

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

TELEPHONE (028) 90494520 (028) 90494521

FAX NO (028) 90494525

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



**CIVIL MARRIAGE BROCHURE**  
**COMMITTEE ROOM ONLY**  
**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. 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 .. .. 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 <u>and</u> 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**

**TUES – THURSDAY ONLY**

**Time: Noon**

## **FEES - £100 Committee Room only available weekdays**

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

Disabled

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

**ON THE WEDDING DAY**

<b>ACCESS</b>	The Committee Room is on the 1 <sup>st</sup> Floor of the Civic Building and is only accessible by a swipe card therefore the wedding party (inc guests) must be accompanied at all times.
<b>WEDDING PARTY*</b>	<b>BRIDE/BRIDESMAIDS – GROOM/BESTMAN - PARENTS OF THE BRIDE AND GROOM</b>
<b>DISABLED</b>	There are wheelchair access and toilet facilities on the ground floor.
<b>CAPACITY</b>	Committee Room holds a maximum of 10 people - this includes the bridal party.
<b>WITNESSES</b>	you need 2 witnesses over the age of 16 years to sign the register
<b>DRESS</b>	is your choice – weddings parties often come in casual wear or formal wear.
<b>FLOWERS</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>RINGS</b>	are not essential but may be given or exchanged
<b>PHOTOGRAPHS</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>VIDEO</b>	one person may video the complete ceremony
<b>SMOKING</b>	A No-Smoking Policy has been adopted throughout the Civic Centre.
<b>CONFETTI/RICE</b>	There is a total ban on the throwing of confetti or rice within the Building or in the Grounds/Gardens.
<b>INTERPRETERS</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.

**IT IS NOT PERMITTED**

Religious words or music	More than 10 people in Committee Room
Confetti, Rice or Candles	Pets – other than guide dogs

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

<b>10 minutes before ceremony</b>	<b>N.B. Groom, his witness must be with the Registrar to complete final details and pay £5.50 for marriage certificate</b>
<b>10 minutes before ceremony</b>	<b>N.B. All guests including Bridal party (i.e. 10 in total)</b>

**At Ceremony**

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

**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.**

**VOWS – AS FOLLOWS:**

<i>I do solemnly declare that I know not of any lawful impediment why I ..... may not be joined in matrimony to .....</i>	<i>and</i>	<i>I call upon these persons here present to witness that I ..... do take you ..... to be my lawful wedded wife / husband</i>
---	------------	---

**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) 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 bride and groom and the two witnesses. After some photographs the whole party including the Registrar will leave the room and come back down stairs. At this stage the Registrar has to go back to her office to register the marriage and issue a marriage certificate. The Bride and Groom along with their guests can proceed to the Memorial Garden (which has a lovely pond) at the rear of the Civic Centre if they wish to have some more photographs taken. If it is raining the wedding party is welcome to stay in the hallway. Please be aware that the Reception staff have difficulty hearing when on the phone if a lot of people are talking in the Rotunda area (i.e. Reception)