



CELEBRATE YOUR CEREMONY

IN RICHMOND UPON THAMES



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Welcome

TO RICHMOND UPON THAMES



HERE YOU WILL FIND OVER 100 OPEN SPACES INCLUDING ROYAL PARKS, 21 MILES OF THE THAMES PATH AND A WORLD HERITAGE SITE PLUS HUNDREDS OF ACRES OF METROPOLITAN GREEN BELT.

You will also find a wide variety of places to hold your ceremony, from royal palaces and heritage venues to more intimate settings - this guide will introduce you to them, and outline the necessary legal or administrative procedures that you must follow to enable your ceremony to proceed as planned.

The Registration Service has a long and respected history, dating back to 1837.

Traditionally, the work of a registrar centred on births, deaths and marriages but recent developments have broadened our range of services and ceremonies to include civil partnership, child naming and renewal of vows, Citizenship and the Nationality Checking Service.

Richmond upon Thames Registration Service attends over a thousand ceremonies annually. Each ceremony is unique and special to those involved, and our staff take great pleasure and pride in being part of your celebration. We look forward to welcoming you to Richmond, and we wish you an enjoyable and memorable day.

Your Ceremony



BUILT IN THE EARLY 17TH CENTURY, YORK HOUSE IS A GRADE II LISTED BUILDING WITH A FASCINATING HISTORY.

An elegant room and beautiful gardens that lead down to the banks of the River Thames, provide a wonderful setting for your ceremony. There is a small public car park to the front of the building, with other car parks nearby.

Decorated in light and airy neutral colours, and with a long aisle to make that all important entrance, the Loggia overlooks a secluded garden at the rear of York House. Beautiful silk flower arrangements that are changed regularly to reflect the seasons, enhance the décor of this room which is licensed for 75 guests.

It is an ideal setting for any ceremony, including a more intimate occasion with a smaller number of guests.

A music system can play your choices from CDs or your phone or music player. Alternatively, you may wish to have a small group of live musicians to enhance your ceremony and atmosphere.

Ceremonies are booked to start on the hour, and we allow an hour in total for your ceremony including completion of pre-ceremony paperwork checking.

If you wish to maintain the tradition of not seeing each other until you meet at the start of the ceremony, this can be arranged – although please note that we cannot guarantee to keep you out of sight of all of your guests.

After your ceremony, you will lead your guests directly out into the gardens for photographs. You are welcome to use confetti - but it must be biodegradable only - to preserve the beauty of the gardens for everyone.

AT THE LOGGIA, YORK HOUSE, TWICKENHAM



Photo courtesy of PTF Photography

- Please note that it is not possible to serve refreshments including alcohol in the Loggia, or in the gardens.
- If you wish to have your reception at York House – either just drinks and canapés, or a larger party following your ceremony – contact the Hall Lettings Team at York House on 020 8831 6108 as other rooms may be available for hire. Fees for room hire are charged separately to the charges for the attendance of the registrar at your ceremony.
- The Loggia Room is available for viewing during normal office hours and you are welcome to visit the house and grounds. You do not need to make an appointment, however, if there is a ceremony taking place you may need to wait. The building is open at weekends for pre-booked ceremonies only.
- You are welcome to visit, however, if there are no ceremonies booked you may find the building closed.
- We are unable to make appointments to view The Loggia at weekends.



Your ceremony

AT AN APPROVED VENUE
OR REGISTER OFFICE



A CIVIL CEREMONY HAS MORE TO OFFER THAN YOU MAY THINK. YOU CAN CHOOSE TO HAVE THE SIMPLEST OF CEREMONIES WITH JUST TWO WITNESSES, OR MAY PREFER TO HAVE SOMETHING MORE ELABORATE WITH READINGS, MUSIC AND PERSONALISED VOWS.

You must remember that the law does not permit the use of any material in a civil ceremony – including vows, readings or music – which has religious connections or connotations, or has been taken from a religious service. Further details are available in your ceremony pack which will be emailed to you once you have given your notices of intention.

You will find a wide variety of approved venues within Richmond borough. All of them are listed in this brochure, and further details are available via our website, www.richmond.gov.uk at 'find a ceremony venue'. You must choose the venue where you wish to have your ceremony and make your booking before giving notice of intention at your local Register Office (or designated office, if applicable).

All civil ceremonies that take place in an approved venue or Register Office are arranged through the Registration Service that is responsible for the area. However, it is the responsibility of the couple to book the venue and to ensure that the necessary legal preliminaries of giving notice of intention are completed.

We operate a booking system that is strictly first come, first served and allows bookings up to a year to the day. Our ceremony and appointment calendars are available online, so you can book or check availability at any time on our marriages and civil partnerships page. Please make sure that you read our ceremony terms and conditions before making your booking.





Giving Notice

OF INTENTION



YOU MIGHT NOT THINK SO, BUT GIVING NOTICE OF INTENTION IS THE MOST IMPORTANT TASK ON YOUR LIST OF THINGS TO DO TO ARRANGE YOUR CEREMONY - DON'T FORGET TO DO IT!

Giving your notices of marriage or civil partnership is also called 'completing the legal preliminaries' and it is a legal requirement that this paperwork is finalised prior to your ceremony taking place.

NOTICE OF INTENTION

You will be asked to provide the following details regarding yourself and about the person you are marrying or forming a civil partnership with:

- Full name
- Age
- Condition (single, previous marriage or civil partnership dissolved, widow/widower/surviving civil partner)
- Occupation
- Address and period of residence
- Nationality
- Name of the venue that you have booked for your ceremony: your notices are 'venue specific' so if you change your mind about the ceremony venue after notice has been given, you will need to give fresh notices and start the statutory waiting period again.



A statutory fee is payable when you give your notice.

Please see the current list of fees on our website www.richmond.gov.uk /registration_services

WHERE TO GIVE NOTICE

You will both need to give notice in person at the Register Office in the district where you live, not in the district where you will be married or form your civil partnership. However, if either or both of you are subject to immigration control you must both give notice at a designated Register Office. This may not be in the district in which you live. Please refer to www.gov.uk for a list of designated Register Offices in England and Wales.

Richmond upon Thames Register Office is not a designated Register Office. If you live in Richmond upon Thames and neither of you are subject to Immigration control, this is the office that you will need to attend. Please contact us to make an appointment to give notice, or visit our online appointment diary. Our contact details can be found at the back of this guide.



www.karenflowerphotography.com



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WHEN TO GIVE NOTICE

Once you have chosen your ceremony venue, and made the booking, you will both need to give notice of intention. You both have to give notice in person: no-one else can do it on your behalf. Notice can be given up to one year in advance of your ceremony.

Once you have given notice, a statutory waiting period has to elapse before the legal paperwork that will allow your ceremony to proceed as planned can be issued. Recent changes in the law have increased the statutory waiting period from 17 days to 30 days. If you are subject to immigration control, then your notice period may be increased to 72 days to allow investigations to take place prior to your ceremony.

Please note that if your notices are not given in time, your ceremony cannot take place.

GETTING MARRIED OR FORMING YOUR CIVIL PARTNERSHIP ABROAD

If you are thinking of being married or forming a civil partnership abroad, you should contact the embassy or consulate of your country of choice and request information about the required legal preliminaries.

They may require a certificate from your local Register Office confirming that you are free to marry or enter into a civil partnership, however, different countries have different rules so please contact us with information regarding your nationalities, places of residence, the country of your ceremony and your ceremony date, and we will advise you whether you will need to give notice and the required timescales.

If documents are required from your local Register Office, then you may also need to get them legalised with an apostille, please see the Foreign & Commonwealth Office website for further information.

You may wish to consider holding a renewal of vows ceremony when you return, to involve friends and family who were unable to join you on the day.

ARE YOU FROM OUTSIDE THE EUROPEAN UNION OR SUBJECT TO IMMIGRATION CONTROL?

You are not subject to immigration control if you:

- are a British Citizen
- are a national of a country within the EEA (European Economic Area)
- have in your passport a certificate showing that you have Right of Abode in the UK (Please note that if you have 'Indefinite leave to remain', you are still subject to immigration control and will need to give notice at a designated Register Office).

If one or both of you is subject to Immigration Control, then both of you must give notice at a Designated Register Office, which may not be in your district of residence. Richmond upon Thames Register Office is not a designated office.

Although you cannot give notice at Richmond Register Office if you are subject to immigration control, you can still choose to have your ceremony at Richmond Register Office or any other licensed venue in the borough.

A list of designated Register Offices is on the marriage and civil partnerships section of the Directgov website. Additional fees and documentary requirements apply when giving notice under this procedure – the Register Office where you give your notice can advise you.

DOCUMENTS YOU WILL NEED TO PRODUCE

You will need to provide documents to the registration officer who takes your notice. If you are unable to produce the required documents, your notice cannot be taken and you will need to make another appointment.

Recent changes in the law mean that the registration officer is unable to accept certain documents, especially regarding proof of address, unless they meet specific criteria. Further information is available on our website.

You will need to produce evidence of identity, including evidence of any names that you have used during your lifetime; evidence of nationality; proof of freedom to marry/form a civil partnership, and proof of residence. You will also need to produce a booking confirmation to show the correct details of the venue where your ceremony will be taking place.

All documents must be originals and photocopies cannot be accepted. If any documents are in a foreign language, you must provide a full translation.

ABOUT THE NOTICE

Your notices are valid for twelve months and are 'venue specific' – that is, your ceremony can only take place in the venue named on the notice. You must ensure that the correct venue is shown on your notices, and produce confirmation of your booking at the time of giving notice.

It may be possible to alter the date and time of your ceremony, provided it is before the expiry date of your notices, but a change of venue would require you to give notice again including paying the fees, and wait the necessary statutory waiting time before paperwork could be issued to allow the ceremony to take place.

No refunds can be given for the statutory notice fee. It is a legal requirement that your notices are displayed in the Register Office where you have given notice, and they can be viewed by the public.

Once the statutory waiting period has elapsed, your paperwork can be issued.

If your ceremony is taking place in the district where you gave your notices, the certificates will be kept with your paperwork ready for the day of your ceremony.

If your ceremony is taking place in another district, the Register Office where your ceremony will be held can access the relevant paperwork electronically, so there is no need for you to collect or deliver any paperwork.

Different arrangements may apply if your ceremony is taking place in a church or religious building, so your vicar or minister may have to visit the Register Office to collect the paperwork prior to your ceremony.

You will be advised of these arrangements when you give notice.

RESIDENCY REQUIREMENTS

Before either of you can give notice, you must each have lived in a registration district for at least seven full days (eight nights) immediately before giving notice.

For example, if you move into a house or arrive in the country on 1 April, the seven day period starts the following day, 2 April, and is complete on 8 April. You can then give notice on 9 April.

Getting married

I N A C H U R C H

O R O T H E R R E L I G I O U S B U I L D I N G



www.karenflowerphotography.com



IF YOU WISH TO BE MARRIED IN AN ANGLICAN CHURCH (CHURCH OF ENGLAND OR CHURCH IN WALES), THEN YOU NEED TO CONTACT THE VICAR TO MAKE YOUR ARRANGEMENTS.

The vicar will usually call the banns of marriage, however, changes to the law following the Immigration Act 2014 mean that if you are from outside the EEA or are subject to immigration control, you will need to give notice at a designated Register Office. See the information on giving notice of marriage for further details.

If you wish to marry in a church or religious building of any other denomination, for example Roman Catholic, Baptist or Methodist, you must speak to the priest or minister in charge at the building. They will advise whether the attendance of a registrar on the day of the wedding is necessary and both of you will need to give your notice of intention at a Register Office.

See the information on giving notice of marriage for further details.

Help

ARRANGING A CEREMONY IN DIFFICULT CIRCUMSTANCES



IF YOUR CIRCUMSTANCES ARE SUCH THAT YOUR CEREMONY NEEDS TO BE HELD IN A VENUE THAT IS NOT

LICENSED FOR CIVIL CEREMONIES, OR YOU NEED TO HAVE A CEREMONY VERY QUICKLY – WE MAY BE ABLE TO HELP YOU.

Please contact us for full information and to discuss your individual circumstances. You and your partner must be free lawfully to marry or enter into a civil partnership in order for us to be able to assist you: we cannot be involved in speeding up the issue of a decree absolute or dissolution to facilitate a ceremony.

If you are ill, and not expected to recover

The doctor in charge of your medical care must be willing to sign a statement to confirm that you are unable to attend a place that is licensed for civil ceremonies, are suffering from a terminal illness and understand the nature of the ceremony. Once the legal preliminaries have been completed, the ceremony can take place at any time of the day or night. The person who is ill must be able to make their own responses.

If you are ill, and have been given a date for an operation within the next 30 days

If you are seriously ill, and have been given a date for an operation to treat your illness that is within the next 30 days, the doctor in charge of your care must be willing to sign a letter detailing the nature of your illness and the effect that the operation may have on your life expectancy. You must still be able to attend a place that is licensed for civil ceremonies, and as well as giving your notices, you would have to apply for a reduction in the statutory waiting period. This will involve an additional fee, as the application papers are sent by the registrar to the General Register Office for approval.

If a close family member is seriously ill, and you need to bring your ceremony date forward

If a close family member is seriously ill or due to have a serious operation, and you are considering moving the date of your ceremony to enable them to attend, then the doctor in charge of their care must be willing to sign a letter confirming the seriousness of their illness. The ceremony would have to take place at a venue that is licensed for civil ceremonies, and unless you have already given your notices you would have to apply for a reduction in the statutory waiting period.

This will involve an additional fee, as the application papers are sent by the registrar to the General Register Office for approval.

If you are a member of the Armed Forces, and are being posted to front line duties

You will need to produce confirmation of your posting from your Commanding Officer, and in addition to giving your notices you must apply for a reduction in the statutory waiting period. This will involve an additional fee, as the application papers are sent by the registrar to the General Register Office for approval.

If your priest or minister has forgotten to tell you that you need to give notice

Your priest or minister must be willing to write a letter confirming that you were not informed of the requirement to give notice, and you must be able to produce evidence such as invoices and bookings to show how long you have been planning your ceremony. In addition to giving your notices, you will have to apply for a reduction in the statutory waiting period, which will involve an additional fee as the application papers are sent by the registrar to the General Register Office for approval.

If you are housebound

Your doctor must be willing to sign a statement confirming that you are unable to attend a place that is licensed for civil ceremonies, for at least 3 months. Upon receipt of this document, the registrar will attend your current residence to take your notices of marriage/civil partnership and the ceremony can be conducted at this same address.

If you are detained

The Governor of the institution where you are detained must sign a statement confirming that they are willing for a ceremony to take place on their premises. Upon receipt of this document, the registrar will make arrangements to take the notice from the party who is detained, and the other party should give their notice at their own district Register Office.

They say, "home is where the heart is". Richmond has always been our spiritual home even though we live elsewhere at present, we plan to return to the borough soon. When we knew the opportunity for converting our civil partnership to a marriage was approaching, it felt right and natural to do it in Richmond.

The town has always felt progressive, calm and liberal. It has style and class. This too of the Register Office. Always pleasant and welcoming. We wanted to be first, and we were. This is a monumental time for true equality and we couldn't be happier!

Martin & Brad Cooper

”

Civil Partnership

AND CONVERSION



www.charlottesteeple.com



CONVERTING YOUR EXISTING CIVIL PARTNERSHIP TO MARRIAGE

On 10th December 2014 the law changed to allow couples who had formed a civil partnership in England and Wales, the opportunity to convert their existing partnership to a marriage.

This is an administrative process which can be completed at the Register Office. You do not need to return to the place where your partnership was originally formed, but can attend an office which is convenient for you both. You will both need to produce documents to evidence your partnership, your names and address, and attend the office together.

You do not need to bring witnesses to the appointment.

The registrar will complete a form called the declaration, which is similar to your original civil partnership paperwork.

Once you have completed and signed this form, your partnership is then registered as a marriage, and a marriage certificate can be issued. Please check our website for current fees for the conversion process and certificates.

Your marriage certificate records the date of marriage as the date that your civil partnership was originally formed. Contact us for further information and to make an appointment.

Civil partnership remains an option for same sex couples, and if you do not wish to convert your existing partnership you are under no obligation to do so.



www.charlottesteeple.com

A civil partnership is for couples of the same sex who wish to enter into a legally recognised union that will give them the same legal rights and responsibilities as a married couple.

Any two people of the same sex can register as civil partners providing they are not already married or in a civil partnership, or are closely related.

You will both need to give your notices of intention and be able to state the place where your partnership registration will take place. A civil partnership registration can take place in any Register Office or approved venue. You will find a wide variety of approved venues within Richmond borough – all of them are listed in this brochure, and further details are available via our website on our Licensed Venues page.

You can choose to have a ceremony and personalise the content with vows, readings and music to celebrate the formation of your partnership, or you can attend with just two witnesses and simply sign the paperwork in the presence of a civil partnership registrar without any form of words or vows being exchanged. The choice is yours.

If you choose to have a ceremony, you must remember that the law does not permit the use of any material in a civil ceremony, including vows, readings or music which has religious connections or connotations, or has been taken

from a religious service. Further details will be available in your ceremony pack which will be emailed to you once you have given your notices of intention.

All civil partnership formations that take place in an approved venue or Register Office are arranged through the Registration Service that is responsible for the area. However, it is the responsibility of the couple to book the venue and to ensure that the necessary legal preliminaries of giving notice of intention are completed.

We operate a booking system that is strictly first come, first served and allows bookings up to a year to the day. Our ceremony and appointment calendars are available online, so you can book or check availability at any time on our marriages and civil partnerships page. Contact us for further information.

Please make sure that you read our ceremony terms and conditions before making your booking.

In October 2011, the law was changed to allow civil partnership registration in a religious building. The religious building where you wish to register your partnership must be licensed by the local authority, and you must both give your notice of intention to your local Register Office.

Don't forget

IT'S THE LITTLE THINGS ...



Some points to remember when planning your ceremony:

- Whatever you do – don't forget to give your notices of intention! If you haven't given notice, then your ceremony cannot go ahead, no matter how much time, effort and money you have spent on all your preparations. Once you have set the date and chosen the venue, get in touch with your local Register Office, or designated Register Office if applicable, to organise an appointment to give notice of intention. Some London offices are extremely busy and you may have to wait several weeks for an appointment.
- You can book up to a year to the day; ensure that you secure your date and time with both the venue and the registration service. Our diary is now available online so you can book or check availability at any time of the day – or night!
- Ensure that you read our Terms and Conditions carefully before you make your booking. For information about fees, visit the registration service fees page.
- Remember that the law does not permit the use of any wording in a civil ceremony – including vows, readings or music - which has religious connections or connotations, or has been taken from a religious service.
- You are responsible for ensuring that two witnesses will be present at your ceremony or registration.
- It is a legal requirement that the registrar must meet with both of you to check the details on your legal paperwork immediately prior to your ceremony, so you must arrive in plenty of time. If either of you are 'fashionably late', it will result in the postponement of your ceremony.
- If you have any personal wishes regarding your ceremony, please discuss your circumstances with the Registration Service staff.

IT'S ONLY A PIECE OF PAPER

...isn't it?



www.karenflowerphotography.com



www.charlottesteeples.com



MAYBE IT'S NOT THE MOST ROMANTIC THING TO THINK ABOUT, BUT GETTING MARRIED OR REGISTERING YOUR CIVIL PARTNERSHIP COULD HAVE FINANCIAL IMPLICATIONS IN THE FUTURE.

Most people think that 'common law' is a legally recognised status that gives them the same rights and responsibilities as couples who are married or in a civil partnership, but they are wrong.

For example, if someone dies leaving more than £325,000 including the value of any property, then inheritance tax has to be paid on their estate (figure correct at September 2016). However, this doesn't apply to married couples or civil partners as gifts between them are free of IHT. More information can be found at:

www.hmrc.gov.uk/rates/ih-t-thresholds

You would not be entitled to a widow's or surviving partner's pension, benefit or a share of their state pension if you are not in a legally recognised relationship.

Most employers' pension schemes automatically pay a pension to the surviving partner, but if you're not in a legally recognised relationship then the rules of the pension scheme may prevent payment being made.

If your partner has free life insurance or a 'death in service' benefit from their employer, then you would be unlikely to benefit from payment unless your partner has remembered to make a specific nomination in your favour.

If you had children together before marriage and the mother registered the birth alone, then only she has full parental responsibility and can make decisions regarding where the child will live, their education or medical treatment. If you are having a Civil Partnership, then please speak to us for further advice.

And finally, as the law currently stands you may not be able to register the death of your partner if you are not in a legally recognised relationship at the time of their death.

So that piece of paper is very important, after all...

Visit **www.marriedornot.org.uk** for more information.



The
perfect
venue...

RICHMOND'S FINEST
APPROVED VENUES



THE LENSURY



Set in 25 beautiful acres on the banks of the River Thames next to Teddington Lock, The Lensbury is the perfect location for your wedding ceremony and reception.

Offering a choice of rooms with excellent views, The Lensbury is licensed for civil ceremonies and partnerships for up to 250 people. For your reception, we now offer two all-inclusive wedding packages to make your life easier.

There is something for everyone with either the Akito or Passion Rose packages which include room hire, drinks, 3 course menu, flowers, chair covers and a complimentary overnight stay for the bride and groom. With free car parking for over 200 cars, extensive leisure facilities and attentive staff on-hand, The Lensbury has all you need to ensure your special day is complete.

For full details visit www.lensbury.com or to arrange a viewing please call our Wedding Co-ordinator, Ros Garry on 020 8614 6500.



www.lensbury.com
 020 8614 6500
enquiries@lensbury.com | ros.garry@lensbury.com
 Broom Road, Teddington TW11 9NU





MARBLE HILL HOUSE

Exclusively yours, Marble Hill House gives you a connection to the past and an inspiring setting for your future.

Set in beautiful wooded parkland on the banks of the River Thames, Marble Hill House was once one of the most fashionable houses in Georgian England.

Today its grace and grandeur, both inside and out, makes it a unique wedding venue that ensures your special day is an unforgettable occasion.



Reached by a sweeping staircase, the Great Room offers you a serene and refined setting for your ceremony, with rooms overlooking lawns and the River Thames beyond. With high ceilings and wooden floors, the room is lavishly decorated with rich red furnishings and golden gilt work.

Your guests can then enjoy drinks in the Tetrastyle Hall. Once the elegant entrance to the house, this light and airy room leads outside, where you and your guests can celebrate in the grounds of this beautiful riverside villa.



www.english-heritage.org.uk

07867 667714

MarbleHillHouseHospitality@english-heritage.org.uk
Richmond Road, Twickenham TW1 2NL

 ENGLISH HERITAGE
MARBLE HILL HOUSE



HAMPTON COURT PALACE



A stunning building steeped in centuries of history, splendour and romance and set in 60 acres of beautiful gardens and 700 acres of historic park, Hampton Court Palace is one of the most majestic wedding venues in Surrey. The palace has hosted special events for centuries – why not be part of its history?

Today the palace is available to hire for weddings and your guests can step onto this inspiring stage and experience the soaring state rooms, grand staircases, cobbled courtyards and gorgeous gardens of one of the greatest palaces ever built.

The unmatched thrill of walking in the footsteps of kings and queens, as you invite your family and friends to toast to your future happiness, ensures that these venues offer an inspirational and empowering journey, with stories to tell for generations to come.



www.hrp.org.uk/hirevenue
 020 3166 6507
hamptoncourtplaceevents@hrp.org.uk
 Hampton Court Palace, Surrey KT8 9AU

 **Historic Royal Palaces**
Hampton Court Palace



THE BINGHAM



A slice of the countryside in London, the Bingham is a romantic destination, tucked away by the river in Richmond-upon-Thames, with a contemporary and elegant interior.

Its modern British cuisine focuses on fresh, seasonal, quality ingredients. Its talented kitchen and service team work in unison to deliver menus that delight guests in their presentation and flavour, alongside perfectly timed drinks and refreshments.

Weddings and special occasions take place in the Garden Rooms which have direct access onto the private terrace and gardens - all with unforgettable river views.

Bingham wedding packages are tailored to suit all budgets and groups (up to 100 seated/150 standing).

From small affairs, to last minute plans and exclusive use (including all 15 bedrooms, restaurant, wedding space and gardens), we focus on making your celebration individual and your time with us memorable.

We'd love to show you around and hear your plans. Our team looks forward to hearing from you and bringing your wedding dreams to life.

The Bingham - a fabulous setting, for a fabulous day.



Photos www.TimelessPictures.co.uk



www.thebingham.co.uk

020 8940 0902

events@thebingham.co.uk

61-63 Petersham Road, Richmond upon Thames TW10 6UT

thebingham

binghamrichmond

the_bingham_weddings_



BINGHAM
LONDON'S RIVERSIDE RETREAT

HAMPTON COURT HOUSE

Hampton Court House is one of England's most glamorous and romantic wedding venues. Set in 8 acres of magical 18th Century gardens, it is a hidden gem.

The gardens are a sensory delight; palm trees rustling in the breeze, rabbits lazing in the sun, swans gracefully gliding across the heart-shaped lake. Surrounded on all sides by Surrey parkland, Hampton Court House offers absolute exclusivity and privacy within easy reach from London, Richmond, Kingston and the surrounding areas.

The house is licensed to host civil ceremonies and has a grand dining hall with 10m high ceilings that can seat 150 guests and an enchanting conservatory for your reception and dancing. The extensive grounds and the house will be your home for your big day.



www.hchevents.com
020 8614 0860
sarah@hchevents.com
Hampton Court Road, East Molesey KT8 9BS



COLE COURT

Cole Court is an impressive hidden gem set in the heart of Twickenham, offering a warm and friendly atmosphere and an experienced team who will help you plan and cater for your special day.

Our stunning domed ceiling adds a rare special touch to your memories, whilst our lovely grounds are the perfect location for your photographs.

With exclusive parking, great food and drink, you can relax, enjoy the day and dance the night away.



www.colecourtcentre.co.uk
020 8892 1131
tom.scott@tdmcl.co.uk
Cole Court, 150 London Road, Twickenham TW1 1HD





RICHMOND HILL HOTEL

Richmond Hill Hotel and its enviable location make for a wonderful venue to celebrate such a special day.

The hotel boasts a collection of unique spaces suitable for both wedding ceremonies and receptions, each offering a blend of 18th Century Georgian charm, contemporary touches and stylish elegance.

The dedicated team will help make a wedding day at Richmond Hill Hotel truly magnificent.



TimelessPictures.co.uk



www.richmondhill-hotel.co.uk

020 8940 2247

info.richmond@kewgreen.co.uk

144 - 150 Richmond Hill, Richmond upon Thames TW10 6RW



RICHMOND HILL
HOTEL



STRAWBERRY HILL HOUSE

Strawberry Hill House, a little gothic castle, designed by Horace Walpole is grade I listed, dating back to the 18th Century, and has been lovingly restored back to its original glory. Civil Ceremonies/ partnerships take place in the unique and lavish Gallery with its fan vaulted ceilings, golden canopies and crimson damask, and provides a truly memorable setting. The gallery can accommodate 95 guests, the lawns outside provide the perfect setting for photographs and drinks reception afterward. If the weather is inclement the Great Parlour can be used for drinks. For more intimate ceremonies the Round Drawing Room can also be hired, maximum 40 guests.

If you would like more information or a site visit please contact the Functions Manager at Valerie.Bead@Strawberryhillhouse.org.uk



www.strawberryhillhouse.org.uk

020 8744 1241

Valerie.Bead@Strawberryhillhouse.org.uk

268 Waldegrave Road, Twickenham TW1 4ST





THE PETERSHAM



The Petersham boasts magnificent views of the River Thames and surrounding meadows, providing the most wonderful backdrop for an intimate wedding, celebrated with those closest to you.

Built in 1865, the grand building is full of stunning Victorian character – a grand Portland stone staircase, marble tiled floors and ornate chandeliers, make for beautiful wedding photographs. Add to this, exquisite food and fantastic service and you can be assured of the most perfect of days.

The Petersham is suitable for wedding ceremonies and breakfasts for up to thirty, receptions and celebrations for up to fifty and provides luxurious overnight accommodation.



www.petershamhotel.co.uk

020 8939 1066

events@petershamhotel.co.uk

Nightingale Lane, Richmond upon Thames TW10 6UZ

THE
PETERSHAM



WWT LONDON WETLAND CENTRE

A picturesque nature reserve in the heart of London... a truly unique venue for the perfect wedding.

WWT London Wetland Centre's lakes, meadows and gardens form a scenic oasis, making it the idyllic location for an unforgettable day. Panoramic views across the wildlife reserve offer a spectacular backdrop for your ceremony or reception, with the London skyline in the background.

As well as enjoying spectacular surroundings, you'll also be supporting our vital nature conservation work.



photo: Dean Evans



photo: Elffe Gillard

www.wwt.org.uk/london

020 8409 4400

functions.london@wwt.org.uk

Queen Elizabeth's Walk, Barnes, London SW13 9WT



Citizenship

AND THE NATIONALITY

Citizenship Ceremony at Hampton Court Palace



CITIZENSHIP CEREMONIES

Your citizenship ceremony is the final stage in the process of becoming a British citizen.

Under the Nationality, Immigration and Asylum Act 2002, all applicants over the age of 18 who are accepted as British citizens must attend a Citizenship ceremony. Once your application has been approved by the Home Office, you will receive a letter from them inviting you to book your ceremony. You must attend a ceremony no later than 3 months from the date of your grant of approval. Please read the letter carefully, and have it with you when you make your ceremony booking as you will be asked to confirm information detailed in the letter.

Ceremonies are usually held at York House, Twickenham. We also hold a ceremony in conjunction with Historic Royal Palaces at either Hampton Court or Kew Palace, usually in October.

Citizenship ceremonies are normally conducted in groups to welcome you into the wider community. However, if you would prefer to have an individual ceremony or a ceremony at short notice, then this can be arranged on payment of an additional fee.

For further information about applying for Citizenship and the Citizenship ceremony, please see the Citizenship page on our website.

CHECKING SERVICE

NATIONALITY CHECKING SERVICE

The Nationality Checking Service is delivered in partnership with the Home Office (UKBA). The service aims to simplify the process of applying for British citizenship by checking that your application is correctly completed, avoiding unnecessary delays.

It also allows you to keep important documents such as your current passport as certified copies are taken during the appointment, and the original document is returned to you immediately.



The application is then sent to the Home Office by guaranteed secure post for your peace of mind.

Please ensure that you read our NCS appointment terms and conditions before you book your appointment.

You do not have to be a resident of the borough to use the service.



What's in a name?

N A M I N G C E R E M O N I E S



A naming ceremony is a wonderful way to celebrate the birth of your baby, or the formation of a family by welcoming an adopted child or step-children into a new family unit.

Although your family and friends may already be aware of the names that you have chosen for your child, it is an opportunity to celebrate the arrival of a new member of your family and you can mark the occasion by giving the reasons for your choice of names. You can involve family members and friends in the ceremony, either through readings or by making promises to support you in the upbringing of your child. You and your partner can also make a special vow to each other, acknowledging your new responsibilities as parents. We provide the script and the celebrant, and to mark the occasion, a small gift is presented at the conclusion of the ceremony.

Ceremonies can be held in the Loggia Room at York House or any of Richmond's approved venues. If you wish to hold your ceremony at any other venue, please telephone us to discuss. Each ceremony is individually tailored to your needs, and you are encouraged to personalise the ceremony content through promises, readings and music that have special meaning for you. A naming ceremony can be held at any time during the child or young person's life, or can be combined with a marriage or civil partnership ceremony for a truly memorable day.

Please note that the ceremony has no legal standing and cannot be used to change a child's name. The ceremony content must be completely secular, and cannot contain any religious vows, promises, readings or music.

More information can be found on our website or by telephoning us on 020 8891 7188.



www.charlottesteeple.com



RENEWAL OF VOWS CEREMONIES

SAY

“I do” again

A Renewal of Vows ceremony is an ideal opportunity for any couple, whether married or in a civil partnership, to rekindle the flame. No matter how long you have been together, you can celebrate again.

A ceremony is often arranged to mark a milestone anniversary, but can also be used to reaffirm your commitment to each other following a period of difficulty such as a long illness. If you were married or registered your civil partnership abroad, then a renewal of vows ceremony is an opportunity to involve family or friends who were unable to join you.

Ceremonies can be held at any of Richmond's approved venues. If you were married or registered your civil partnership in a Richmond venue, how lovely to return to the place where your journey as a couple began. If you wish to hold your ceremony at any other venue, please telephone us to discuss.

Each ceremony is individually tailored to your needs, and you are encouraged to personalise the ceremony content through promises, readings and music that have special meaning for you. You may choose to exchange new rings or rededicate your original rings, and you can acknowledge family members who have supported you over the years. You may prefer to have a ceremony for just yourselves, in the presence of the celebrant - the choice is yours. We provide the script and the celebrant.

Please note that the ceremony has no legal standing and the ceremony content must be completely secular, and cannot contain any religious vows, promises, readings or music.

For further information, please see our website or contact us on 020 8891 7188.



LONDON MUSEUM OF WATER AND STEAM



Housed within the former Grand Junction Water Works the London Museum of Water and Steam describes the history of how London received its water supply through the ages.

Built in 1838 the site was responsible for providing clean and safe drinking water to millions of Londoners for almost 200 years.

Today the Museum stands as testimony to the genius of Victorian engineering boasting one of the world's largest collections of working steam powered water pumping engines.

www.waterandsteam.org.uk

020 8568 4757

hire@waterandsteam.org.uk

Green Dragon Lane, Brentford TW8 0EN



Whatever the event you are planning the London Museum of Water and Steam invites you and your guests to experience a venue unlike anything you have seen before. As you drink, dine and dance you are immersed in the golden age of the industrial revolution.



THE DYSART PETERSHAM



Beautiful building, romantically situated in Petersham, surrounded by Richmond Park, Water Meadows, Petersham Woods.

Private dining rooms and terrace command spectacular views over Richmond Park, in the green of Spring/Summer, gold of Autumn, glazed with frosts, rising mists, covered in snow.

Relaxed, elegant, special, with numerous accolades for food, wine and service.

MD, Barry Taylor, works personally with couples to create and deliver everything that makes the event special to them. These words from one delighted couple delighted us:

"You create wonderful memories"

www.thedysartpetersham.co.uk

020 8940 8005

enquiries@thedysartpetersham.co.uk

135 Petersham Road, Richmond TW10 7AA



TWICKENHAM STADIUM

If you're looking for a wedding reception venue in London, offering a sense of occasion and intimacy, they don't come any more special than Twickenham Stadium.

With a varied selection of suites, Twickenham is suited to both smaller intimate wedding receptions and larger receptions for up to 850 guests. The England Changing Rooms and pitch side are available to hire for drinks and photographs, an experience that is guaranteed to leave lasting memories.

The stadium also benefits from an onsite Marriott Hotel with six pitch-facing suites and 2000 complimentary car parking spaces.

Twickenham offer award winning in-house catering and to look after you on your big day, a personal co-ordinator is provided to help the planning and ensure everything is simply perfect.



Catherine Pound Photography



Catherine Pound Photography

www.twickenhamexperience.com

020 8744 9997

conferences&events@therfu.com

Rugby House, 200 Whitton Road, Twickenham TW2 7BA

LE SALON PRIVÉ

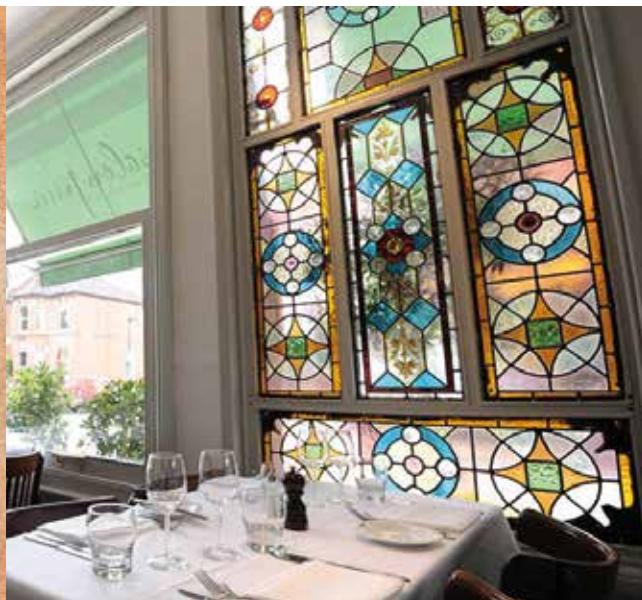
There is a small private room on the ground floor called 'The Poirot Room' which is very cosy and can sit 8 people comfortably.

Our main private dining room is on the first floor. It has lots of French charms from lovely wall panelling, fireplace and its own bar. The room is perfect for any special celebrations and can accommodate from 15 people over one table to 28 people.

The ground floor can also be private and can sit up to 45 people.

The whole restaurant can also be hired as a private venue. It can sit up to 85 people.

TO VIEW THE ROOMS AND DISCUSS YOUR MENU AND PARTY REQUIREMENTS, PLEASE CALL US ON 020 8892 0602



PRIVATE DINING ROOMS PERFECT
FOR SMALL WEDDING RECEPTIONS

www.lesalonprive.net

020 8892 0602

info@lesalonprive.net

43 Crown Road, St Margarets TW1 3EJ

le salon privé
RESTAURANT & PRIVATE DINING

BACCO

Situated in a great location, just across the road from Richmond train station and around 5 minutes drive from Kew Gardens.

Our private room is perfect for groups of 15 to 27 and if the warm weather lasts, the decked forecourt is perfect for canapés reception or even dining in the summer.

Our chef is happy to see you and discuss your party requirements.

The whole restaurant can also be hired as a private venue and can seat up to 80 people.

www.bacco-restaurant.co.uk

020 8332 0348

bookings@bacco-restaurant.co.uk

39-41 Kew Road, London TW9 2NQ



PARTIES TO GO

Parties To Go are a fabulously refreshing, family run events and catering company with over 20 years experience organising events and weddings. Attention to detail and a personal touch guaranteed!

With delicious locally sourced, fresh food and drink, dedicated, friendly staff and wedding planners to organise decor, dj's, bands, photo booths, dance floors, lighting and anything you want for yourselves and your guests, Parties To Go will always go the extra mile to make sure you have a truly memorable day.

www.partiestogo.co.uk

020 8947 5337 or 07971 141733

carole@partiestogo.co.uk



KAREN FLOWER PHOTOGRAPHY



Beautiful and relaxed documentary wedding photography.

Capturing the fun, emotion and spontaneity of your wedding with an unobtrusive approach.

Whether you are having a small intimate wedding or a big knees-up I'll be there to create meaningful photographs of your special day.

www.karenflowerphotography.com

07914 381919

karen@karenflowerphotography.com



BEAUTIFY MAKE-UP BY ALISON DEMPSTER

"Alison is a very talented lady. She demonstrated her passion for makeup by taking her time and giving me exactly what I asked for; a flawless finish, excellent contouring and the best makeup I've had. I received many compliments from my friends and family. I would recommend Alison 150%".

"A huge thank you for the brilliant makeover. I felt really special and the makeup lasted all day. I got so many compliments about how lovely I looked".

www.beautify.london
07814 321353
beautify73@hotmail.com



THE WHARF RESTAURANT

The Wharf is an elegant, contemporary restaurant in an idyllic setting on the banks of the Thames overlooking Teddington Lock. It offers flexible, bespoke packages and can accommodate up to 120 seated or up to 200 for a canapé reception.

Modern British food, a dedicated events team and the chance to arrive in style - by boat.

www.thewharfteddington.com
020 8977 6333
team@thewharfteddington.com
22 Manor Road, Teddington TW11 8BC



CHARLOTTE STEEPLES PHOTOGRAPHY



I'm a local photographer specialising in relaxed, no-fuss wedding photography. I shoot with professional equipment and my images are individually processed by myself. My prices include all the high res images for you to keep.
Same sex weddings are welcomed. Please get in touch, I'd love to hear from you!



www.charlottesteeple.com
07764 604537
info@charlottesteeple.com



Approved Venues

IN RICHMOND UPON THAMES



- | | | |
|----|---|---------------|
| 1 | LOGGIA ROOM, Twickenham TW1 3AA | 020 8891 7188 |
| 2 | BINGHAM HOTEL, Richmond TW10 6UT | 020 8940 0902 |
| 3 | CARLTON MITRE HOTEL, Hampton Court KT8 9BN | 020 8979 9988 |
| 4 | COLE COURT, Twickenham TW1 1HD | 020 8892 1131 |
| 5 | HAM HOUSE, Ham TW10 7RS | 020 8940 1950 |
| 6 | HAM POLO CLUB, Richmond TW10 7AH | 020 8334 0001 |
| 7 | HAMPTON COURT HOUSE, East Molesey KT8 9BS | 020 8614 0857 |
| 8 | HAMPTON COURT PALACE, Hampton Court KT8 9AU | 020 3166 6507 |
| 9 | HAMPTON COURT PALACE GOLF CLUB, Kingston Upon Thames KT1 4AD | 020 8977 2423 |
| 10 | HORACE WALPOLE HOUSE, Strawberry Hill House, Twickenham TW1 4ST | 020 8744 1241 |
| 11 | KEW PALACE, Richmond TW9 3AB | 020 3166 6115 |

ORLEANS HOUSE GALLERY

Currently closed for exciting restoration work as part of the 'Transforming Orleans House' project, the Octagon Room at Orleans House Gallery is expected to re-open for weddings in Autumn 2017. For further information on dates or to keep up to date with the restoration works, please email or check with us.

Situated within woodland overlooking the Thames, Orleans House Gallery and the stunning Octagon Room provide the peace of the countryside within an urban landscape.

Built in 1721 for Queen Caroline, wife of George II, the Baroque setting is the ideal venue for wedding ceremonies and civil partnerships. The room accommodates up to 60 guests who are all welcome to meander through the grounds and view the Gallery exhibitions.



www.richmond.gov.uk/orleans_house_gallery
 020 8831 6000
charlotte.gleeson@richmond.gov.uk
 Riverside, Twickenham TW1 3DJ



Whilst every care has been taken in compiling this publication, the London Borough of Richmond upon Thames and the Registration Service cannot accept responsibility for any inaccuracies, nor guarantee or endorse any of the products or services advertised.

12	LENSBURY, Teddington TW11 9NU	020 8614 6400
13	MARBLE HILL HOUSE, Twickenham TW1 2NL	020 7973 3416
14	ORLEANS HOUSE GALLERY, Twickenham TW1 3DJ	020 8831 6487
15	PEMBROKE LODGE, Richmond TW10 5HX	020 8940 8207
16	PETERSHAM HOTEL, Richmond TW10 6UZ	020 8939 1066
17	RICHMOND GATE HOTEL, Richmond TW10 6RP	0844 855 9121
18	RICHMOND HILL HOTEL, Richmond TW10 6RW	020 8940 2247
19	RICHMOND THEATRE, Richmond TW9 1QT	020 8332 4500
20	ROYAL BOTANIC GARDENS, Kew TW9 3AB	020 8332 5641
21	WWT LONDON WETLAND CENTRE, Barnes SW13 9WT	020 8409 4400
22	YORK HOUSE, Twickenham TW1 3AA	020 8831 6108



LONDON BOROUGH OF
RICHMOND UPON THAMES

REGISTRATION SERVICES

Richmond upon Thames Registration Service

York House
Richmond Road
Twickenham TW1 3AA
(our offices are to the left of The Clarendon Hall)

Environment Directorate

Tel: 020 8891 7188 | Fax: 020 8891 7950
www.richmond.gov.uk/registration_services
registeroffice@richmond.gov.uk

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