

# **Kent Registration Service (KRS)**

## **Civil Marriage, Civil Partnership and other Ceremonies**

### **Terms and Conditions of Acceptance**



#### **Civil Marriage & Civil Partnership Ceremony Bookings**

Your ceremony booking is accepted on the condition that: -

- No legal impediment to the marriage or civil partnership exists and Legal Preliminaries are completed within statutory time limits.
- Any foreign divorce/dissolution papers are accepted by the Registrar General where applicable.
- Home Office permission is granted where applicable.
- A Booking Confirmation fee is paid (see below).

#### **Other ceremonies (Welcoming and Renewal of Vows)**

Your ceremony booking is accepted, on the condition that: -

- Proof of birth or prior marriage/civil partnership taking place is provided.
- A Booking Confirmation fee is paid (see below).

**NB** The ceremony does not give any legal status or rights.

#### **Booking Confirmation Fee**

- A Booking Confirmation fee is payable either at the time of booking or within 14 days of the time of booking.
- This fee is non-refundable.

#### **Ceremony Fee**

- A Ceremony fee is payable either at the time of booking or by 16 weeks prior to the date of the ceremony, whichever is the nearer date to the day of the ceremony.

#### **Cancellation Fee**

- A Cancellation fee is payable where a booking is cancelled.
- Where a booking is cancelled KCC will refund the Ceremony fee less the Cancellation fee. All requests for a refund must be made in writing to KCC. Fee increases normally apply on 1<sup>st</sup> April each year.

**NB** KCC is obliged to refund the original account payee.

#### **Cancellation of bookings by KRS**

Your ceremony may be cancelled by the KRS if:-

- The Booking Confirmation fee has not been paid.
- Legal preliminaries cannot be completed.
- The Ceremony fee has not been paid.
- A Cancellation Fee is not payable if KRS cancels your ceremony.

#### **Cancellation/ changes of booking by Couple or Venue.**

- The couple or venue must confirm all cancellations and changes, by letter or email to the Registration office managing your ceremony.
- Any change to the ceremony arrangements will incur an additional administration fee, and where applicable may require an updated or additional Ceremony fee to be paid.

#### **Ceremonies in Gazebos and other free standing outside structures**

- Bookings will be accepted in gazebos and other freestanding outside structures during BST (British Summer Time). This is usually the last Sunday in March until the last Sunday in October.
- Ceremony bookings after BST require the consent of the Kent Registration Service.
- The venue is required to keep a room (licensed for civil ceremonies), available to complete the ceremony indoors should the weather be unsuitable on the day.
- The celebrant will make the final decision as to where it will be appropriate to complete the ceremony when the weather is unsuitable on the day.

#### **Pre-Meeting**

- You may request and pay for a pre-meeting prior to your ceremony. Appointments may be made during normal office hours at the Register Office, or between 8am and 8pm at the venue by agreement with the venue and celebrant.

#### **Ceremony content**

- The KRS will provide a Kentish Ceremony. You may make alternative selections and every effort will be made to include

those choices, provided the content of the ceremony remains seemly and dignified.

- The KRS will make the final decision on any wording used, and will not accept liability for any omission, which may be caused by reasons beyond its control.

#### **Staff**

- The KRS will allocate staff to attend your ceremony and reserves the right to substitute other experienced and qualified staff in case of sickness or other unforeseen circumstances on the day.

#### **Room Capacity**

- For fire, safety and comfort if the number of guests exceeds the capacity of the room some guests may be excluded from the ceremony.

#### **Liability**

##### **KCC will not accept liability for:**

- The failure of any music system provided by the venue, you or a third party.
- Any delay or loss caused by your late or non-arrival
- Any loss caused by, a request from you or your representatives to delay the ceremony
- Any loss or compensation where a ceremony is stopped from proceeding because (a) it would be void if it went ahead, (b) an offence under the Marriage or Civil Partnership Acts would be committed, and (c) it would be against the public interest
- Any decision to delay the ceremony is at the discretion of the KRS.

#### **General**

- In the event of an emergency or disaster e.g. fire or flood, the KRS will endeavour to perform your ceremony on your chosen day. We strongly recommend that you take out ceremony insurance to cover losses or expenses incurred in the case of events outside our control.
- Any reference to working days does not include Saturday, Sunday, Bank or Public holidays.
- Approval of the venue is granted only in connection with the provision of ceremonies. The KRS cannot accept liability for the failure or neglect on behalf of the venue, of any agreement between you and the venue for the use or provision of any services and/or facilities.
- Any complaint or claim against KRS should be made as soon as reasonably practicable.
- If you fail to attend your ceremony, the fee paid is non-refundable.
- Any reference in these conditions to Kent Registration Service (KRS) shall also refer to Kent County Council in so far as they relate to its legal responsibilities and obligations. Other words and phrases shall be interpreted as follows:-  
Marriage & Civil Partnership Acts – *means the Acts of Parliament (and any regulations made under those Acts) covering the legal preliminaries to, the solemnization and registration of a civil marriage/civil partnership either in a register office or approved premises within England and Wales.*  
Venue - *means Approved Premises approved by KCC under the Civil Marriages and Civil Partnerships (Approved Premises) Regulations 2005 for the solemnization and registration of civil marriages and civil partnerships.*

*These terms and conditions must be read in conjunction with our schedule of fees. Please visit [www.kent.gov.uk/registration](http://www.kent.gov.uk/registration) and [www.akentishceremony.com](http://www.akentishceremony.com)*

**Data Protection:** *The personal information you give us will be held in the strictest confidence and will not be passed on to any third parties. We will write to you approximately six weeks after your ceremony to give you the opportunity to complete a short*



*survey about our services. You are under no obligation to complete the survey.*