



CIVIL MARRIAGE CEREMONIES AT HITCHIN PRIORY 2008

<u>ROOM</u>	<u>MAXIMUM NUMBERS</u>	<u>ROOM HIRE FEE</u>
<i>Adam Room</i>	60	£600
<i>Radcliffe Room</i>	40	£600
<i>Ann Radcliffe*</i>	70	£600
<i>Music Room*</i>	90	£600

***Second floor, no lift**

The prices are subject to the reception also being held at Hitchin Priory.

We can supply a CD Player for the ceremony. The client is responsible for bringing the music on CD and providing a member of the congregation to play the selection of music throughout the ceremony.

Background music, String Quartet, Harp and other live musicians together with flowers and decorations can be organised by the Bridal Party, please ask for recommended suppliers.

NOTES

1. Contact Stevenage Registrar's Office – Mr Graham Howard 01438 316579 or email stevenage.registrars@hertscc.gov.uk, to check availability of staff to perform the ceremony and make a provisional booking.
2. The applicant then contacts their local Registrar's Office (this could be the same as above depending on where the applicant lives) for the legal formalities i.e. notice to marry and licence.
3. All the arrangements for the Civil Ceremony are confirmed by the Registrars Office
4. No food or drink may be consumed in the designated room for 2 hours prior to, during or after the ceremony
5. No photographs may be taken during the ceremony
6. Use of Video during the ceremony is permitted provided that the arrangements have been made with the Superintendent Registrar
7. Any readings, music, words, etc, must be agreed by the Superintendent Registrar prior to the ceremony
8. All fees relating to the Civil Ceremony are directly payable to the Registrar
9. If more than one ceremony is to be held on any one day at Hitchin Priory, there must be at least 1½ hours between each ceremony.

