



Surrey Civil Weddings and Ceremonies

Once you have booked a ceremony with your chosen venue, this is how you need to proceed:

1) Contact the Surrey Ceremonies Office. You will need to make sure that the Register Office has availability to conduct your ceremony. You can do this by calling the Ceremonies office on 0300 200 1002.

You can make a booking up to two years in advance of the day of your ceremony. The Register Office is unable to predict the demand on any particular day, so bookings are taken on a first come, first served basis. There are a limited amount of time-slots offered for ceremonies depending on the day of the week. Please contact us as soon as possible.

2) Book the Registrars. Once you have found a suitable time with the Register Office, you will need to make a booking. This process takes about 10-15 minutes. At the time of booking you will be required to pay the costs of the ceremony in full by debit/credit card.

3) Receive confirmation of your booking. Once you have booked your ceremony, confirmation will be emailed to you, this will contain:

- Essential information regarding the legal requirements for giving your notice of intent to marry/form a civil partnership.
- A ceremony pack which contains useful information about preparing for your ceremony.
- The terms and conditions of your booking, cooling-off period and cancellation policy.

Fees for Wedding/Civil Partnership Ceremonies at Surrey Licensed Venues:

	1 April 2016 to 31 March 2017	1 April 2017 to 31 March 2018	1 April 2018 to 31 March 2019
Monday to Thursday	£433	£448	£458
Friday	£493	£503	£508
Saturday	£533	£553	£558
Sunday/ Bank holidays	£583	£603	£608

PLEASE NOTE

- There will be an administration charge to amend date, time or venue after initial booking.
- The Notice fee is a statutory fee and is additional to the ceremony fees. The Notice fee maybe subject to increase at the beginning of each year.
- Ceremony's taking place after 5pm are subject to additional fees. Please contact us as above for information.
- Registration Staff do not conduct ceremonies on Easter Sunday, Christmas Day or Boxing Day.

Contact details: Surrey Ceremonies Office

Address: Register Office, The Mansion, 70 Church Street, Leatherhead, Surrey KT22 8DP

Phone: **0300 200 1002**

Website: www.surreycc.gov.uk/registration

Email: registration.ceremonies@surreycc.gov.uk

Opening Times: Monday, Tuesday, Thursday, Friday 9.00-4.30, Wednesday 9.30-4.30