

Morden Park House Courtyard Weddings

Your exclusive outdoor ceremony and reception

Congratulations on your forthcoming wedding. This guide is designed to help you plan and organise your marriage ceremony and reception in Morden Park House Courtyard.

At the end of this guide is a pre-ceremony organiser and suppliers list which you will need to complete and return to us.

Your wedding is a day you will want to remember with pleasure. Everyone is different and we want to provide a ceremony that is special to you. We look forward to meeting you and helping to make you feel relaxed and comfortable during the time we spend with you.

If you would like to meet the Registrar who will be conducting your ceremony, please telephone the office to arrange an appointment. Staffing is usually completed 4-6 weeks before the date of your ceremony.

Telephone 0208 274 5777

E-mail register.office@merton.gov.uk

Important information for your ceremony

Capacity

Please do not invite more guests than the capacity of your hired space allows. **If more guests attend your ceremony than the space capacity, they will be asked to wait outside until the end of the ceremony.**

Fees

Fees must be paid 3 months before your ceremony day. Payment may be made by credit/debit card, by telephone or in person.

Marriage certificates cost £4.00 each and must be ordered and paid for at least 1 working day prior to your ceremony.

Perfect timing

On your big day it is important to get the timings right to avoid delay and the possibility of disappointment.

We ask that the groom /partner one arrives first - at least 15 minutes before the start time of the ceremony. This is to allow us sufficient time to conduct a pre-ceremony interview, where his/her details will be compared to the marriage licence. The bride / partner two should arrive at least 10 minutes beforehand, as he/ she will also need to be interviewed before the start of the ceremony.

Should you wish to arrive and be interviewed together, please arrive at least 15 minutes before the start time of the ceremony

The ceremony will last around 30 minutes, depending on the number of readings and personal promises you wish to include in it.

Interpreters

If the services of an Interpreter were needed to complete your 'notice', you must provide an Interpreter for your ceremony, who will also be required to be a witness.

Special Requirements

If there are any special requirements for either yourselves or your guests please discuss those with the office before your ceremony to enable us to accommodate these needs if we can.

Outline of your ceremony

Entrance

Welcome and Introduction

Reading (Optional)

Declaratory Words (Mandatory)

Contractual Words (Mandatory)

Exchange of rings (Optional)

Extra vows (Optional)

Pronouncement

Signing of the Register

Photographic Opportunity

Presentation of the Marriage Certificate

Closing Words

Exit

Your Ceremony Choices

Interview

Before your ceremony can begin we need to confirm that the information you provided when giving notice is still current and correct. This is done in a room away from the hustle and bustle of your guests. This can be done together or separately, if you would prefer not to see one another until the last minute.

Entrance

One partner may enter separately, escorted by the person of their choice, or you may enter together.

Music and Readings

Music and readings can be included in your ceremony, provided they are not of a religious nature. Music is normally played while the guests assemble, for the entrance of the wedding party, during the signing of the register and when the wedding party exit.

We will need to be provided with your reading and music choices before the ceremony to ensure that they are appropriate. If you have any doubts over this please contact us.

Declaratory and Contracting Words

During the ceremony you will make two legal declarations before your witnesses, guests and the registrars. You will declare your freedom to marry one another, and then accept one another as husband or wife. There are three legal sets of words that can be used as shown below. These words do not need to be memorised as you will repeat them, a few at a time, after the registrar:

Legal declarations		
<u>Traditional</u> 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]	<u>Modern</u> 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].	<u>Simplified</u> The Registrar asks: "Are you [your full name] free, lawfully, to marry [your partner's full name]?" You reply: "I am".
Contracting words		
<u>Traditional</u> 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.	<u>Modern</u> I [your full name], take you [your partner's full name] to be my wedded wife/husband.	<u>Simplified</u> I [your full name] take thee [your partner's full name] to be my wedded wife/husband.

Exchanging of Rings

It is traditional to give and receive a ring or rings during the ceremony. There is however, no legal requirement to do so. You may wish one of your guests to present them to you, alternatively we can provide a ring cushion for your use or you may like to provide your own.

Own Vows

You may choose your own vows from the list provided in this pack or you may wish to write your own. Vows must be non-religious and approved by the Superintendent Registrar before your ceremony.

Signing of the Register

The registrar will ask you to check the details carefully before signing the register at the end of the ceremony. You will be asked to sign in your usual, current signature even if you are planning to change your name after marriage.

Please alert the registrar if you notice a mistake. It is very easy to correct a mistake at the time, but it is a difficult and lengthy process after the event. Your signature is your confirmation that the information is correct.

Your witnesses

You must bring two witnesses to your ceremony. Your witnesses can be anyone you choose, but it is a legal requirement that they are able to speak and understand English. It is also preferable that they are over 18 years old. It is your responsibility to provide witnesses for your wedding, as we are unable to provide them for you. They do not need to bring identification. If either you or your partner requires an interpreter, that person must also act as one of your witnesses.

Photographs and Videography

We are happy for up to two guests OR your photographer to take discreet photographs during the ceremony. You may video the ceremony provided the video camera is battery operated.

There will be an opportunity to 'pose' for formal photographs after the signing of the Register.

You are welcome to discuss any enhancements to your ceremony during your appointment with the Registrar or by e-mail/letter.

Additional Vows

- 1) All that I am and all that I have, I promise to you for the rest of my life.
- 2) All that I am, I give to you, all that I have, I share with you. This is my promise to you today and for the rest of my life.
- 3) I'm not perfect. You aren't either. But if you can make me laugh, make me think twice, and admit to being human, I'll hold onto you forever.
- 4) I will love you, comfort you, honour and protect you and remain true to you for the rest of my life.
- 5) I promise to be loving, faithful and loyal in our married life together.
- 6) I promise to live together in love and harmony, to cherish and care for you, whatever the future may hold.
- 7) I promise that I shall love thee, be faithful to thee, cherish, support and respect thee as long as we both shall live.
- 8) I look forward to sharing my life with you, as we journey through marriage together. I promise to cherish, love and care for you always.
- 9) I promise to care for you, to remain true to you, to be your friend and above all to respect and love you always.
- 10) I promise to love you and care for you through fortune and misfortune and to be your friend always and forever.
- 11) I promise to care for you, to remain true to you and to respect and love you always.
- 12) I promise to cherish and care for you, to live with you in loving harmony, whatever the future may bring.

Pre-Ceremony Organiser

Ceremony Details			
Date & time of ceremony		Venue of the wedding	
Number of day guests			
Number of additional evening guests (If any)			
Names			
Full name of Partner One:		Full name of Partner Two:	
Informal names: (eg. Elizabeth = Beth)			
Partner One:		Partner Two:	
Full name of first witness		Full name of second witness	
Partner One fathers full name		Partner Two fathers full name	
Partner One fathers occupation (or last occupation if retired)		Partner Two fathers occupation (or last occupation if retired)	
Pre-Ceremony Interview			
Before you are married we must interview both the parties to be marriage. This can be done individually or together, please indicate as appropriate.		Interviewed separately	Interviewed Together
Entrance (Please indicate as appropriate)			
With Groom / Partner One after guests		With bride / Partner Two after guests	
Does one of you wish to be "given away". If yes please complete the section below.	Yes	No	Members of the entrance party please list:
Name of the person giving the bride/ partner away.			Relationship to the bride / partner
Ceremony			
Declarations and Contracting Words (Please indicate as appropriate)			
Declarations	Traditional	Modern	Simplified
Contracting Words	Traditional	Modern	Simplified

Personal Promises and Vows

(If you wish to make a personal promise to your partner during the ceremony please use this section to describe the promise. Please note this will need to be approved by the registrar conducting the ceremony.)

Additional vow from our list
(Please list the number of the vow you wish to make)

Rings

(Please indicate as appropriate)

Ring(s) will not be given

Partner One will give
a ring to Partner Two

Partner Two will give
a ring to Partner One

Name of person holding the rings

Rings will be on a ring cushion

Music

(Please indicate as appropriate, remember that the music must not be religious, if in doubt please contact us)

Method:	CD*	Ipod	Live Music	MP3 Player/Phone
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While the guest
assemble

Entrance of the
wedding party

Signing of the
Register

Exit of the wedding
party

Readings

(Please indicate as appropriate, remember that the readings must not be religious, if in doubt please contact us)

1st Reading

Read by

2nd Reading

Read by

3rd Reading

Read by

End of the Ceremony

Will the ceremony conclude with a kiss?

Yes

No

How would you like to be introduced at the
end of the ceremony? (e.g. Mr and Mrs Surname, Mr
Surname and Dr Surname or by forenames)

* We are unable to guarantee that self-burnt CD will work in all our CD players.

Exclusive Use Courtyard Weddings

The Exclusive Morden Park House Wedding package includes

- Your wedding ceremony conducted and registered by two registrars and one marriage certificate
- Exclusive use of the courtyard and gazebo for the duration of your booking
- A beautiful setting for all your wedding photos
- An event co-ordinator to help your day run smoothly before and during the day.
- Security guards from 6pm until 11.30pm
- Sound system for music during the ceremony
- Use of inside toilet facilities.
- A list of trusted marquee/catering/entertainment options for you to contact directly
- A temporary event licence

	2018
Monday to Thursday, 4:30pm -11pm	£1,500
Friday, 4:30pm -11pm	£2,500
Saturday, 12pm – 11pm	£8,750
Saturday, 4:30pm – 11 pm	£2,750
Sunday	£3,000

A £50 Booking fee and 25% of the final fee will need to be paid at the time of booking. This will be non-refundable and non-transferable. Final Fees must be paid at least three months before your wedding day.

Marquee, catering and entertainment options would then be paid for separately to your chosen supplier. We can recommend marquee companies and other suppliers however if you prefer to use your own, they should contact Morden Park House first.

Once you have chosen your suppliers, we will liaise with them regarding timings and set-up instructions for the day of your wedding.

The courtyard must be completely vacated by 11.30pm and be left clean and free from rubbish. Morden Park House can invoice up to £500 for any cleaning fees that may be incurred

Morden Park House Suppliers List

Revolution Recreation – Marquee

01883 770666 / 07981 001372

www.revolutionrecreation.co.uk/

mordenparkhouse@revolutionrecreation.co.uk

Gourmet Hog Roast

Marco/Nick 07810 842 774

www.gourmet-hog-roast.com

info@gourmet-hog-roast.co.uk

Fusion Sound and Light – DJ

Tom - 02034896470

www.fusionsoundandlight.co.uk

tom@fusionsoundandlight.co.uk

SKlass Entertainment

Kevin - 07956 336817

info@sklassent.co.uk

Carne no Carvao – Brazilian BBQ

Valdeni 07735283992 / 07769332903

www.carnenocarvao.co.uk

P & W Marquees

07719 257 222

www.pw-marquees.co.uk

hello@pw-marquees.co.uk

Willow Boughs Catering

Clare - 020 8540 8080

www.willowboughteareooms.com

Info@willowbough.com

The Frizzecco Van

Warren Owen – 07962307539

info@frizzecco.co.uk

Chota Peg and Lime – Mobile Bar

Rochelle - 077 0477 9171

www.chotapegandlime.com

info@chotapegandlime.com

Frequently Asked Questions

Q: What happens if the information we gave at notice has changed by the time we marry?

A: It is quite possible that your age, occupation or address may have changed in between giving notice and getting married. This can be easily updated on the day. However, if your name, marital status or gender is different on the day, this is more serious, and you will need to bring in documentary evidence to support the facts.

Q: Can we have more than two witnesses?

A: Yes you can. It is a legal requirement to have two witnesses but you can choose to have more if you wish. Up to four witnesses' signatures can fit onto the register page. Please tell the registrar how many witnesses you would like to have sign before the ceremony.

Q: How long does the ceremony last?

A: The average civil wedding ceremony takes between 20-30 minutes, depending on how many readings and other enhancements are included.

Q: Can we order more than one certificate?

A: You will receive one certificate on the day of the ceremony. If you require extra certificates, these can be ordered any time before or after your ceremony. It may be useful to have extras if you are travelling, changing names, or notifying a foreign Embassy or Consulate of your marriage.

Q: Do I have to change my name after marriage?

A: Changing your name after marriage is an entirely personal choice. If you do wish to change your name, just present your marriage certificate to any organisations holding your personal details. It's that simple.

If you would like to honeymoon in your new name, your passport can be changed up to three months before the ceremony. Just complete the PD2 form and take it to the register office in which you are getting married for it to be signed by the Superintendent Registrar, before submitting it to the Passport Office. Please note that your new passport will only be valid from the date of your ceremony.

Q: What time can suppliers/guests arrive if we would like to decorate the Marquee and courtyard?

A: Access can be arranged from 12pm on Saturdays and Sundays, and 3pm Monday to Friday, subject to availability and pre arrangement.

Q: Can we invite more than 100 guests to our evening reception

A: Yes, you can invite up to 50 guests for you evening reception, subject to the capacity of the marquee you have hired

Q: What happens if it is raining on the day I have booked for my wedding reception in the courtyard?

A: Your ceremony can be relocated to one of our rooms within Morden Park House and you will have an opportunity to have your photos taken inside. Your wedding breakfast and reception must take place outside in your marquee.

Q: When do we have to vacate the courtyard?

A: All music must be finished by 11pm and guests must have vacated the courtyard by 11.30pm.

Q: Can we smoke in the courtyard

A: Morden Park House Courtyard is completely non smoking; you may smoke outside the courtyard in the designated zones.

If you have any other questions please call the office on 02082745777 and we will be happy to help.

We look forward to seeing you on your special day.