

CELEBRATE

IN LINCOLNSHIRE



CIVIL MARRIAGE
CIVIL PARTNERSHIP
RENEWAL OF VOWS
CONVERSION TO MARRIAGE
NAMING
CIVIL FUNERALS
CITIZENSHIP
CERTIFICATE SERVICES

Lincolnshire Registration & Celebratory Services
Customer Service Centre

Monday - Friday: 8.00am - 6.00pm | Saturday: 9.00am - 4.00pm

Telephone: 01522 782244

Email: regist@lincolnshire.gov.uk

www.lincolnshire.gov.uk/registrars



CONTENTS

2 THIS IS LINCOLNSHIRE	19 REGISTRATION OFFICES
3 THE PERFECT CIVIL CEREMONY	25 LICENSED VENUES
4 COUNTDOWN TO THE BIG DAY	35 CELEBRATORY CEREMONIES: NAMING, RENEWAL OF VOWS & CONVERSION TO MARRIAGE
5 GIVING NOTICE	37 CIVIL FUNERAL CEREMONY, MEMORIAL, WOODLAND BURIAL, INTERMENT & PRE-PLANNED 'SCRIPT ONLY' FUNERAL SERVICE
6 QUESTIONS & ANSWERS	39 CERTIFICATE SERVICES
8 DOCUMENTS REQUIRED	40 COMMEMORATIVE CERTIFICATES & 10% OFFER FOR DOUBLE CELEBRATIONS!
11 FORMALITIES	41 CITIZENSHIP CEREMONIES
13 CEREMONY CHOICES	42 OUR COMMITMENT
15 ON THE DAY: MARRIAGE PARTNERSHIP CERTIFICATES	
16 LEGAL WORDING	
17 OUTDOOR STRUCTURES: A WEDDING WITH A DIFFERENCE	
18 POLICY ON PHOTOGRAPHY, VIDEOGRAPHY, DRONES AND WEBCAMS AT CEREMONIES & INSURANCE	

Lincolnshire is England's second largest county with many idyllic settings in which to hold your ceremony

Our county is home to a wide range of spectacular scenery from the Lincolnshire Wolds (recognised as an Area of Outstanding Natural Beauty), with its undulating landscape and backdrop of woodland and farms to the sweeping fenland panorama of bulb fields, waterways and 'big skies' - not forgetting the North Sea coast with its miles of unspoilt blue flag beaches. Each of these vistas can offer the prospect of peace, tranquillity and plenty of space!

Whether you would prefer a city with culture, incredible architecture and ancient heritage, a picturesque market town, or a pretty village in a rural setting, we will have the perfect ceremony venue for you.

You can choose from over 80 Licensed Venues including stately homes and manor houses, medieval buildings and grand halls, hotels and country houses as well as the 11 individual Lincolnshire Registration Office ceremony rooms located throughout the county.

Whether you are organising a ceremony for spring, summer, autumn or winter, we hope you will have an enjoyable time travelling around this beautiful county visiting and exploring our unique Lincolnshire localities as you search for that extra special location for your ceremony.

We know you will find a stunning choice of venues to fulfil your dreams.

THIS IS LINCOLNSHIRE

Many famous people have been born in Lincolnshire including King Henry IV, Sir Isaac Newton, Matthew Flinders, Sir John Franklin, Alfred Lord Tennyson, George Boole, James Ward Usher, Baroness Thatcher, Colin Dexter, Jim Broadbent, Geoff Capes, Michael Foale and Robert Webb.

Lincolnshire is the home of the Red Arrows, the Battle of Britain Memorial Flight and was the wartime location of the 'Dambusters' 617 Squadron.



WE LOOK FORWARD TO HELPING YOU ORGANISE A VERY
ENJOYABLE CELEBRATION, WHEREVER YOU CHOOSE...

THE PERFECT CIVIL CEREMONY

THE FIRST THING YOU NEED TO DO

is decide on the venue for your ceremony and make a provisional booking in the venue's diary. It does not matter if you do not live in the county where you want your ceremony to be held.

You will then need to provisionally book the date and time for the Registration Officer(s) to attend your ceremony.

Please note: Lincolnshire County Council will be introducing a non-refundable deposit for all ceremonies at the time of booking.

Before you can marry or form a civil partnership there are certain formalities which are required to be completed by law. The couple or civil partners must both personally attend the Registration Office, in the district in which they have lived for at least seven clear days, to inform the Registration Officer of their intention to marry or form a civil partnership. **This is called Giving Notice.** You may give Notice up to one year before the date of your ceremony. **Please read the Questions and Answers on pages 6 and 7.**

Civil partnership is a legally recognised relationship, which can be formed by two people of the same sex. Couples who form a civil partnership will have the legal status of 'civil partner'. Couples can enjoy the same rights over pensions, wills and probate, death duties, tax etc. as married couples.

With so much to think about, planning and making arrangements for your day is exciting but can also be stressful. The Registration and Celebratory Services team are here to help you with your plans. They can advise and make suggestions about your ceremony and what to include, offering you a wealth of experience at all stages in the planning of your big day.

If you find a venue where you would love to have your ceremony but find it does not hold a licence for civil ceremonies, you can encourage the venue to contact us about obtaining approval.

"We couldn't have asked for a more personal, meaningful ceremony, thank you"

COUNTDOWN TO THE BIG DAY

24 MONTHS

- Make an advanced provisional booking with the venue and the Registration Service to guarantee the date you want
- Book the Reception.

12 MONTHS

- Contact the Registration Service to arrange to give Notice
- Arrange transport
- Set budget.

9 MONTHS

- Arrange photographer/videographer, caterers, music, decoration of room/tables
- Book your honeymoon
- Decide on best man, bridesmaids, page boys, ushers and start making guest list
- Plan the gown, dresses and menswear/hiring
- Check on insurance.

6 MONTHS

- Arrange hen/stag night
- Begin thinking about your gift list
- Choose your florist and place order.

4 MONTHS

- Order your stationery
- Buy ring(s)
- Choose reception menu and order cake.

3 MONTHS

- Go over final honeymoon arrangements and check your passport is up to date. Ensure the names on tickets match those on your passports
- Book overnight hotel if necessary
- Send out invitations
- Send lists of local accommodation to guests who may need it
- Buy attendants' presents
- Buy your going away outfits.

6 WEEKS

- Return Ceremony Plan to the Registration Service and pay the ceremony fees (enhanced or standard ceremony/Licensed Venue)
- Follow up guests who have not replied
- Order travellers cheques/currency
- Give final guest list to caterers
- Book your hair appointment
- Ensure that any music is in a format compatible with the equipment in the Registration Office/Licensed Venue.

1 WEEK TO GO...

- Time the journey to make sure there are no unexpected delays
- Final fitting of the gown and dresses
- Ensure all hired clothes are collected in time
- Pack for your honeymoon.

GIVING NOTICE

IF YOU HAVE DECIDED THAT YOU WOULD LIKE YOUR CIVIL CEREMONY TO TAKE PLACE IN A LINCOLNSHIRE LICENSED VENUE or at a Lincolnshire Registration Office and have selected a date for your ceremony, we suggest that you make a provisional booking with the venue and then contact our Customer Service Centre as soon as possible on 01522 782244.

Our Ceremony Co-ordinator will be able to check to see if our Registration Officers are available to attend your ceremony on the selected date and time and make a provisional booking in the diary.

Legally, a ceremony will not be able to go ahead without the Registration Officers.

You may give Notice up to one year before the date of your ceremony. Your Notice(s) will be valid for 12 months from the date given to the Registration Officer and must include your ceremony date. If after giving your Notice(s) you decide to change the chosen venue, new Notice(s) will have to be given. If you live in Lincolnshire, an appointment to give your Notice(s) will need to be made. Please contact our Customer Service Centre on 01522 782244.

IF YOU LIVE IN LINCOLNSHIRE

As Lincolnshire is a one-district county you can give Notice at any one of our Registration Offices, located at: Boston; Bourne; Gainsborough; Grantham; Horncastle; Lincoln; Long Sutton; Louth; Skegness; Sleaford; Spalding and Stamford.

Giving Notice confirms the legalities for your booking and if you do not do this, the marriage or civil partnership cannot take place.

The Customer Service Centre will advise you of each Registration Office's opening times and the documents that you will be required to bring with you when you meet the Registration Officer. You must bring original documents with you as photocopies will not be accepted.

IF YOU DO NOT LIVE IN LINCOLNSHIRE

You will have to give your Notices at the local Registration Office in the district where you live. You will need to contact them to make an appointment.

It does not matter if you do not live in the district where you want your ceremony to be held.

NON-EUROPEAN CITIZENS

If either party to the marriage/civil partnership is a citizen of a country outside the European Economic Area, you will need to give Notices in a designated office. In Lincolnshire these offices are located in Lincoln, Boston or Grantham. Our Ceremony Co-ordinators will assist you with the booking.

I AM GETTING MARRIED ABROAD. WHAT DO I DO?

You MAY need to give Notice. We will be able to provide information to assist you.

Please also see our Renewal of Vows section in this guide.

DO I NEED TO BRING AN INTERPRETER?

If one or both of you is unable to speak and/or understand English, you will be required to provide an interpreter, who will be asked to sign a statement stating that he/she has translated the questions and answers accurately. You are not permitted to interpret for each other.

An interpreter will also be required to attend and witness the ceremony.

QUESTIONS & ANSWERS

**YOU NEED TO DECIDE IF YOU
WOULD LIKE A RELIGIOUS
CEREMONY OR A CIVIL
CEREMONY.**

I WOULD LIKE A RELIGIOUS MARRIAGE

Church of England – contact the vicar of the parish where one or both of you reside(s).

Other denominations – first, contact your minister or priest etc. One or both of you must reside in the registration district where the church is situated or it must be the usual place of worship of one or both of you.

Notice of intention to marry (when each party makes a legal declaration of particulars about themselves before the Registration Officer) must be given by both parties in the Registration District(s) in which you have lived for seven clear days immediately before the Notice(s) are given.

No one can do this on your behalf. It cannot be done by post, nor can you give Notice on behalf of each other.

I WOULD LIKE TO MARRY IN A CHAPEL BUT I NEED A REGISTRATION OFFICER TO ATTEND TO REGISTER THE MARRIAGE

You can make a provisional booking for the Registration Officer to attend but you still need to make an appointment to give Notices of marriage.

I WOULD LIKE A CIVIL CEREMONY

You can marry or form a civil partnership in any Registration Office or Licensed Venue in England or Wales. You must both satisfy seven clear days residency before you give Notice to the Superintendent Registrar in whose district you reside. This excludes the day you arrive in the district and the day you give Notice.

HOW DO I BOOK A CEREMONY AT A LICENSED VENUE?

First, you should contact your chosen venue to find out their availability. Then contact our Customer Service Centre on 01522 782244 to make a provisional booking.

HOW QUICKLY CAN I GET MARRIED OR FORM A CIVIL PARTNERSHIP?

Your Notice(s) will be displayed publicly for 28 clear days. This does not include the day Notice is given or the earliest day on which your ceremony can be held (30 days in total). However, for administrative purposes, we suggest you allow a minimum of five weeks.

If either of the parties to be married/form a civil partnership are seriously ill, please telephone for advice IMMEDIATELY.

Also, if a close relative is ill, or if there is another compelling reason why you cannot wait 28 clear days, please telephone and it MAY be possible to arrange a ceremony more quickly.

*“Amazing, all our wedding guests loved
the service, your staff were lovely”*

QUESTIONS & ANSWERS



HOW FAR IN ADVANCE CAN I BOOK?

Enhanced ceremonies, held in a Licensed Venue or in a Registration Office, can be provisionally booked at any time in advance.

Legal and Standard ceremonies, held in a Registration Office, can be provisionally booked up to one year in advance.

Notices can be given up to 12 months in advance of the ceremony day. If you want your ceremony within the next 12 months we strongly advise you to book an appointment with us as soon as possible, as we can become very busy, especially during the summer months.

NB: It is your responsibility to contact Licensed Venues to make the booking with them.

We DO NOT book venues on your behalf.

HOW MUCH DOES IT COST?

Fees are available on request.

Call us on 01522 782244, or visit www.lincolnshire.gov.uk/registrars
You may also email us:
regist@lincolnshire.gov.uk

NB: Never pay deposits or book other services until you are sure that registration staff are available to conduct your ceremony.

MY CEREMONY IS WITHIN A YEAR BUT THE HOTEL HAVE ASKED ME FOR A DEPOSIT NOW. WHAT CAN I DO?

You can provisionally book registration staff to attend your ceremony at a Licensed Venue by telephone. You will then need to arrange to give Notice as soon as possible.

I AM UNDER 18 YEARS OF AGE. WHAT DO I NEED TO DO?

The legal minimum age to enter into a marriage or civil partnership in England and Wales is 16. In the majority of cases, if you are under 18 when Notice is given (regardless of your age on the day of your ceremony) you will need to obtain consent. Please contact us for more information.

CAN I CONVERT MY CIVIL PARTNERSHIP INTO MARRIAGE?

The Marriage (Same Sex Couples) Act 2013

Same sex couples have been able to marry since the end of March 2014. It is possible for couples in civil partnerships to convert to a marriage. There are also provisions concerning married persons or those in civil partnerships who change their legal gender.

Please telephone our Customer Service Centre on 01522 782244 for advice.

DOCUMENTS REQUIRED

FOR GETTING MARRIED AND CIVIL PARTNERSHIPS

APPOINTMENT

In Lincolnshire we operate an appointment only system. To make an appointment to give Notice(s) of marriage or civil partnership please contact our Customer Service Centre on 01522 782244.

You will both need to give separate Notices where you will be asked the questions detailed below:

- Full current forename(s) and surname
- Whether either of you have ever used any other names
- Date of birth
- Marital status
- Occupation
- Residential address
- Father's full name and occupation.

The Notices are valid only for the venue printed on them for one year from the day you give your Notice(s). They must include your ceremony date and serve a period of 28 clear days on public display before the marriage can take place. This does not include the day Notice is given or the earliest day on which a ceremony can take place, so it is recommended that you allow a minimum of five weeks for this.

DOCUMENTS REQUIRED FOR MARRIAGE OR CIVIL PARTNERSHIP

Before you give your formal Notices at the Registration Office, it may help if you check the legal requirements for marriage or civil partnership first. Visit our website: www.lincolnshire.gov.uk/registrars and click on 'legal requirements for marriage and civil partnership'.

There are a number of documents which must be brought to the appointment otherwise Notices may not be taken.

1) British Citizens

If you have a current and valid passport this will need to be seen. If you don't have a current passport we must see your birth certificate.

a) If you were born BEFORE 01/01/1983 we can accept either your full birth certificate or the short birth certificate showing your details:

- You will need to produce additional evidence of the current use of your name and surname e.g. UK/European Economic Area (EEA) driving licence
- If you have ever changed your name we will need to see the name change document e.g. deed poll. If you have changed your name by marriage/civil partnership (CP) we will need to see your marriage/CP certificate.

b) If you were born on or AFTER 01/01/1983 we must see your full birth certificate showing your parents' names:

- We must also see evidence of your parent's British Citizenship e.g. mother's UK passport, full birth certificate or British Naturalisation document
- If British Citizenship is claimed through your father we must see your father's UK passport, full birth certificate or British Naturalisation document and the marriage certificate of your parents
- You will need to produce additional evidence of the current use of your name and surname e.g. UK EEA driving licence.

2) Other EEA Citizens

If you have a current and valid passport this will need to be seen. If you don't have a current passport we must see your birth certificate. Alternatively, we can see a current valid National Identity card, however, this document must specifically state your nationality.

3) Non EEA Citizens

We must see a current and valid passport (containing a visa if applicable).

You will also need to produce a document to prove your current address as listed on page 9.

Proof of your name, age and nationality,

for example:

- Valid passport
- National identity card (ID) from the European Economic Area (EEA) or Switzerland
- Certificate of naturalisation
- Biometric residence card or permit
- UK travel document
- If you have completed a legal change of your name we will need to see the legal name change document i.e. your last marriage certificate, deed poll.

Proof of your place of residence/address,

for example:

- Valid UK or EEA driving licence
- Gas, water or electricity bill from the last three months
- Bank or building society statement from the last month
- Council tax bill from the last 12 months
- Mortgage statement from the last 12 months
- Current residential tenancy agreement
- Letter from the owner or landlord of the address which is your place of residence.

The letter must confirm the following:

- That the person giving Notice has resided at the address for at least 7 clear days immediately prior to the date on which Notice of marriage is given
- States that the person providing the letter is the owner or landlord
- States the name, address and is signed by the person providing the letter (i.e. home owner/ landlord).

Currently the law regarding the necessary legal preliminaries for a UK marriage or civil partnership ceremony states that both parties must have been resident in one place in England or Wales for seven clear days before they can give their Notice(s) to the Superintendent Registrar in whose district they reside. This excludes the day they arrive in the district and the day they give Notice(s). If a temporary UK address is given, you will need a dated and signed letter from the landlord or homeowner, confirming that you are resident at the address.

PREVIOUS MARRIAGE

If you have been married or in a civil partnership before, the Registration Officer will also need to see:

- The original legal document that ended the marriage e.g. decree absolute
- The death certificate of your former partner.

LEGAL REQUIREMENT

If your divorce/decree absolute was granted outside of the UK there will be a fee for the legal consideration of the divorce. You must provide the original document issued and if this is not in English an English translation will be required. The translation need not be completed by a professional company, but the translator must provide their full name and address with the translation. Please note the translation must include any legal stamps on the document as well as the text itself.



“

“We never felt rushed at any point of the ceremony and were made to feel very relaxed throughout”

”

NOTICE(S) OF MARRIAGE FEE

You will each need to pay a fee per Notice when you attend your appointment at the registration office.

For Notice(s) under the 'Referral and Investigation Scheme, Immigration Act 2014' an additional fee per Notice is payable if you or your partner is a national of a country outside EEA or Switzerland. Each party must provide a passport size photograph.

IMMIGRATION CONTROL

If one of you is subject to immigration control, for example staying in the UK on a visa, then you may need further documents and to follow special procedures. You may need to make an appointment to give your Notice at a designated office (in Lincolnshire, this office is based in Lincoln). Notices for marriage are also able to be taken at our Boston and Grantham offices. If any documents are not in the English language, please provide a certified translation. You must bring original documents with you to your appointment as photocopies will not be accepted.

If either party to be married or form a civil partnership is a citizen of a country outside of the EEA the Home Office may increase this Notice period to between 28 and 70 days under the 'Referral and Investigation Scheme, Immigration Act 2014'.

If after giving your Notice(s) you decide to change the chosen venue or amend the ceremony date more than one year after the date of your Notice(s), new Notice(s) will have to be given.

The fee for the ceremony is separate to your Notice(s) and will depend on the type of ceremony and the date.

For more information about Immigration related issues contact the UK Visa and Immigration Contact Centre on 0300 123 2253 or go to www.gov.uk.



FORMALITIES

CEREMONY PLAN

When you have given your Notice(s) to the Registration Officer, you will receive a ceremony plan and information to help you build a personal ceremony.

All completed ceremony plans must be returned to the Registration Office conducting your ceremony no later than six weeks before the ceremony is due to take place.

FEES

For Enhanced ceremonies taking place in a Licensed Venue or in a Registration Office, full payment must be submitted with your completed ceremony plan, no later than six weeks before your ceremony is due to take place.

For Standard ceremonies the fee may be paid by cash/cheque six weeks before the ceremony is due to take place or the fee may be paid in cash on the day of the ceremony. Your completed ceremony plan must be submitted no later than six weeks before the day of your ceremony.

For Legal ceremonies the fee must be paid in cash on the ceremony day. Your completed ceremony plan must be submitted no later than six weeks before the day of your ceremony.

AUTHORITY OF MARRIAGE/SCHEDULE FOR A CIVIL PARTNERSHIP

After your Notices have been given to a Registration Officer in Lincolnshire, they will be displayed publicly at Lincoln Register Office for a period of 28 clear days.

At the end of the clear 28 day waiting period the Authorities/Schedule for the marriage or civil partnership can be printed and issued electronically, via computer, in the district where the marriage or civil partnership will take place.

Without the Authorities/Schedule the marriage or civil partnership cannot go ahead.

If you are marrying in a religious ceremony the issue of the Authorities will be discussed with you at your marriage Notice(s) appointment.

WITNESSES

Two witnesses must legally be provided for a marriage or civil partnership formation. They should be over the age of 16, able to understand English and the significance of the ceremony that they are witnessing. Your witnesses will be asked to sign the marriage register/schedule.

This brochure is intended as a guide only. If in doubt, please telephone our Customer Service Centre on 01522 782244, email us regist@lincolnshire.gov.uk or visit our website www.lincolnshire.gov.uk/registrars.

SURNAME

Following a marriage or civil partnership ceremony some people may wish to change their surname to their partners or may wish to hyphenate their surnames. Her Majesty's Passport Office, DVLA, Banks, Building Societies, other government departments and private companies will accept a marriage or civil partnership certificate as evidence for changing names.

ADDITIONAL CERTIFICATES

Extra copies of your certificate will be useful if you are going to change your name after the ceremony and need to send a copy to the various organisations where you wish your new name to be used. Purchasing additional copies could mean that you will not have to wait for your original certificate to be returned to you before sending it out to inform someone else about your new name!

Additional certificates are available after your ceremony day for an increased fee.

BRITISH PASSPORTS

If you are going to change your name after your ceremony, then one of the documents that you can change in advance of the big day itself is your British Passport.

If you are getting married or forming a civil partnership and are travelling abroad immediately after the ceremony, Her Majesty's Passport Office can issue a British passport in your new name, up to three months before the ceremony.

Her Majesty's Passport Office will cancel your old passport and post-date your new passport in your new name, making it valid from the date of your ceremony. This means you can't use it until the legal ceremony has taken place. You should note that any name used for travel bookings or tickets must be the same as that shown in the passport that you will be using to travel.

If you decide to amend your passport before the ceremony, you will need to complete a standard passport application form and a Post-Date form 2 (PD2) 'Passports for Newly Weds and Civil Partners'. You can get both forms from a Post Office branch that offers the Check & Send service, by calling the Passport Advice line and getting them to send you one in the post, or you can download the PD2 form from www.gov.uk



CEREMONY

CHOICES

There are three marriage/civil partnership ceremonies to choose from: Enhanced, Standard or Legal

ENHANCED

CEREMONY

provisionally booked at any time in advance

STANDARD

CEREMONY

provisionally booked up to one year in advance

LEGAL

CEREMONY

provisionally booked up to one year in advance

Choice of Music	Yes (No Religious connotations)	Music chosen by Registration Officer	No music
Giving/Receiving of Rings	Yes (4 choices of ring words)	Yes (2 choices of ring words)	Yes (no choice of ring words)
Presentation of Rings	Yes	Yes	No
Number of Guests	Up to legal capacity of Ceremony Room	Up to legal capacity of Ceremony Room	Only 2 witnesses
Witnesses	Min. 2 Max. 4	2	2
Where the Ceremony Can Take Place	Registration Office Ceremony Room or Licensed Venue	Registration Office Ceremony Room	Registration Office Ceremony Room (limited availability)
Entrance of the Bride/Groom	Together/Separately	Together/Separately	Together
Bride/Groom Escorted	Yes	Yes	No
Bride Given Away	Yes	No	No
Bridesmaids/Pageboys	Yes	Max. 2 of each	No
Photographer/Videographer	Yes	Yes	Yes (must be a witness)
Readings	Yes (up to 3 readings)	No	No
Optional Vows	Yes (choice out of 4 OR write own - 100 words)	No	No

Please visit our website for more information and details of how to book your celebratory event

www.lincolnshire.gov.uk/registrars

ENHANCED CEREMONY

An Enhanced ceremony can be held in any one of our Registration Office ceremony rooms, or at a Lincolnshire Licensed Venue, Monday to Sunday including Bank Holidays. The following options may be included:

- Couple/civil partners may be escorted into the ceremony room and formally given away
- Couple/civil partners may be attended by pageboys and/or bridesmaids
- An elaborate ceremony with a wide choice of words
- An opportunity to exchange additional vows with each other after the Legal Declaratory and Contracting words
- The marriage/civil partnership may be sealed by giving/receiving/exchanging of rings
- Readings of non-religious poetry or prose, presented by yourselves, a member of your party

MONDAY - SUNDAY INCLUDING BANK HOLIDAYS (EXCEPTIONS APPLY)

or the Registration Officer. Suitable readings can be found on our website:

www.lincolnshire.gov.uk/registrars

- Live non-religious music or CDs of your choice played before the ceremony; during the entry of the bride/civil partners; signing of the register or schedule and whilst the couple and guests exit the room.

NB: The fee charged for your Enhanced ceremony is due to be paid to the Registration Officer six weeks before your ceremony takes place. It is a separate payment from the fee for giving your Notice(s) or the fee for your certificate. The fee for your ceremony does not include any charges made by a Licensed Venue for the use of their facilities/ catering etc.

STANDARD CEREMONY

A Standard statutory ceremony may be available in some of our Registration Office ceremony rooms during normal office opening hours on Tuesday to Thursday, Friday and Saturday morning, completed by 12 noon. The following options may be included:

- Couple/civil partners may be escorted into the ceremony room
- Couple/civil partners may be attended by pageboys and/or bridesmaids
- Legal Declaratory and Contracting words
- Giving/receiving/exchanging of rings

PLEASE CONTACT US FOR AVAILABILITY (EXCEPTIONS APPLY)

- Registration Officers choice of music for: Entrance, Signing of Register and Exit
- No choice of optional extras.

NB: The fee charged for your Standard ceremony can be paid to the Registration Officer six weeks before your ceremony takes place or in cash on your ceremony day. It is a separate payment from the fee for giving your Notice(s) or the fee for your certificate.

LEGAL CEREMONY

A basic and very simple Legal statutory ceremony may be available in some of our Registration Office ceremony rooms during normal office opening hours on Tuesday, Wednesday or Friday, early morning only. (Day and time restrictions apply).

- Only the couple and two witnesses may attend
- Legal Declaratory and Contracting words
- Giving/receiving/exchanging of rings (optional)
- No music or optional extras.

PLEASE CONTACT US FOR AVAILABILITY (EXCEPTIONS APPLY)

NB: The fee charged for a Legal ceremony is due to be paid in cash to the Registration Officer on the ceremony day. It is a separate payment from the fee for giving your Notice(s) or the fee for your certificate.

ON THE DAY

CEREMONY DAY: MARRIAGE

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 meet with you both in private, either separately or together, to check that your personal details are correct. Additionally, you will be asked to give your father's full name and occupation. This can be your natural, adoptive or stepfather (if you wish to share the details of your stepfather, he must have, at some time, been married to your

mother). All details are recorded in the register and on your marriage certificate. This is also the time for you to pay the fees for your Standard or Legal ceremony and your marriage certificate(s).

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

CEREMONY DAY: CIVIL PARTNERSHIP

One Civil Partnership Registrar will attend your ceremony. He or she is responsible for ensuring that all the information entered on the Schedule is correct on the day. He or she will meet with you both in private, either separately or together, to check that your personal details are correct. This is also the time for you to pay the fees for your Standard or Legal ceremony and your certificate(s).

The Civil Partnership Registrar will be conducting the ceremony. He or she will assist your guests into the ceremony room and then return to meet you.

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

CEREMONY DAY: CERTIFICATES

All marriage certificate requests are payable in cash on the ceremony day. One marriage certificate will be presented at the end of the ceremony. Additional certificates will be prepared after the ceremony and posted to you.

CIVIL PARTNERSHIP CEREMONY AT A LICENSED VENUE

Your certificate(s) will be prepared after the ceremony and forwarded to you by post.

CIVIL PARTNERSHIP CEREMONY IN THE REGISTRATION OFFICE

The schedule must be updated online by the Registration Officer before any certificates can be issued. If you prefer not to wait, your certificates will be forwarded to you by post.

LEGAL WORDING

CHOOSE ONE...

The parties to be married must choose the same **DECLARATORY** and **CONTRACTING** words. Only one option may be chosen from each section.

DECLARATORY WORDS

IF YOU ARE IN AGREEMENT PLEASE ANSWER "I AM" TO THE FOLLOWING QUESTION:

Are you (full name) free lawfully to marry (full name)?

or

I DECLARE THAT I KNOW OF NO LEGAL REASON WHY I (FULL NAME) MAY NOT :

be joined in marriage to (full name)

or

I DO SOLEMNLY DECLARE THAT I KNOW NOT OF ANY LAWFUL IMPEDIMENT WHY I (FULL NAME) MAY NOT:

be joined in matrimony to (full name)

CONTRACTING WORDS

I (FULL NAME) TAKE YOU (FULL NAME) TO BE:

my wedded wife/husband

or

I (FULL NAME) TAKE THEE (FULL NAME) TO BE:

my wedded wife/husband

or

I CALL UPON THESE PERSONS HERE PRESENT TO WITNESS THAT I (FULL NAME) DO TAKE THEE (FULL NAME) TO BE:

my lawful wedded wife/husband

OUTDOOR A WEDDING WITH A DIFFERENCE STRUCTURES

More and more people are choosing to be married outdoors in a garden structure. Many of our venues in Lincolnshire now have outdoor structures where a ceremony can be held. Ceremonies need to be held under a fixed roof, in a structure that has been licensed for marriage, so they cannot just take place anywhere!

Marriages and civil partnerships are not allowed to take place outdoors in temporary or movable structures such as marquees or a boat. However certain licensed venues offer a permanent outdoor pergola, gazebo or pavilion, where it is possible to hold your ceremony, weather permitting. Please check with the venue.

Please remember that, with the great British summer being what it is, it will not always be possible to hold a ceremony outdoors due to inclement weather, be it too hot, cold or windy!

It will be the Registration Officer's decision on the day whether the ceremony can take place outdoors. They will need to consider the safety and wellbeing of the guests as well as the protection of the Marriage Register, which is the only official record of the ceremony. Please do not let it spoil your day if the ceremony cannot take place outdoors for whatever reason. Make sure you have a back-up plan and select another room at the venue and remember, it must be big enough to accommodate all your guests.



POLICY ON PHOTOGRAPHY, VIDEOGRAPHY, DRONES AND WEB CAMS AT CEREMONIES & INSURANCE

The following bullet points should act as guidance at ceremonies:

- Couples will be asked to identify (on their ceremony plan) the name of the official (i.e. professional) photographer or to nominate by name a member of their party who will be taking the 'official' photographs
- The official/nominated photographer/ videographer should be introduced to the Registration Officer before the ceremony and a brief chat should take place to ensure that they are aware of the policy
- The bride/groom/partners can also nominate one person to video the ceremony. The same criteria apply as per still photographers. Only one video camera is permitted
- When the bride/groom/partners enter the ceremony room at the start of proceedings, all guests are allowed to take photographs
- The Registration Officer leading the ceremony will advise guests not to use cameras of any type during the actual ceremony
- The official/nominated photographer will not use flash photography or extra lighting during the ceremony
- The photographer/videographer will stand in a position agreed by the Registration Officer leading the ceremony prior to the ceremony and will not move around the room
- Any cameras should be silent or reasonably quiet
- The ceremony will not be paused to allow for photographs to be taken
- Strictly no photography or videography will be allowed by anyone during the completion and signing of the register/schedule. This is to protect confidentiality/data protection
- Drones Licence UK - when hiring a drone operator for your photographs, simply ask to see a copy of the Pilot's CAA/IAA approval insurance
- Mock up signings will take place after the ceremony and signing, allowing the official/nominated photographer/videographer and guests to film and/or take photographs
- Consideration for the dignity and solemnity of the occasion will always be paramount
- At all ceremonies, a private non-commercial web cam may be used with the agreement of all parties
- The Registration Officer will always make the final decision on what is permitted within these policy guidelines.

INSURANCE

Amid all the excitement, there is one consideration that may be forgotten - insurance. You may well be spending a lot of money on your special day and you would surely not want to risk losing everything. Just think - your suppliers may go out of business and your deposits could be lost - what if the transport doesn't turn up or the cake and flowers don't appear - or the photographer lets you down through illness or a simple mistake in booking?

There may be an accident on your big day - breakages, or even damage to your beautiful dress. Insurance can even cover the cancellation of your ceremony. This may happen through no fault of your own, such as illness or the death of someone close. These are considerations which may be far from your mind in the flurry of plans but they are well worth discussing with your family - put it on your list!

“

“Thank you for making our wedding so relaxed and enjoyable”

”

EACH REGISTRATION OFFICE HAS DIFFERENT FACILITIES AND FEATURES

For further information regarding location, seating, gardens, parking etc., please call 01522 782244 or for a virtual tour of each ceremony room please visit our website: www.lincolnshire.gov.uk/registrars, follow 'Registration Offices' link.

We do not want to rush your ceremony, nor be forced to postpone it, so please ensure that you and your guests arrive on time. Remember there may be traffic delays or a photo call before the ceremony.

Your guests are very welcome to take photographs before and after the ceremony. If you would like someone to make a DVD/video recording of your ceremony, this should be indicated on your ceremony plan. For safety reasons, we cannot allow extra lighting and all the recording equipment must run on batteries.

Please remember there may be other couples having a ceremony in the Registration Office on the same day. To keep the venue attractive and tidy please ask your guests to wait until you are outside the building before showering you with confetti.

REGISTRATION OFFICES



BOSTON REGISTRATION OFFICE



**Municipal Buildings,
West Street,
Boston PE21 8QR**

The historic Council Chamber situated on the first floor (lift available) will seat a maximum of 50 guests. It is tastefully decorated in claret and cream, with grand marble pillars, large stained glass windows and an attractive wooden fireplace. The oak wooden wall panelling and the staircase can offer an ideal photo opportunity.

LICENSED VENUES IN THE AREA

Boston & County Club PE21 6RL	T: 01205 362644/365694
Boston Guildhall PE21 6HT	T: 01205 365954
Boston West Leisure PE20 3QX	T: 01205 290670
Fydel House PE21 6HU	T: 01205 351520
The Granary PE20 3QP	T: 01205 290840
The Poachers Country Hotel PE20 1SQ	T: 01205 290310
White Hart Hotel PE21 8SH	T: 01205 311900

BOURNE REGISTRATION OFFICE (NO CEREMONY ROOM)



**South Kesteven
Community Point & Library,
3 Abbey Road,
Bourne PE10 9EF**

LICENSED VENUES IN THE AREA

Bourne Corn Exchange PE10 9EF	T: 01778 423579
Irnham Hall NG33 4JD	T: 07714 245177
The Baskervilles Hotel PE6 9PB	T: 01778 560010
Toft Country House Hotel PE10 0JT	T: 01778 590614

GAINSBOROUGH REGISTRATION OFFICE



**Richmond House,
Richmond Park,
Morton Terrace,
Gainsborough DN21 2RJ**

Richmond House, a Victorian property, is situated in beautiful parkland complete with mature trees and flower beds. The hallway, with its mosaic tiled floor, leads into the ceremony room, which seats 42 guests. The room is beautifully decorated in gold and cream with complementary cream and dark red silk flower arrangements. The ceremony room, carpeted in green, has a feature marble tiled fireplace, period furnishings and a south facing bay window.

On the lawn, a pretty stone fountain makes an ideal setting for those treasured photographs of your special day. Richmond House is in Richmond Park on the A159 north of the town.

LICENSED VENUES IN THE AREA

Gainsborough Golf Club DN21 1PZ	T: 01427 613088
Gainsborough Old Hall DN21 2NB	T: 01522 554559
Hemswell Court DN21 5TQ	T: 01427 668508
Setcops Farm LN7 6JT	T: 01652 679121
The White Swan DN21 3UD	T: 01724 763061
White Heather LN8 2AT	T: 01673 878100

GRANTHAM REGISTRATION OFFICE



**Totemic House,
Caunt Road,
off Springfield Road,
Grantham NG31 7FZ**

Totemic House is surrounded by trees and green open spaces and is located on the outskirts of Grantham with excellent road links.

The ceremony room which seats 50 guests is tastefully furnished in gold and blue, offering an attractive venue for your celebration.

Outside there is a courtyard and garden with seasonal planting providing a pleasant and attractive setting for photographs.

LICENSED VENUES IN THE AREA

Allington Manor NG32 2DH	T: 01400 282574
Angel & Royal Hotel NG31 6PN	T: 01476 565816
Belton Woods Hotel NG32 2LN	T: 01476 593200
Chequers Inn NG32 1LU	T: 01476 870701
Guildhall Arts Centre NG31 6PZ	T: 01476 406158/9
Harlaxton Manor NG32 1AG	T: 01476 403000
Marston Hall NG32 2HQ	T: 07812 356237
Priory House NG23 5ES	T: 01400 282070
Ramada Resort Grantham NG32 2HT	T: 01400 250909
Stoke Rochford Hall NG33 5EJ	T: 01476 530337
Urban Hotel Grantham NG31 7XT	T: 0843 886 9006

HORNCastle REGISTRATION OFFICE



**Holmeleigh,
Foundry Street,
Horncastle LN9 6AQ**

Holmeleigh is set at the end of a tree lined avenue. The building has an attractive red brick facade with a central doorway.

The ceremony room is decorated in shades of gold with beige/green patterned carpet, claret chairs and complementary cream/claret silk flower arrangements and will seat 37 guests.

LICENSED VENUES IN THE AREA

Admiral Rodney Hotel LN9 5DX	T: 01507 523131
The Dower House Hotel LN10 6PY	T: 01526 352588
The Golf Hotel LN10 6SG	T: 01526 353535
The Petwood Hotel LN10 6QG	T: 01526 352411
Tattershall Castle LN4 4LR	T: 01526 342543
Woodhall Spa Manor LN10 6PY	T: 01526 352267

LINCOLN REGISTER OFFICE



**4 Lindum Road,
Lincoln LN2 1NN
(Sat Nav LN2 1LP)**

The Register Office is situated at the foot of Lindum Hill, below the historic cathedral.

It is a magnificent listed building built in the 19th century as a home for the Bainbridge family. The waiting room is decorated with a medieval tapestry saved from a demolished house. The ceremony room is tastefully decorated in shades of burgundy and gold with oak panelling and complementary flower arrangements. It seats up to 40 guests.

A French window leads to an attractive and colourful lawned and terraced garden.

LICENSED VENUES IN THE AREA

Branston Hall Hotel LN4 1PD	T: 01522 793305
Charlotte House Hotel LN1 3BJ	T: 01522 541000
County Assembly Rooms LN1 3AR	T: 01522 520098
Doddington Hall LN6 4RU	T: 01522 812501
DoubleTree by Hilton LN1 1YW	T: 01522 565180
Jocasta's LN6 9BW	T: 01522 686314
Lincoln Castle LN1 3AA	T: 01522 554559
Lincoln Drill Hall LN2 1EY	T: 01522 873891
New Theatre Royal LN2 1JJ	T: 01522 519999
The Bentley Hotel & Spa LN6 9NH	T: 01522 878000
The Coach House LN6 4RU	T: 01522 812501
The Collection LN2 1LP	T: 01522 782040
The Epic Centre LN2 2NA	T: 01522 522900
The Judges' Lodgings LN1 3AA	T: 01522 552145
The Lincoln Hotel LN2 1PN	T: 01522 520348
The White Hart Hotel LN1 3AR	T: 01522 526222
Usher Art Gallery LN2 1LP	T: 01522 782040
Washingborough Hall Hotel LN4 1BE	T: 01522 790340
Welton Manor Golf Centre LN2 3PA	T: 01673 861888/862827
Windmill Farm LN6 3QZ	T: 01522 686878

LONG SUTTON REGISTRATION OFFICE



**Swapcoat Lane,
Long Sutton PE12 9HB**

This former courthouse is situated in the heart of the small market town of Long Sutton. The ceremony room is decorated in shades of blue and cream with co-ordinating pedestal and table silk flower arrangements. It seats 36 guests.

Outside, a paved courtyard garden provides an area for those special photographs. Ample car parking is available at the front of the building which is attractively edged with chestnut trees.

LICENSED VENUES IN THE AREA

Guanock Manor House PE12 0LW	T: 07866 447977
Whaplode Manor PE12 8AZ	T: 01406 422837

LOUTH REGISTRATION OFFICE



**Town Hall, Eastgate,
Louth LN11 9NH**

Louth Town Hall is in the heart of the Georgian Market Town. It is an elegant and spacious listed building, beautifully restored with very large and elegant ceiling to floor windows.

The ceremony room is on the ground floor and will seat 40 guests. The room contains a splendid fireplace with many original features. It is decorated in shades of terracotta and cream with complementary seasonal coloured silk flower arrangements.

A tiered staircase in the front entrance hall creates a wonderful and ideal photo opportunity.

LICENSED VENUES IN THE AREA

Bacchus Hotel LN12 2EY	T: 01507 441204
Best Western Kenwick Park Hotel LN11 8NR	T: 01507 608806
Brackenborough Hotel LN11 0SZ	T: 01507 609169
Louth Town Hall LN11 9NH	T: 01507 354336
Royal Oak Inn LN11 8LZ	T: 01507 600750
The Grange and Links LN12 2RA	T: 01507 441334
The Masons Arms LN11 9PY	T: 01507 621200
The Priory Hotel LN11 9AJ	T: 01507 602930

SKEGNESS REGISTRATION OFFICE



**Aura Skegness Business Centre,
Heath Road,
Skegness PE25 3SJ**

The Registration Office is located on the ground floor and has seating for 25 guests. It is tastefully decorated in cream, blue and pale gold with a co-ordinating flower display.

To the side of the building is a landscaped and lawned area with a bench, grass and shrubs which provides an opportunity for outdoor photographs to be taken.

LICENSED VENUES IN THE AREA

Alford Manor House LN13 9HT	T: 01507 463073
Batemans Visitors Centre PE24 4JE	T: 01754 882009/882017
Best Western The Vine Hotel PE25 3DB	T: 01754 610611
Butlins Skegness PE25 1NJ	T: 01754 762311
Crown Hotel PE25 3AB	T: 01754 610760
Gunby Hall PE23 5SS	T: 01754 890102
Grosvenor House Hotel PE25 2TE	T: 01754 763376
North Shore Hotel PE25 1DN	T: 01754 763298
Skendleby Hall PE23 4QA	T: 01754 890131
Southview Park Hotel PE25 2LA	T: 01754 896060

SLEAFORD REGISTRATION OFFICE



**Council Offices, Kesteven Street,
Sleaford NG34 7EF**

Choose the Council Chamber/Civic Suite which seats up to 50 guests, or the adjacent Committee Room which will comfortably seat up to 20 guests. Both rooms offer a modern neutral setting with panelled walls, vaulted cream ceilings, pale green chairs and green carpet, complete with complementary neutral silk flower arrangements.

A courtyard creates some ideal photo opportunities. This venue offers ample car parking for your guests at weekends.

LICENSED VENUES IN THE AREA

Carre Arms Hotel NG34 7JP	T: 01529 303156
Finch Hatton Arms NG34 9PH	T: 01529 460363
Stubton Hall NG23 5DD	T: 01636 626187/07816 328611
The Bustard Inn NG34 8QG	T: 01529 488250
Woodland Waters NG32 3RT	T: 01400 230552/230056

SPALDING REGISTRATION OFFICE



**Linden House,
1 Bath Lane,
Spalding PE11 1XP**

The Registration Office is situated close to the town centre and next to the River Welland. The beautifully furnished ground floor ceremony room is decorated in shades of blue and yellow with matching silk flower arrangements. It seats 34 guests.

Outside, an archway and the riverbank opposite both offer a picturesque setting for your photographs.

LICENSED VENUES IN THE AREA

Ayscoughfee Hall Museum PE11 2RA	T: 01775 764555
Springfields Events and Conference Centre PE12 6ET	T: 01775 713253
The Mill PE12 6QB	T: 01406 373237
Woodlands Hotel PE11 1QF	T: 01775 769933

STAMFORD REGISTRATION OFFICE



**33 Ryhall Road,
Stamford PE9 1UF**

The Registration Office is in a private building with ample free parking near Stamford centre, one of the finest stone built towns in the country.

The ceremony room comfortably seats 50 guests and is decorated in a modern, contemporary style with neutral colours offering a blank canvas for any colour scheme. There is a small garden area to the rear of the building with both hard standing and landscaped areas and a picturesque gazebo which is ideal for photographs.

LICENSED VENUES IN THE AREA

Holywell Hall PE9 4DT	T: 01780 411911
Stamford Corn Exchange Theatre PE9 1PX	T: 01780 766455
Stamford Masonic Centre PE9 2PA	T: 01780 751554
The George Hotel PE9 2LB	T: 01780 750750
The William Cecil Hotel PE9 2LJ	T: 01780 750070

Your ceremony may be as simple or as elaborate as you wish. Licensed Venues can provide the perfect setting for themed ceremonies with their different backgrounds in history and architectural styles. Perhaps you see yourself dressed in the 18th century style, or maybe you see your guests enjoying the traditional ceremony breakfast on the terrace of a country house?

We do not want to rush your ceremony, nor be forced to postpone it, so please ensure you and your guests arrive on time. Remember there may be traffic delays or a photo call before the ceremony.

Many of the Licensed Venues are set amidst beautiful landscapes, lakes and pretty gardens or within close proximity to the Lincolnshire coastline and beaches providing exceptional backdrops for your photographs. A number of visitors to Lincolnshire also incorporate their marriage or civil partnership celebrations into an annual holiday for themselves, their family and friends. For more information, visit www.visitlincolnshire.com.

Some venues offer a range of accommodation for you and your guests to stay in before, during and after the ceremony day.

The events organiser in each of the venues will be delighted to discuss the various arrangements that can be made to make your stay even more memorable.

LICENSED VENUES



“From start to finish we found the service you provide top rate”

THE BOSTON & COUNTY CLUB

Parkgate, Boston PE21 6RL
01205 365694



The Boston & County Club is a licensed venue for civil marriages and partnerships. Available for public hire, it is located in Wide Bargate with parking on Bargate Green, a two minute walk away.

Our fully air-conditioned Dining Room can accommodate up to one hundred seated or one hundred and thirty for buffets. Full catering services are provided in-house.

The spacious Lounge Bar is well stocked with both cask and conditioned beers, wines and spirits.



www.bostoncountyclub.co.uk
office@bostoncountyclub.co.uk



BOSTON GUILDHALL

South Street, Boston PE21 6HT
01205 365954



Have your ceremony in the stunning Banqueting Hall, used for centuries for celebrations and then have your fabulous photographs taken in any of our wonderful historic rooms to record the occasion.

This nationally important, medieval testament to architectural beauty can be the setting for your special day.



www.bostonguildhall.co.uk
guildhall@boston.gov.uk



BOSTON WEST

Hubbert's Bridge, Boston PE20 3QX
01205 290670



Boston West is an ideal location for the most important day of your life. You can trust that our dedicated wedding coordinator will take care of every detail. We offer facilities for up to 110 people for a wedding breakfast, increasing to 200 for an evening reception.

With picture perfect views, outstanding catering, and our attention to detail, you have all the right ingredients for a truly memorable day.



www.bostonwest.co.uk
info@bostonwest.co.uk



THE POACHERS COUNTRY HOTEL

Swineshead Road, Kirton Holme, Boston PE20 1SQ
01205 290310



Your wedding is unique and choosing the Poachers Country Hotel will mean you have exclusive use of our beautiful facilities.

Our creative team are passionate and devoted to ensure your day is uniquely tailored to suit your personality. Our bespoke menus are all locally sourced to suit all your requirements, tastes and budgets. Locally run, we provide a personal service from start to finish.



www.poachershotel.co.uk
weddings@poachershotel.co.uk



GAINSBOROUGH GOLF CLUB

The Belt Road, Gainsborough DN21 1PZ
01427 613088



The Thonock Lounge is the perfect setting for your wedding with our panoramic views over the stunning Lincolnshire countryside.

We are licensed for civil ceremonies up to 120 guests and can cater up to 300 guests for your wedding reception. In order to create the right atmosphere and ensure a truly memorable occasion, we only accept one wedding booking per day. Contact us today for our wedding brochure!



www.gainsboroughgc.co.uk
info@gainsboroughgc.co.uk



BOURNE CORN EXCHANGE

3 Abbey Road, Bourne PE10 9EF
01778 423579



Conveniently situated in the centre of Bourne, the venue has a fully equipped and licensed bar, professional kitchen and is accessible for wheelchairs.

Licensed for ceremonies, the main hall can also accommodate a reception party of up to 180 guests making it a perfect venue to celebrate your big day.



www.southkesteven.gov.uk/bournecornexchange
i.bland@southkesteven.gov.uk



HEMSWELL COURT

Lancaster Green, Hemswell Cliff, Gainsborough DN21 5TQ
01427 668508



Sitting amidst beautiful grounds in the Lincolnshire countryside, Hemswell Court is the perfect venue for any wedding or civil ceremony.

Exclusively yours with 5 gold star AA status, luxury accommodation and beautiful landscaped gardens, we are able to tailor all your requirements for your special day.



HMSWELL COURT

www.hemswellcourt.com
functions@hemswellcourt.com



SETCOPS FARM

WEDDING BARN

North Kelsey, Market Rasen LN7 6JT
01652 679121 | 07967 587484

Exclusively Yours For The Day



The barn at Setcops is a unique venue amidst beautiful countryside and the perfect place to create your dream day.

Hold your civil ceremony in the barn or outside under our pergola overlooking the Lincolnshire Wolds. The barn holds 150 guests with plenty of space outside for event marquees. Bespoke drink packages available with the flexibility to provide your own catering and entertainment.

We have six holiday cottages to provide accommodation for your guests. Camping onsite included in the barn hire.

www.setcopsfarm.co.uk
enquiries@setcopsfarm.co.uk



THE DOWER HOUSE HOTEL

Manor Estate, Woodhall Spa LN10 6PY
01526 352588



All our weddings are tailor-made around your vision for your perfect day. You can make your day even more memorable and have Exclusivity of the hotel. Our flexibility and attention to detail will ensure we deliver your vision. Stunning grounds, chic romantic rooms and bridal suite, bespoke menus and exceptional personal service from beginning to end. The Dower House is licensed for civil ceremonies, whether it be a small intimate wedding or a large celebration.



www.dowerhousehotel.co.uk
info@the-dowerhousehotel.co.uk



MARSTON HALL

Marston, near Grantham NG32 2HQ
07812 356237



Romantic Medieval Family Home steeped in history for your special day.

Suitable for intimate wedding celebration up to 60 people. Bespoke arrangements with meticulous attention to detail.

Perfect for those seeking something personal rather than corporate.

Exclusive use for you and your family for the whole day.



www.marstonhall.com
lizthorold@aol.com



THE PETWOOD HOTEL

Stixwould Road, Woodhall Spa LN10 6QG
01526 352411



ONE VENUE, ONE WEDDING

THE PETWOOD HOTEL HOSTS ONLY ONE WEDDING PER DAY to ensure your big day is extra special

PICTURE PERFECT SETTING WITH ELEGANT SURROUNDINGS and newly restored beautiful grounds

PERFECT FOR 2018/2019 WEDDINGS
Excellent attention to every detail



www.petwood.co.uk
events@petwood.co.uk



BRANSTON HALL

Lincoln Road, Branston, Lincoln LN4 1PD
01522 793305



An idyllic setting at this elegant country house, set in 88 acres of stunning parkland and manicured gardens, licensed for civil ceremonies and the wedding breakfast for up to 150. Ample free parking.

Please call for an appointment to view our exquisite facilities, luxury accommodation, spa and leisure facilities within this fairy tale setting.



www.branstonhall.com
info@branstonhall.com



JUDGES' LODGINGS

Castle Hill, Lincoln LN1 3AA
01522 552145



Stand out from the crowd and let us make your special day 'unique' at the Judges' Lodgings.

Ideally located between the magnificent cathedral and historic castle, you will join a select group of people privileged to hold a ceremony and reception in the elegance of this Grade II listed building.

We are committed to ensuring your special day is a wonderful occasion for you and your guests, as exclusive use of the house is guaranteed and our professional team can give you their complete attention.



www.lincolnshire.gov.uk/VenueDetails.aspx?venuecode=12331
lincolnrestaurant@taylorshaw.com



HERITAGE WEDDINGS

LINCOLNSHIRE

Castle Hill LN1 3AA

01522 554559



Iconic venues in the heart of Lincolnshire.

From our Heritage Hire Collection, you have the choice of three beautifully timeless venues within the county.

Immerse yourself in the magnificent history of Lincoln Castle, the alluring charm of Gainsborough Old Hall or the classic elegance of The Usher Art Gallery.

Each one allows you to design your idyllic day with one of Lincolnshire's most unique venues as your backdrop.



www.lincolncastle.com
heritagehire@lincolnshire.gov.uk



THE BENTLEY HOTEL

& SPA

Newark Road, South Hykeham, Lincoln LN6 9NH

01522 878000



Luxury surroundings, providing attention to detail for which we have prided ourselves for over 70 years.

You can be sure our professional staff, who genuinely care will look after you.

Our banqueting suites give you flexibility for your reception catering for up to 250 guests.

Bentley Hotel, Leisure Club & Spa



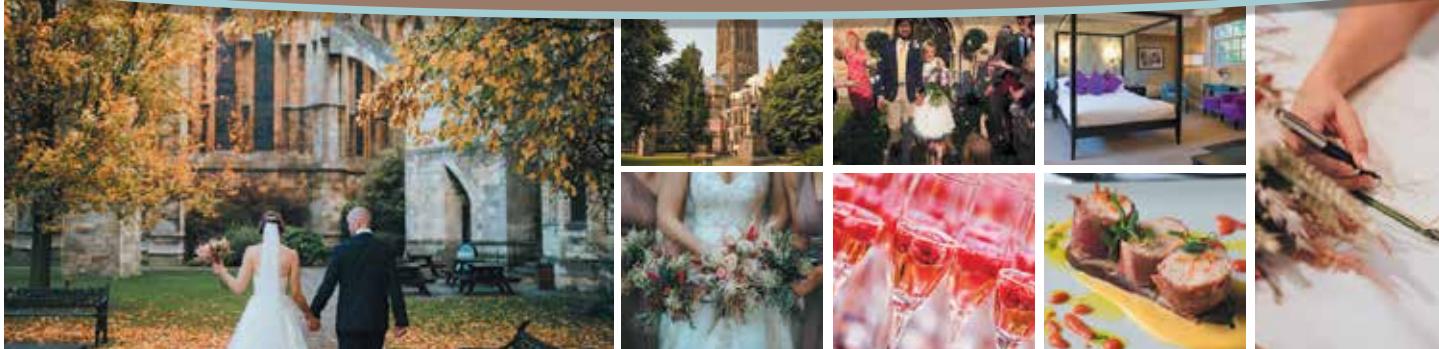
www.bentleyhotellincoln.co.uk
conf@bentleyhotellincoln.co.uk



THE LINCOLN HOTEL

Eastgate, Lincoln LN2 1PN

01522 520348



The Lincoln Hotel is the perfect location for your wedding or civil partnership. We have elegant reception rooms, stunning views of Lincoln Cathedral and a wedding planner on hand to offer ideas, guidance and support.

Whether you're looking for a big, white wedding or an intimate affair, we'll ensure your big day is special and stress-free.



www.thelincolnhotel.com
weddings@thelincolnhotel.com



WASHINGBOROUGH HALL HOTEL

Church Hill, Washingborough, Lincoln LN4 1BE
01522 790340



Washington Hall is a splendid former Georgian Rectory with an unrivalled reputation. It specialises in bespoke, exclusive use weddings and can cater for an intimate occasion for 10 people or a larger occasion up to 150 guests.

This hotel is a family run business with co-owner Lucy and the hotel's very own 'Director of Romance' Amy, dedicating their time to making all weddings an amazing day. Set within 3 acres of private gardens, including romantic woodland glades and a teak pavilion, there are numerous stunning photographic backdrops.

There are 20 individually designed boutique bedrooms including two luxurious four-poster bedrooms and one suite.

The restaurant is awarded 2 AA Rosettes for its dining excellence.

with love
Washy Hall X



AA Rosette Award for Culinary Excellence

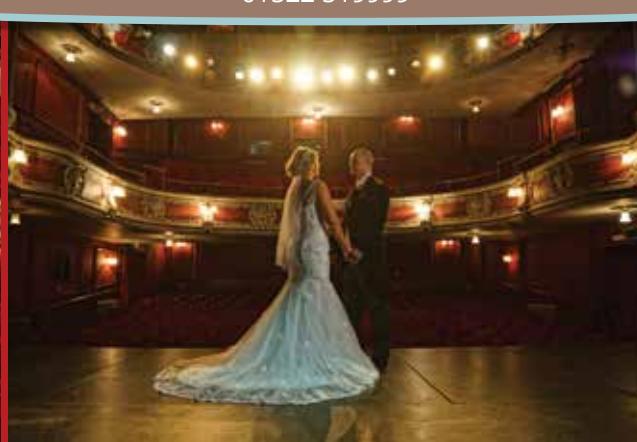


www.washingboroughhall.com
weddings@washingboroughhall.com



WEDDINGS AT THE NEW THEATRE ROYAL

Clasketgate, Lincoln LN2 1JJ
01522 519999



If you are seeking a unique wedding venue then look no further than the New Theatre Royal Lincoln.

Be centre stage for your big day in the opulent Victorian auditorium, which is fully licensed for civil ceremonies.

Taking your vows in the 125 year old theatre will be an unforgettable experience for you and your guests.

With beautiful lighting, an incredible atmosphere and the most photogenic backdrop it makes for the perfect day.

You will be able to explore backstage and prepare in the dressing room, like our professional stars. Our foyer and bar offer a great space to relax and welcome your guests. We will help you throughout the planning process, help with your theming and be on hand on the day to make sure everything runs smoothly.



www.newtheatreroyallincoln.co.uk
caroline@newtheatreroyallincoln.co.uk



THE FALCONER

— WELTON MANOR GOLF CENTRE —

Hackthorn Road, Welton, Lincoln LN2 3PA
01673 861888/862827



Our exquisite golf course provides idyllic and spectacular views set in the Lincolnshire countryside.

Our professional and creative staff tailor the whole day to your personal requests, tastes and budgets.

Please contact our wedding co-ordinator for more information.



www.weltonmanorgolfcentre.co.uk
info@weltonmanorgolfcentre.co.uk



KENWICK PARK HOTEL

Kenwick Park Estate, Louth LN11 8NR
01507 608806/353003



Set in the heart of the breathtaking countryside, our enviable location, superb reception rooms, spacious grounds, delicious food, friendly and attentive staff all combine to make your wedding day a truly memorable one.

- 18 hole championship golf course •
- Exclusive ClubSpa including Evergreen Beauty •
- Meridian Banqueting Suite to seat up to 150 •
- 34 bedroom hotel or 2, 3 and 4 bedroom lodges •



www.kenwick-park.co.uk/weddings
sam@kenwick-park.co.uk



THE MASON'S ARMS

13 Cornmarket, Louth LN11 9PY
01507 621200



The Masons Arms Hotel is a handsome 18th century building in the heart of the Lincolnshire Wolds.

A grade II listed building, The Masons Arms combines 300 year old features with a modern style for comfort and connectivity.

With 10 en-suite bedrooms, Ballroom, Cocktail bar and Library it is perfect for a Lincolnshire wedding, delicious meal or a romantic retreat.

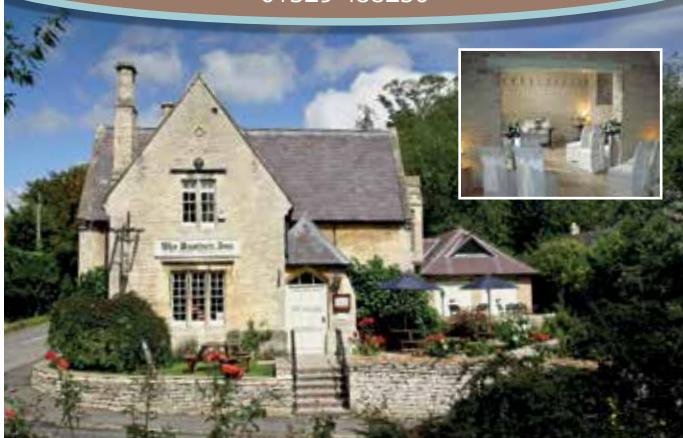


www.the-masons-arms.com
reception@the-masons-arms.com



THE BUSTARD
INN & RESTAURANT

44 Main Street, South Rauceby NG34 8QG
01529 488250





- beautiful 1860 Grade II listed building • lovely courtyard
- delightful beer garden • many other original features
- expert team offering a bespoke package
- outstanding value without compromising on quality
- seating up to 70 or 130 for a buffet meal
- facilities for music and a dance floor
- the perfect venue for a wedding



www.thebustardinn.co.uk
info@thebustardinn.co.uk



www.woodlandwaters.co.uk
info@woodysbar.co.uk



WOODLAND WATERS

Willoughby Road, Ancaster, Grantham NG32 3RT
01400 230552





Woodland Waters is set in 72 acres of Lakes and Woodland which creates the perfect backdrop for any wedding.

The Malden Suite can seat up to 160 guests for a sit down meal and up to 180 for an evening reception. We believe that no two weddings are the same and that is why we pride ourselves on designing our packages around what you require. Contact our Wedding Co-ordinator to find out more.

SPRINGFIELDS EVENTS & CONFERENCE CENTRE

Camel Gate, Spalding PE12 6ET
01775 713253



Whether you are looking for a wedding venue for 20 or 200 guests, Springfields has the versatility to accommodate all your family and friends so they can share your special day with you. We have two rooms licensed for civil ceremonies. Our smaller Patio Room and our Marquee Suite, with its delightful pale cream lining, which can be used for your ceremony, wedding breakfast and evening celebration.

Our chef will prepare a menu to suit your taste and budget, and our experienced events team will ensure that all your preparations come together on the day. Memorable photographs of your wedding can be taken in our 15 acres of show gardens. Our Main Hall can also seat 500 for wedding receptions.



www.springfieldsevents.co.uk
events@springfields.net



AIDAN CLARKSON

— PHOTOGRAPHY —

Beautiful, Natural, Timeless Images

07816 528678



 AIDAN CLARKSON
PHOTOGRAPHY

www.aidanclarkson.com
aidan@aidanclarkson.com



SELECT LIMOS & WEDDING CARS

01472 322293 | 07968 055338



Select Limousines offers a professional classic vintage wedding car and limousine service. Covering all of Lincolnshire. From hour cruises, party nights, prom nights and shopping trips to full wedding day packages. We also offer Corporate executive chauffeur travel door to door.

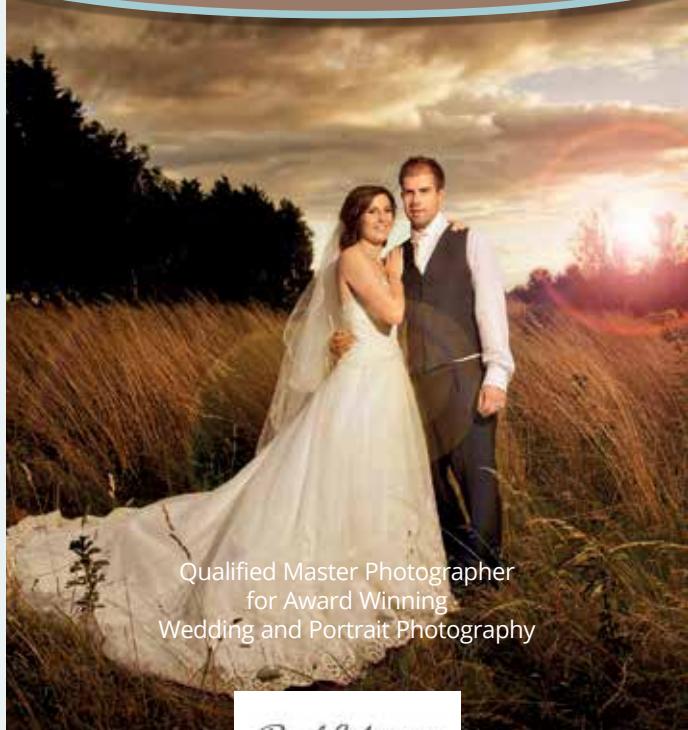


www.selectlimos.co.uk
info@selectlimos.co.uk

PAUL JOHNSON

— PHOTOGRAPHY —

01406 370427



Qualified Master Photographer
for Award Winning
Wedding and Portrait Photography



www.pauljohnsonphotography.co.uk
paul@pauljohnsonphotography.co.uk

TOO LATE
TO THE PARTY?MAYBE
NEXT TIME.

If you'd like to advertise in the next publication of our informative ceremony guide, please get in touch with Julie Morris. She'll be happy to help.

This guide celebrates the best that Lincolnshire has to offer and is given to every prospective bride and groom by the Registration Service. Julie will be able to discuss the best way to promote your Lincolnshire wedding business. Get in touch:

julie.morris@crystalpublications.co.uk
01925 486445

CELEBRATORY SERVICES INCLUDE

Naming, Renewal of Vows, Conversion to Marriage, Memorials, Funerals, Weddings with a Difference, Citizenship Ceremonies, Certificate Services and Pre-planned 'script only' Funeral Service.

Civil Naming and Renewal of Vows ceremonies give families and couples the option to celebrate the arrival of a new child or reaffirm their vows with a non-religious ceremony.

Funeral and Memorial ceremonies give any bereaved family the option to celebrate the life of the deceased in a civil ceremony.

A Celebratory ceremony has no legal status. The celebration and any written record of the ceremony cannot be used as proof of identification and neither is the ceremony legally binding on those who participate. A Celebratory ceremony is secular and will have no religious content.

Lincolnshire County Council would like to stress that the above ceremonies are offered as an alternative to a religious service and anyone considering, for example, a baptism, a religious blessing, a religious funeral or memorial ceremony, are encouraged to do so.

CELEBRATORY CEREMONIES

NAMING

A naming ceremony is a lovely way to celebrate the birth of a new baby; welcome an adopted child or stepchildren into the family to form part of the bonding within an extended family unit. Siblings may also be included in a ceremony. The occasion gives parents, grandparents, supporting adults, family members and friends the opportunity to welcome your child by getting involved and making promises of support and commitment, or by reciting a reading or poem, in a family celebration.

It is very important for parents to receive help, advice and support while raising their child into adulthood and supporting adults are nominated for this role. Ideally, supporting adults should be people who the child will see regularly and have a good and positive influence in their life.

If you are thinking about getting married or forming a civil partnership and you have children, why not make your day a double celebration by including a naming ceremony for your children on the same day and receive a 10% reduction on the combined fees?



RENEWAL OF VOWS & CONVERSION TO MARRIAGE

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.

**SAVE
10%
WITH A
DOUBLE
CELEBRATION**
see page 40

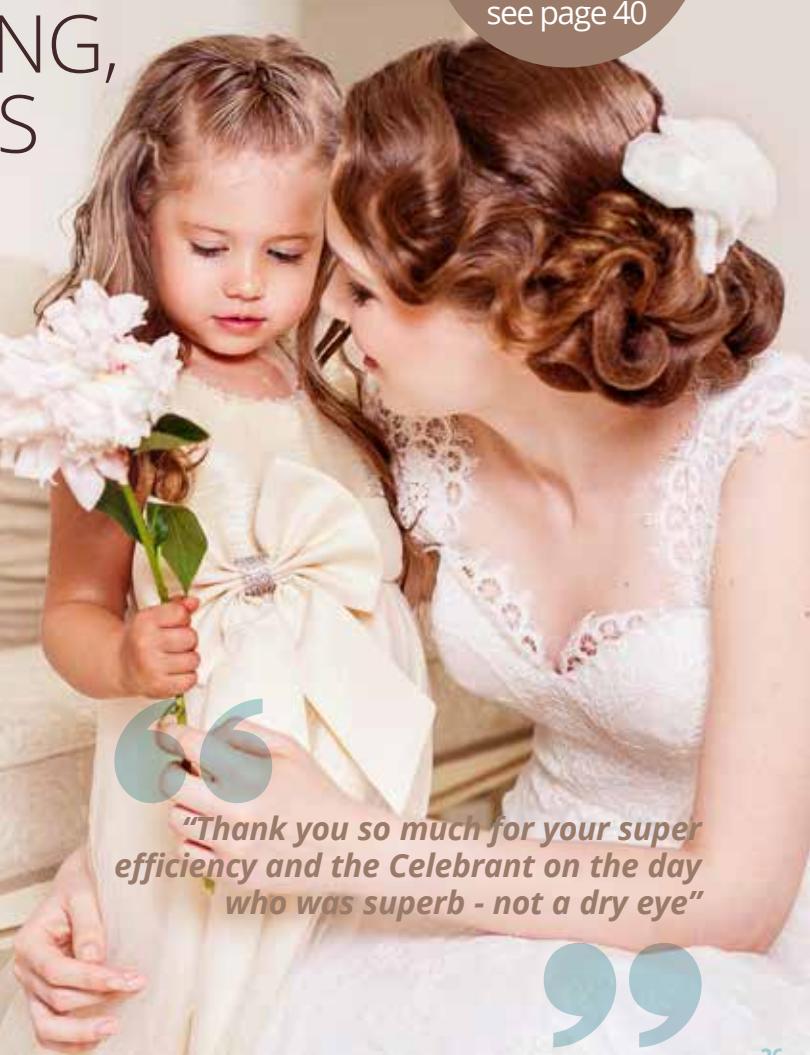
PLANNING A NAMING, RENEWAL OF VOWS OR CONVERSION CEREMONY

You will have the opportunity to work closely with our Ceremony Co-ordinator to create your ceremony. Options include promises, readings, poems, personal vows and your own choice of music. Each ceremony will be an event that you and all your guests will remember and treasure.

A commemorative record of each ceremony will be signed by the couple or child's parents and the witnesses or supporting adults and presented at the closing of the ceremony.

For further details or if you would like to book, please telephone the Customer Service Centre on 01522 782244. Email: regist@lincolnshire.gov.uk www.lincolnshire.gov.uk/registrars

"Thank you so much for your super efficiency and the Celebrant on the day who was superb - not a dry eye"



FUNERAL & MEMORIAL CEREMONIES

CIVIL FUNERAL CEREMONY, WOODLAND BURIAL, INTERMENT & PRE-PLANNED 'SCRIPT ONLY' FUNERAL SERVICE

A civil funeral ceremony celebrates the life of the deceased and can reflect their beliefs and values, the way they lived and the legacy they left behind. Your choice could be influenced by religious and cultural traditions, cost or personal preferences or by the expressed wishes of the deceased.

A civil funeral can be held almost anywhere, except in churches or religious buildings, and is appropriate for a cremation or burial at any non-religious burial ground.

The ceremony is both a dignified tribute and highly personal memoir created by a celebrant in consultation with the family or executor for this final act of love and respect. It is created using a comprehensive framework that allows you the freedom to make a range of choices regarding the content and style for the ceremony. Family members and friends may wish to recite a reading or add their own words of tribute. A hymn, prayer and a moment's reflective silence can also be included if you wish.

A **woodland** or 'green' burial offers a 'return to nature' for those who wish to be buried among trees, birds and wild flowers. It is a way of introducing a greater choice for the bereaved. Green burials are where non-embalmed bodies in a simple woollen or cotton shroud are buried in a coffin made from non-rainforest wood. Biodegradable materials such as wicker, bamboo and cardboard are used.

Graves can be marked by planting a small tree, wild flowers or a bird box can be hung. The ceremony is created by our celebrant in consultation with the family.

An **interment ceremony** is a short formal occasion, usually following a cremation. In many cases ashes are interred in a place that holds special significance or happy memories for the deceased and their family. The ceremony is created by our celebrant in consultation with the family.

A **pre-planned 'script only' funeral service** will assist you with preparation of the text/wording for your own funeral ceremony. Before we die, many of us like to have everything organised for the loved ones who are left behind. How many of us consider the content of our funeral ceremony?

Preparing a eulogy can be complicated, as there is often no-one left after we die who can recall our early life, so our professional celebrant will meet with you to discuss and prepare a detailed tribute that will capture your life, personality, achievements and the legacy you will leave behind. Readings, poems, music, hymns, prayers or moments of reflective silence can also be included if you wish.

For further details or if you would like to book a ceremony, please telephone the Customer Service Centre on 01522 782244.
Email: regist@lincolnshire.gov.uk
www.lincolnshire.gov.uk/registrars

A MEMORIAL CEREMONY MAY BE APPROPRIATE IN THE FOLLOWING CIRCUMSTANCES:

- The anniversary of a loved one's death
- Following a small private funeral
- To acknowledge a stillborn child
- Where family, friends and colleagues live abroad and it may not be possible for them to make travel arrangements in time to attend the funeral
- When a body is donated to medical research
- When someone dies abroad and family and friends are unable to attend the funeral
- When a person has been lost/missing for some time and presumed to be deceased
- Annual group ceremonies for bereaved families.

A memorial ceremony doesn't have to be a solemn occasion, it is a chance for all who knew the deceased to gather, socialise and share their memories, anecdotes and thoughts. The ceremony will show warmth, sincerity and will uniquely and affectionately celebrate the life of the deceased.

A detailed tribute is paid to them and the life they lived and the legacy they have left behind.

A memorial ceremony can take place in a Registration Office. Each ceremony room is unique and can seat between 25-50 guests. Details about each Registration Office are available on our website:
www.lincolnshire.gov.uk/registrars

Alternatively, for the larger celebration, a ceremony can be held in a Licensed Venue or a public building with a private function room, e.g. village hall, hotel, public house, restaurant.

Please note that we cannot conduct a ceremony in a private home.

A FUNERAL, MEMORIAL OR BURIAL CEREMONY MAY INCLUDE THE FOLLOWING OPTIONS:

- ❖ Favourite or appropriate music can be played
- ❖ Welcome, acknowledgement of attendance and a brief explanation of the ceremony
- ❖ Thanks or announcements including information on donations and the wake (if applicable)
- ❖ Poetry or prose and readings
- ❖ A personal tribute/eulogy to the deceased with the option of short contributions from family, a friend or a colleague
- ❖ A hymn and/or prayer
- ❖ A moment's silence can also be included if you wish, allowing time for reflection or silent/private prayer
- ❖ The committal
- ❖ A brief close.

“

“The celebrant was excellent and highly supportive and professional throughout, which we found very comforting at such a difficult time”

”

CERTIFICATE SERVICES

FOR BIRTH, DEATH, MARRIAGE OR CIVIL PARTNERSHIPS WHICH TOOK PLACE IN LINCOLNSHIRE AFTER 1837 TO THE PRESENT DAY, YOU CAN APPLY FOR A CERTIFICATE FROM US.

For events prior to 1837, more information is available at local libraries or Lincolnshire Archives. Local offices are no longer able to issue certificates other than at the time of a registration.

EXPRESS CERTIFICATE SERVICE

The fee includes delivery by one of the following methods:

- Next **working** day UK delivery for orders received before 12 noon. A signature will be required upon delivery. (Royal Mail terms and conditions apply)
- Collection from a Lincoln Office
- Email copy, then original certificate posted first class.

STANDARD CERTIFICATE SERVICE

The fee includes delivery by the following method:

- Original certificates issued within five **working days**
- Posted second class.

YOUR ORDER

- **Online:** using a debit/credit card. Visit www.lincolnshire.gov.uk/registrars. Click on 'buy registration certificates online' and follow the link.
- **Telephone:** using a debit/credit card: 01522 782244 Monday–Friday 8:00am–6:00pm.
- **Post:** by application form or a letter giving details of the certificate required to: Certificate Applications, PO Box 760, Lincoln, LN2 5WG. Postal applications require payment by cheque or postal order made payable to 'Lincolnshire County Council'.



COMMEMORATIVE CERTIFICATES

A perfect keepsake and lasting reminder to treasure through the years, regardless of where the event took place. Each A4 Commemorative Certificate will be printed on a high quality watermarked paper, beautifully finished and individually printed with your chosen personal details and wording.

A Commemorative Certificate may be suitable for:

- Birth
- Naming
- Birthday
- Acknowledgment of a stillborn child
- Marriage or Civil Partnership
- Renewal of Vows, Conversion to Marriage
- Anniversary
- Memorial
- Citizenship
- Award
- Achievement
- or to mark any occasion.

Commemorative Certificates can be viewed and application forms downloaded from our website, follow the commemorative certificate link.

Alternatively contact our Customer Service Centre for an application form.

NB: Commemorative Certificates have no legal status and cannot be used as proof of identification or for any legal purpose.



“

“I have received my six commemorative certificates and they are lovely, thank you so much for all of your help”

”

MAKE YOUR SPECIAL DAY A DOUBLE CELEBRATION!

If you're thinking about getting married or forming a Civil Partnership and you have children, why not make your day even more special by including a Naming Ceremony for your children on the same day.

SAVE 10%*
**IF YOU HAVE A NAMING CEREMONY ON THE SAME DAY AS
YOUR MARRIAGE OR CIVIL PARTNERSHIP CEREMONY**

*The 10% offer does not include any charges levied by a licensed venue for the use of their facilities

Customer Service Centre

Tel: 01522 782244 • Email: regist@lincolnshire.gov.uk
www.lincolnshire.gov.uk/registrars

CITIZENSHIP CEREMONIES

HOW DO I ARRANGE TO ATTEND A CITIZENSHIP CEREMONY IN LINCOLNSHIRE?

Once you have received your ceremony invitation letter, you are required to contact the Customer Service Centre on 01522 782244 to arrange a date for your ceremony. You will have 90 days in which to attend a ceremony.

If you cannot attend within this time, the Home Office may have to withdraw your invitation and you will be required to apply and pay the fee again. Ceremonies are usually held at our Lincoln, Grantham and Boston Registration Offices and may be available at other offices.

WHAT WILL HAPPEN AT THE CEREMONY?

Ceremonies begin with a welcome speech by a Registration Officer and also include speeches by local dignitaries. During the ceremony to confirm British Citizenship, each individual will be legally required to swear or affirm their allegiance to Her Majesty Queen Elizabeth II. Once this has been completed the new citizens will stand and make their loyalty pledge to the United Kingdom.

New citizens are then called up one at a time to receive their certificate, information pack and commemorative gift. The nationality certificate is presented by a local dignitary on behalf of the Home Secretary and can subsequently be used to support passport applications and to prove the individual is a British citizen. The ceremony will end with a closing speech and the playing and singing of the national anthem. Afterwards, there is an informal celebration with light refreshments and citizens have the opportunity to take photographs with their guests and/or the dignitaries in attendance.

ARE FAMILY APPLICATIONS ACCEPTED?

Where possible, the Home Office considers applications from members of the same family at the same time so they can attend a ceremony together.

CAN WE INVITE OUR FAMILY AND FRIENDS?

Whilst you are welcome to bring guests, family and friends to your ceremony, accommodation is unfortunately restricted and therefore it is necessary to place a limit of two guests per adult application.

DO WE HAVE TO ATTEND A PUBLIC CEREMONY?

Citizenship Ceremonies will normally be conducted in groups to reinforce the community nature of citizenship. You may however wish to celebrate with a personal ceremony, for which there is an extra fee and the ceremony can be attended by family and friends. Citizenship Ceremonies cannot be held at a private home.



OUR COMMITMENT

'To provide our customers with professional and excellent services every time'

OUR STANDARDS OF SERVICE

We aim to achieve a 95% level of customer satisfaction with 90% rated at very good/excellent.

The Customer Service Centre aim to answer telephone calls in a pleasant and efficient manner or provide an answer phone message explaining any delays, this message will be available outside office hours. The telephone call abandonment rate will be less than 10%.

We aim to see 90% of customers within 10 minutes of their appointment time. If there are any delays, we will offer an explanation.

We aim to answer all correspondence (including electronic) within 5 working days of receipt.

We have a clear and accessible compliments and complaints procedure.

CUSTOMER SERVICE CHARTER

Our commitment to you is:

To treat you courteously, efficiently, tactfully, fairly and in confidence.

To introduce ourselves by name and wear name badges for identification.

To treat everyone equally.

We aim to offer a range of appointments at offices in Lincolnshire within the following time scales:
Registering a Birth – within 5 working days of contact or requesting an appointment.

Registering a Death or Stillbirth – within 2 working days of contact or requesting an appointment and we will strive to offer an appointment on the same day/next day, whenever possible.

Notice of Marriage/Civil Partnership – within 10 working days of contact or requesting an appointment.

We are also able to offer a selection of venues licensed for civil ceremonies and, wherever possible, and within the restrictions of the law, we will provide a ceremony in Lincolnshire at any time throughout the year. To help plan that special day we will aim to take provisional bookings for these ceremonies up to two years in advance. We are proud of the service provided in our Registration Offices but we are not complacent and are continually looking to improve the services we offer. We have a compliments and complaints procedure to help us deal with your views effectively. Whether you were satisfied or dissatisfied with our services, please tell us.

The most effective way of commenting is to speak to one of our staff. They will record your comments and make every effort to resolve any problems there and then. If you are dissatisfied with the outcome, the County Council Complaints Procedure can be used. Details are available from any member of staff. Copies of the Complaints leaflet are available in every office.

Alternatively, you may contact the Customer Service Centre on: 01522 782244,
email: regist@lincolnshire.gov.uk or simply write to us at
Registration and Celebratory Services, 4 Lindum Road, Lincoln LN2 1NN.



The publication is entirely funded by advertising.

Whilst every care has been taken in compiling this publication, Lincolnshire County Council and Lincolnshire Registration and Celebratory Services cannot accept responsibility for any inaccuracies, nor guarantee or endorse any of the products or services advertised. All the information in this brochure is correct at the time of print. In the event of an emergency, every effort will be made to provide a reasonable alternative venue, however we strongly advise you to take out separate insurance to cover all risks associated with your ceremony, reception and honeymoon.

CARING THROUGH LIFE...

**Marriage • Civil Partnership • Registration of Births, Deaths & Stillbirths
Naming • Renewal of Vows • Civil Partnership Conversion to Marriage
Funerals, Burials and Interments • Memorial Ceremonies • Pre-planned 'script only' Funeral Service
Nationality Checking Service • Citizenship Ceremonies
Family History and Certificate Services • Commemorative Certificates**

OTHER LANGUAGES

This information can be provided in another language or format.

For all enquiries please contact 01522 782060.

Polish

Ta informacja jest także dostępna w innym języku i formacie.
W razie jakichkolwiek pytań zadzwoń pod powyższy numer.

Russian

Эта информация может быть предоставлена на другом языке
или в другом формате. По всем вопросам пожалуйста звоните
по вышеуказанному номеру.

Portuguese

Esta informação pode ser fornecida em outro idioma ou formato.
Para quaisquer inquéritos, contacte o número acima.

Latvian

Ja nepieciešams, šo informāciju varat saņemt citā valodā vai citā
formātā. Uzzīmām, lūdzu zvaniet pa augstāk norādīto tālruni.

Lithuanian

Ši informacija gali būti pateikta kitoje kalboje ar formate. Visiem
pasiteiravimam prašome susiekti su viršuji nurodytu numeriu.

Slovak

Táto informácia môže byť poskytnutá v inom jazyku alebo formáte.
So všetkými otázkami sa prosím obráťte na vyššie uvedené číslo.

www.lincolnshire.gov.uk/registrars

customer_services@lincolnshire.gov.uk

Lincolnshire County Council Registration and Celebratory Services

4 Lindum Road LINCOLN LN2 1NN

Email: regist@lincolnshire.gov.uk

Tel: 01522 782244



PUBLISHED BY CRYSTAL PUBLICATIONS: 01925 486445

© 2018

design:www.prescott.co.uk

AUGUST 2018

RCS017