Celebrating in the Dudley Borough

a guide to arranging a civil ceremony

marriages, civil partnerships, and renewal of vows ceremonies
Priory Hall & St James’ Ruins
An outstanding venue in the heart of the Black Country
We pride ourselves on our choice of venues and a high degree of expertise and professionalism from the staff in the register office. Our aim is to ensure that your ceremony is both a joyful and memorable experience.

Dudley register office is located at Priory Hall, Dudley and stands in the centre of the beautiful Priory Park together with the 12th Century St James’ Priory ruins, which afford many beautiful photographic opportunities within this setting.

Priory Hall offers a choice of two ceremony suites; the Priory Suite and the Castle Suite.
The Priory Suite is a high quality venue that can accommodate up to 68 guests. It retains the original, hand carved, full oak panelling, windows and stone fireplaces. It is furnished to a very high standard of décor with floral enhancements. The premise is a popular and highly sort after venue that ensures that extra special experience. This choice of venue offers a joint entrance for the couple or for an escorted entrance by the person of their choice. A ceremony here can be tailor-made to include a choice of ceremony options, ushering, music, and poetry readings by members of the party.
Car parking for guests is available behind Priory Hall and ceremony cars are able to stop outside the entrance.

Parking for people with disabilities is also available.

There is a web cam and DVD facility if required and video filming is permitted.

Additionally there is a magnificent staircase that lends itself as a wonderful photographic backdrop.
The Castle Suite can accommodate up to 24 guests. This room is half oak panelled, with original windows and has quality furnishings and décor.

Classical background music is played before and after the ceremony. Web cam and DVD facilities are available if required. Video filming is also permitted in this room. This ceremony room provides pleasant surroundings for a basic ceremony. Other ceremony enhancements are not available in this suite.
Fabulous photographic opportunities are available at the **Priory Ruins**. Located within Priory Park, Dudley, are the Grade I listed ancient monuments of the Priory Ruins. Founded in c.1160, the Priory was established as a dependency of the Cluniac Priory of Much Wenlock and was dedicated to Saint James.

Built from local limestone quarried from Wren’s Nest and Castle Hill, the priory was later enlarged and a surviving piece of one of the enlargements is an archway to the Lady Chapel area of the Priory, built in the 14th century and dedicated to the Virgin Mary.
Following a £1.2 million Heritage Lottery funded renovation project we are delighted to offer a new venue for marriages, civil partnerships and other ceremonies.

The Thomas Robinson Building (formerly Lye and Wollescote Cemetery Chapels) is located near Stourbridge and provides a wonderful ceremony room where couples can marry in a traditional setting. A ceremony here can be tailored to include chosen music, vows, promises and readings.
The Wollescote Suite is a former gothic chapel within the refurbished Thomas Robinson Building. Built in 1879 the building is made up of two Victorian Gothic-style chapels, which house the registration office in one and a stylish new wedding venue the other.

The sympathetically restored ceremony room features much of the former chapel’s original Gothic architecture complete with stained glass windows and can accommodate ceremony parties with up to 58 guests.

Ceremony parties will arrive by the front entrance and exit the ceremony room from the double doors at the rear where photographs can be taken with further photograph opportunities in the sunken garden and nearby Wollescote Park.
Approved premises…

There are several venues within the borough approved for ceremonies. Registrars can attend these premises for marriages, civil partnerships, renewal of vows and naming ceremonies.

**Village Urban Resort Dudley**  
Castlegate Park  
Birmingham Road  
Dudley  
DY1 4TO  
Telephone 01384 216600  
www.village-hotels.co.uk

**The Copthorne Hotel (Merry Hill)**  
The Waterfront  
Merry Hill  
Dudley  
DY5 1UR  
Telephone 01384 482882  
www.millenniumhotels.co.uk

**The Limestone Caverns**  
Dudley Canal Trust Trips Ltd  
Birmingham New Road  
Dudley  
DY2 0XP  
Telephone 01384 236275  
www.dudleycanaltrust.org
The Quality Hotel
Birmingham Road
Dudley
DY1 4RN
Telephone 01384 458070
www.qualityhoteldudley.co.uk

Benjamins Banqueting Suites
Birmingham Street
Halesowen
B63 3HN
Telephone 0121 602 0202
www.benjaminsbanquet.co.uk

The Talbot Hotel
High Street
Stourbridge
DY8 1DW
Telephone 01384 394350
www.thetalbot-hotel.co.uk

Old Swinford Hospital
Heath Lane
Stourbridge
DY8 1QX
Telephone 01384817365
www.oshsch.com
Arranging a marriage or civil partnership at an approved venue …

If you are planning to marry or form a civil partnership at approved premises it is essential to book the local registration staff as well as the venue. Without the presence of the registrars the ceremony cannot proceed.

Provisional bookings for ceremonies can be made at the register office up to 12 months in advance upon payment of a £50 non-refundable deposit. Both parties must be free to marry at the time the booking is made. If either of you is not a British or EEA citizen you should contact the register office for further advice without delay. A ‘save the date’ service is available giving couples the opportunity to reserve the registrars to attend their ceremony at an approved venue up to two years before the date of their ceremony for a non-refundable fee of £75.

Registrars are usually available to attend ceremonies any day (except Christmas Day, Boxing Day, New Year’s Day, Good Friday and Easter Sunday) from 10am to 4pm.

- couple make provisional arrangements with the venue
- the venue advises couple to contact register office to request registrars’ attendance for their ceremony and agree date and time (no more than 24 months prior the ceremony)
- couple contact register office and make provisional booking for registrars’ attendance (bookings within 12 months) or
- couple make a ‘save the date’ reservation with the registrars (bookings between 12 and 24 months)
- register office notify venue of provisional arrangements made with couple
- couple give ‘notice’ at their local register office
- register office confirms arrangements with couple and issues information pack
Making a ceremony booking…

Fees for ceremonies vary according to the venue and the day of the week required by the couple. Provisional bookings for ceremonies can be taken up to 12 months in advance. If you wish to book a ceremony please email our ceremony team with a daytime contact number for them to call you on so they can discuss your requirements and reserve your chosen date.

Couples wishing to marry or register a civil partnership in the Dudley borough can take advantage of the ‘save the date’ advance booking service. This service is for those wishing to make arrangements more than two years in advance of the date of their ceremony. For an additional fee of £75 couples can book the registrars to attend their ceremony at an approved venue within the borough or reserve their chosen date and time for a ceremony at Priory Hall up to two years in advance of their ceremony date. This fee includes 20 save the date cards to send to your friends and family.

Provisional bookings for ceremony times are taken by telephone or in person at Dudley Register Office. Please email, telephone or call in to see us Monday to Friday between 9am and 1pm or 2pm and 4pm. At the time of booking you will be required to pay the ceremony fee in full for Castle Suite marriages and civil partnerships. For Priory Suite and approved premise ceremonies a non-refundable deposit of £50.00 is required at the time a provisional booking is made unless the ceremony is within the next three months where upon the full fee will be required at the time of making the booking.

Dudley Register Office
Priory Hall
Priory Park
Dudley DY1 4EU
Telephone: 01384 818349
Email: marriage.enquiry@dudley.gov.uk
Giving notice of marriage or civil partnership…

Unless you are marrying in a Church of England or Wales church, before you can marry or form a civil partnership anywhere in England or Wales, either by civil or religious ceremony, you must first give notice of your intention to marry or register a civil partnership.

If you want a civil ceremony, that is at a Register Office, or in another building which has been approved for civil ceremonies, in England or Wales, then you should first contact the Superintendent Registrar, you will also need to make arrangements at the venue in question. It will be necessary for you to give a formal notice to the Superintendent Registrar of the district where you live.

‘Notice’ must be given at least 29 days before the date of your ceremony and can be given up to 12 months in advance of the ceremony date. Your ceremony arrangements will not be confirmed until both notices have been given. We will hold a provisional ceremony booking for one month to allow sufficient time for the notices to be given.

In order to give a notice of marriage or civil partnership to a Superintendent Registrar, both of you must have lived in a registration district in England or Wales for at least seven clear days immediately before giving notice. Each of you will give your own notice, but you can attend together if you live in the same registration district. If you live in different registration districts, you will need to give notice separately in your own area.

In Dudley this is done by an appointment only system; to book an appointment to give notice of marriage or civil partnership within the borough, please telephone 01384 818349.
Documents …

When you give notice of marriage or civil partnership you will be required to produce certain documents, this will be confirmed with you when you make an appointment to give notice. We would usually expect to see the following:

- Birth certificate
- Valid Passport
- Proof of address (Council Tax bill or Driving License)
- Evidence any previous marriage or civil partnership has ended
- Any change of name documents

The fee for giving notice of marriage or civil partnership is £35.00 each (£70 for a couple) payable in Dudley at the time the notice appointment is booked.

Religious ceremonies …

To marry by Religious ceremony anywhere other than in the Church of England or Wales, you should first make arrangements with the minister, or other person, in charge of marriages at the building. He or she will also advise you as to whether, or not, you will need to book a registrar to attend the ceremony. However, the church or religious building in question must normally be located within the registration district where you or your partner lives. After you have arranged to marry, it will be necessary for each of you to give formal notice of marriage to Superintendent Registrar of the district where you live.

If you wish to marry in the Church of England or Wales, you must arrange this with the vicar. If he is able to marry you, banns will be called in church, or a common license issued. There would generally be no need for you to attend a Register Office.
Wedding packages are available from Dudley Registration Service to make planning your special day affordable and easy.

We are working in partnership with local businesses to offer you a choice of additional services.

**Photography from £199**
Capture the memories as they are made... our professional photographers can be at your venue to take a selection of images which you will receive on a USB to enjoy as you wish. You can get prints, create an album and share them on-line.
Choose from a choice of two packages.

**Wedding cars from £120**
Arrive in style in our chauffeur driven Jaguar XF or for something a bit quirky choose our Citroen Deaux Chevaux or go vintage with our 1926 Rolls Royce.

**Bride’s bouquet £50**
From bouquets to buttonholes... your beautifully arranged flowers can be waiting for you at your ceremony venue.

Simply book and pay for your chosen package with the registrars when arranging your marriage.
Visit [www.dudley.gov.uk/weddingplanner](http://www.dudley.gov.uk/weddingplanner) for more information.
We also offer…
Personalised Wedding Stationery and extra’s for you to enhance your wedding

- Save the date cards
- Invitations
- Evening invitations
- RSVP’s
- Thank you cards
- Order of ceremony booklet
- Commemorative readings
- Commemorative certificate
- Luxury marriage certificate boxes
- Wedding welcome board
- Sand Ceremonies
- Confetti cones

Please visit www.dudley.gov.uk/weddingplanner
www.dudley.gov.uk/weddingstationery for more information
Wedding bargain hunters who want to look stunning on their wedding day are in luck, because brand new and pre-loved wedding gowns are now available to purchase at The Thomas Robinson Building.

**AN INTIMATE BRIDAL BOUTIQUE IN A STUNNING SETTING**

Our beautiful designer gowns are available at a fraction of the recommended retail price and come in all styles, shapes and sizes. 75% of all profits from the sales of most of the gowns go directly to local charity, The Mary Stevens Hospice, what a great way to save money and support a local charity on your big day!

To arrange an appointment to view and try on gowns please email

Marriage.enquiry@dudley.gov.uk

Thomas Robinson Building
Cemetery Road
Stourbridge
West Midlands  DY9 8AN

Charity Registration Number: 517656
<table>
<thead>
<tr>
<th>The Castle Suite, Priory Hall, Dudley – seats a maximum 24 guests</th>
<th>Standard room offering a basic ceremony £46.00 for Dudley borough residents only (Mon – Thurs). Where neither the bride or groom reside in the Dudley Borough at the time notice is given, the ceremony fee for the Castle Suite is £140.00 (Mon – Thurs) increasing to £150.00 from 01/04/20. Castle Suite ceremonies for all couples on Fridays cost £140 increasing to £150 from 01/04/2020. Saturday ceremonies are charged at £200.00 increasing to £210.00 from 01/04/2020.</th>
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</thead>
<tbody>
<tr>
<td>For renewal of vows and naming ceremonies, Priory Suite fees apply for all Priory Hall and Thomas Robinson ceremonies and approved premises fees apply for ceremonies held on approved premises.</td>
<td>Dudley Borough approved premises for marriages and civil partnerships; costs vary according to the day of the ceremony. Please note the Wollescote Suite is only available Fridays, Saturdays, Sundays and Bank Holidays.</td>
</tr>
<tr>
<td><strong>The Priory Suite, Priory Hall, Dudley – seats a maximum 68 guests</strong> <strong>The Wollescote Suite, Thomas Robinson Building, Cemetery Road, Stourbridge seats 58 guests</strong></td>
<td>Ceremonies held in both of these suites can be enhanced:</td>
</tr>
</tbody>
</table>
|  | • You may add 1 or 2 readings to your ceremony  
• You may select your own choice of music  
• A bride can choose to be ‘given away’  
• Brides can make a traditional entrance |
| | Dudley approved premises for marriages and civil partnerships; costs vary according to the day of the ceremony. |
| **Prices** | **Prices** |
| Monday – Thursday Friday | Monday – Friday Saturday Sunday |
| Monday – Thursday Friday | Prices | Prices |
| 01.04.2020 to 31.03.2020 | 01.04.2020 to 31.03.2021 |
| £220.00 | £230.00 |
| £290.00 | £300.00 |
| £390.00 | £400.00 |
| £555.00 | £565.00 |
| Approved premises in the Dudley Borough are listed in this booklet. Registrars can officiate at any of these venues for all ceremony types arrangements for these ceremonies must be made with the venue and with the register office ceremonies held at approved premises can be enhanced. | Statutory room offering a basic statutory ceremony for £46.00 (Monday and Tuesday only) – no music or photograph opportunities available |
| Dudley Register Office  
*(The Superintendent’s office)* – seats a maximum 4 guests | Please add £11.00 to the above prices for your marriage or civil partnership certificate. The statutory fee to give notice is £35.00 each. |
Open day and wedding exhibitions for couples planning to marry or register a civil partnership to come along to Priory Hall to see the hall and grounds and visit the newly renovated Thomas Robinson Building. Demonstration ceremonies and bridal fashion shows are held during the events.

Exhibitors attend the events with wedding related products and services.

One lucky couple will win a free Priory Hall wedding and another couple will win a Thomas Robinson wedding!

Priory Hall open day is on 2 March 2019
Thomas Robinson open day is on 5 October 2019

Follow Dudley Register Office - www.dudley.gov.uk