JUST A PERFECT DAY...

At Hilton Cobham every wedding begins as you might expect – with a proposal.

You tell us exactly what you want, ask a question whenever it occurs to you and our experienced Wedding Advisors will do the rest and plan your day to perfection.

It is all about choice at the Hilton Cobham. From choosing the right function room to suit any size of celebration up to 220 people to how you envisage your day to be.

Everyone has their own idea of what their day should be like. Some people would prefer a small intimate affair, whilst others are after something a bit more lavish and then there is everything in-between. So whether it is arriving by helicopter or having cookies and ice cream in your room at midnight, it’s our job to help you relax, enjoy your special day and remember it for all the right reasons.

Set in 27 acres of grounds and tranquil woodland, the hotel provides a beautiful setting for you and your guests – and a romantic, memorable backdrop for your photographs.

We are delighted that you are considering Hilton Cobham as your wedding venue. The following provides an overview of our facilities and services, together with comprehensive menus and suggestions to create an exceptionally memorable day...
WITH THIS RING......

Should you decide that you do not wish to have a religious ceremony or would just prefer to have everything under one roof, then the Hilton Cobham is the perfect venue for you.

The hotel has two suites licensed for civil ceremonies and civil partnerships to choose from:

**The St George’s Suite**
Licensed for up to 90 people, this suite with access to its own terrace has views overlooking the lawns to the rear of the hotel.

**The Brooklands Suite**
Suitable for those with larger gatherings the Brooklands is licensed for up to 300 people.

Sunday and Bank Holiday room hire is complimentary

<table>
<thead>
<tr>
<th></th>
<th>Room Hire Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>May – September</td>
</tr>
<tr>
<td>Brooklands Suite</td>
<td>Up to 300 people</td>
</tr>
<tr>
<td>St Georges Suite</td>
<td>Up to 90 people</td>
</tr>
</tbody>
</table>
A BIT OF A DO.....

So whether you have decided to get married in a church or have a ceremony at the hotel, welcome your guests in either your function room or one of the bars within the hotel for a welcome drink whilst your photos are being taken in the hotel grounds.

Enjoy sipping a glass of Champagne or Bucks Fizz in our main hotel bar and lounge with its comfty sofas or maybe a cocktail in the Zuccotta bar with its terrace overlooking the lawns and woodland.

We have created a number of packages to help you along with the day or if you would like something more individual or bespoke, then please do let us know and we would be happy to tailor this to your requirements. The choice is yours…..

**Gold Drinks Package**

*On Arrival:*
Bucks fizz or orange juice as a non alcoholic option

*With the Meal:*
(Half a bottle of wine per adult)
Catarrato Sun Tree, Sicily, Italy 2008/9
Catarratto Sun Tree, Veneto Italy 2008/9

*To Toast:*
Berri Estates, cuvee brut, South Eastern Australia, NV
@ £18.50 per person

**Diamond Drinks Package**

*On Arrival:*
For summer, Pimms or Home made ice tea as a non alchoholic option
For winter, Spiced Mulled wine / winter Pimms or Hot chocolate /fruit punch as a non alcoholic option

*With the Meal:*
(Half a bottle of wine per adult)
Berri Estate Merlot, south eastern Australia 2008/9
Berri Estate un-oaked Chardonnay, south eastern Australia, 2008/9
Suntree Merlot Rose Veneto Italy 2008/9

*To Toast:*
Piper Heidsieck Brut, Reims, Champagne, France, NV @ £21.50 per person
**Platinum Drinks Package**

**On Arrival:**
For Summer, Sloe Gin Fizz and non-alcoholic Appletiser or homemade ice tea
For Winter, a Bramble Whiskey fizz and Hot Toddy or non-alcoholic Winter berry Daiquiri

**With the Meal:**
(0.5 bottle of wine per adult)
Vidal, Marlbourough, New Zealand Sauvignon Blanc 2008/9,
Tempranillo 2004/5
Pinot Grigio Rose Montmarino Italy 2008/9
Sparkling and Still Water on the Table

**Dessert Wine with Pudding:**
Noble late Harvest Riesling

**To Toast:**
Piper Heidsieck Brut, Reims, Champagne, France, NV @ **£23.95 per person**

You may wish to add a Port or a liqueur option with Coffee @ £4.25 per person to include Baileys on ice, Disarrono on ice, Drambuie on ice or Dalmore 12 year old

**Canapés**
To complement your arrival drinks and to stave off hunger, why not serve some canapés on arrival:

- Goats Cheese and Cherry Tomato en Croute
- Crab and Coriander Pancakes
- Duck pancakes with spring onion, cucumber and hoisin
- Goat’s cheese, black olive and tomato bruschetta
- Asparagus tips wrapped in Parma ham
- Roast pumpkin risotto cake with chestnut puree and sage crisp
- Feta, sun blush tomato and basil croutes
- Smoked salmon blinis with Avruga caviar
- Mediterranean vegetables in filo pastry
- Spiced Cumberland sausages in honey and mustard
- Roasted red pepper and thyme discs with black olive tapenade
- Cherry tomato, black olive and bocconcini skewers

**3 options £4.95 per person**
**6 options £8.50 per person**

Additional Items £1.95 each
Following on from your drinks, it is then time to move onto the main event, the Wedding Breakfast, traditionally called so as it is the first meal that the Bride & Groom would have together… We are pleased to offer a choice of function rooms suitable for both large gatherings of family and friends to smaller more intimate weddings.…

**The Brooklands Suite**

Our largest suite, The Brooklands Suite, with its warm reds and creams has an opulent feel. It can entertain up to 220 guests for a stylish banquet, perfect for large family gatherings. For an evening reception, it can accommodate up to 300 people for a standing buffet. With large French doors that let light come flooding in, they make an ideal backdrop for the top table.

To keep the party going right through into the evening, it also has its own purpose built bar in the room, so no concerns of losing any guests from the dance floor.
The Hampton Suite

Our second largest suite, The Hampton Suite, with its creams and golds, provides a neutral background for flowers and decorations. This suite including the foyer can seat up to 80 people for the wedding breakfast but can accommodate up to 120 in the evening for a standing buffet. This suite also benefits from its own foyer and conservatory area which is the ideal location for a bar for either arrival or evening drinks.

The St George’s Suite

For those looking for a more intimate venue, the St George’s Suite is perfect for groups of up to 60 people. This suite has access to its own terrace that overlooks the lawns towards the back of the hotel, which would be an ideal area for arrival drinks or even just to relax in the evening.

<table>
<thead>
<tr>
<th>Room Hire Charges</th>
<th>Minimum Numbers Chargeable</th>
<th>Maximum Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>May – September</td>
<td>October – April</td>
<td></td>
</tr>
<tr>
<td>Brooklands Suite</td>
<td>£1000.00</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>£800.00</td>
<td>220</td>
</tr>
<tr>
<td>Hampton Suite</td>
<td>£800</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>£550</td>
<td>80</td>
</tr>
<tr>
<td>St. Georges Suite</td>
<td>£500</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>£300</td>
<td>60</td>
</tr>
</tbody>
</table>
Having chosen your room now is the time to sit down for your first meal together and this is where you really can be King or Queen for the day. Below are some menu ideas but should you wish to have something different please do let us know as our chef and his team will prepare a menu just for you

**Starters**

- Asparagus wrapped in Parma ham with a herb leaf salad, poached quails eggs and shaved pecorino with roast garlic oil £7.50
- Jerusalem artichoke and Swiss chard tart with chive mascarpone £7.25
- Warm chorizo sausage, sun blushed tomato and broad bean tart with rocket salad £7.50
- Cumin and black pepper cured beef carpaccio with Moroccan tabouleh and fennel compote £8.95
- Confit shallot, goats cheese and asparagus tart with ruby chard, fig chutney and chive oil £6.95
- Salad of fine bresaola, shaved fennel and spring leaves with pomegranates and coriander dressing £8.25
- Roast vegetable crostini with beetroot shoots, confit cloves of garlic and red pesto dressing £6.95
- Slow Roast Tomato and Purple Basil Soup with a crisp gruyere croute (v) £6.95
- Melon and prosciutto ham with celeriac remoulade, chervil and pickled raspberry vinegar £6.95
- Tuna cerviche with salad shoots, herb cress and pickled ginger syrup £8.25
- Lightly pickled sea bass with soy marinated broccoli and sesame seeds £8.95
- Crunchy raw beetroot salad with flaked feta cheese, torn mint and poached saffron pear £7.25
- Oak smoked salmon and black olive tapenade terrine with parsley jus, yellow pepper essence and chive crème fraiche £7.25
- Tian of peaky toe crab and crayfish on a cucumber and dill salad with a wasabi and lemon sour cream £8.50
- Porcini mushroom and caramalised butternut squash risotto with crisp parmesan and parsley jus £8.50
- Sliced smoked salmon with capers, shallots, herb blini & a lemon dressed salad £7.95
- Creamed shellfish tartlet with buttered leeks and garlic shoots £7.50
- Cauliflower soup with a fresh truffle & shallot salad £6.95
- Prosciutto and foie gras roulade with ruby chard and fig compote £9.95
**MAIN COURSES**

Slow cooked sirloin of beef on a potato gratin with confit shallots, baby carrots, buttered courgettes and an intense red wine jus  £18.95

Seared breast of maize fed chicken on an artichoke, black olive and fine bean ragout with a spiced tomato coulis  £16.95

Bar marked yellow fin tuna on wilted spinach with blistered cherry tomatoes, baby leeks and red pesto dressing  £17.95

Pot-roasted guinea fowl with wild mushrooms, chestnuts and truffled creamed potato  £19.25

Seared rump of lamb on a garlic and thyme mash with wilted greens, rosemary and purple basil jus  £18.95

8 hour slow cooked shank of lamb on a broad bean mash with button onions, vine roasted baby tomatoes, asparagus and mint jus  £18.95

Bar marked white asparagus and pumpkin risotto with smoked roast garlic and shaved pecorino crisps  £15.95

Seared lamb cutlets with truffle mash, braised artichokes, wilted baby spinach and Foie gras sauce  £23.95

Jerk infused breast of chicken on Moroccan couscous with a tian of Mediterranean vegetables and red pepper essence  £17.95

Slow cooked belly of pork on a water cress mash with braised red cabbage, sugar snap peas, apple tart tartan and cider jus  £18.25

Roast rack of lamb on crushed potato, black olives and thyme with root vegetables and bay leaf jus  £24.95

Confit leg of duck on crisp bubble and squeak with creamed baby leeks and hot gooseberry liquor  £17.95

Grilled red snapper on lemon pepper polenta, braised fennel, pickled ginger and wasabi crème fraîche and chives  £17.95

Pan seared fillet of venison on a swede mash with soured red onions, caramelized baby pear, pea shoots and balsamic jus  £21.95

Pan-fried guinea fowl with bubble and squeak, lardons of smoked pancetta, chipolatas and bread sauce  £19.95

Canon of lamb with black pudding, minted pea puree and wild garlic potato cakes  £28.50

Chilled lobster with fennel, confit lemon potatoes and mimosa dressing  £27.95
DESSERTS AND COFFEE

- Eton Mess £6.95
  Bashed meringue with vanilla cream, strawberries and raspberries

- Apples Three Ways £8.95
  Mini apple tart with oatmeal crunch, apple mousse and apple crumble ice cream with mini apple poppadoms

- Classic British desserts 3 ways £9.95
  Mini bread and butter pudding, classic chocolate fondant and mini banoffee pie with Cornish clotted cream

- Classic clotted cream rice pudding with sticky rhubarb compote £6.95

- Sticky ginger pudding with vanilla pod ice cream £7.25

- Whole poached pear in a port reduction with a glass sugar biscuit and raspberry panacotta ice cream £7.50

- Stone white meringue with poached balsamic strawberries, red chilli ice cream and sweet coriander syrup £8.25

- Rosemary poached fruits in a tuille basket with clotted cream ice cream and butterscotch sauce £7.50

- Bread and butter pudding with confit sugared sultanas and lashings of custard £7.50

- Vanilla panacotta with wild berry compote and a lime sable biscuit £7.50

- Sloe gin tiramisu with iced espresso coffee and baileys anglaise £7.95

- Dark chocolate and raspberry tart with vanilla mascarpone and chocolate panatella £8.95

- Soft summer berries terrine in a saffron champagne jelly with Cornish clotted cream and sweet basil syrup £9.95

- Lemon grass panacotta with sweet basil compote and passion fruit dressing £7.95

- Warm chocolate brownie with a shot of raspberry yoghurt and panacotta ice cream £8.95

- Blackberry, raspberry and blueberry shortbread stack with honey mascarpone and fruit syrup £7.95

- Freshly brewed coffee served with chocolate mints £3.45

- Freshly brewed coffee served petit fours £5.95
LOOKING FOR SOMETHING DIFFERENT.....

Should you wish to have something different from a three course sit down meal, be it a buffet, barbeque or something more exotic, our team is ready with ideas to help you achieve exactly what you would like. Barbeques and buffets offer the chance to have something more informal and a little more fun and make good use of outdoor space.

We also have a multicultural kitchen brigade who has created some fantastic menus from all over the world to include Asian, Caribbean and Mauritian food for example:

**Asian Menu (sample)**
- Vegetable rolls
- Lamb Samosas
- King Prawns
- Selection of chutneys & dressings
- Chilli & coriander
- Chilli & tomato
- Raita

**Caribbean Menu (sample)**
- Pastechis – spicy filled pastries
- Coconut Prawns
- Havanass Avocados
- Escovitch
- Corned Beef balls
- Corn Fritters

**Asian Menu (sample)**
- Chicken Curry
- Fish Ambulthil
- Cashew Nut Curry
- Aubergine Maju
- Chicken Biryani Rice
- Vegetable Fried rice
- Noodles
- Raita
- Chilli & tomato
- Beetroot Salad
- Tomato & Onion salad
- Egg Mixed leaves salad
- Selection of bread rolls, poppadoms & Naan bread

**Caribbean Menu (sample)**
- Jamaican Aki (Ackee) & Saltfish
- Callaloo & Saltfish
- Jerk Chicken
- Guava Stuffed Chicken with caramelised mangoes
- Curried Mutton
- Jamaican Fruit Lamb Chops
- Pumpkin Curry
- Accompaniments
  - Roti
  - Rice & Peas
  - Bajan Beans
  - Spicy Okra
  - Fried Plantain

**Asian Menu (sample)**
- A trio of Pear & Almond tart, Chocolate Fondant and Coconut Drops

**Caribbean Menu (sample)**
- Watalappam topped with crushed cashews
- Fruit Salad
CHILDREN’S MENU

Let’s not forget the little ones! Keep them happy and occupied and you will have no worries with the speeches

Ready Steady Starters

Time Bubbles
Fruity and sweet fresh melon balls

Tasty Tomato Soup
with crisp croutons and sliced bread dippers

Mighty Mains

Funky Fingers
Breaded fish fingers with chips and baked beans

Dippin’ Lickin’ Chicken
Chicken nuggets in breadcrumbs served with tomato ketchup (perfect for dipping), peas and chips

Pogo’s Pasta
Penne pasta in tomato sauce with grated cheese

Supersonic Sausages
Grilled pork sausages with baked beans and chips

Prize Puddings

Fresh Fruit Salad with Ice Cream or Cream

Ice Cream Combo
3 scoops: one each of Vanilla, Chocolate or Strawberry

Drinks

Five Alive Berry Whirl / Five Alive Citrus Whirl
A bottle of Five Alive will be served with the drinks reception and during the wedding breakfast

Children 5 – 12 years old £12.50
Children 4 years old and under eat free
Having partied the night away, guests may well be feeling a bit peckish, so it is time for a break and a chance to refuel. Please find below a selection of finger items that can be chosen to create a light buffet or should you want to offer something different, we will be happy to oblige:

Selection of sandwich wedges on French bread or selection of fresh bread sandwiches on white and wholemeal bread

Slow roasted tomato tart with bocconcini and basil pesto

Cocktail sausage rolls

Hand made Thai pork meatballs with chilli dipping sauce

Crudités and dips

Lemon peppered parsley chicken goujons with sun blushed tomato mayonnaise

Lamb and chorizo sausage kebabs with a mint raita

Mini Peking duck rolls

Seared pumpkin risotto cakes with pecorino

Beef and vegetable kebabs marinated in herbs and spices

Soy, ginger and lime chicken skewers with coriander dip

 Shots of tomato gazpacho with chervil and thyme

Mini beef wellingtons with horseradish cream

Goujons of plaice with lemon and tartar sauce

Mediterranean vegetable kebabs infused in garlic and thyme

Mini naan bread pizzas with spinach, paneer and mango salsa

Chicken yakitori

Warm smoked haddock and cheddar tart with chives

Thai fishcakes with wholegrain mustard mayonnaise dip

Choose from the above:

6 items @ £12.95 per person       8 items @ £14.95 per person
12 items @ £18.95 per person       16 items @ £22.95 per person
SOMEBWHERE TO LAY YOUR HEAD....

At the end of a long day, who wants to go home? As Bride and Groom, you will be treated to a complimentary night stay in one of our deluxe bedrooms to include full Hilton buffet breakfast. You can of course upgrade yourself to one of our suites to give you extra space (subject to availability).

For your guests who wish to stay the night to make a weekend of it or simply to avoid an expensive taxi ride home, the hotel offers a choice of 158 bedrooms to suit every guests’ needs.

Why not choose to upgrade to one of our Deluxe Plus rooms for those extra romantic touches, such as a welcoming bottle of wine, mineral water, chocolates and bathrobe.

All guests who stay at the hotel will have full use of our LivingWell Health Club with its swimming pool, gym, steam room and sauna.

We even take the hassle out of booking these rooms, with our fantastic POG facility. This is your Personalised Online Group, a website that we create just for you where your guests can book their accommodation, one less thing for you to worry about.

Hilton Single Guest Room
From £75.00

Hilton Double/Twin Guest Room
From £90.00

Rates include:
- Overnight stay in a standard Hilton guestroom
- Hilton buffet breakfast in Zuccotta Restaurant
- Complimentary use of LivingWell Health Club
- Vat @ 17.5%

Bedrooms are available for guests to check in from 3.00pm on the day of arrival.

Guests are asked to vacate their bedrooms before midday on the day of departure.

Please note that all bedrooms are subject to availability.
### Overview

#### Civil Ceremony

<table>
<thead>
<tr>
<th>Room Hire Charges</th>
<th>May – September</th>
<th>October – April</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brooklands Suite</td>
<td>£500.00</td>
<td>£400.00</td>
</tr>
<tr>
<td>St. Georges Suite</td>
<td>£250.00</td>
<td>£125.00</td>
</tr>
</tbody>
</table>

**Room Hire Charges**

**Drinks Reception**

- **Sunday and Bank Holiday room hire is complimentary**
- **Individual Drinks prices from £5.25**

#### Wedding Breakfast

<table>
<thead>
<tr>
<th>Room Hire Charges</th>
<th>May – September</th>
<th>October – April</th>
<th>Minimum Numbers Chargeable</th>
<th>Maximum Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brooklands Suite</td>
<td>£1000.00</td>
<td>£800.00</td>
<td>120</td>
<td>220</td>
</tr>
<tr>
<td>Hampton Suite</td>
<td>£800</td>
<td>£550</td>
<td>60</td>
<td>80</td>
</tr>
<tr>
<td>St. Georges Suite</td>
<td>£500</td>
<td>£300</td>
<td>40</td>
<td>60</td>
</tr>
</tbody>
</table>

**Room Hire Charges**

**To Enhance your Day**

- **Canapés from** £4.95
- **Pre-wedding sandwich platters (10 people)** £65.00
- **Evening Buffet prices from** £12.95
- **Entertainment from** £450.00
- **Cheese platter (10 people)** £33.00
- **Late supper nibbles from** £8.00
- **Upgrade to Suite for Bride and Groom** £60.00
- **Private brunch room the following day** £100.00

**Three Course Menus (from)** £33.00
- **Children 4 and under** Eat free (children’s menu)
- **Children 5-12** £12.50 (children’s menu)
- **Children 5-12 ½ adult price (if eating from adult menu)**

**Drinks Package (from)** £18.50 per person
OUR HILTON WEDDING PROMISE INCLUDES.....

• Your own Hilton wedding advisor
• Your tailored wedding plan and full quote within 48 hours
• Advice on your civil ceremony
• Hilton weddings menu service including food tasting
• Your ‘on the day’ wedding host
• Complimentary red carpet on arrival
• Complimentary white linen
• Complimentary cake knife & stand
• Complimentary ‘freshen up’ room for the wedding party
• Complimentary gift storage room
• Help with printing of table stationery and floor plans
• Preferential accommodation rates for your guests
• A complimentary upgraded bedroom including breakfast for the wedding Couple
• Pre arranged check in and check out for the wedding couple
• Complimentary first anniversary dinner
**WHAT HAPPENS NEXT?**

• Make an appointment to meet with our Wedding Advisor to discuss your requirements and check that all-important date.

• After discussing all your wishes for your dream Wedding Day, your Wedding Advisor will prepare a detailed proposal that outlines your special day.

• It is so easy to confirm your Wedding, just return a signed copy of the hotel terms and conditions, event agreement and a £10.00 deposit per adult attending your Wedding Breakfast. This deposit is non-refundable and non-transferable.

• Once your Wedding Advisor receives your confirmation as above, they will send you:
  - A receipt for your payment
  - A wedding checklist

• 3 months prior to your Wedding your Advisor will invite you into the Hotel to confirm your plans so far. After this they will send you a revised plan and pro forma with revised costs, at which point a further 25% of the anticipated cost will be due.

• 1 month prior to the event, the final numbers and the final balance is due.

**What happens if I cancel?**

For all events there needs to be an agreed cancellation policy. In the unlikely event of your Wedding Reception being cancelled, please contact your Wedding Advisor with regards to Hiltons Cancellation Policy. Hilton Advise Wedding Insurance is taken out to cover any unlikely events that may occur.

**Our continued support**

• Your Wedding Adviser promises to be on hand through every stage of your Wedding plans and can often suggest ideas, knowledge and support, so please do not hesitate to contact them.

• Our product offers flexibility in all aspect of your Wedding plan and your Wedding Advisor will be happy to discuss your requirements further.
**WEDDING TIME PLANNER**

At Hilton, we have years of experience in planning and organising all areas of your big day. We have made some suggestions on how to do this successfully and with as little stress as possible, plan your memorable day.

**12 MONTHS BEFORE**
Choose the date
What do you want to spend?
Number of guests?
Book the venue for vows and celebration
Book your honeymoon – have you thought about Hilton Resorts, please ask your wedding advisor for a brochure
Choose your Best Man and Chief Bridesmaid

**8 MONTHS BEFORE**
Choose your dress
Book your mode of transport
Book your Photographer and Video
Prepare your gift list
Book your band or disco

**5 MONTHS BEFORE**
Choose your stationery
Choose your flowers
Choose your wedding rings
Order your wedding cake

**4 MONTHS BEFORE**
Check your passports are up to date
Send your invitations at least 12 weeks in advance with POG details
Book your hair and make-up stylist

**2 MONTHS BEFORE**
Choose your menus, reception drinks, wine offerings

**1 MONTH BEFORE**
Arrange the delivery of the cake to the hotel
Ceremony rehearsal

**2 WEEKS BEFORE**
Update venue with final numbers

**1 WEEK BEFORE**
Relax…

…AND LEAVE THE REST TO US!
GIVING YOUR NOTICE OF MARRIAGE

Follow the simple steps below to book your Civil Ceremony

Contact details of local register office are as follows:
'Rylston'
81 Oatlands Drive
Weybridge
Surrey
KT13 9LN
Telephone Number: 08456 009 009

1. Give notice to the Superintendent Registrar of the hotel’s local district.
2. Check that the registrar is free on your preferred date and time before making any bookings.
3. Agree on the date and timings and confirm with both the hotel and the registrar.
4. If you are getting married in a different district, both the bride and the groom will also have to register in person in the district they are living in.
5. From the moment you have given notice to the local registrars, you’ll have to wait until the 16th day to get married and the notice will be valid for 1 year from the date of notice. Please bear in mind you will need to have been resident in the UK for 7 continuous nights to give the legal notice of marriage in England or Wales. We would advise that you speak to the Superintendent to check this clause.
6. Give the registrar the contact details of the hotel and your wedding adviser (just ask the wedding adviser for an additional business card).

Please remember that the register office will request documentation from you such as a passport, proof of address, previous marriage documents.

‘Registration fees’ might vary between districts and will need to be paid directly to the Registrar.

For more information, please contact:
General Register Office for England and Wales
0151 471 4200 or www.statistics.gov.uk/registration
**HOLDING A CIVIL MARRIAGE OR CIVIL PARTNERSHIP**

**Surrey County Council Guidelines**

- As soon as you have made provisional arrangements for your marriage on approved premises you should be advised to contact the Superintendent Registrar for the district.

- Without the presence of the Superintendent Registrar and a Registrar there can be no marriage and any arrangements for the use of the premises depend entirely on their availability. It is, therefore, essential that you make an advance booking with this Superintendent Registrar for his/her attendance at your proposed marriage date. (A fee for this attendance will be payable two months prior to the ceremony).

- You will also have to give a notice of marriage to the Superintendent Registrar(s) of the district(s) in which you live. This notice must be given in person and is valid for twelve months. You should, therefore, attend the register office where you live as soon as possible after notice can be given.

- You should be aware that any arrangements made for a marriage to take place on the approved premises are dependent on:
  - The attendance of the Superintendent Registrar and a Registrar for the district in which the premises are situated.
  - The issue of the authority or authorities for marriage by the Superintendent Registrar(s) to who notice of the marriage was given.

- When notice is given in a different registration district from the one where the marriage is taking place, you will have to collect the authority before the ceremony and ensure that it is delivered to the registrar who is to attend the ceremony.

- You should be advised that only a civil, non-religious ceremony can be permitted by the Superintendent Registrar. Any music, reading, words or performance that forms any part of the ceremony must be secular. The content of the ceremony must be agreed in advance with the Superintendent Registrar who will be attending the ceremony.

- Any rights of copyright for music, readings etc. permitted at the ceremony are a matter for the couple and the holder of the approval.