

## Approved Premises for Civil Marriage, Civil Partnerships and other Ceremonies Terms and Conditions

**The licence holder of the venue which is licensed for the solemnization of civil marriages and the formation of civil partnerships will ensure that they will -**

- Comply with the licence requirements, as set out in Schedule 1 of The Marriages and Civil Partnerships (Approved Premises) Regulations 2005 and the licence conditions, as set out in Schedule 2 of The Marriages and Civil Partnerships (Approved Premises) Regulations 2005. These may be amended from time to time on the instructions of the Registrar General.
- Comply with any additional licence conditions and requirements, as set out in the Approved Premises Handbook, provided by KCC.
- Comply with any special licence conditions, set by KCC and attached to the licence. KCC reserves the right to apply or amend any special conditions at any time during the 3 year period of a licence.
- Regularly maintain and review the Fire-risk Assessment, as required by the Regulatory Reform (Fire Safety) Order 2005 during the life of the licence.
- Consult with the local planning authority as to whether planning consent is required. If retrospective planning permission is required and subsequently refused, KCC may revoke the licence and there will be no refund of fees. If the local authority places restrictions or conditions on the premises, that will affect the licence, then KCC will need to include these as a special condition of the licence.

### **Changes to staff or rooms at the venue**

- KCC must be informed of any changes to the appointments of Licence Holder, Responsible Person and Deputy Responsible Person.

KCC must be informed of any changes, additions, and deletions to the rooms and/or areas licensed for the celebration of marriages, civil partnerships and other ceremonies.

### **Display of documents**

- Licence notice (provided by KCC) - this must be displayed where it may be seen by the public.
- Comments and Suggestions notice (provided by KCC) - this must be displayed where it may be seen by the public.
- Two ceremony direction notices – (provided by KCC) which must be displayed (or alternatives) prior to and during a ceremony, to direct members of the public to the room/area where the ceremony is taking place.

### **Ceremony times**

- KCC will guarantee all ceremonies taking place between 8am and 6pm. Ceremonies may also take place up to 9pm but is subject to staff availability and agreement from the Area Office.
- KCC reserves the right to decide if a ceremony may take place after 6pm and may request that special measures are taken to ensure the safety of KCC staff and that the requirements set out in the license or local conditions are not affected.
- KCC will consider special requests for ceremonies to be held after 9pm but will be subject to any special measures or conditions it deems necessary.
- As per Condition 7, set out in Schedule 2 The Marriages and Civil Partnerships (Approved Premises) Regulations 2005, it is the owner's responsibility to ensure that no food or drink is sold or consumed in the licensed area 1 hour prior to or during the ceremony.

It is also the owner's responsibility to ensure alcohol is consumed sensibly before any ceremony at any time and will ensure that the solemnity and dignity of the occasion is not compromised.

This agreement also applies to any person or persons employed by the premises, or acting on its behalf in respect of the licence arrangements and conditions, and that all such persons will be made aware of the arrangements and conditions, and resultant responsibilities.