

Civil Weddings at Lemore Manor

What do I need to do next?

Once you have made provisional arrangements for your ceremony at Lemore Manor, Eardisley, you should contact Mrs Janet Abell Ceremony Co-ordinator for Herefordshire Registration Service to ensure that a Registrar is available to attend.

Address: Herefordshire Register Office, Town Hall, St Owen Street, Hereford HR1 2PJ

Email: registrars@herefordshire.gov.uk

Telephone: 01432 383261

The opening hours for the office are as follows

Monday – Thursday	9.00 - 4.30
Friday	9.00 - 4.00

You can provisionally book a Registrar until you are able to give formal notice of marriage. (This may be done up to 18 months in advance of your ceremony). It is advised to book your ceremony as far in advance as possible as popular dates and times are quickly booked up. Your marriage ceremony cannot take place without the presence of the Superintendent Registrar and a Registrar and any arrangements for the use of the premises depend entirely on their availability.

Before you can marry there are certain legal formalities which need to be observed. The main requirement is for a couple to give notice of marriage to the Superintendent Registrar of the district where they live. Giving notice means making a legal declaration that you are both free to marry each other, and will require you to provide certain documents. You will each be required to give an individual notice in person. If you live in the same district, then notice can be given in the same office, but if you live in different districts, you will be required to give notice in the district where you live. You must be resident in the district for the preceding seven days.

After giving notice you must wait a further fifteen clear days before the marriage can take place. You can give notice of a marriage up to 12 months in advance of your chosen date.

If either party to the marriage is subject to immigration control then they will need a special visa before arrival in the UK or will need to obtain a certificate of approval from the Home Office. See the Home Office website for further advice www.ukba.homeoffice.gov.uk/while-in-uk/marriageandcivilpartnership/eligibility/

You will have to pay fees to the Registration Service. Currently each party to the marriage will pay £33.50 on giving notice of marriage and an attendance fee for the registrar

Weekday	£250
Saturday	£300
Sunday and Bank Holiday	£350

These fees will increase with effect from 1st October 2011. Please see the Herefordshire Council website for up to date fees

http://www.herefordshire.gov.uk/community_and_living/life_events/45541.asp

The hours between which a marriage can legally be solemnised and a Partnership registered are 8.00am to 6.00pm

You should be advised that only a civil, non-religious ceremony can be permitted by the superintendent registrar. Any music, readings, 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 or celebrant who will be attending the ceremony.

Any copyrights for music, readings etc permitted at the ceremony are a matter for the couple and the holder of the approval.

Where can we hold the ceremony?

Lemore is licensed to hold the ceremony in specific areas of the property:



Drawing Room - for up to 90 people



Garden Room - for up to 20 people



Entrance Hall - for up to 5 people with guests seated outside on lawn

Reception

The Dining Room is ideal for a small wedding reception, which can seat up to 42 guests. For larger weddings, a marquee can be set up within the grounds.