

Ceremony Choices- Wollescote Suite

(please refer to other Venue and Ceremony choice forms for our other venues)

Congratulations on your forthcoming marriage.

This form should be used to request choices for a marriage ceremony taking place in **Wollescote Suite** at The Thomas Robinson Building, Cemetery Road, Stourbridge, West Midlands, DY9 8AN, between the **1st April 2018 and the 31st March 2019**.

You should already have given notice at the appropriate registration district(s) and had your ceremony date confirmed with Dudley Citizenship & Registration Service.

Please use this form to specify your choices for your marriage ceremony. You should already have received a copy of the **choices** booklet.

You must complete this form no later than 3 months before your ceremony.

If you wish to discuss your choices you can book an appointment with our ceremony coordinator, who will be able to assist you in completing your choices form, sort out any ceremony 'extras' you may want and answer all your questions.

Email marriage.enquiry@dudley.gov.uk to book an appointment.

You will be given the option to pay online at the end of this form. Alternatively you can opt to pay in cash at the address below (do not send cash through the post):

The Register Office,
Priory Hall,
Priory Park,
Dudley,
DY1 4EU.

Data protection

Your information will be processed in accordance with Data Protection legal requirements. Please see the [Council's Privacy Statement and Charter](#)

Online payment

This service offers an online payment facility. **Once you have completed this form:** you can upload it and make your debit/credit card payment by using the same link on our Website that you used when you downloaded it.

You need a valid debit or credit card

- The payment will vary according to the services you request
- Your application, where payment is required, will not be processed until payment has been received

Venue details

Please enter the ceremony venue details.

Ceremony venue:	Wollescote Suite
Ceremony date (DD/MM/YYYY):	
Ceremony time (hh:mm):	
Number of guests: (incl. babies & children)	

***The maximum number of guests for this venue is 58**

Parties to be married

First party

Title	
First name	
Last name	

Second party

Title	
First name	
Last name	

Contact details

Daytime telephone	
Email address	
Reference number	

Ceremony choices

When completing this section please refer to the booklet that has been given to you. *

When you meet with the registrar prior to the ceremony, would you like to be interviewed separately (so as not to see each other) or together?

Interview separately (so as not to see each other)

Interview together

How will the couple enter the ceremony room?

Enter together

Enter separately (for a traditional style entrance)

* Please put an x in the relevant box

Introduction

Int 1

Int 2

Int 3

Int 4

Giving away of the bride?

Yes

No

Name/relationship of the person e.g. John Smith, Bride's Father:

Promises

P 1

P 2

P 3

P 4

Legal declarations

LD 1

LD 2

LD 3

Are you exchanging rings?

No

One

Two

Words when exchanging rings

No / Not applicable

R 1

R 2

R 3

R 4

R 5

Conclusion of ceremony

C 1

C 4

C 2

C 5

C 3

C 6

Video / Photography

The marriage ceremony is a **solemn and binding contract** and it is essential that your attention is not distracted in any way from the meaning and purpose of the ceremony. It is for this reason that photography is **not** permitted throughout the marriage ceremony.

There will be an opportunity for photographs of the entrance, the 'first kiss' and after the signing of the register. One static video camera may be used during the ceremony.

Please note that the actual signing (and page) of the register may not be photographed or filmed.

The ceremony will be video recorded by:	
The photographer will be:	

Readings / Poems

Do you wish to have readings or poems?

You can select a reading or poem to be read from our brochure or specify a reading of your own.

- No thank you
- Yes, before exchange of rings
- The One Apache Marriage Blessing
- Today is the Day Own reading

To be read by

- Yes, after exchange of rings
- The One Apache Marriage Blessing
- Today is the Day Own reading

To be read by

Own readings (if applicable)

By law, the readings or poems are not to be of a religious nature.

Before exchange of rings

Please enter the details of the poem or readings for the ceremony.

Title	
Author	

Enter the reading or poem in the text area below.

After exchange of rings

Please enter the details of the poem or readings for the ceremony.

Title	
Author	

Enter the reading or poem in the text area below.

Music

If you would like to choose your own music there is a list of available selections in the choices booklet.

Selection number: 1 2 3 4 5 6 7 8 9 10

Bride entering to the Bridal Chorus? yes/no

NO NEED TO COMPLETE MUSIC DETAILS BELOW IF USING ONE OF OUR MUSIC SELECTIONS

If you do not wish to select music from this list we can create you a personalised playlist for £15. You will need to provide your choices below and return this form no later than three months before your ceremony with the fee

Please ensure you give the title for each individual piece of music, the name of the singer/group, and what album the music is from (for example; **Thinking Out Loud**, by **Ed Sheeran**, from the album **X**).

As the guests assemble (we suggest 3 pieces)

Title and artist	
Album name	
Title and artist	
Album name	
Title and artist	
Album name	

Entrance of the bride/couple

Title and artist	
Album name	

During the signing of the register (we suggest 2 pieces)

Title and artist	
Album name	
Title and artist	
Album name	

Exit of the couple

Title and artist	
Album name	

Bridal party

Full name of bridesmaid(s), pageboy(s) and flower girl(s). Please include age if under 16 years old.

Name	Role	Age
EG. Jane Smith	Bridesmaid	12 yrs

Ring bearer	
Best Man	

Witnesses

Please state the full names of your witnesses. Both witnesses should be over the age of 18 and must be able to speak and understand English.

First witness

Title	
First name	
Last name	

Second witness

Title	
First name	
Last name	

Ceremony cost & extras

Final ceremony balance

You will have been given details of the outstanding balance for your marriage ceremony. Please enter this amount below.

Final ceremony balance:	
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Marriage certificates

One marriage certificate is included as part of the cost of the ceremony. Additional certificates may be purchased at a cost of £4.00 each to be issued on the day of the marriage.

Number of additional certificates required:	
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Extras

The following items can be ordered at an extra cost.

Live web cam broadcast or DVD recording?

We can provide a live web cam broadcast and/or DVD recording of your ceremony at an additional cost:

- £85.00 – live web cam broadcast
- £85.00 – one DVD recording
- £95.00 – live web cam broadcast **and** one DVD recording

<input type="checkbox"/> Live web cam broadcast only	<input type="checkbox"/> DVD recording only
<input type="checkbox"/> Live web cam broadcast & one DVD recording	<input type="checkbox"/> No

Dudley MBC offer the facility of DVD/Webcam recordings in good faith, however, there may be occasions when on the day of the ceremony and without prior notice, the DVD/Webcam facility may be unavailable. In these circumstances there will be a refund given of the relevant fee(s) paid.

If you book the DVD/Webcam and subsequently cancel the facility, at least one month before the ceremony, a 50% refund can be given where the payment was made by credit/debit card only and we are able to refund to the same card. In all other circumstances no refund can be given.

Personalised save the date cards

Printed on a quality parchment card and supplied with matching cream envelopes, they will give your guests advance notice of your special day so they can book the date into their diaries.

20 cards cost £12.00 and 40 cards cost £20.00.

Number of save the date cards required: None 20 cards 40 cards

Personalised invitations

Printed on a quality parchment card, the invitation will inform your guests of the ceremony details. Supplied with co-ordinating envelopes.

12 invitations cost £15.00 and 25 invitations cost £25.00.

Number of invitations required: None 12 invitations 25 invitations

Commemorative certificates

A souvenir certificate signed by the bride, groom, witnesses and Registrar. Each commemorative certificate costs £5.00 each.

Number of commemorative certificates required:	<input type="text"/>
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Order of ceremony leaflets

Handed out to guests as they arrive. 25 leaflets cost £25.00 and 50 leaflets cost £30.00.

Number of ceremony leaflets required: None 25 leaflets 50 leaflets

Confetti cones

Handed out to guests as they leave the ceremony room. 25 cones cost £35.00 and 50 cones cost £65.00.

Number of confetti cones required: None 25 cones 50 cones

Commemorative readings

Printed on soft gold parchment paper and presented in a blue commemorative folder. Perfect for using on the day of your ceremony and as a keepsake afterwards.

Commemorative readings taken from our brochure or your own readings provided as an electronic copy are £5.00. Your own readings supplied as text within this form or on paper are £10.00.

Number of commemorative readings - Before:	<input type="text"/>
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Number of commemorative readings - After:	<input type="text"/>
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Wedding Car Package

Brides at Priory Hall and the Thomas Robinson Building can now choose to arrive in style using our very own wedding car service.

For just £120 for a Mercedes Elegance we will:	<input type="text"/>
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- Arrange chauffeur driven car to collect the bride and take her to Priory Hall or Thomas Robinson Building
- The car will be available at the ceremony venue for photographs as desired
- The chauffeur will drive the newlyweds to their reception venue

For £150 for a Deux Chevaux Citroen 2CV 6:	
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- A quirky alternative to the traditional wedding car!
- We will arrange for the chauffeur driven car to collect the bride and take her to Priory Hall or Thomas Robinson Building
- The car will be available at the ceremony venue for photographs as desired (maximum 1 hour)
- The chauffeur will drive the newlyweds to their reception venue
- Why not book both cars? One for the bride and one for the bridesmaids or the groom
- Book and pay for the service directly with Dudley registrars when making the arrangements for your ceremony

Book and pay for the service directly with Dudley registrars. A card payment will be required to make the booking.

Car Terms and Conditions

- *The fee must be paid in full at the time of booking.*
- *Dudley Registration Service will book your ceremony car for you, subject to availability. In the unfortunate event that no car is available for the day and time requested we will notify you within 5 working days and refund the fee in full that you have paid.*
- *Cars are only available for couples marrying at Priory Hall or Thomas Robinson Building.*
- *The bride will be collected 45 minutes before the time of the ceremony.*
- *The collection address for the bride and the reception venue must both be within 6 miles of the ceremony venue.*
- *The cars are maintained to a very high standard but are mechanical and they can go wrong therefore we cannot be responsible for any breakdowns.*
- *Cancellations received more than 3 months before the ceremony date will receive 50% refund, for cancellations received after this time, no refund given.*
- *We reserve the right to change cars at our discretion.*
- *The details on this booking form will be shared with the wedding car supplier.*
- *Citroen holds 2 adults in rear, no children. Mercedes holds 3 passengers in rear and 1 adult in front, no children under 3 years old.*

By making the car payment and submitting this form you are agreeing to the terms and conditions outlined above

Photography Package

This service is provided in partnership with fully insured, professional wedding photographers

Standard package only £199	
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- Professional photography to capture your special day at either Priory Hall or Thomas Robinson Building

- The photographer will photograph the arrival of the couple and their guests, the entrance of the bride, signing the register pose, exit of the couple and take pictures in the grounds of the couple and their guests
- 'First picture as a married couple' will be presented to the couple before they leave the venue (9 x 6 mounted colour print)
- Minimum of 40 images edited and saved onto a souvenir USB
- Book and pay for the service directly with Dudley registrars when making the arrangements for your ceremony

Premium package for £249	
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- All of the above plus
- An additional set of digitally enhanced and professionally retouched monochrome images

Photography Terms and conditions

- *The fee must be paid in full at the time of booking.*
- *Dudley Registration Service will book your photography package for you, subject to availability. In the unlikely event that no photographer is available for the day and time requested we will notify you within 5 working days and refund the fee in full that you have paid.*
- *Our photography packages are only available for couples marrying at Priory Hall or Thomas Robinson Building.*
- *The photographer will produce a minimum of 40 edited images taken at the venue to include*
 - *Arrival of the groom (and groomsmen)*
 - *Arrival of the bride (and bridal party)*
 - *Entrance of the bride*
 - *Signing the register pose*
 - *Exit of the couple*
 - *Pictures in the grounds, including groups. For Priory Hall this may include the Priory Ruins, Rose Garden and area surrounding the Hall; for Thomas Robinson this will include the steps at the rear of the building, by the front of the building and in the grounds subject to the weather.*
- *Images will be presented on a USB device which will be sent directly to the couple by the photographer within 7 working days of the ceremony, printing rights of the images being awarded to the couple.*
- *'First picture as a married couple' 9 x 6 mounted colour print to be presented to the couple at the ceremony venue.*
- *All photographs to be taken in colour*
- *Cancellations received more than 3 months before the ceremony date will receive 50% refund, for cancellations received after this time, no refund will be given.*
- *We reserve the right to change photographers at our discretion.*
- *The details on this booking form will be shared with the photographer.*
- *Additional 9 x 6 mounted prints may be available on the day at £15 each.*
- *The photographer will be in attendance at the venue for 1.5 hours; from 30 minutes before the ceremony is set to begin, the duration of the ceremony and approximately 30 minutes after the ceremony ends.*

By making the photography payment and submitting this form you are agreeing to the terms and conditions outlined above

Flower packages

This service is provided in partnership with a professional wedding florist exclusively for couples getting married at Priory Hall or Thomas Robinson Building

Hand tied bouquet for the bride £50	
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- Professionally created from fresh flowers on the day of your ceremony
- Hand tied bouquet will contain roses enhanced with a selection of seasonal flowers
- Available in either cream, pastel colours or vibrant bright colours to coordinate with your colour scheme
- Delivered to your ceremony venue and handed to you on arrival by your registrar

Hand tied bouquet for the bridesmaids £25	
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- Professionally created from fresh flowers on the day of your ceremony
- Hand tied bouquet will contain roses enhanced with a selection of seasonal flowers
- Available in either cream, pastel colours or vibrant bright colours to coordinate with your colour scheme
- Delivered to your ceremony venue and handed to your bridesmaid(s) on arrival by your registrar

Hand tied posy for the flower girls £15	
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- Professionally created from fresh flowers on the day of your ceremony
- Hand tied bouquet will contain roses enhanced with a selection of seasonal flowers especially for tiny hands
- Available in either cream, pastel colours or vibrant bright colours to coordinate with your colour scheme
- Delivered to your ceremony venue and handed to your flower girl(s) on arrival by your registrar

Buttonholes for the groom, wedding party, pageboys and guests £5 each	
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- Professionally created from fresh flowers on the day of your ceremony
- Single flower buttonhole
- Delivered to your ceremony venue and handed to your groom on arrival by your registrar

Why not add that extra special touch and treat all your guests to a buttonhole?

*****Buttonhole extra-value packages*****

20 for £85 (saving £15) or	
50 for £200 (saving £50)	

Corsages for the mums £8 each	
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- Professionally created from fresh flowers on the day of your ceremony
- Cream, pastel or vibrant roses mixed with seasonal flowers into a gorgeous corsage
- Delivered to your ceremony venue and handed to your mums on arrival by your registrar

Tell us your colour scheme and we will select flowers to co-ordinate and enhance your theme

Book and pay for the service directly with Dudley registrars

Terms and Conditions

- *Minimum order value of £50*
- *The fee must be paid in full at the time of booking.*
- *Dudley Registration Service will book your flower package for you, subject to availability. In the unlikely event that flowers cannot be supplied for the day and time requested we will notify you within 5 working days and refund the fee in full that you have paid.*
- *Our flower packages are only available for couples marrying at Priory Hall or Thomas Robinson Building.*
- *The flowers will be delivered to your ceremony venue ready for the registrar to hand to you and your party on arrival.*
- *Cancellations received more than 6 weeks before the ceremony date will receive 50% refund, for cancellations received after this time, no refund will be given.*
- *We reserve the right to substitute flowers at our discretion due to variations in seasonal availability.*
- *The details on this booking form will be shared with the florist.*

By making the photography payment and submitting this form you are agreeing to the terms and conditions outlined above

Rehearsals

Would you like to book a ceremony rehearsal? If you are feeling a little bit unsure or anxious about what will happen on the day, a rehearsal can help to calm your nerves and reassure you.

- Meet with a Registrar to discuss your ceremony choices
- Ask any questions you may have about your ceremony
- Plan your arrival for the day
- Agree seating arrangements for the bridal party
- Discuss the music to be played
- Walk down the aisle
- Have a trial-run ceremony
- Minimise any worries and nerves
- Rehearsals cost £45 and should take place within a month of your

Payment details

Please calculate the total cost

Payment methods

When you have completed this form: please upload it and make your debit/credit card payment by using the same link on our Website, used when you downloaded it.

If you prefer to pay by **cash** you can pay in person at the Register Office (do not send cash through the post)

If you are required to submit additional documents or photographs to support your request, you will be advised how to do this on the upload page.

Item	Number required	Cost	Enter amount £
Final ceremony balance (as advised by registrars, includes one marriage certificate)			£
Additional marriage certificates (£4 each)	<i>How many?</i>	@ £4 each	£
Personalised playlist		£20	£
Live web cam broadcast		£80	£
DVD recording		£80	£
Live web cam recording & DVD recording		£90	£
Save the date cards	20	£12	£
	40	£20	£
Personal invitations	12	£15	£
	25	£25	£
Order of ceremony	25	£25	£
	50	£30	£
Confetti cones	25	£35	£
	50	£65	£
Commemorative readings	<i>How many?</i>	@ £5 each	£
Commemorative readings	<i>How many?</i>	@ £10 each	£
Mercedes Elegance wedding car		£120	£
Deux Chevaux Citroen 2CV6 wedding car		£150	£
Photography package standard		£199	£
Photography package premium		£249	£
Hand tied bridal bouquet	<i>How many?</i>	@ £50 each	£
Hand tied bridesmaid bouquet (£25 each)	<i>How many?</i>	@ £25 each	£
Hand tied flower girl posy (£15 each)	<i>How many?</i>	@ £15 each	£

Buttonholes (£5 each)	<i>How many?</i>	@ £5 each	£
Buttonholes extra value package	20	£85	£
	50	£200	£
Mothers corsage (£8 each)	<i>How many?</i>	@ £8 each	£
Rehearsals		£45	£
TOTAL COST of order			£