

Ceremony Choices- Approved Premises

(please refer to other 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 at an **Approved Premises** venue.

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 co-ordinator, 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:	
Ceremony date (DD/MM/YYYY):	
Ceremony time (hh:mm):	
Number of guests: (incl. babies & children)	

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

You may select music to be included within your ceremony at appropriate points. The playing of music during your ceremony should be arranged with the venue and must be agreed with the superintendent registrar prior to the ceremony day. Please include details below:

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 fee & 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:	£0.00
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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 £11.00 each to be issued on the day of the marriage. Afterwards the cost increases.

Number of additional certificates required:	
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Extras

The following items can be ordered at an extra cost.

Personalised invitations, Commemorative certificates and Order of ceremony leaflets

Our stationery is offered in a choice of two qualities with the personalised designs printed onto either white 280gsm silk card or luxury ivory conqueror card featuring a hammered textured finish. All designs are supplied with co-ordinating envelopes.

This stationery can be ordered directly at:

<https://www.dudley.gov.uk/weddingstationery>

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 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 (£11 each)	<i>How many?</i>	<i>@ £11 each</i>	£
TOTAL COST of order			£