

Celebrate in Buckinghamshire



CIVIL MARRIAGES

CIVIL PARTNERSHIPS

RENEWAL OF VOWS

COMMITMENT CEREMONIES

NAMING CEREMONIES

CITIZENSHIP CEREMONIES



Welcome

Firstly, many congratulations on your forthcoming celebrations.

We are delighted that you have chosen the beautiful and charming county of Buckinghamshire for your ceremony.

We have more than 70 wonderful licensed venues and four marriage rooms within our Register Offices conveniently located throughout the county offering you great flexibility and choice.

This publication will help to guide you through the legal formalities and add personal choices to your special day.

Our experienced and professional staff will do all they can to ensure that your ceremony is everything you would wish it to be and becomes a lasting and wonderful memory for you and your guests.

Published by:

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All information is correct at the time of going to print.

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Buckinghamshire

a great place to celebrate

Whatever the occasion, be it a wedding, civil partnership, renewal of vows or a naming ceremony, Buckinghamshire is sure to offer a location to suit you, your family and friends. You could choose a small intimate venue in a tiny hamlet or a grand stately home or manor house with sweeping grounds and ornate gardens steeped in history. Buckinghamshire is a county of contrasts with an abundance of history and heritage, culture and countryside.



Danesfield House
Hotel and Spa



Dorney Court



Buckinghamshire Railway Centre



Rackleys Chiltern Hills

The Marriage Ceremony

This is your special day and there is no need to be nervous or worried about the ceremony; the Registrars are there to help and guide you through it all. There are words prescribed by law which you must say to declare that you are free lawfully to marry and contract your marriage.

There are three choices of the declaratory words and contracting vows. You will be asked to choose one set of words from each list below before the day. You cannot mix these words with any others.

If you would like to make additional vows to each other, we are happy to discuss this with you. We can provide you with examples of extra vows or you may wish to create your own. Please ensure the Registrar has seen these words before the ceremony. Any personal words or vows cannot be religious or have any connection with a religious marriage ceremony.

During the ceremony the Registrar will prepare a document known as the Marriage Schedule which you will be asked to check carefully. You, your witnesses and the Registrars must then sign the schedule. A commemorative certificate for your marriage, with no legal standing may be presented on the day. This is dependent on the type of ceremony you have chosen. The legal marriage certificate will be sent to you by post afterwards. The ceremony will last up to half an hour.

When thinking about the number of guests that you will invite, please consider the size of the room and check that everyone will be able to hear the Registrar. We want all guests to be able to enjoy the ceremony and if you think that this may be a problem, please speak to your venue about this.

DECLARATORY WORDS

"I do solemnly declare that I know not of any lawful impediment why I, (your full name), may not be joined in matrimony to (your partner's full name)";

or

"I declare that I know of no legal reason why I, (your full name), may not be joined in marriage to (your partner's full name)";

or

by replying *"I am"* to the question *"Are you, (your full name) free lawfully to marry (your partner's full name)?"*

CONTRACTING VOWS

"I call upon these persons here present to witness that I (your full name), do take thee, (your partner's full name) to be my lawful wedded wife/husband";

or

"I, (your full name), take you (your partner's full name) to be my wedded wife/husband";

or

"I, (your full name), take thee (your partner's full name) to be my wedded wife/husband";

“

It was a beautiful ceremony, we had such a brilliant day.

”

Notice of Marriage or Civil Partnership



A civil ceremony can take place at a venue licensed by the local authority or in a Registration Office of your choice.

In Buckinghamshire, we have more than 70 licensed venues to choose from, providing beautiful settings for civil marriages, civil partnerships and celebratory ceremonies.

Preparing for your ceremony is exciting with so many choices available. You may just want a small celebration with a simple ceremony, or you may want a theme to match the history and architectural style of your venue.

Once you have chosen your venue and made a provisional booking, you should contact us to check the Registrars are available on the day and at the time that you want. It is essential that you do this before making any other arrangements.

Our Ceremonies Team can take bookings as far ahead as you wish to book. You can marry or enter a civil partnership on any day of the week, but we do not work on Christmas Day, Boxing Day or New Year's Day.

Contact the team to discuss your plans:

[buckinghamshire.gov.uk/weddings-ceremonies@buckinghamshire.gov.uk](https://www.buckinghamshire.gov.uk/weddings-ceremonies@buckinghamshire.gov.uk)
01494 475092

Please note - you will need to pay in full for your ceremony at the time of booking.

Before you can marry or enter a civil partnership there are certain formalities which are required by law. You must both attend the Register Office in the district in which you live to inform them of your intention to marry or enter into a civil partnership. This is called giving notice.

You may give notice up to one year before the date of your ceremony. You must each attend in person to give notice. You will need to make an appointment at the Register Office in the district in which you live. If you live in Buckinghamshire, you can book your appointment at our Aylesbury or Beaconsfield Old Town offices by calling 01494 475092.

Notice of Marriage or Civil Partnership



If you reside in separate registration districts, each individual must give notice in the district in which they live.

If you are not a British or Irish citizen, or you did not apply for EU Settled Status before 30 June 2021, additional legislation will apply. Please contact us to check the requirements before you book your appointment. You and your partner must then attend a notice appointment together; this must take place in the district of residence for one of you. We are happy to advise you further on any of these matters.

Giving notice means declaring that you are both free to marry or to enter into a civil partnership. The Registrar will ask questions about you and your partner and you must provide specified original documents at your appointment.

At the time of booking your notice appointment, we will advise you which documentation to bring to your appointment. If you don't bring the correct documentation, we will not be able to take your notice: further appointment will then need to be booked and a further fee paid. This could have an impact on your ceremony date.

More information regarding required documentation can be found on the [Celebrate in Buckinghamshire website](#).

In Buckinghamshire a booking fee will be charged for your notice appointment, which will convert to the notice fee when you attend your appointment.

To give a notice of marriage or civil partnership, you and your partner must have lived in England or Wales for at least seven full days immediately before you give notice. If you are creating a residency in England or Wales, you must give your respective notices to the Register Office before either of you leave the address where you have created your residency, be it in the same or different districts. It does not matter if either of you then move to a different address after this time. You must have been resident for seven full days before giving notice: the day you arrive does not count, as it is not a full day.

After giving notice, there is a waiting period of at least 28 full days (or up to 70 days, depending on your immigration status) before you can marry or enter into a civil partnership. Your marriage or civil partnership must then take place within 12 months of the date you gave notice, at the venue specified on the notice.

“
*All the team were
very friendly and put
us at ease.*
”

Civil Partnership Ceremony & Conversions

Here in Buckinghamshire we are delighted to offer civil partnerships to all couples. Couples can choose to have a simple signing appointment for their civil partnership which would be held in the Register Office in Aylesbury with only the couple and their two witnesses. Witnesses must be aged 16 or over, speak English and be able to understand their role at the signing appointment. A simple declaration will be either read, acknowledged or repeated by the couple before signing the civil partnership schedule along with witnesses. The civil partnership certificate will be sent to the couple by post afterwards.

We are also able to offer couples the opportunity of having a ceremony after their signing in either one of our registration offices or at one of our fantastic selection of licensed venues that we have in Buckinghamshire. We would be delighted to celebrate with couples by helping create a ceremony which is special and personal to them. Couples can choose to have special pledges and promises within their ceremony and exchange rings or gifts to mark their joining in civil partnership together. Couples can choose to have readings and also include special pieces of music that hold fond and treasured memories of their life together.

Conversions

The process for converting a same sex civil partnership to a marriage is as follows:

- The couple will need to attend a Register Office of their choice in person.
- The couple will need to provide evidence of their identity and address (passport or birth certificate, current utility bill or bank statement) and their legal civil partnership certificate.

- The civil partnership becomes a marriage when the couple sign a declaration. The declaration confirms that you have not dissolved your civil partnership and that you both wish to convert your civil partnership to a marriage.

The conversion to a marriage will be registered and marriage certificates will be issued for which there is a charge. If you are in a same sex civil partnership and are considering converting this to a marriage, please contact us for more guidance and information.

Couples don't need to go through a marriage ceremony to complete the conversion. However, they can choose to have a non-official ceremony after the conversion at a place of their choice.

We have created a conversion ceremony full of opportunities to make it personal and meaningful to you.

SIGNING THE SCHEDULE

In order for a Civil Partnership to be legally formed, the following declaration must be made.

I declare that I know of no legal reason why we may not register as each other's civil partner. I understand that on signing this document we will be forming a Civil Partnership with each other.

Couples are given the choice on whether they wish to make this declaration verbally to each other or confirm that they have read the declaration before the signing.

Outdoor Ceremonies

All of us at Buckinghamshire Registration Service know how important your special day and ceremony is to you, your family and friends. We will do all we can to ensure that it lives up to your expectations.

In England and Wales there are legal restrictions on outdoor ceremonies and where they can be held. Outdoor ceremonies can only take place at a licensed venue that has previously been approved by the superintendent registrar of the district in which the licenced premises are situated. The location of the outdoor areas where it is proposed the proceedings will take place would be seemly and dignified.

In Buckinghamshire, outdoor ceremonies can only take place between, 1 April and 31 October, weather permitting. The weather does have its part to play on the day so whilst we can all plan to be outside, licenced venues should have a suitable contingency available. This may be a previously approved room or a covered structure within the linked outdoor areas. The Registrar will make the final decision as to whether a ceremony must move location leading up to or on the day of the ceremony.

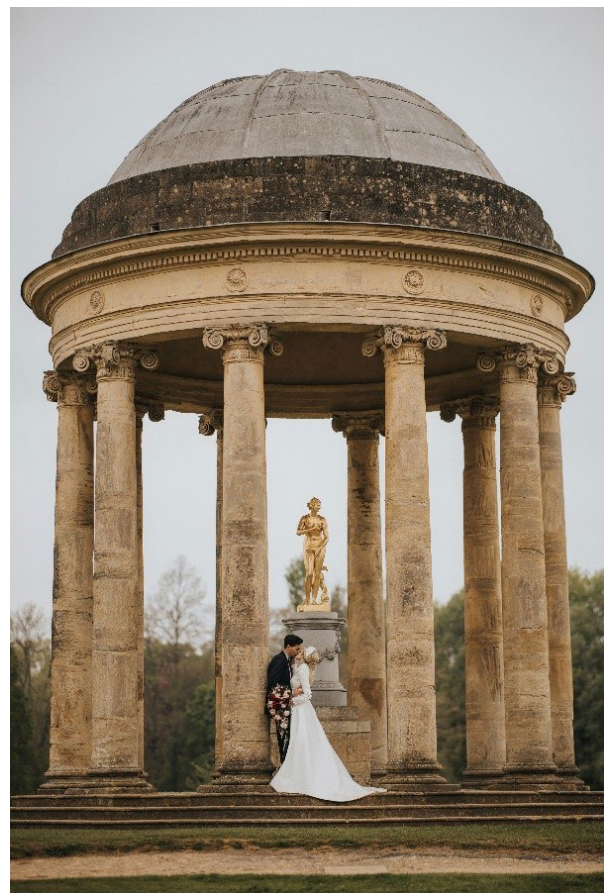
If you have chosen a licensed venue and would like to have a ceremony in an area outside, couples must complete an Outdoor Ceremony Agreement Form prior to the ceremony. This can be found on the [Celebrate in Buckinghamshire website](#).

We recognise that couples want more flexibility with their ceremonies. For couples who wish to have their ceremony in a venue that isn't licensed for a legal ceremony, we offer a range of ceremony options that provide a choice of location, time and design, in order to give you the ultimate choice for the most important day of your lives.

Please do contact our Ceremonies Team at ceremonies@buckinghamshire.gov.uk to discuss this further or visit our [website](#).



Notley Abbey



Stowe House



Wedding Packages

In Buckinghamshire we offer diverse packages designed for every style, budget and location. Each package represents a unique and individual offer that meets the needs of every couple as well as providing more choice and flexibility for ceremonies at licensed venues both inside and outside.

Ruby

The Ruby package is the ideal choice for couples wanting an exceptional event in their chosen licensed venue. With so many different venues throughout Buckinghamshire, couples are spoilt for choice.

- The Registrar will contact couples in advance to introduce themselves and to ensure that the ceremony is personal and includes the preferred order of ceremony.
- All Registrars write their own ceremonies, to ensure the couple enjoy an individual ceremony at the time and licensed venue of their choosing.
- On the day of the ceremony, two Registrars will arrive at the venue at least 30 minutes before the ceremony time to meet the couple and ensure that everything is in order.
- The Ruby package provides a personal 30 minute ceremony.
- For marriages the couple choose their declaratory words and contracting vows (from a list of legally-defined options), as well as additional personal vows and ring promises.
- The Ruby package offers a choice of readings (which need to be approved in advance) and also a formal 'giving away' if required.
- Couples may choose their own music - live or recorded - to create the perfect atmosphere for their ceremony.
- This package provides time and opportunity for photography before, during and after the ceremony, so the couple can be sure that every special moment of the day is captured.

The Ruby package combines maximum choice and flexibility at the couple's choice of licensed venue available on any day of the year apart from Christmas Day, Boxing Day and New Year's Day and up to 7pm in the evening.



Sapphire

The Sapphire package offers flexibility with choices of times, vows, music and readings in our Register Offices. We welcome as many guests as the room of your choice allows, and is available every day in the Disraeli Room at Beaconsfield, Monday-Saturday in the John Hampden Room at Aylesbury, and Friday/ Saturday/Sunday and Bank Holidays in Midsomer Court at Beaconsfield.

- With this package, couples can arrive at the Register Office together or separately, for a ceremony which can last up to 25 minutes depending on what they want to include.
- For marriages, couples can choose their own declaratory words and contracting vows from a selection of legal options. They can also exchange additional and, if desired, personally-written vows and ring promises.
- A Sapphire ceremony allows couples to supply their own choice of music and the option of being formally given away should they wish.
- A Sapphire package includes one or two readings which need to be approved in advance of the ceremony and also provides the opportunity for photographs.



Emerald

The Emerald package gives couples a choice of Register Office ceremony rooms in three locations - Aylesbury, Beaconsfield Old Town and High Wycombe. Emerald package is available at set times during the week only. Please contact the Ceremonies Team on 01494 475092 for more information.

- The package comprises an intimate ceremony which lasts around 20 minutes and allows up to 10 guests, including two witnesses.
- Couples can arrive together or separately.
- For marriages, couples can choose their own declaratory words and contracting vows from a selection of legal options. They can also exchange additional and, if desired, personally-written vows and ring promises.
- The package offers music if required but does not include readings or additional vows.



Pearl

- The Pearl package is a statutory Register Office ceremony.
- The Pearl package is offered on selected Tuesday mornings in Aylesbury for marriages and civil partnerships, and is subject to availability.
- The only attendees are the couple and their two witnesses.

Organising Your Big Day

Whether you choose a Register Office or one of our licensed venues, there are many ways in which we can help to make your day special and personal.

Here are a few ideas you may wish to consider:

- You may wish to follow the tradition of not seeing one another before the ceremony.
- You may wish to be escorted into the ceremony room and/or formally given away by a person of your choice.
- You may like to be attended by bridesmaids, flower girls and pageboys
- You may like to say additional vows to each other after the legal contracting words.
- The marriage or civil partnership may be sealed by the giving and receiving of rings.

We can provide music for ceremonies in our Register Offices. Alternatively you can provide us with music which has special meaning for you and your partner. The music may be live, on a CD or mobile device. Music can be played while your guests are arriving, as you walk into the room, when you are signing the schedule and at the end as you lead your guests from the ceremony room.

You may need to nominate someone to operate the music system. If you are getting married or entering into a civil partnership at a licensed venue please discuss your music requirements directly with them.

Another way to make a ceremony more personal is to include readings. You may have up to two readings during the ceremony and you may wish to ask one of your guests or a family member to do this for you. The suggested Order of Ceremony on page 13 shows where readings could be included.

You may use your own poetry or prose but for legal reasons, this, as with any music played, must not have any religious content or connotation. If you would like to include any of the ideas mentioned here, or if you have ideas of your own please contact us directly.

Please ensure you complete your online options form at least two months before your ceremony at [buckinghamshire.gov.uk/weddings](https://www.buckinghamshire.gov.uk/weddings).

To help plan for your perfect day, visit [buckinghamshire.gov.uk/weddings](https://www.buckinghamshire.gov.uk/weddings)



“

The registrar I spoke with was very kind, she took me through the process very well, giving me instructions throughout. She spoke very clearly, so helpful.

”

Suggested Order of Ceremony

A ceremony usually lasts up to 30 minutes depending on the music, readings and poetry you include. Our Ruby and Sapphire packages allow for up to two readings in your ceremony. Our suggested order of ceremony shows the places where these might best fit.

Please note, you cannot have any religious words, hymns, music or religious connotations in any part of your ceremony.

Pre-arrival music
(approximately 15 minutes)

Entrance music
(up to 3 minutes)

Arrival of processional party

Welcome & Introduction
You could have a reading option here

Legal statements

Declaratory words or statement
You could have a reading option here

Contracting vows

Additional vows

Giving/exchanging of rings
You could have a reading option here

Signing the schedule with music
(approximately 10 minutes)

Photographs

Presentation of the commemorative certificate

Couple lead out
Exit music (approximately 5 minutes)





The Day of Your Ceremony

We recognise that your ceremony is very special to both yourselves and your guests and we will always endeavour to provide the best possible service to reflect this. We may be performing a number of ceremonies on the same day and would ask for your co-operation to ensure that your ceremony starts punctually. This enables us to organise and perform your ceremony without the need to hurry and provides us with sufficient time to travel to the next ceremony.

The ceremony is attended by two Registrars; one to conduct the ceremony; the other is responsible for ensuring that the legal paperwork is correct.

Prior to your ceremony you will be greeted by the Registrars for a brief meeting. This takes place to ensure that all your information previously given at notice is up to date and correct on the day of the wedding. This is a legal requirement.

Additionally, the Registrar will ask each of you if you wish to include your mother and father's full name and occupation. This can be your natural, legally adoptive or step-parent. Your step parent must be (or have been) married to your natural or legally adoptive parent.

These details will be recorded on the schedule and on your legal certificate.

If you are late arriving this may affect the amount of time we can devote to you, or even delay your ceremony until later in the day or to an alternative day.

The Registrars will be happy to answer any last minute questions you may have about the ceremony or any of the other arrangements.

Contacting you before the ceremony

If you are marrying or entering into a civil partnership in a licensed venue, the Registrar conducting the ceremony will be in touch during the week leading up to your big day to talk through your ceremony with you, offer advice and answer any questions.

Arrival of Registrars

If your ceremony is in a licensed venue, the Registrars will arrive at least 30 minutes before the time of the ceremony.

Seating

Please check with your venue the maximum number of people allowed in the civil ceremony room under their fire regulations.

Please note that the couple and up to two Registrars should be included in this number. Your usher/s should arrange and direct your guests to any reserved seating.

Confetti

Some venues may have restrictions on throwing confetti and we would ask that you check with them directly. Where possible please use biodegradable versions.

Witnesses

You will need to ask two people to witness your ceremony. These can be friends or family members if you wish. Your witnesses must be at least 16 years old, speak English and be able to understand the ceremony and their role in it. They will also have to sign the schedule.

Photos, Videos and Drones

Your guests are more than welcome to take photographs before, by arrangement during, and after the ceremony. If you would like someone to make a video recording, please let the Registrar know so a suitable position can be agreed. For safety reasons we cannot allow extra lighting and all the recording equipment must run on batteries. Drones are not permitted during the ceremony.

Food and drink

Please also be aware that food and drink are not permitted in any of the ceremony rooms before or during the ceremony.

WEDDINGS AND CIVIL PARTNERSHIPS IN A LICENSED VENUE

Couples seeing each other before the ceremony or arriving together - you should both be available to see the Registrars at least 30 minutes before the ceremony start time.

Couples not seeing each other before the ceremony - one party must be available to see the Registrars at least 30 minutes before the ceremony start time. The other party must be available to see the Registrars at least 15 minutes beforehand.

WEDDINGS AND CIVIL PARTNERSHIPS IN THE REGISTER OFFICE

Couples seeing each other before the ceremony - please arrive with your guests at least 20 minutes before the ceremony start time.

Couples not seeing each other before the ceremony - one party should arrive 30 minutes before the ceremony start time and the other party at least 15 minutes beforehand.

The Registrar or usher will greet you on your arrival.

Register Office

Ceremony Rooms

Our ceremony rooms, situated across the county, provide a wide-ranging and cost effective choice for couples who wish to get married in a Register Office.

The John Hampden Room and the Dashwood Room are situated within busy town centres. There is no parking on site for either office but ample public parking is available close by.

The John Hampden Room Aylesbury HP20 1XF

The John Hampden Room is on the ground floor of the iconic former County Hall building in Aylesbury within the Buckinghamshire Register Office. Located in the town centre of Aylesbury, this room has excellent accessibility and is a stone's throw from the historic Market Square. This Grade II listed building, with its prominent position provides a unique setting for your ceremony.

If you are searching for a town centre venue with a choice of local eateries and hotels for your celebrations, then the John Hampden Room may be the right choice for you. There is ample public parking and public transport available close by.

The John Hampden Room has seating for 50 people and this figure must include the couple, two Registrars, two witnesses, photographers/ videographers, live musicians and babies. These numbers cannot be exceeded due to fire regulations. The couple and their guests can be dropped off outside the building.

Couples seeing each other before the ceremony should arrive with your guests at least 20 minutes before the ceremony start time. For couples not seeing each other before the ceremony, one party should arrive 30 minutes before the ceremony start time and the other party 15 minutes before. Please wait in the reception area for the Registrar to collect you.

The Dashwood Room High Wycombe HP11 2DH

The Dashwood Room is situated on the mezzanine floor in High Wycombe library in the Eden Centre.

This ceremony room is ideal for a small and intimate ceremony. The room can seat 17 people and this figure must include the two Registrars and two witnesses. These numbers cannot be exceeded due to fire regulations. Ceremonies here are held on Wednesdays only. Parking is available in Eden Centre and other town centre car parks, and there are public transport links close by. Toilet facilities are available in the library.



Both Midsomer Court and The Disraeli Room are set in the beautiful and characterful Beaconsfield Old Town and are in a conservation area. Parking is free in Beaconsfield Old Town but it can be busy, particularly at weekends and on Tuesday, which is market day. Please ensure your guests are aware of this so they arrive in plenty of time for your ceremony.

The Disraeli Room

Beaconsfield Old Town, HP9 2JJ

For those who want a more traditional setting, we offer the Disraeli Room. This room has been sympathetically restored and undergone extensive refurbishment with original features being exposed, such as the beautiful high vaulted ceiling, which is wood panelled with intricate carving, and is completed with two stunning chandeliers. The old and the new have been brought together to create a warm and inviting ambience. The building dates from 1870 and has more recently become known as a location for the award winning television series 'After Life.'

The intimate room provides an excellent space for celebrations with up to 25 people, which must include the couple, two Registrars and two witnesses. This number cannot be exceeded due to fire regulations. The Disraeli Room is available everyday throughout the week.

The Disraeli Room is situated on the ground floor level with good access and general facilities. Outside, the courtyard is planted and there is an arbor where photographs can be taken.



Midsomer Court

Beaconsfield Old Town, HP9 2JJ

Our popular larger ceremony room in Beaconsfield Old Town, Midsomer Court holds up to 60 people: this figure must include two Registrars, the couple and two witnesses. It is a simple yet elegant setting for any ceremony. This light, airy room has been refurbished and decorated with tasteful simplicity providing ample natural light. Prior to its new role as a wedding venue, the building was used for filming the television series Midsomer Murders.

Midsomer Court is situated on the ground floor level with good access and general facilities. Outside, the courtyard is planted and there is an arbor where photographs can be taken.

We are also able to offer free Wi-Fi access for your ceremony in Midsomer Court. If you wish to use this, please advise the Ceremonies Team at the time of booking. Please note, you will need to provide your own mobile device to use the Wi-Fi.

Midsomer Court is available on Fridays, Saturdays and Sundays and Bank Holidays.



Unfortunately, we regret that confetti may not be thrown inside or outside any of the Registration Offices.

Licensed Venues

- 1. Beaconsfield Old Town Registration Office**
Midsomer Court & The Disraeli Room
29 Windsor End, Beaconsfield HP9 2JJ
buckinghamshire.gov.uk/weddings
- 2. Bel & The Dragon at The Red Lion**
9 High St Wendover HP22 6DU
belandthedragon-wendover.co.uk
- 3. Best Western Buckingham Hotel**
A421 Ring Road, Buckingham MK18 1RY
bw-buckinghamhotel.co.uk
- 4. Bradmoor Farm**
Stanbridge Road, Haddenham HP17 8JX
bradmoorfarm.co.uk
- 5. Buckinghamshire Railway Centre**
Station Road, Quainton, HP22 4BY
bucksrailcentre.org
- 6. Burnham Beeches Hotel**
Grove Road, Burnham SL1 8DP
corushotels.com/burnham
- 7. Burnham Park Hall**
Windsor Lane, Burnham SL1 7HR
burnhampark.co.uk
- 8. Chenies Manor House and Gardens**
Chenies WD3 6ER
cheniesmanorhouse.co.uk
- 9. Chiltern Open Air Museum**
Newland Park, Gorelands Lane,
Chalfont St Giles HP8 4AB
coam.org.uk
- 10. Cliveden House**
Taplow SL6 0JF
clivedenhouse.co.uk
- 11. Corazón del Río Bourne End**
Marina Wharf Lane, Bourne End SL8 5RP
corazondelrio.co.uk
- 12. Court Garden House**
Pound Lane, Marlow SL7 2AE
courtgardenhousevenue.co.uk
- 13. Crazy Bear Hotel**
Wycombe End, Old Beaconsfield HP9 1LX
crazybeargroup.co.uk
- 14. Crowne Plaza Marlow**
Fieldhouse Lane, Marlow SL7 1GJ
cpmarlow.co.uk
- 15. Danesfield House Hotel & Spa**
Henley Road, Marlow SL7 2EY
danesfieldhouse.co.uk
- 16. Denham Grove**
Tilehouse Lane, Denham UB9 5DG
denhamgrove.com
- 17. De Vere Latimer Estate**
Latimer, Chesham HP5 1UG
devere.co.uk
- 18. Dorney Court**
Court Lane, Dorney SL4 6QP
dorneycourt.co.uk
- 19. Fawley Hill Museum, Station and Woodland**
Somersham Station, Fawley RG9 6JA
fawleyhill.co.uk
- 20. Gerrards Cross Community Association**
8 East Common, Gerrards Cross SL9 7AD
colstonhallgx.com
- 21. Greenacres Chiltern**
Potkiln Lane, Jordans, Beaconsfield HP9 2XB
greenacreswoodlandweddings.co.uk
- 22. Grovefield House Hotel**
Taplow Common Road, Burnham SL1 8LR
classiclodges.co.uk
- 23. Hampden House**
Great Hampden, HP16 9RD
hampdenweddings.com
- 24. Hartwell House**
Oxford Road, Aylesbury HP17 8NR
hartwell-house.com
- 25. Hazlemere Golf Club**
Penn Road, Hazlemere HP15 7LR
hazlemeregolfclub.co.uk
- 26. Hedsor House**
Hedsor Park, Taplow SL6 0HX
hedsor.com
- 27. Henley Business School**
Greenlands, Henley-on-Thames RG9 3AU
hospitalityuor.co.uk
- 28. Holiday Inn, Aylesbury**
New Road, Weston Turville HP22 5QT
hiaylesburyhotel.co.uk
- 29. Holiday Inn, High Wycombe**
Handy Cross, High Wycombe HP11 1TL
hihighwycombehotel.co.uk

- 30. Horwood House Hotel**
Mursley Road, Little Horwood MK17 0PH
horwoodhouse.co.uk
- 31. Huntsmill Farm**
Shalstone MK18 5ND
huntsmillweddings.co.uk
- 32. Kings Chapel**
30 High Street, Old Amersham HP7 0DJ
kingschapeloldamersham.co.uk
- 33. Kings Hotel**
Oxford Road, Stokenchurch HP14 3TA
kingshoteluk.com
- 34. Manor Farm Barn**
Marsh Gibbon, Nr Bicester OX27 0HN
manorfarmtythebarn.co.uk
- 35. Missenden Abbey**
London Road, Great Missenden HP16 0BD
missendenabbey.co.uk
- 36. Monkton Barn**
Monkton Lane, Marlow SL7 3RF
monktonbarn.co.uk
- 37. Notley Abbey**
Aylesbury Road, Haddenham HP17 8TN
notleyabbey.co.uk
- 38. Notley Tythe Barn**
Notley Farm, Long Crendon HP18 9ER
notleyfarm.co.uk
- 39. Old Luxters Barn**
Hambleden, Henley-on-Thames RG9 6JW
oldluxtersbarn.co.uk
- 40. Poundon House**
Main Street, Poundon, Bicester OX27 9BB
wwpoundonhouse.com
- 41. Rackleys Chiltern Hills**
Marlow Road Cadmore End HP14 3PP
rackleys.co.uk
- 42. Richings Park Golf Club**
North Park, Iver SL0 9DL
richingspark.co.uk
- 43. Roux at Skindles**
Mill Lane, Taplow, Maidenhead SL6 0AG
rouxatskindles.co.uk
- 44. Sefton's Barn**
The Horse Trust, Slad Lane, Speen HP27 0PP
horsetrust.org.uk
- 45. Silverstone Golf Club**
Silverstone Road, Stowe MK18 5LH
silverstonegolfclub.co.uk
- 46. Stoke Park**
Park Road, Stoke Poges SL2 4PG
stokepark.com
- 47. Stoke Place Hotel**
Stoke Green, Stoke Poges SL2 4HT
stokeplace.co.uk
- 48. Stowe House**
Stowe, Buckingham MK18 5EH
stowe.co.uk
- 49. Stowe Landscape Gardens**
The National Trust, Stowe MK18 5EQ
nationaltrust.org.uk/stowe
- 50. Taplow House Hotel**
Berry Hill, Taplow SL6 0DA
taplowhouse.com
- 51. The Betsey Wynne**
Murseley, Swanbourne MK18 0SH
thebetseywynne.co.uk
- 52. The Bedford Arms Hotel**
Chenies WD3 6EQ
bedfordarms.co.uk
- 53. The Bull Hotel**
Oxford Road, Gerrards Cross SL9 7PA
sarova.com
- 54. The Clifden Arms**
75 Clifden Road, Worminghall HP18 9JR
theclifdenarms.co.uk
- 55. The Crown Plaza Gerrard's Cross**
Oxford Road, Beaconsfield HP9 2XE
cp-gerrardscross.co.uk
- 56. The Crown Inn**
16 High Street, Old Amersham HP7 0DH
www.thecrownamersham.com
- 57. The Dairy**
Queen Street, Waddesdon HP18 0JW
waddesdon.org.uk
- 58. The Five Arrows Hotel**
High Street, Waddesdon HP18 0JE
fivearrowshotel.co.uk
- 59. The John Hampden Room**
Walton Street offices, Walton Street HP20 1XF
buckinghamshire.gov.uk/weddings
- 60. The Langley**
Avenue Drive, Uxbridge Road, Iver SL3 6DU
thelangley.com
- 61. The Library**
5 Eden Place, High Wycombe HP11 2DH
buckinghamshire.gov.uk/weddings
- 62. The Pavilion at Lane End**
Church Road, Lane End HP14 3HH
thepavilionuk.com
- 63. The Pinewood Hotel**
Wexham Park Lane, George Green SL3 6AP
pinewoodhotel.co.uk

- 64. The Woodland Lodge**
Lime Avenue, Fawley RG9 3AP
culdenfawestate.com
- 65. The Tudor Barn**
Britwell Road, Burnham SL1 8DF
tudorbarnweddings.co.uk
- 66. Villiers Hotel**
3 Castle Street, Buckingham MK18 1BS
villiers-hotel.co.uk
- 67. Waddesdon Manor**
Queen Street, Waddesdon HP18 0JW
waddesdon.org.uk
- 68. West Lodge Hotel**
London Road, Aston Clinton HP22 5HL
westlodge.co.uk
- 69. West Wycombe Park**
West Wycombe Estate, P14 3AJ
westwycombeestate.co.uk
- 70. Winters Tale Country Barn**
Old Blackmoor Hill, Steeple Claydon MK18 2HA
winterstalecountrybarn.co.uk
- 71. Wormsley Estate**
Stokenchurch HP14 3YG
wormsley.com
- 72. Wycombe Heights Golf Centre**
Rayners Avenue, High Wycombe HP10 9SZ
wycombeheightsgc.co.uk
- 73. Wycombe Museum**
Priory Avenue, High Wycombe HP13 6PX
wycombemuseum.org.uk
- 74. Wycombe Swan Theatre & The Old Town Hall**
St Mary Street, High Wycombe HP11 2XE
wycombeswan.co.uk



Wedding & Civil Partnership Open Days & Events

The Beaconsfield and Aylesbury Register Offices regularly open their doors so couples can view the ceremony rooms, make bookings and meet the staff who may be conducting the ceremony.

Buckinghamshire Registration Service conducts and registers more than 1800 weddings, civil partnerships and celebratory ceremonies a year. Some of these take place at our Registration Offices in Beaconsfield Old Town, High Wycombe and Aylesbury. Our Registrars are on hand to talk to you about your ceremony, check available dates and answer any questions you might have.

A number of our licensed venues also host events across the County throughout the year.

For details of Licensed Venue Events and Open Days plus
Buckinghamshire Registration Service Open Days, please visit
[buckinghamshire.gov.uk/weddings](https://www.buckinghamshire.gov.uk/weddings)



Commitment Ceremonies

A Commitment Ceremony gives couples an opportunity to celebrate their commitment to each other, without entering into a legally recognised marriage or civil partnership.

These ceremonies provide an opportunity for couples to make a public declaration of their



life-long commitment and love for each other. The occasion can be shared with family and friends, or the ceremony can be held privately without guests and at any venue of your choice.

You can make your ceremony personal to you, and may like to consider showing your commitment by reflecting on your life together by making heartfelt and meaningful vows to each other and exchanging rings and/or gifts. You could also include readings, music, speeches by guests and acknowledge and include your children.

You will receive a commemorative certificate as a keepsake of the ceremony.

Please note that our Commitment Ceremonies and any commemorative certificates have no legal status.

Celebratory Ceremonies

We are also delighted to be able to offer a range of celebratory ceremonies here in Buckinghamshire.

These are civil ceremonies which are non-statutory and may be held in our Register Offices or in any of the licensed venues in Buckinghamshire. We are also able to hold these in venues which are not licensed, subject to inspection and agreement.

When thinking about the number of guests that you will invite, please consider the size of the room and check that everyone will be able to hear the Registrar.

We want all guests to be able to enjoy the ceremony and if you think that volume may be a problem, please speak to your venue regarding amplification.

Please note that our Celebratory Ceremonies and any commemorative certificates presented on the day have no legal status.

“
*Pre wedding organisation was very efficient and customer centric.
The day was perfect. Lovely staff all the way through.*
”



Renewal of Vows

These celebrations are for couples at any stage of marriage or civil partnership wishing to renew their vows or pledges in a unique ceremony. They are often linked to special wedding or civil partnership anniversaries, but are equally appropriate for newly-weds wishing to celebrate with family and friends after a marriage abroad or couples wishing to renew their commitment to each other.

The ceremony will give an opportunity for the special people in your lives to take part, including your children, guests who were present at the original ceremony and other friends and family.

Your Registrar will happily assist you as you consider your selections to create a unique ceremony reflecting your personal commitment to one another.

Your ceremony provides for an introduction and welcome, readings and music, an acknowledgement of any children of the marriage or civil partnership, the renewal of your vows or pledges, giving of new ring(s) or gifts, or you may wish to choose to rededicate your original rings.

The ceremony will then conclude with your chosen words.

It may be that you or a guest may wish to reflect on your life together or the memories of your original ceremony. You may choose to select witnesses to sign the commemorative certificate which we will give to you as a reminder of the day.

Please note that this ceremony and any commemorative certificates have no legal status.



Naming Ceremonies

There may be a variety of reasons why you would want to choose a naming ceremony; you may want to welcome a newborn child into your family or welcome a step or adopted child.

A naming ceremony provides you with an opportunity to celebrate their life and choose guiding adults/mentors who will enhance the life of your child and who will take a special interest in them and all that they do. Or you could use the ceremony to simply mark the names you have chosen and perhaps give the reasons behind your choice.

Whatever the reason, our Registrars will offer you a professional and personal service, and our aim is always to make your ceremony truly memorable and meaningful, ensuring a perfect occasion. You may like to consider combining a naming ceremony with a wedding or a renewal of vows ceremony.

Every ceremony allows you to choose readings and the promises made by the parent and guiding adults/mentors. You may also wish to involve grandparents, present a gift to your child and mention guests who are unable to attend.

Perhaps you would also like to include friends or family who wish to specifically express their hopes and aspirations for your child's future. There will be opportunities for music and reflection and the ceremony provides a unique opportunity for everyone to feel involved, as they pledge their love and support for the family and particularly for your child.

Your Registrar will assist you to plan your ceremony and at the end you will be presented with a commemorative certificate as a permanent record of the day.

Please note that this ceremony and any commemorative certificates have no legal status.

“
*Engaging, attentive
and warm - a
complete pleasure!*
”

Citizenship Ceremonies

Citizenship ceremonies are the final step for those who have been successful in gaining British Citizenship.

Successful applicants aged 18 or over have to take part in a ceremony where they swear or affirm an Oath of Allegiance to Her Majesty the Queen and pledge loyalty to the United Kingdom. It is a way of formally welcoming new citizens into our community. There is no legal requirement for those under 18 to attend, however they are welcome to attend to receive their certificate.

Ceremonies in Buckinghamshire are held regularly, usually in Aylesbury. A Registrar leads the ceremony with a short welcome and is followed by a speech from the local dignitary who speaks on behalf of the local community and the Queen. Each new citizen must then take the Oath and Pledge of Allegiance. They may swear or affirm the oath depending on personal wishes and religious beliefs.

Each citizen is presented with a Certificate of Naturalisation by the local dignitary, the National Anthem is played and the new citizens will receive a welcome pack from the Home Office.

After the ceremony there is an opportunity to buy photographs as a memento of the occasion.

Alternatively, you are welcome to book a private ceremony in one of our licensed venues or in our own ceremony rooms for an individual or family, for which there will be an additional fee.

For further information about any of the above please contact our Citizenship Officer on **01296 382604** or via email at **registrationservice@buckinghamshire.gov.uk**

Further information can be found on the [Buckinghamshire Council website](#).

Religious Marriages

If you are planning a Church of England wedding you should contact the vicar of the parish where you wish to marry and your own vicar, if different.

If you wish to be married in the church of another Christian denomination or in the church or building of another religion, you must give Notice of Marriage with the Registration Service within the district where you live. Details of how to do this are on pages 6 and 7.

If the church in which you intend to marry is not in the district where you live, it must be the usual place of worship for one or both of you. If this is not the case you will need to create a

residence in that district – please phone us for advice on this.

If either party is a Foreign National wishing to marry in any church of any denomination, please note you must complete your legal preliminaries with the Registration Service rather than with the minister. You will also need to advise what qualification you meet in order to marry in the church. You will both need to give your Notice of Marriage to the Registration Office in the district in which one or both of you live. Please refer to pages 6 and 7 for more information on how to give Notice of Marriage.

Re-registration of Your Children

According to law, a child's birth will need to be re-registered if the parents have married or formed a civil partnership with each other since the birth. At this time, a new birth record will be created showing the child as a child of the parents' marriage or civil partnership. It will replace the original registration and all future copies of the birth certificate will be issued from this new record.

To complete the re-registration process, both parents need to fill in a form that can be obtained from the [Government's website](#).

Once you have both completed and signed the form and submitted it to us along with an original certified copy of your marriage or civil partnership certificate to us, we will process

the application and contact you to book an appointment to make the re-registration.

If you have moved since your child was born, you do not have to return to the same Register Office where you originally registered your child's birth. Your local Register Office will take all the relevant information from you and forward it on your behalf to the Register Office holding the original birth entry for processing. The new birth certificate will then be sent to you.

Only one parent needs to attend the re-registration appointment and there is no charge for this service. The only charge you will incur is if you wish to purchase a new full birth certificate for your child which you will need for official purposes, e.g. passport application.



Changes to Your Passport

There are many things to organise when you are getting married or entering into a civil partnership. It is important that you notify the Passport Office if you are changing your name.

You have the option to travel in your new name as soon as you have had your ceremony. You can update your passport in advance to show this. You can change your passport details to your new name up to three months before your ceremony. Please note you will not be able to travel or use your passport until the actual day of your ceremony if you decide to do this.

You need to complete a PD2 form and this can be downloaded from the [Government's website](#).

If your ceremony is being held in one of our Registration Offices or licensed venues, send the completed PD2 form to the Registrar conducting the ceremony. You should then send the PD2 form, together with your passport and passport application form, to the Passport Office for the changes to be made.

Please note a small fee is chargeable by the Registration Service for completion of the PD2 form. Please also remember any flight bookings need to be in the name on your passport at the time you will be travelling.



Customer Service Standards

Your ceremony is very important to us and we strive to provide a professional and personal service at all times. We aim to achieve this by offering the following:

- If you visit our office with an appointment, you will be seen within ten minutes of your appointment time.
- If you visit our office without an appointment, you will be seen within one hour of your arrival if possible, or at a later time, which is mutually convenient.
- **All letters and office e-mails not requesting copy certificates will be acknowledged within three working days of receipt.**
- Copy certificates will be issued within 15 working days from the day of receipt. An express, 24 hour service is also available for an additional fee per application.
- We will arrive at the venue for your civil ceremony at least 30 minutes before the start time.

We regularly consult our customers and over the last 12 months, 98% of our customers have been more than satisfied with the way we have treated them and delivered our services.

Our aim is to make your celebration as memorable and as special as possible and we look forward to meeting you soon.

On behalf of Buckinghamshire Registration Service, we would all like to take this opportunity to wish you a wonderful celebration! We always welcome your comments and suggestions and you can let us have these by letter, email, by telephone or in person.

**Registration Service Manager,
Buckinghamshire Registration Service
Walton Street Offices,
Aylesbury, HP20 1XF**

**registrars@buckinghamshire.gov.uk
buckinghamshire.gov.uk**



Fees & Cancellation Policy

In the unfortunate event that you need to cancel your ceremony you have the following rights:

- If cancelling the Ruby, Sapphire or Emerald packages you have the right to cancel your booking within 14 days of the date of booking without giving any reason (the cancellation period).
- Provided you notified us of the cancellation before the expiry of the 14 day cancellation period you will receive a full refund, including any certificate fee, subject to the following exception; if you requested the ceremony date to take place within the 14 day cancellation period you will be required to pay a cancellation fee in proportion to the costs of the services provided up until the date you communicated to us your cancellation of the booking.

Refunds for cancellation requests received after 14 days of the date of booking will be subject to the following notice periods and fees:

- More than four months' notice of cancellation prior to the ceremony date you will receive a refund of the ceremony fee less a cancellation fee.

- Between four months' and three months' notice of cancellation prior to the ceremony date you will receive a 50% refund of the ceremony fee (less the cancellation fee).
- Less than three months' notice of cancellation prior to the ceremony date (or failure to cancel in writing) there will be no refund.

To cancel your booking you must notify us in writing, by letter or email before the cancellation period (if applicable) has expired. See details below. Please note if you have to cancel your booking a cancellation charge will be deducted from any monies being refunded.

If cancelling the Pearl package ceremony you may cancel the booking at any time prior to the ceremony date and receive a full refund, including any certificate fee. To cancel your booking you must notify us in writing, by letter or email before the ceremony date.

In writing, by letter:

**Buckinghamshire Registration Service,
29 Windsor End, Beaconsfield Old Town,
Buckinghamshire, HP9 2JJ**

By email:

ceremonies@buckinghamshire.gov.uk





Celebrate in Buckinghamshire

The only official Buckinghamshire Registration Service bespoke website. Your complete destination to plan, book and manage your ceremony.

- With almost 80 venues to choose from our comprehensive directory Find My Venue helps you choose the perfect location.
- Our Search For Suppliers directory showcases a choice of excellent local wedding suppliers to suit every style and budget.
- Our exciting new feature Manage My Wedding Ceremony gives you complete access to your booking 24/7.

[buckinghamshire.gov.uk/weddings](https://www.buckinghamshire.gov.uk/weddings)

ceremonies@buckinghamshire.gov.uk 01494 475092