



# THE PETERSHAM

HOTEL & RESTAURANT

## **Guidance for those who wish to form a Civil Partnership on approved premises**

As soon as you have made provisional arrangements for your Civil Partnership on the approved premises, please contact the Superintendent Registrar for the district at Richmond upon Thames Registry Office (020 8940 2853).

Without the presence of a Superintendent Registrar or deputy and a Registrar there can be no Civil Partnership. Any arrangements with The Petersham depend entirely on their availability. It is therefore essential that an advance booking with the Superintendent Registrar be made. A fee for this attendance will be payable by you, to the Registry Office, before the ceremony.

You will also have to give notice of your intended Civil Partnership to the Superintendent Registrar of the district in which you live. This notice must be given in person by you or your partner and is valid for only twelve months. You or your partner should therefore attend the Registry office where you live as soon as possible.

Please be aware that any arrangements made for a Civil Partnership to take place on the approved premises are dependent on:

- The attendance of the Superintendent Registrar or deputy and a Registrar made for the district in which the premises are situated and,
- The issue of the authority or authorities for a Civil Partnership by the Superintendent Registrar(s) to who notice of Civil Partnership was given.

When notice is given in a different registration district(s) from the one where the Civil Partnership is taking place, the couple will have to collect the authorities before the ceremony and ensure that it is delivered to the registrar who is to attend the ceremony.

You are advised that any music, reading, words or performances which form any part of the ceremony must be secular. The content of the ceremony must be agreed in advance with the Superintendent Registrar who will be attending the ceremony.

Any rights of copyright for music, readings etc permitted at the ceremony are a matter for you and your partner and the holder of the approval.