



*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](http://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 your [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 your confetti [here](#)



You can order your First Toast [here](#) - Monday to Thursday only & excluding Westminster Room



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



Have a look at the suppliers list on [adaytoremember.london](http://adaytoremember.london) - for photographers, musicians, live streaming etc.



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.



Enjoy the day!

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 29 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. NB. this is for applications made before 1st July 2021. If your application was made after this date, you are not a relevant national.

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 30 minutes before your allotted time. This is to allow sufficient time 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 30 minutes before the start of your ceremony and the other 15 minutes beforehand so that your interviews can be held separately.

Guests are welcome to come 30 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.

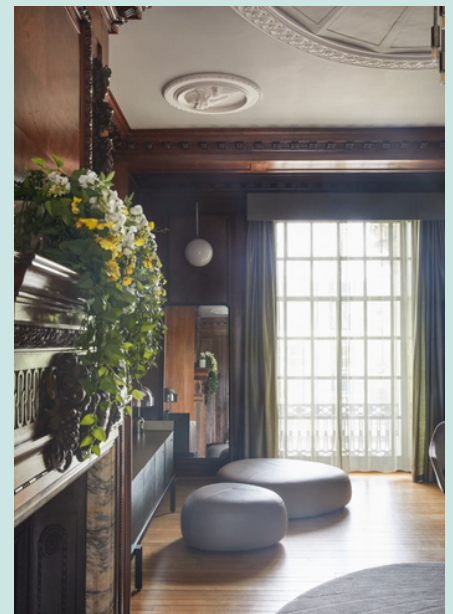
Please be aware that arriving late could result in the postponement of your ceremony to a later time or even date so that other ceremonies taking place are not disrupted.



Marylebone Room



Westminster Room



Paddington Room



## After the ceremony

### First Toast

Adding a 'First Toast' after your ceremony will allow you to add an extra sparkle to your ceremony as you and your guests will be able to raise a glass in a celebratory toast – limited to one glass per person - before going on to your celebrations at your reception venue.



There is no need for you bring along your own bottles of bubbly to the Town Hall so you will have no worries about who will open them and if they will be chilled enough! Let us take care of those details whilst you enjoy your first moments as a newlywed couple alongside your nearest and dearest.

We have our own 'house prosecco' that you can purchase using [this form](#). You can also request cordial and water free of charge.

On the day of your ceremony our team of ushers will prepare your drinks whilst you are saying your 'I dos' and will then be ready to serve you and your guests once you have signed and sealed your wedding/partnership.



Please be aware that this is not a full drinks reception as your time in the ceremony room is limited. So if you have any bubbly left over you will be able to take it with you.

This service is available for ceremonies taking place Monday-Thursday in all of the ceremony rooms except the Westminster room. Just [place your order](#) and a member of the team will contact you to confirm and take payment.



## After the ceremony

### Photographs

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/registrars/contact](https://westminster.gov.uk/registrars/contact)



020 7641 7500



[adaytorememberdotlondon](https://adaytorememberdotlondon)



[WestminsterRegisterOffice](https://www.facebook.com/WestminsterRegisterOffice)

## Watch us



[Moment of Magic - The Old Marylebone Town Hall - YouTube](https://www.youtube.com/watch?v=...)



[live.thebigday560.com/marylebone](https://live.thebigday560.com/marylebone)

## More information



<http://www.adaytoremember.london>



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



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



The Old Marylebone Town Hall, Westminster Council House, 97-115 Marylebone Road, London NW1 5PT

