



Photo: Pink Daisy Weddings

# *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 your [ceremony planner](#) - at least 1 week before. Registrar will be in touch no later than 4 days before your 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 & for ceremonies with 30 guests or fewer.



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 that Westminster City Council accepts no responsibility for, nor is seeking to endorse the products, companies or services advertised or featured on the website.



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.

# Book your ceremony

The iconic Old Marylebone Town Hall has 7 ceremony rooms to choose from for your special day. Each room is designed to suit different tastes and guest capacities. Before you make your booking, you need to decide whether you are having a civil marriage ceremony or a civil partnership as well as choosing the room in which you wish to have the ceremony. To check availability and make a booking click on '[book now](#)'. To see the full terms and conditions of bookings with us, including our fees and information regarding amendments and cancellations, please click [here](#).



Mayfair Room



Pimlico Room



Soho Room



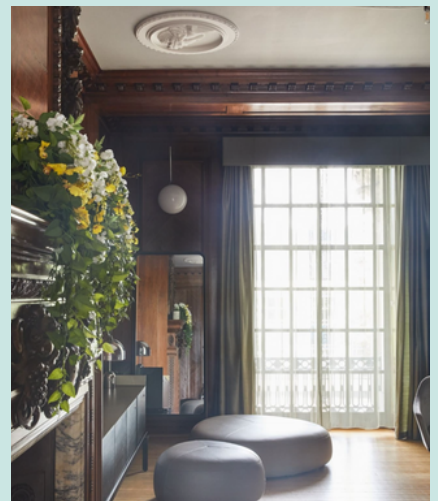
Knightsbridge Room



Marylebone Room



Westminster Room



Paddington Room



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

Once you have made your ceremony booking, you then need to make arrangements to give your legal 'notice of intention to marry/form a civil partnership'. This is a legal requirement that all couples getting married or forming a civil partnership are required to do and it needs to be done 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. You can also find information on the process of giving notice on the [gov.uk](https://www.gov.uk) website

Once you have given notice we will receive an electronic notification that your notice has been given.



Photo: Lynn Shapiro



Photo: Rachel Wood

# Preparing for 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.

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](#) and the [Make it Yours](#) section of our website.

The registrar who has been allocated to conduct your ceremony will then contact you in the week leading up to your ceremony date - and no later than 4 days before - 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](#).



Photo: David Wilkins



Photo: Matilda Delves

# Ceremony enhancements

## Music

You may include live or recorded music to be played whilst your guests wait for proceedings to begin; if/when you make a formal entrance into the ceremony room; when you sign the marriage schedule and at the close of your ceremony.

If you are having recorded music, we suggest that you create a playlist and download it to a smart device i.e. phone or tablet. The device can then be connected to our speaker via Bluetooth and you will need to designate the role of controlling the music to one of your guests. The registrars will be on hand to assist in the connection to the speaker and will also advise on the appropriate cues for each piece of music during the ceremony.

Just let us know the name of the guest you have entrusted to control your playlist - you can do this when you complete the [ceremony planner](#)

If you are having live musicians present, the registrar will liaise with them before the ceremony starts regarding the cues for each piece of music to be played.

Please be aware that any music played during the proceedings must not be religious in nature.

You can find a selection of live musicians on the [suppliers section](#) of our website - many of whom have played regularly at the Town Hall.

However we wish to make clear that Westminster City Council accepts no responsibility for, nor is seeking to endorse the products, companies or services advertised or featured on the website.



Photo: Ernie Savarese



Photo: Ernie Savarese



# Ceremony enhancements

## Readings & personal vows

You are welcome to add (non-religious) readings to your ceremony. This could be an extract from a book, quote or song lyric, or poem written especially for the day – just let us know the names of which of your guests you have entrusted to give the readings - when you complete your [ceremony planner](#).

Whether romantic and earnest or humorous but heartfelt, if you'd like to say your own personal vows we'd be happy to incorporate these within your ceremony. We suggest you have these written down or saved on your phone for you to read or include them as 'I do' type questions within your ceremony script for your registrar to ask you.

## Acknowledgements

There may be loved ones no longer with us or unable to attend your ceremony that you wish to acknowledge. Perhaps you have a special connection to the ceremony venue or the date is especially meaningful. If so, we'll be happy to make reference to this – just edit your ceremony wording to reflect this.

## Highlights

You are free to really make your ceremony your own by including a paragraph or two about yourselves as a couple, your relationships progression and the highlights so far - just add these details to the suggested place within the ceremony script you have chosen.

For further inspiration on how to personalise your ceremony do have a look at the [Make it Yours](#) section of the website



Photo: Neli Prahova



Photo: September Pictures



# On the day

## Arrival

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 have a short meeting with 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 meetings can be held separately.

You do not need to bring any documentation with you for that meeting.

If you've always envisioned being 'given away' or like the idea of the two of you making your entrance into the ceremony room together, then just let us know. If a formal entrance isn't your thing, then we're happy to start proceedings as informally as you wish. The choice is yours.

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 a reduction in the time available for photographs after your ceremony. It could even result in the postponement of your ceremony to a later time or even date so that other ceremonies taking place are not disrupted.



Photo: YB Photographic



Photo: YB Photographic

# 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.



Photo: Lynn Shapiro

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' champagne and 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 for parties of up to 30 guests. You can [place your order here](#)

If you would like to have a Chinese Tea ceremony please send an email with details of your request to [registeroffice@westminster.gov.uk](mailto:registeroffice@westminster.gov.uk)

## We are Pet-friendly!

If you would like your dog or cat to be a guest of honour, we'd be happy to include them in your special day – just let us know to expect them.



Photo: Diana V



# 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 downstairs landing for photos before those iconic shots in the Town Hall alcoves and on the front steps. Our usher team will liaise with your photographer to advise on the best places within the building.

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

Some couples choose to have some photos taken in the vicinity of Town Hall before their ceremony to enable them to have more time with their guests afterwards. There are many streets within walking distance of the Town Hall that are suitable for portrait shots - either before or after your ceremony.

There are some Royal Parks close to the Town Hall which are ideal for wedding photography - the closest being Regent's Park - but you must have a permit to have photos taken in those parks. Please see [here](#) for more information.

You can find a selection of photographers on the [suppliers section](#) of our website - many of whom have photographed regularly at the Town Hall.



Photo: Emma Duggan



Photo: Pink Daisy Weddings



Photo: Lucie Watson

# After the ceremony

## Confetti

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 - unless you ordered additional certificates at that time. Once your booking has been made, 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 after your ceremony.

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.

Thank you.



Photo: Matilda Delves



Photo: Alexandria Hall



Photo: Tom Gold



## More information



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



020 7641 7500



[adaytorememberdotlondon](https://adaytorememberdotlondon)



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



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



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



[www.adaytoremember.london](https://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/>



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Westminster Council House, 97-113  
Marylebone Road, London NW1 5PT



Photo: Emma Duggan



Photo: Sally Rose



Photo: Josephine Elvis



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