

Eastbourne Town Hall Ceremony Options Form

We would like your ceremony at Eastbourne Town Hall to be as personal and memorable for you as we can make it. To help us to do this, please complete the following questionnaire, referring to the Eastbourne Town Hall Ceremony Pack you received after you gave notice, and return it to us no later than one month before your ceremony. Thank you.

Your full names: _____ & _____

Known as: _____ & _____

Daytime tel. no: _____ **Email:** _____

Date of ceremony: _____ **Time:** _____

No. of guests: _____ **Mayor's Parlour:** Max. 30 (8 seated & 22 standing)*

Council Chamber: Max. 60 seated*

Court Room: Max. 80 (60 seated & 20 standing)*

*All room capacities include the couple

Parents full names and occupations: &

Arrival: If you are being interviewed together, please arrive 20 minutes prior to the start time of your ceremony (see above). If you are being interviewed separately, one partner should arrive 20 minutes before, and the other 10 minutes before the start time.

Interview: Would you like to be interviewed: Together *or* Separately ?

Entrance: Will either of you be escorted? Yes *or* No

If yes: Who will be escorted? _____
And by whom? _____
(Name and relationship)

Would you like the registrar to say a few appropriate words at this time? Yes *or* No
(See the ceremony pack for an example)

Music: Will you bring your own music? Yes *or* No
(Please remember that music cannot include any religious content, must be approved in advance by the Ceremonies Team, and should be agreed with your venue)

Entrance: **Title:** _____ **Artist:** _____

Register signing: **Title:** _____ **Artist:** _____

Title: _____ **Artist:** _____

Exit: **Title:** _____ **Artist:** _____

Reading: Would you like to have a reading? Yes *or* No
(One reading only. Please remember it cannot include any religious content)

If yes: **Title:** _____ **Read by:** _____ **Attached:***

*Please attach a copy of your reading to the email when you submit this form.

Rings: Are you exchanging rings? Yes *or* No

If yes: One *or* Two Who will present them? _____

Best man/woman: Will you have a best man/woman/person? Yes *or* No

If yes: What is their name? _____

Vows: Please tick your choice of legal vows below:

I do solemnly declare that I know not of any lawful impediment why I ... may not be joined in matrimony to ... **&** I call upon these persons here present to witness that I ... do take thee ... to be my lawful wedded wife/husband

or I declare that I know of no legal reason why I ... may not be joined in marriage to ... **&** I ... take you ... to be my wedded wife/husband

or Reply 'I am' to the question 'Are you ... free lawfully to marry ... ?' **&** I ... take thee ... to be my wedded wife/husband

Witnesses: Please tell us the names of your two witnesses:
 _____ **&** _____

Exit: Please announce us to our guests as:
 (For example: Mr/Mrs & Mr/Mrs ... *or* Your first names *or* The happy couple)

Interpreter: Will you use an interpreter? Yes *or* No

Lift: Will any of your guests need the lift? Yes *or* No
 (The lift is small and only suitable for use with our small non-motorised wheelchair by prior arrangement.)

Registrars blog: We consent to being contacted after our ceremony about featuring on the blog

Photographs: We consent to the Registrars taking photos at our ceremony that may be used on the website, on social media and/or in publicity material

Extras: If you ordered extras when you booked your ceremony, they will be supplied to you. Otherwise, please indicate below how many of each you'd like to order. We will call you to take payment. Payment must be made in advance of the ceremony.



A silver-plated Certificate Holder for your certificates

£20

Quantity: _____



A decorative Commemorative Certificate as a memento of the day

£6

Quantity: _____



A collection of Poetry, Readings & Music for marriage ceremonies

£5

Quantity: _____



A keepsake fountain pen with which you will sign the register of marriages

£10

Quantity: _____

Please call me on this number to take payment: _____

Privacy notice: Please see our [privacy notice](#) for information about how we will use your data.

Submit this form: Please click here to submit this form directly to us by email.

Submit

If you are using a mobile or tablet and cannot submit this form using the button, please email it to the address below using the share icon on your device.