Civil Partnership Ceremony Planner

Once you have completed the planner, please email it to us at [registeroffice@wandsworth.gov.uk](mailto:registeroffice@wandsworth.gov.uk). Please ensure that you complete both pages of the planner before you return it to us.

If you have chosen to include readings and personal vows in your ceremony, please include a copy of these in your email. Personal vows can be sent separately if you wish to keep them private.

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| **Your Names:** |  | | | | |
| **Ceremony Date:** |  | **Ceremony Time:** | |  | |
| **Ceremony Venue:** |  | | | | |
| **Are either of you known by another name:** |  | | | | |
| Number of guests invited: | *Room capacities can be seen below.* | | | | | |
| **Do you wish to be kept separate beforehand?** |  | | **Is either party being given away?** | |  | |

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| **Ceremony Choices** | | | | |
| **Type of ceremony script** | **Simple** | | **Modern** | **Classic** |
| **Are you exchanging rings: Yes / No** | | **Ring Bearer’s name:** | | |
| **Readings: Yes / No** | | | | |
| Personal Vows: Yes / No | | | | |

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| **Music choices**: **Titles and artists** (must be non-religious) | |
| **Please ensure that you have a member of your party available to control the music for you. You can connect a phone to our sound system through an aux cable cord. If your phone does not have a standard headphone port, please ensure that you bring a converter with you.** | |
| **Entrance music:** |  |
| **Register signing music:** |  |
| **Couples Exit music:** |  |

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| **Pronouncement: upon exiting the ceremony would you prefer to be called:** (please tick) | |
| (Forenames) “……………. and ………………” | “Mr/s & Mr/s ………………………” |

**CEREMONY ROOM CAPACITIES**

* [The Mayor's Parlour](https://www.wandsworth.gov.uk/births-death-and-ceremonies/ceremony-venues/ceremonies-in-the-mayors-parlour/): capacity 8
* [The Elizabeth Room](https://www.wandsworth.gov.uk/births-death-and-ceremonies/ceremony-venues/ceremonies-in-the-elizabeth-room/): capacity 10
* [The Victoria Room](https://www.wandsworth.gov.uk/births-death-and-ceremonies/ceremony-venues/ceremonies-in-the-victoria-room/): capacity 25
* [The Alexandra Room](https://www.wandsworth.gov.uk/births-death-and-ceremonies/ceremony-venues/ceremonies-in-the-alexandra-room/): capacity 45
* [The Grand Chamber](https://www.wandsworth.gov.uk/births-death-and-ceremonies/ceremony-venues/ceremonies-in-the-grand-chamber/): capacity 100

**Room capacities include all attendees including the couple, witnesses, guests, children, and photographer, and cannot be exceeded.**

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| **Significant people: You can include up to four parents on your civil partnership schedule. Please note that stepparent’s information can only be included if they have been or are currently married to or in a civil partnership with your natural parent.** | | | |
| **Witness 1 name:** |  | **Witness 2 name:** |  |
| **Party 1- Parent’s name:**Step-Parent (Yes/No)Is he/she deceased?**Current or last occupation:**Has he/she retired? |  | **Party 2- Parent’s name:**Step-Parent (Yes/No)Is he/she deceased?**Current or last occupation:**Has he/she retired? |  |
| **Party 1- Parent’s name:**Step-Parent (Yes/No)Is he/she deceased?**Current or last occupation:**Has he/she retired? |  | **Party 2- Parent’s name:**Step-Parent (Yes/No)Is he/she deceased?**Current or last occupation:**Has he/she retired? |  |
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| **Photographer**  **/ Videographer:** |  | | |

**For Terms and Conditions please visit:** [**www.wandsworth.gov.uk/ceremonybookingterms**](http://www.wandsworth.gov.uk/ceremonybookingterms)