



*Swindon Registration  
& Celebratory Services*

# *Your Marriage Ceremony*



**SWINDON**  
BOROUGH COUNCIL

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## *Fee Information about Marriages*



**The fee payable for a marriage must be paid in full at least two months before your ceremony date by cash, credit or debit card, by phone or in person.**

The fee includes the cost of one marriage certificate. Should you require additional copies, you can order them online or in person at the Register Office.

Please note that Swindon Borough Council and the General Register Office review fees on a regular basis so you will be liable for whatever fee is current on the day of your ceremony regardless of whether you have paid in advance.

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## *Your Marriage Ceremony*



**The Swindon Registration Service would like you to have the ceremony that suits you and your circumstances.**

Your choice of ceremony can range from a casual, relaxed approach to a much more traditional affair. If you wish, you can have bridesmaids and pageboys, be given away and exchange rings, or none of these things. We take pride in our provision of marriage ceremonies and each ceremony we do is different and special to the couple. Please do not hesitate to ask questions about your requirements for your ceremony; we'll do our best to help.

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## *Ceremony Choice*



You are able to personalise your marriage ceremony by selecting between the options available. Please have a look through these and decide which suits you best. You can also write your own vows. Once you have made your decision please complete the Ceremony Choices form. We need to receive this form at least one month prior to your wedding ceremony.

If you do not return the Choices Form by the due date we may not have time to prepare your personalised ceremony and if you do not return the booking form to us at all we shall prepare a brief, standard ceremony.

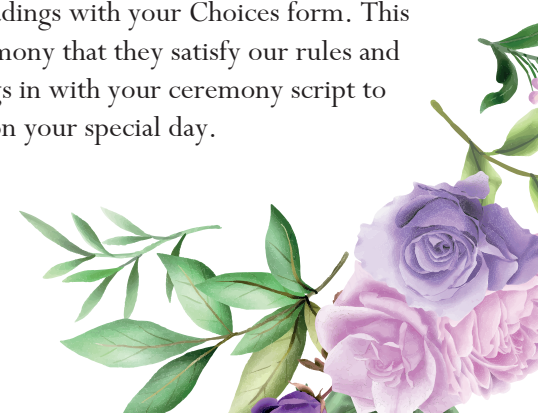
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## *Readings*



As well as the words to be used at the ceremony you have the option to personalise your wedding further by including readings. There is space in a marriage ceremony for up to 3 readings. If you wish to involve family and friends in your special day, ask them to do a reading for you. However, if you have nobody to undertake this role our celebrant will be happy to do any readings for you. Again, it is important that you let us know your choice of readings when completing your Choices Form.

A selection of popular readings is available for you to look at in the Register Office but you can choose other readings so long as they are not religious in nature. We ask you to supply copies of readings with your Choices form. This enables us to check well ahead of the ceremony that they satisfy our rules and also enables us to put a copy of the readings in with your ceremony script to make sure that everything runs smoothly on your special day.



## Music



**Music can play an important part in your wedding ceremony.**

If you are marrying in a hotel or venue, please supply the music directly to them to check that it will play on their system in advance of your big day. If you are marrying in either the Garden or Juno Rooms, we have made this even easier for you as all you need to do is supply us with the titles and artists of your preferred tracks at least a month before your ceremony. Then, for a small fee, we will create your own playlist to be used during your ceremony. We can supply music if you would prefer but it will be from our set collection and may not be your choice.

You will need to choose 4 pieces of music. Generally we would suggest you have a short piece of music for when you enter the Ceremony Room and another for when you walk out at the end of the wedding, plus 2 others as background music.

Like the marriage ceremony and readings, the music must be of a non-religious nature and must be approved by the Superintendent Registrar before you formalise your Order of Service. Alternatively, by arrangement with the Superintendent Registrar, you may choose to have live music. If you do, please ensure that the performer knows there must be no religious music among the pieces being played or sung.

## On your Ceremony Day



**We will need to meet with you both just prior to the ceremony in order to check the details for the marriage schedule and for this we will meet with you separately.**

If you are marrying in one of our approved premises, such as a hotel, the Superintendent Registrar, or one of her deputies (Celebrant), accompanied by a Registrar will arrive at the venue at least 30 minutes before the ceremony is due to begin. We will interview one of you on our arrival and the other 15 minutes later.

If you are marrying in the Garden or Juno Room, you should arrive at the Register Office at least 15 minutes before your ceremony is due to begin. If you do not wish to see each other before the ceremony, please tell us in advance. In this case, one of you should arrive 15 minutes before the ceremony time and the other, 10 minutes before. We will then run through the ceremony arrangements with you.

When planning your timetable for the big day please allow time for these important preliminaries to be completed as the ceremony needs to start punctually and cannot begin until after these details have been checked. This is to find out if there have been any changes in your circumstances since you gave notice of your intention to marry and we will insert the updated details into the marriage schedule.

Please be aware that if you or your party arrive more than 10 minutes after your ceremony is due to start, we may need to reschedule your ceremony so as not to inconvenience other parties. Whilst we will make every effort to accommodate you on the same day, this may not always be possible.



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## *Number of Guests for Garden and Juno Rooms*



The Garden Room can accommodate up to 65 people and the Juno Room up to 20 people in addition to the couple. Small children who do not require seats need not be included in this number.

For large ceremonies in the Garden Room the doors to the Juno Room can be left open and an additional 20 guests can be seated there. This increases the capacity of the Garden Room to 85 guests.

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## *Parking at the Register Office*



For marriages taking place in the Garden or Juno Room, we have space in front of our offices for up to 2 wedding cars to drop off and pick up. There are also a limited number of parking spaces for blue badge holders on the Civic Campus.

On Saturday there is plenty of free parking for your guests on the Civic Campus. Regretfully this is not so if your wedding is taking place on Monday to Friday.

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## *Witnesses*



Your marriage must be solemnised in the presence of a Superintendent Registrar, a Registrar, and two, three or four credible witnesses supplied by you. Witnesses can be relatives or friends but must be of a reasonable age and able to understand the ceremony. They should be present throughout and seated so that they can see and hear you make your vows. Please ask us if you need to check whether a witness is suitable.



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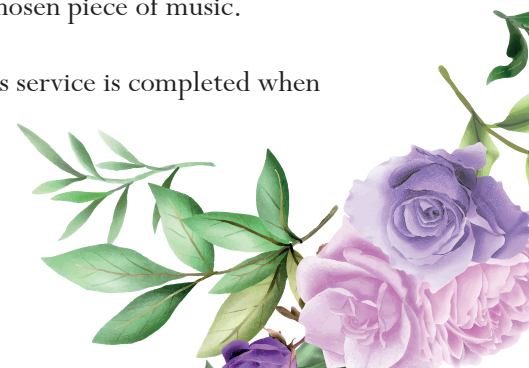
## *The Ceremony*

The Celebrant will conduct the marriage ceremony and the Registrar will record your marriage details. You will both be asked to repeat the promises and vows that will bind you together as a married couple. There is no need to memorise your vows. Once you are legally married, you will be asked to check and sign the Marriage Schedule. Your witnesses will then be asked to do the same. Please take the time to check the register entry carefully. If an error is discovered later, it can be a costly and lengthy process to correct it.

In our Garden Room only, we have the ability to share some of your favourite memories through our screen, this can be a single photo or if you would prefer a tailored slideshow or music tribute.

You simply need to provide us with your photos. We can show a simple slideshow of 25 photos, or a music tribute that is a beautifully crafted tribute with 25 photos and timed to your chosen piece of music.

Further information and the ordering of this service is completed when submitting your Ceremony Choices form.



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## *Photography and Video Recording*



### **In our Garden Room only**

We are pleased to be able to offer a professionally live streamed ceremony, with Live & On Demand you can share the secure link with others to watch as it's happening, with the option to view online for a further 28 days. A downloadable file will also be available.

Additionally, you can purchase a 'One-of-a-kind' keepsake memento in DVD or USB format.

Further information and the ordering of this service is completed when submitting your Ceremony Choices form.

### **All venues**

Your marriage is a very joyous occasion but it is also a serious one so to ensure that everyone concentrates on the words being spoken, photographs are permitted provided that they do not disrupt the legal parts of the ceremony. The Celebrant will be happy to discuss this with your photographer on the day. Your official or nominated photographer will be invited to take a couple of brief photographs as you exchange rings and also when you exchange your first kiss of married life at the completion of the ceremony, if you would like.

If you are marrying in the Register Office you will have the opportunity to have some pictures taken outside. For the Garden and Juno rooms this is at the side of the Register Office near the Rose Garden in the designated photographic area. We understand that guests often wish to throw confetti and would ask you to inform your guests that confetti must be bio-degradable and only be used outdoors.



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## *Celebratory Certificates*



We offer celebratory certificates to commemorate your wedding for ceremonies at all of our venues. These have space for personal dedications if required. You can order these at any time prior to your ceremony on your Ceremony Choices form. Please let us know how many certificates you require and remember to include payment for them in your final settlement. They will be prepared in advance and available for signature and presentation at the end of your ceremony.



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## *Re-Registration of a Child's Birth upon Marriage*

If both parties to a marriage have a child/ren to which they are both the natural parents the child/ children's birth will need to be re-registered after the marriage has taken place. This is required by law and applies even if both parents' details were recorded at the time of the original birth registration and even if there is no intention of changing the surname the child is known by.

You can download the LA1 Form online at Gov.uk or ask at our Reception desk. You will need to return the completed form to us along with your original marriage certificate if you were married outside of Swindon or in a religious ceremony. If your marriage or child's birth has taken place within the Swindon Registration District there is no need to supply the marriage certificate as we will have a record of the register entry. We will contact you once the necessary checks have been made and invite you to arrange an appointment for which only one parent will need to attend. If your child/children were originally registered at a Register Office other than Swindon you can still complete the re-registration with us by 'Declaration'. Once the re-registration is complete you will be able to purchase a new birth certificate for your child/ren.

## Summary of Fees for additional services 2025

Items available for all ceremonies	Cost
Celebratory certificate with folder	£27
For your ceremony day	
<b>Music choices</b> Garden Room, Juno Room only (for approved premises please supply directly to your venue)	£12 <i>Please contact your venue</i>
Items available in the Garden Room Only	Cost
Single Photo – displayed throughout the ceremony	Free
Live and on demand streaming of your ceremony (Ceremony Streaming – Live and on Demand)	£65
Music Tribute (basic slideshow)	£52
Themed Tribute (timed to music)	£98
Family Supplied Tribute (Family Supplied video/photo Tribute used as received with basic quality checks performed by the LBM team)	£29
Additional single photo	£16
Keepsakes	
Keepsake copy (DVD or USB)	£65
Additional copies (DVD or USB) (only if ordered at the time of the original copy)	£34
Video Book (For those who want to revisit their ceremony wherever or whenever. A portable video of the ceremony, Tribute or both, set in its own A5 electronic screen with 5 functional buttons, encased in a linen-wrapped 'book')	£105
Memory Box (You can choose up to 25 photos to be professionally printed and delivered in a bespoke linen-wrapped box alongside your ceremony, Tribute, or both, on DVD and USB Memory Stick)	£142
Tribute download (keepsake copy of your Tribute)	£17.50
Additional services	
Extra Tribute Photos (per 25 photos)	£29
Extra work (e.g. adding a video to a tribute)	£29
Further information and ordering of these services is completed when submitting your Ceremony Choices form	

## Summary of Fees for additional services 2026

Items available for all ceremonies	Cost
Celebratory certificate with folder	£27
For your ceremony day	
<b>Music choices</b> Garden Room, Juno Room only (for approved premises please supply directly to your venue)	£13 <i>Please contact your venue</i>
Items available in the Garden Room Only	Cost
Single Photo – displayed throughout the ceremony	Free
Live and on demand streaming of your ceremony (Ceremony Streaming – Live and on Demand)	£70
Music Tribute (basic slideshow)	£55
Themed Tribute (timed to music)	£105
Family Supplied Tribute (Family Supplied video/photo Tribute used as received with basic quality checks performed by the LBM team)	£31
Additional single photo	£17
Keepsakes	
Keepsake copy (DVD or USB)	£70
Additional copies (DVD or USB) (only if ordered at the time of the original copy)	£37
Video Book (For those who want to revisit their ceremony wherever or whenever. A portable video of the ceremony, Tribute or both, set in its own A5 electronic screen with 5 functional buttons, encased in a linen-wrapped 'book')	£112
Memory Box (You can choose up to 25 photos to be professionally printed and delivered in a bespoke linen-wrapped box alongside your ceremony, Tribute, or both, on DVD and USB Memory Stick)	£155
Tribute download (keepsake copy of your Tribute)	£19.50
Additional services	
Extra Tribute Photos (per 25 photos)	£31
Extra work (e.g. adding a video to a tribute)	£31
Further information and ordering of these services is completed when submitting your Ceremony Choices form	

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## *Our Service*



Should you need any further assistance with your wedding ceremony please do not hesitate to contact us during office hours.

**Alison Underwood, Superintendent Registrar**

Please contact us at **ceremonies@swindon.gov.uk** if you have any further questions.

This information is available on the Internet at  
**[https://www.swindon.gov.uk/info/20052/marriage\\_and\\_civil\\_partnerships/1085/make\\_choices\\_for\\_your\\_ceremony](https://www.swindon.gov.uk/info/20052/marriage_and_civil_partnerships/1085/make_choices_for_your_ceremony)** or by scanning the QR Code below.

It can be produced in a range of languages and formats (such as large print, Braille or other accessible formats) by contacting the Customer Services: Department. Tel: **01793 445500**  
E-mail: **customerservices@swindon.gov.uk**





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