.gov.uk">www.ukvisas.gov.uk</a></p>	

## **HOW AND WHEN TO SUBMIT MARRIAGE NOTICE FORMS**

Notice of Marriage lasts for 12 months from the date of Notice. If parties are closely related to one another, they may not be allowed to be married - if in doubt, check with Registrar. The Bride and the Groom should each complete a Marriage Notice Form and bring or send them to the Registrar as soon as possible but ideally no later than 8 to 10 weeks before the date of marriage. The Fees should accompany the Notice Forms and any required documents.

Once the Registrar receives the 2 Notice Forms, Fees and Documents, the Notice takes effect from that date. Then, the earliest possible marriage ceremony would be 14 days later.

## **CEREMONY TIMES**

### **Weekday Ceremonies**

Tuesday – Friday afternoons only either Noon or 2.30 pm

Saturdays 12.00 noon - only

### **FEES**

Weekdays	Saturdays
£225	£ 383

NB: Prices are reviewed annually during the month of April, and may be subject to change.

## **PARKING FACILITIES**

Weekdays 2 Bridal Vehicles only in the Car Park

SATURDAY All vehicles can use the Car Park

Disabled Details of requirements to be notified to Registrar 2 days before Wedding

## **ON THE WEDDING DAY**

<b>ACCESS</b>	<b>Weekdays - Guests must enter the Ceremony Room via the side door either by using the steps or the ramp – Wedding Party* only enters by the Front Entrance Weekday Parking – Two cars (Groom/Bestman – Bride and her Father – Bride’s mother and bridesmaid, Groom’s Parents)</b>
<b>WEDDING PARTY</b>	<b>BRIDE/BRIDESMAIDS – GROOM/BESTMAN - PARENTS OF THE BRIDE AND GROOM</b>
<b>DISABLED</b>	<b>There are wheelchair access and toilet facilities on the ground floor.</b>
<b>CAPACITY</b>	<b>Ceremony Room holds a maximum of 100 people - this includes the bridal party.</b>
<b>WITNESSES</b>	<b>you need 2 witnesses over the age of 16 years to sign the register</b>
<b>DRESS</b>	<b>is your choice – weddings parties often come in casual wear or formal wear.</b>
<b>FLOWERS</b>	<b>If you wish you may decorate the room with fresh flowers. The Council also has a floral arrangement available for your use if required.</b>
<b>RINGS</b>	<b>are not essential but may be given or exchanged</b>
<b>PHOTOGRAPHS</b>	<b>Very important - <u>Please make photographers aware of timing of the ceremony.</u> one person may photograph the exchange of rings but no others can be taken during the ceremony. There will be ample opportunity for photos at the end.</b>
<b>VIDEO</b>	<b>one person may video the complete ceremony</b>
<b>SMOKING</b>	<b>A No-Smoking Policy has been adopted throughout the Civil Centre.</b>
<b>CONFETTI/RICE</b>	<b>There is a total ban on the throwing of confetti or rice within the Building or in the Grounds/Gardens.</b>
<b>INTERPRETERS</b>	<b>Civil Marriages are conducted by a Registrar of Marriages. Where an interpreter is required or requested, for example if either of the parties to a marriage speaks a different language to the Registrar or if the couple (by choice) wish to marry in a particular language, the Registration Service will be pleased to advise the parties on how this can be arranged.</b>
<b>USHERS</b>	<b>You will need 2 people as ushers to show guests to their seats in the ceremony room – as the Registrar will be busy with the couple.</b>
<b>MUSIC</b>	<b>we can provide suitable non-religious music which may be played as below or you may bring in your choice which must be on <u>1 CDm</u> - You need to nominate a guest to play the music for you</b>

<b>Entrance of Bride Music of 1 minute approx.</b>	<b>Signing of Register and photos Music of 15 minutes approx.</b>	<b>Leaving of Bridal Couple Music of 2 minutes approx.</b>
<b>Choose from our Music Selection available</b>	<b>Our Music - Pan Pipe melodies</b>	<b>Choose from our Music Selection available</b>
<b>This must be No 1 on cd</b>	<b>Our Music</b>	

**WHAT IS NOT PERMITTED**

Religious words or music  
Confetti, Rice or Candles

More than 100 people in Ceremony Room  
Pets – other than guide dogs

**CEREMONY TIME reserved at ..... on .....20....**

The Bride may be given away OR the couple may enter the room together.

**20 minutes**  
before ceremony

**N.B. Groom, his witness and the 2 Ushers must be with the Registrar to complete final details**

**10 minutes**  
before ceremony

**N.B. Bride, her witnesses and (person giving bride away if relevant) must be with Registrar to complete final details**

**At Ceremony  
Time**

**The Registrar commences by welcoming everyone, says some words of introduction and generally sets the scene**

**OPTIONAL** At this point - one guest may read a non-religious verse lasting no more than 2 minutes. The full text & the name of person who will say the verse must be sent to Registrar before the wedding day.

Then the Registrar will prompt each of the parties to say the following two legal Declarations. There is no need to be nervous as the Registrar will just ask each of you to repeat them slowly, a phrase at a time.

*I do solemnly declare  
that I know not  
of any lawful impediment  
why I .....  
may not be joined in matrimony  
to .....*

*and I call upon  
these persons here present  
to witness that I .....  
do take you .....  
to be my lawful wedded wife / husband*

**OPTIONAL** At this point, an extra vow may be included so we suggest this popular one which the Registrar will ask each of you in turn:-

**EITHER** Will you solemnly promise that you will always protect this woman (man) with your utmost care, that you will honour and cherish her (him) in sickness and in health, and that in all things you will be to her (him) a faithful and loving husband (wife).

**All you have to reply is "I will "**

**OR** if you want an extra vow of your own, which you (not the Registrar) will say to each other - you must submit the text for our approval at least 2 weeks before the wedding day.

**rings if you are exchanging rings - the Registrar will prompt you to say**

*I give you this ring as a symbol of our marriage for today and tomorrow and for all the days to come. Wear it as a sign of what we have promised each other this day.*

**Signing**

The schedule is then signed by the bridal party and whilst the Registrar prepares your marriage certificate all photographs may then be taken. Bridal party line up for their “walk down”

View of Marriage Room



**FORM 2 Wedding Day Information - ✂ Tear off this Page**

**IMPORTANT - AT LEAST 2 WEEKS BEFORE WEDDING RETURN THIS PAGE to:- Registrar of Marriages, Castlereagh BT8 6RB - with outstanding documents or own CD. \***

**Complete all sections below as confirmation of all information is needed to prepare for your ceremony.**

		Date of Marriage	
YOUR DETAILS		GROOM	BRIDE
Full Name (& maiden name)			
Date of Birth			
Marital Status			
Usual Occupation			
Usual address <b>BEFORE</b> marriage			
Will Bride be "given away" ?		NO / YES (if yes - give details of person below) Name..... Relationship.....	
CEREMONY -What optional extras do you want to include?		Non-religious Verse a. NO b. YES	If b - must enclose text & Reader's Name
		An Extra Vow 1.Ours OR 2 your own	If 2 – you must enclose full text
RINGS - will you be using?		NO / YES 1 / 2 rings	
RECORDING - will you have ?		Video / Photographer / family photos	
INTERPRETER – will you have one?		NO / YES - give reason here .....	
CERTIFIED COPY -do you want one ?		NO / YES - if yes, bring £6 (exact money please ) on the wedding day	
Grooms's witness ( over 16 years)	Full Name		
	Address		
Bride's witness ( over 16 years)	Full Name		
	Address		
Names of Groomsman & page boy – if relevant			
Names of Bridesmaid(s) & flower girl - if relevant			
Approximate number of Guests ?		N.B. maximum of 100	
Names of your 2 Ushers			
<p><b>MUSIC</b> is available and may be played on 4 occasions would you like it ? NO / YES</p> <p>(N.B. all music must be non-religious) Please tick if you want our music <u>or</u> give details of your own choice.</p>			

<b>At Entrance of the Bride</b> N.B. music will last approx. 1 minute so instrumental music is best You may choose from our music selection available	<b>During the Signing of Register</b> N.B. music will last approx 15 minutes so ideal time to play your own favourite music. EITHER choose from our music	<b>Leaving of Bridal Couple</b> N.B. music will last 1 - 2 minutes so instrumental music is best You may choose from our music selection available
	3. Pan Pipes melodies	1
<b>OR state your choice - which must be on 1 CD - to play continuously for the times mentioned above.</b>		
Title..... Composer ..... Artist .....	Title (s)..... Composer(s) ..... Artist(s) .....	Title ..... Composer ..... Artist .....