

## Information Pack

### **Getting married at an Approved Building**

If you wish to marry in England and Wales you may do so either by a civil or religious ceremony. A civil ceremony can take place at a Register Office or other premises approved by the local authority. At The Old School House Restaurant we have three rooms approved for civil ceremonies: the Master's Room, the main restaurant and the Wyatt Pavilion.

If you wish to marry at The Old School House Restaurant you will need the attendance of the Superintendent Registrar of the District to conduct the ceremony, and a Registrar to register the marriage. Therefore it is imperative, after having made enquiries about your wedding at the restaurant, that you immediately contact the Superintendent Registrar at The Old Library Building, Bird Street, Lichfield, WS13 6PN, (01543) 510771, who will be able to confirm your preferred date and time are available (as it depends entirely on staff availability), before you make any formal arrangements with us, such as paying a deposit.

Legal preliminaries must be adhered to before your marriage can take place.

- a. A notice of marriage must be given in the district(s) where you both live.  
If you reside in the Lichfield Registration District, an appointment is required to give a notice at the Lichfield Register Office.
- b. A notice of marriage is valid for three months from the date of giving notice.
- c. Prior contact with the Superintendent Registrar of the district who will advise you of the documents to be produced and fees payable.

It is possible to make an advanced booking at Lichfield Register Office up to 12 months before the date of the ceremony. The sooner you make the advance booking, the more likely it is that you will secure the date and time of your choice.

A marriage at an Approved Premise is a civil, non-religious ceremony. Any music, reading, words or performance forming part of the ceremony must be secular. The content of your ceremony must meet with prior approval of the Superintendent Registrar.

### **Civil Ceremony Room Charge**

Prices and capacities are as follows:

Master's Room	£150.00	up to 40 guests
Main Restaurant	£250.00	up to 60 guests
Wyatt Pavilion	£300.00	over 60 guests

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