

## Libraries, Registration and Archives (LRA)

# Kent ceremonies and other services

# Terms and Conditions of Acceptance

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### Citizenship & Nationality Checking Services (NCS)

- For all individual citizenship ceremonies and NCS appointments, the appropriate fee is payable at the time of booking.
- A cancelled appointment fee may be payable. Visit [www.kent.gov.uk/registration](http://www.kent.gov.uk/registration) for details.

### 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 and services

For Renewal of Vows, your ceremony booking is accepted on the condition that:

- Proof of prior marriage/civil partnership taking place is provided. The ceremony does not give any legal status or rights.

#### Booking Confirmation Fee

- A booking fee is payable at the time of booking a ceremony.
- 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 nearer to the date 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. (where applicable). All requests for a refund must be made in writing from both parties to KCC. This must state who the money is to be refunded to. Fee increases normally apply on 1st April each year.
- NB KCC is obliged to refund to the original account payee.

#### Cancellation of bookings by Libraries, Registration and Archives (LRA)

Your ceremony may be cancelled by LRA 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 LRA 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 a ceremony amendment 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 back-up room (licensed for civil ceremonies), available to complete the ceremony indoors should the weather be unsuitable on the day.
- LRA cannot be held responsible if the back-up room does not have enough space for all guests to witness the ceremony. This is a matter for the venue and the couple to discuss and agree.
- Registration Staff will make the final decision as to where it will be appropriate to complete the ceremony when the weather is unsuitable on the day.

### **Ceremony content**

- LRA 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.
- LRA 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**

- LRA 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 LRA.

### **General**

- In the event of an emergency, disaster or extreme weather conditions (including but not limited to war, civil war, armed conflict, terrorist attack, governmental action, fire, flood, snow, pandemic or epidemic) LRA will do everything it can to ensure your ceremony takes place on your chosen day. However, LRA cannot be held responsible and is not liable for any ceremony which has to be cancelled as a result of such events, which are outside our control. We recommend that you consider taking out ceremony insurance to cover losses or expenses incurred in the case of such events.
- 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. LRA 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 LRA should be made as soon as reasonably practicable.
- LRA provides a secular ceremony which cannot include religious content. This includes any hymn, carol or song that contains religious messages or references.
- If you fail to attend your ceremony, the fee paid is non-refundable.
- Any reference in these conditions to Libraries, Registration and Archives (LRA) 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) for citizenship ceremonies and NCS services or [www.akentishceremony.com](http://www.akentishceremony.com) for all other ceremonies.*

**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 may 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.*

**This document is available in alternative formats and can be explained in a range of languages. Please call 03000 415151 for details.**