



# *a day to remember*

iconic weddings in Westminster



City of Westminster

# Your ceremony at the Old Marylebone Town Hall

The Old Marylebone Town Hall is one of the most iconic wedding and ceremony venues in the heart of London. With 7 beautiful ceremony rooms to choose from and a capacity of up to 100 guests, our exceptional team of registrars and ushers go above and beyond to make your dream day a reality. Whether you are planning a spectacular celebration or an intimate event, we can customise your ceremony to your taste as a couple.

Planning your ceremony can seem like a daunting process, as there are several steps that need to be followed. Here is our handy guide to help you navigate the different things you need to do.

## Checklist



Book ceremony via [adaytoremember.london](https://adaytoremember.london) - click on [book now](#)



Give notice of intention to marry/form civil partnership - see [here](#)



Read FAQs [here](#)



Choose ceremony script (optional for civil partnership) see [here](#) - add non-religious readings, personal vows & music (optional)



Choose your two witnesses



Submit [ceremony planner](#) - at least 1 week before. Registrar will be in touch in the week leading up to ceremony to answer any last minute questions once the staffing rota has been finalised

## Other things to consider



You can order confetti [here](#)

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You can organise disabled access to Town Hall [here](#) - if applicable



Have a look at suppliers list on [adaytoremember.london](http://adaytoremember.london) - for photographers, musicians, live streaming etc. Please note we gratefully acknowledge the support of the firms whose advertisements appear on the site, but wish to make clear that Westminster City Council accepts no responsibility for, nor is seeking to endorse the products, companies or services featured.



Enjoy the day!

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Please be aware - if you have booked a 'You plus two' ceremony - taking place at the Old Marylebone Town Hall on a Tuesday morning - you are unable to personalise your script or add more people to your guest list. If you wish to do this please get in touch to discuss upgrading your ceremony.

**We hope you have found the checklist useful but for more detailed information on the steps you need to take please continue reading.**

# Give your notice of intention to marry/form a civil partnership

It is a legal requirement that all couples getting married or forming a civil partnership attend notice of intention appointments. You need to do this in your local register office, but don't worry – you can still have your ceremony in Westminster if you're not a Westminster resident.

Your notice of intention needs to be given at least 28 days before your ceremony. If you or your partner are not relevant nationals, your notice period can be extended to 71 days, so you are advised to give notice at least 71 days before your ceremony. A relevant national is someone who is either British, Irish, or has either pre-settled status, settled status, or is awaiting the outcome of their EUSS application.

If you live outside the UK but want to get married in Westminster, you can still do so, but please take a look [here](#) for more information on the rules

## Planning your ceremony

We have sample ceremony scripts for you to choose from, which can be found [here](#)

You are welcome to alter the wording in your ceremony, add non religious readings or music, and write your own additional personal vows. If you are having a marriage ceremony, then as long as your ceremony contains the required legal wording, you can personalise it to your exact specifications. The legal words are those which are indicated in bold on the sample scripts and they must not be altered.



**Mayfair Room**



**Pimlico Room**

## Your ceremony

As you are having a civil ceremony, your script, including any readings and music, must not contain any religious wording. However, incidental references are okay – think Madonna's 'Like a Prayer', rather than John Waller's 'The Marriage Prayer'.

You are welcome to include your friends and family in your ceremony as much as you'd like e.g. to deliver readings or say a few words of support. If you would like your pet to take centre stage as a guest of honour, we will be happy to accommodate this too!

Once you have decided on your script (and optional readings/music) please complete the [ceremony planner](#) and include as many details as possible about how you want your ceremony to run. Be sure to submit it at least a week before your ceremony. To help with completing this do read the set of frequently asked questions which can be found [here](#).

The registrar who has been allocated to conduct your ceremony will then contact you in the week leading up to your ceremony date to introduce themselves and answer any last minute questions you may have. It is therefore very helpful if you have already submitted your ceremony planner by then.

A civil partnership doesn't require any legal words to be spoken - but there is nevertheless a sample script which you can download from the website [here](#).

To see the full terms and conditions of bookings with us, including our fees and information regarding amendments and cancellations, please visit our website [here](#).



**Soho Room**



**Knightsbridge Room**



## On the day

The time in your booking confirmation email is the time the ceremony is due to start.

You should arrive for your ceremony 20 minutes before your allotted time. This is to allow for you and your partner to be interviewed by the registrar prior to your ceremony to confirm the details for your legal record.

If you would prefer to be seen separately, we ask that one of you arrives 20 minutes before the start of your ceremony and the other 10 minutes beforehand so that your interviews can be held separately.

Guests are welcome to come 20 minutes beforehand as well and they will be shown to the ceremony room on arrival by our team of ushers - so you don't need to worry about where to go and how to find your registrars.

Please be aware that arriving late could result in the postponement of your ceremony to a later time or even date so that other ceremonies taking place are not disrupted.



**Marylebone Room**



**Westminster Room**



**Paddington Room**



## After the ceremony

As well as having photos taken during your ceremony, you are welcome to use other areas of the Town Hall, such as the corridor, and the landing, which are all good places for photos before that iconic shot on the front steps.



Please be aware that you may not have long on the steps to avoid being in contact with other wedding parties who may be arriving for their ceremony.

We would appreciate if you are having confetti that you use biodegradable confetti only. Unfortunately, we cannot permit rice, metallic or plastic confetti in the interest of the environment.



Please fill out [this form](#) if you would like to purchase our in-house biodegradable confetti. It will be ready for you on the day of the ceremony. You are also welcome to bring your own biodegradable confetti.

## Certificates

Your marriage/civil partnership certificate(s) will be posted to you up to 2 weeks after your ceremony. One certificate is included in the fee paid at the time of booking and it is not possible to order additional copies until after the ceremony has taken place. Please see [here](#) for details on how to order extra certificates.



We look forward to hosting your ceremony for you and if you have any questions before then please don't hesitate to get in touch



## Contact us



[westminster.gov.uk/registrar/contact](http://westminster.gov.uk/registrar/contact)



020 7641 7500



[adaytorememberdotlondon](https://www.adaytorememberdotlondon.com)



[WestminsterRegisterOffice](#)

## Watch us



[Moment of Magic - The Old Marylebone Town Hall - YouTube](#)



[live.thebigday360.com/marylebone](http://live.thebigday360.com/marylebone)

## More information



[www.adaytoremember.london](http://www.adaytoremember.london)



[tour.totalview.uk/tour/westminster\\_town\\_hall/fullscreen/](http://tour.totalview.uk/tour/westminster_town_hall/fullscreen/)



<https://online.flippingbook.com/view/246729860/>



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