



celebrate in
herefordshire



WEDDINGS : NAMING CEREMONIES : RENEWING YOUR VOWS

Welcome

to Herefordshire Registration Service

We are delighted that you are considering holding your ceremony in Herefordshire.

Herefordshire is a beautiful county and offers a wide range of venues. You may choose from the Register Office or many Approved Venues including castles, country houses and hotels.

Whatever your requirements – whether you prefer your ceremony to be a grand occasion or a simple affair - our staff look forward to helping to create a happy and enjoyable day for you, your family and friends.

This guide has been produced to provide information to help you to plan your day and to help you to answer many of the questions commonly asked about all aspects of arranging the ceremony.

We are proud of the warm welcome and high standard of service offered by our staff and look forward to helping to make your day special and unique to you with memories that will last a lifetime.

If you are unsure about anything or would like further advice about your ceremony please contact our Superintendent Registrar at The Town Hall in Hereford.

email: registrars@herefordshire.gov.uk
or telephone 01432 383261.





contents

- 3 Ceremonies at the Register Office in Herefordshire
- 5 List of Approved Venues
- 7 Ceremonies at an Approved Venue in Herefordshire
- 9 Your Day Your Way
- 10 Things you need to know
- 11 FAQ
- 13 On the Day
- 15 Countdown
- 17 Other Services
- 18 Weddings elsewhere

Herefordshire Register Office
Hereford Town Hall
St Owen Street
Hereford HR1 2PJ

Telephone 01432 383261
registrars@herefordshire.gov.uk
www.herefordshire.gov.uk/ceremonies

your wedding

at the Register Office in Herefordshire

Congratulations! You've made one of the most important decisions you'll ever make – you're getting married!

Whether you are planning a small, quiet ceremony or a larger celebration we can promise you a special day.

A Register Office marriage does not have to be the simple ceremony it once was. Our ceremony room is attractively furnished and decorated. The options available enable you to choose a ceremony ranging from a simple affair with just two witnesses, to the inclusion of bridesmaids, the bride being 'given away' and with music and readings of your choice. For music and readings the law requires that there be no religious content in the civil ceremony, so you must agree any choices with the appropriate Superintendent Registrar beforehand.

We can provisionally book your ceremony at the Register Office up to 18 months in advance. Please note, we do ask for a non-refundable deposit when the booking is made.

On the day of your ceremony, please help us and other couples who are being married on the same day by arriving at the Register Office fifteen minutes before the ceremony is booked to start. We do not want to rush your ceremony, so please ensure you and your guests arrive on time. Remember there may be traffic delays or a photo call before the ceremony.



When you arrive

Two Registration Officers will attend your ceremony. One Registration Officer is responsible for ensuring that all the information entered into the marriage register is correct on the day. He or she will see you and your partner in private to check the details which will be recorded in the register and on your marriage certificate and will collect the fee. You may indicate whether you wish to be seen together or separately.

The second Registration Officer will be conducting the ceremony. He or she will show your guests into the ceremony room and will then return to see you both. The Registration Officers will be happy to answer any last minute questions you may have about the ceremony or any of the arrangements.

Your guests are very welcome to take photographs before and after the ceremony. For safety reasons, we cannot allow extra lighting. All recording equipment must run on batteries.

Please remember there may be other couples getting married on the same day, and in order to keep the Registration Office attractive and tidy, please ask guests to wait until you are outside the building before showering you with confetti (must be biodegradeable).



All ceremonies or appointments to give notice of marriage or civil partnership to be booked by contacting our Superintendent Registrar on **01432 383261** Monday to Friday 9.00 am - 4.30 pm.

Your ceremony will be conducted within our oak-panelled room situated on the ground floor of the Town Hall. The room can accommodate up to 38 guests plus the bride and groom.

The grand staircase in the Town Hall provides an excellent opportunity for photos.

We also hold ceremonies in the Council Chamber and Assembly Hall. Please contact the Superintendent Registrar on 01432 383261 for current fees.

approved venues

in Herefordshire

Alexander Park
Court-Y-Park, Ledbury HR8 2RW
01531 671141

Aylestone Court Hotel
Aylestone Hill, Hereford HR1 1HS
01432 341891

Bishopswood House
Bishopswood, Ross-on-Wye HR9 5QZ
01594 542485

Bredenbury Court
Bredenbury HR7 4TD
01885 227010

Brinsop Court
Brinsop, Hereford HR4 7AX
01432 509925

Broadfield Court
Bodenham, Hereford HR1 3LG
01568 760471

Brobury House
Brobury, Hereford HR3 6BS
01981 500229

Brooks Country House
Peterstow, Ross-on-Wye HR9 6LL
01989 730211

Burton Court
Eardisland, Nr Leominster HR6 9DN
01544 388222

Castle House Hotel
Castle Street, Hereford HR1 2NW
01432 356321

Coddington Vineyard
Coddington HR8 1JJ
01531 641817

Colwall Park Hotel
Colwall, Malvern WR13 6QG
01684 540000

Crumplebury
Whitbourne, Worcestershire WR6 5SG
01886 821992
(From October 2019)

Dewsall Court
Callow, Hereford HR2 8DA
01432 355058

Eastnor Castle
Ledbury HR8 1RL
01531 633160

Flanesford Priory
Goodrich, Ross-on-Wye HR9 6HZ
01600 890506

Glewstone Court
Country House Hotel
Ross-on-Wye HR9 6AW
01989 770367

Grange Court
Pinsley Road, Leominster HR6 8NL
01568 737980

Hampton Court Castle
Hope-under-Dinmore,
Leominster HR6 0PN
01568 797676

Hellens
Much Marcle, Ledbury HR8 2LY
01531 660504

Hereford Town Hall
St Owen Street, Hereford HR1 2PJ
01432 383261

Homme House
Much Marcle, Ledbury HR8 2NJ
01531 660864

How Caple Court
How Caple, Hereford HR1 4SX
07735 586577

Inn on the Wye
Kerne Bridge, Ross-on-Wye HR9 5QS
01600 890872

Ledbury Town Council Offices
Church Street, Ledbury HR8 1DH
01531 632306

Left Bank
Bridge Street, Hereford HR4 9DG
01432 357753

Lemore Manor
Eardisley HR3 6LR
01544 300281

Longworth Hall
Lugwardine, Hereford HR1 4DF.uk
01432 850551

Lyde Arundel
Canon Pyon Road, Hereford HR4 7SN
01432 343657

Lyde Court
Lower Lyde, Hereford HR1 3AE
01432 357753

Munstone House
Munstone, Hereford HR1 3AH
01432 267122

Old Downton Lodge
Downton on the Rock, Ludlow SY8 2HU
01568 771826

Oldcastle Farm
Evendine Lane, Colwall WR13 6DT
07955 179114

Parkfields Country House
Pontshill, Ross-on-Wye HR9 5TH
01989 750138

Penyard House
Weston-under-Penyard,
Ross-on-Wye HR9 7YH
01989 760716

The Barns At Upper House
Lyonshall, Kington HR5 3JN
01544 208271

The Bringewood
Burrington, Ludlow SY8 2HT
07397 302492

The Chase Hotel
Gloucester Road, Ross-on-Wye HR9 5LH
01989 763161

The Feathers Hotel
High Street, Ledbury HR8 1DS
01531 635266

The Green Man Inn
Fownhope, Hereford HR1 4PE
01432 860243

The Green Dragon Hotel
44-46 Broad Street, Hereford HR4 9BG
01432 272506
(From August 2019)

The Hay Barn at Home Farm
Dulas, Hereford HR2 0HJ
07792 426063

The Mule Shed
Pontrilas, Hereford HR2 0BL
01981 241666

The Nest
Little Verzons Farm, Hereford Road,
Ledbury HR8 2PZ
01531 670816

The Paddocks Hotel
Symonds Yat West, Ross-on-Wye HR9 6BL
01600 890246

The Old Court Hotel
Symonds Yat West, Ross-on-Wye HR9 6DA
01600 890367

The Priory Hotel
Stretton Sugwas, Hereford HR4 7AR
01432 760264

The Royal Hotel
Palace Pound, Ross-on-Wye HR9 5HZ
01989 565105

The Royal Lodge
Symonds Yat East, Ross-on-Wye HR9 6JL
01600 890238

The Shack Revolution
Bastion Mews, Hereford HR1 2BT
01432 509464

Three Counties Hotel
Belmont Road, Hereford HR2 7BP
01432 299955

Verzon House
Trumpet, Nr Ledbury HR8 2PZ
01531 670381

Whitney Court
Whitney-on-Wye, Hereford HR3 6HT
01497 831213



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You will find tranquillity, splendour and complete exclusivity, and whatever you are planning, we will ensure that we exceed your expectations.

The castle is an exclusive hire venue with 12 beautiful bedrooms, as well as accommodation on the estate for an additional 34 guests.

Please call Jodie, our Wedding Planner, on **01531 633160** or email enquiries@eastnorcastle.com



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A beautiful tranquil setting for the most magical of ceremonies.

Home Farm, Dulas, Ewyas Harold, Herefordshire HR2 0HJ

Tel: 07792 426063 / 07800 806108

Email: thehaybarn@homefarmdulas.co.uk
www.haybarnherefordshire.co.uk



Ceremonies in

approved venues

This will follow a similar format to ceremonies in a Register Office.

Two Registration Officers will attend your ceremony. One Registration Officer is responsible for ensuring that all the information entered into the marriage register is correct on the day. He or she will see you and your partner in private to check the details which will be recorded in the register and on your marriage certificate. You may indicate whether you wish to be seen together or separately.

The second Registration Officer will be conducting the ceremony. Both Registration Officers will be happy to answer any last minute questions you may have about the ceremony.

The fee for a ceremony in an Approved Venue is due not less than four weeks before the day of your ceremony.

Approved Venues often provide the perfect setting, including stately homes, historic buildings and first class hotels. They may offer various arrangements for your wedding party and the ceremony may be as simple or as complex as you wish.

Many of the buildings are set amidst landscapes and beautiful gardens in which to have your photographs taken. The events organiser in each of the venues will be delighted to discuss the various arrangements that can be made to make your day extra special.

To arrange a wedding at an Approved Venue, you must first contact the venue of your choice to make a provisional arrangement. Then contact the Register Office to ensure that the Registration Officers are able to attend your marriage on the date and time of your choice. Details of your notice of marriage can be given to you at that time.

THE THREE COUNTIES HOTEL

BELMONT ROAD, HEREFORD HR2 7BP : 01432 299955

The Three Counties Hotel - a friendly, experienced fully licensed Civil Ceremony venue set in immaculate gardens with a pretty water fountain feature and newly refurbished rooms.

We can cater for 10 to 400 people, offer great value for money and our team will be delighted to ensure the day is tailor-made for you.

A warm welcome awaits you...



enquiries@threecountieshotel.co.uk
www.threecountieshotel.co.uk



The Haywain AT LYDE ARUNDEL



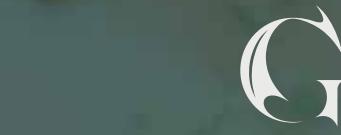
We have two lovely old stone converted barns suitable for either up to 100 or 200 guests. There are pretty terraced gardens overlooking a lake, Hereford Cathedral and our vineyard.

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www.ledburytowncouncil.gov.uk



weddings@nestcafe.co.uk
01531 670816 or
text 07425 245 687
nestcafe.co.uk



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we love all things wedding

From intimate weddings for up to 40 guests in the nestingbox to the Henry our magnificent Yurt for 100/150 - we're here to help



Amazing pictures by Dearest Love & Chloe Field Photography

your
day
your
way

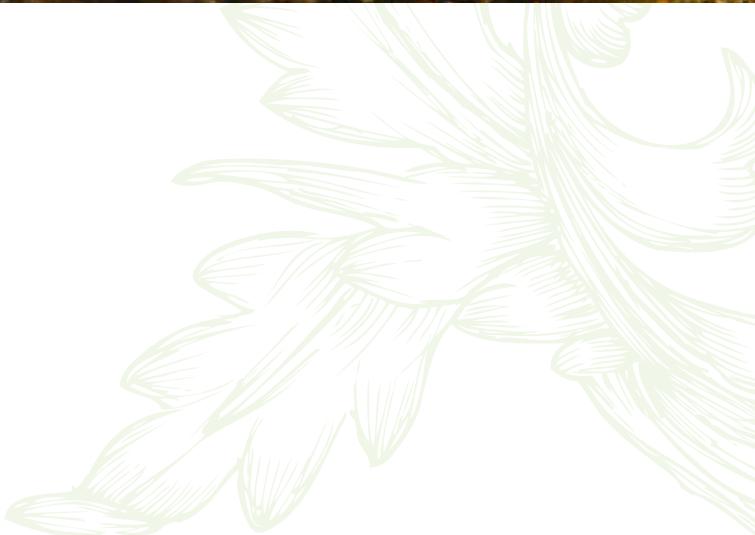


Make your day your own by personalising your ceremony. You can include music, readings or singing for example (as long as it is non-religious).

How about writing your own vows or including your journey so far?

You can involve family or friends with the inclusion of poetry or a message of celebration.

We are happy to discuss your requirements and offer advice about the ceremony content making sure the ceremony is just as you want it to be.



things you need to know

Legalities

In order to be married or form a civil partnership there are a number of legal requirements which must be observed. These requirements will vary depending on where the marriage is to happen. So it is vital that one of the first decisions which you should make is where the ceremony will take place.

If you decide to hold your marriage ceremony at the Herefordshire Register Office please check the availability of the ceremony room and make a provisional booking. Call our ceremony co-ordinator on 01432 383261.

If you decide to hold your marriage ceremony in one of our approved premises you will need to agree the date and time with the venue manager and then contact our ceremony co-ordinator to provisionally book a Registrar to attend on the day of your ceremony.

You do not have to live in Herefordshire to arrange a marriage ceremony within the county. It is best to book your ceremony as far in advance as possible, as popular dates and times are quickly booked up.

My partner is not British

People subject to UK immigration can only give notice at certain designated offices. Before they can give notice they will also have to either obtain a special visa in their passport before arrival in the UK or obtain a certificate of approval from the Home Office or have a right of abode in the UK.

Please contact Hereford Register Office on 01432 383261 for further details or visit www.gov.uk

Giving Notice of Marriage

Before you can marry in a civil ceremony, there are certain legal formalities that need to be observed. The main requirement is for a couple to give notice to the Superintendent Registrar in the district where they live. You must have been resident for at least seven clear days but it doesn't matter if you move once notice has been given.

Giving 'notice' means making a legal declaration that you are both free to marry each other, and will require you to provide certain documents. You may do this up to one year before the date of your wedding, and must be done in person. There will be a fee payable for this which is set nationally.

You will each be required to give an individual notice. If you live in the same district, then notice can be given in the same office, but if you live in different districts, you will be required to give notice in the district where you live. You must be resident in the district for the preceding seven days.

After giving notice you must wait a further 28 days before the marriage can take place.

You can give notice of a marriage up to 12 months in advance of your chosen date.

When you give notice the Registrar will ask questions about you and your partner. You will be asked your full names and addresses, your age and whether either of you has been through any form of marriage or civil partnership before.

It is necessary for you and your partner to provide us with proof of your full name, age, nationality and address and evidence that you are free to marry. We will need to see your passport or full birth certificate as well as a document confirming your address such as a driving licence or recent utility bill or bank statement.

If you have been married or in a civil partnership before we will need to see evidence as to how it ended - either a decree absolute or dissolution document. If you are a widow or widower we will need to see a certified copy of your spouse's death certificate.

If you have legally changed your name we will need to see the registered deed poll.

things you need to know

Re-registration

The law requires that a child's birth is re-registered when the natural parents are married or enter in to a civil partnership after the birth of the child. This will create a new record showing the child to be a child of the marriage.

After you are married you will need to complete a Form LA1 which is available from your local register office or the form can be downloaded from www.gov.uk

Once the form has been completed one or both parents will need to make an appointment at your local register office. If you have moved away from the area where your child was born you can still go to your local register office and the details will be passed to the register office which holds the original birth entry.

If you are married overseas or enter in to a civil partnership the re-registration will need to be authorised by the General Register Office. Please contact us for further details.

frequently asked

What if I make a mistake with my words during the ceremony or start to laugh or cry?

It doesn't matter at all - the registrar will be used to it! Everyone is a little nervous or emotional on their wedding day. If you make a mistake the registrar will just say the words again for you. Just remember that all your guests are there to support you.

Do I use my new signature when I sign the marriage register?

No you will sign the register in the name you were using before your marriage.

Can we write our own vows?

Yes of course - it is a really nice way to make the ceremony personal to the two of you. It is also good to include music, readings or singing and we are happy to discuss your requirements.

Asked questions

Can we get married in our back garden?

The law states that you can only be legally married in a register office or a licensed venue so you can't have a legal ceremony in your garden but you could come to the register office with two witnesses for a short legal ceremony and then have a celebratory ceremony in your garden.

Can I change the name on my passport before the ceremony?

Yes – you can apply for a passport in your new name up to 3 months before the ceremony. You will need a form PD2 which you can obtain from the post office or download from www.gov.uk. The form will need to be signed by the Superintendent Registrar of the district in which you are being married.



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Herefordshire
HR6 8NL



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For many years we have been helping couples create the perfect bespoke wedding day. Each occasion is unique and created by you with the help, support and advice of our wedding coordinator. We provide the perfect venue and professional planning, all you need to bring is your imagination!



Much Marcle, Herefordshire HR8 2LY
01531 660504 | info@hellensmanor.com
www.hellensmanor.com



 Herefordshire
Council

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Call 01432 260127

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herefordshire.gov.uk

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on the day



Arrival

It is very important for you and your guests to arrive in good time, at least 15 minutes earlier than the time of your marriage. This will allow you to be interviewed before the ceremony and for your guests to be seated. The Registrar will see the bride and groom privately, either together or separately, to check details and final arrangements.

Flowers

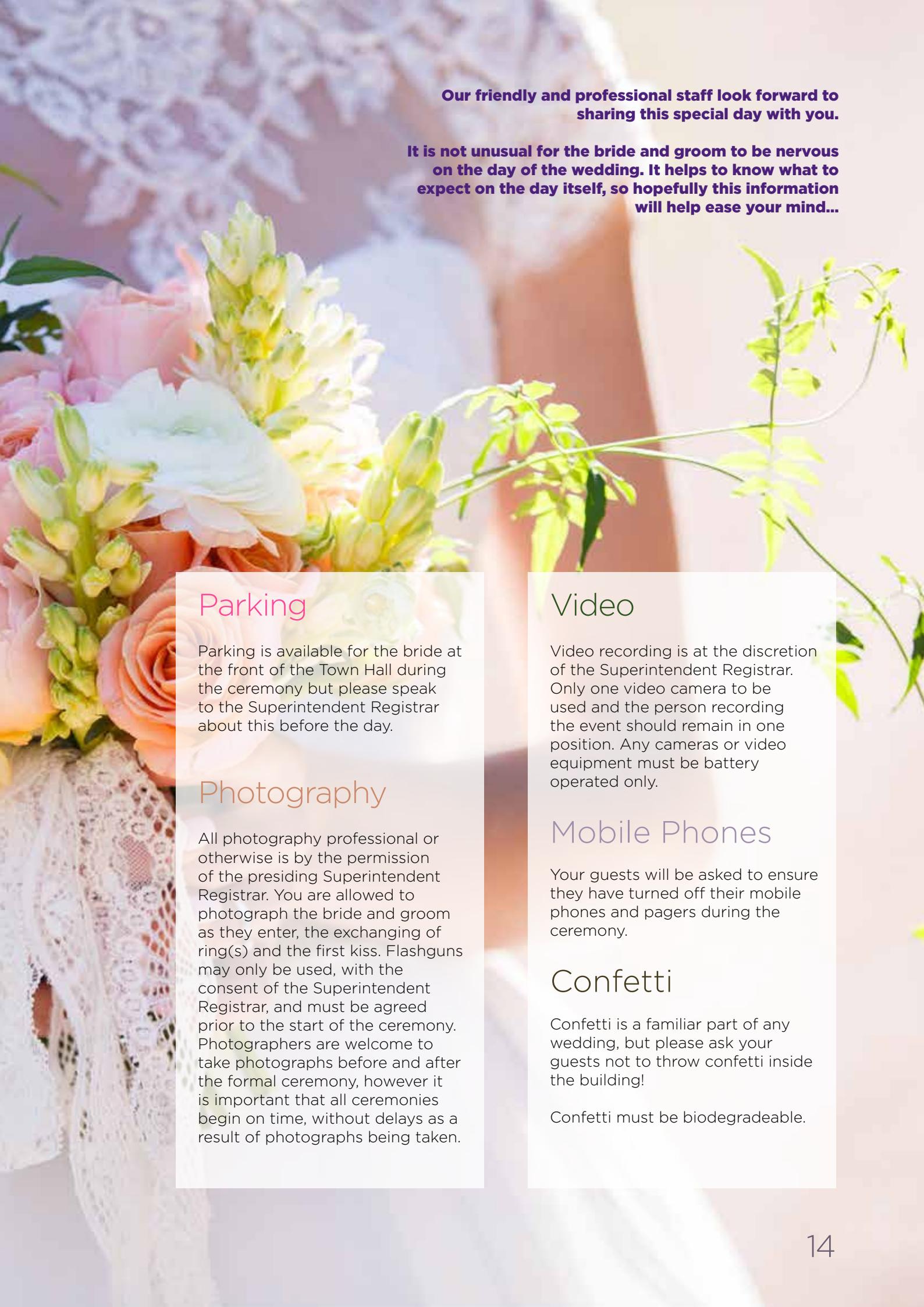
Our ceremony rooms are tastefully decorated. You may, however, wish to have or make your own floral arrangements. Please discuss this with the Superintendent Registrar.

Music

A Music system/CD player is provided in our Register Office with a selection of suitable music. If, however, you have a favourite or meaningful piece you wish to have played, please discuss it before the day with the Superintendent Registrar.

Witnesses

The law requires that you are accompanied by at least two witnesses, who should be over 18 years of age. They may be relatives, friends or colleagues who must be able to speak and understand English.



Our friendly and professional staff look forward to sharing this special day with you.

It is not unusual for the bride and groom to be nervous on the day of the wedding. It helps to know what to expect on the day itself, so hopefully this information will help ease your mind...

Parking

Parking is available for the bride at the front of the Town Hall during the ceremony but please speak to the Superintendent Registrar about this before the day.

Photography

All photography professional or otherwise is by the permission of the presiding Superintendent Registrar. You are allowed to photograph the bride and groom as they enter, the exchanging of ring(s) and the first kiss. Flashguns may only be used, with the consent of the Superintendent Registrar, and must be agreed prior to the start of the ceremony. Photographers are welcome to take photographs before and after the formal ceremony, however it is important that all ceremonies begin on time, without delays as a result of photographs being taken.

Video

Video recording is at the discretion of the Superintendent Registrar. Only one video camera to be used and the person recording the event should remain in one position. Any cameras or video equipment must be battery operated only.

Mobile Phones

Your guests will be asked to ensure they have turned off their mobile phones and pagers during the ceremony.

Confetti

Confetti is a familiar part of any wedding, but please ask your guests not to throw confetti inside the building!

Confetti must be biodegradeable.

countdown to the big day

12 months to go

- Check out venues for Ceremony or Reception, so you can set the date
- Book the venue together
- Go to the Registration Office to book the Registrar and Give Notice
- Choose bridesmaids, flower girls & page boys
- Book the services: photographer, videographer, caterers, reception entertainment, toastmaster, transport & honeymoon

9 months to go

- Make a draft guest list with your parents
- Choose your theme and colour scheme
- Look for THE dress
- Choose the bridesmaid's dresses and shoes
- Purchase the accessories
- Plan your hen/stag nights
- Choose and order the wedding cake
- Organise your flowers

6 months to go

- Choose the music and readings/poetry that you want
- Choose your veil, shoes, jewellery and lingerie

4 months to go

- Organise your wedding gift list
- Choose and order your stationery
- Make sure you book the wedding time off work
- Check your Passport details
- Check whether you need any inoculations for the honeymoon

3 months to go

- Help write the invites
- Make sure you have clothes for your honeymoon
- Choose and buy the wedding rings
- Buy and wrap a gift for the groom/bride
- Go with your fiancé to purchase gifts for best man, ushers & bridesmaids
- Sort out the Ceremony details
- Try out your hairstyle for the big day
- Arrange to see the Registrar to finalise music, readings etc.

2 months to go

- Send out the invites
- Confirm numbers with venue
- Make seating plan

1 months to go

- Try your dress on, check bridesmaids' outfits fit
- Go over wedding details with fiancé
- Pamper yourself
- Collect authority of marriage, if appropriate, and deliver to person registering your marriage

On the day...

Enjoy one of the best days of your life!



At Mortimer Park we start with a completely blank canvas so you can design your special day just as you want it. We offer a large venue with the capacity to host up to 300 guests, depending on the format of the event. With no set packages or other hotel guests, you will have all the flexibility and privacy you need for your big day.

Mortimer Park, Kingsland, Herefordshire HR6 9SB

01568 709080

Email: events@luctonians.co.uk



www.mortimerpark.co.uk

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- Full wedding planning service
- Seats up to 120 people with scope for larger weddings
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- Multiple ceremony & reception locations for up to 170 guests
- Creative chefs working with locally sourced produce



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Other services

Civil Partnership

Civil Partnerships can be formed in any Register Office or Approved Venue with or without any celebrations in the form of words or music. Civil Partnerships were introduced for same sex couples but this is likely to change in 2019. Same sex couples have been able to marry since March 2014. If you are in a civil partnership you may wish to convert to a marriage – this can be with or without a celebratory ceremony.

Renewal of Vows & Conversions

Any couple, of any age, who have been through a legal marriage or civil partnership ceremony can arrange to renew their vows. Civil partners may also organise a conversion ceremony when they convert their civil partnership to a marriage. A ceremony can give that extra special edge to an anniversary or birthday. It is sometimes particularly relevant for a couple who have been through a period which put a strain on their relationship, but wish to celebrate their renewed commitment.

Any couple who have married or held their civil partnership abroad may wish to celebrate with family and friends on their return by renewing their vows, or they may simply want to be romantic and take the opportunity to say "I do" again.

The ceremony will be unique to the couple and as meaningful as their commitment to each other. Family members and friends may also wish to get involved by presenting a reading or poem or you may wish to choose them as your witnesses or ring bearer.

Naming Ceremony

A naming ceremony is a lovely way to celebrate the birth of a new baby or to welcome an adopted child or stepchildren in to a family.

Citizenship Ceremonies

Under the Nationality, Immigration and Asylum Act 2002 all applicants over the age of 18 who are accepted for naturalisation or registration as a British citizen are required to attend a Citizenship ceremony. This involves making an oath or affirmation to Her Majesty the Queen and a pledge of loyalty to the United Kingdom. In Herefordshire we offer a group ceremony once a month or we can arrange a private ceremony if you prefer.

Certificate Services

You can apply to us for a certificate for a birth, death, marriage or civil partnership which has taken place in Herefordshire from 1837 to the present day either online via the Herefordshire Council website, over the phone 01432 260565 or in person at the Town Hall in Hereford.

Commemorative Certificates

A lovely keepsake of your special event. While the certificate has no legal standing it will be printed on high quality watermarked paper and individually printed with your chosen personal details.

Church Weddings

If you are planning to marry in a Church of England church (and generally you will only be able to do so if you live in the parish of that church) you must first discuss your marriage with the vicar.

If he or she is able to marry you they will be able to advise on the necessary legal requirements, the ceremony, timescales and the requirement for publishing Banns of the marriage, or for the issue of a Common Licence. There is not usually any need to involve the Superintendent Registrars.

If you are planning to marry in any other church or religious building, you will need to give notice at the Register Office in the registration district in which you live, very much in the same way as you would if you were to be married in the Register Office or at an Approved Venue.

If you wish to be married in a church in a different district to where you live one of you must worship there. The Register Office will be able to advise you. Some churches require the presence of a Registrar at the wedding; others have their own Registrar (or Authorised Person). If you think you will need a Registrar at your wedding you will need to give us as much notice as possible to avoid being disappointed.

Marriages Abroad

A Superintendent Registrar may accept notice for a marriage to take place in a foreign country between a British subject and either a foreign subject or another British subject.

They may be able to issue a certificate, which can be produced to help the procedure abroad.

However, the rules vary and you should consult the Superintendent Registrar about a marriage to be solemnized in a foreign country under local law. Sometimes it is possible for a record of the marriage to be made under the Foreign Marriage Order 1970, but this is not always the case and you should consult the Superintendent Registrar for more details.

Changes to Your Passport

There are so many things to organise when you are getting married, if you are changing your name you may need to change your passport as well.

Check with your travel agent or the countries consulate if you are traveling abroad for your honeymoon. You can change your passport details at any time up to three months before the wedding, although you will not be able to use it, until your wedding date.

For further information, contact www.gov.uk

weddings elsewhere



**Herefordshire
Council**

Herefordshire Register Office
Hereford Town Hall
St Owen Street
Hereford HR1 2PJ

Telephone 01432 260565
registrars@herefordshire.gov.uk
www.herefordshire.gov.uk/ceremonies

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