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## Surrey Registration Information leaflet

**Once you have booked a ceremony with your chosen venue, this is how you need to proceed:**

1) You will need to make sure that the Register Office has availability to conduct your ceremony. You can do this either by attending the Leatherhead office in person (see opening times below) or calling the office on 01372 832806 (please use answer phone facility as this is a very busy office).

You can make a booking up to two years in advance of the day of your ceremony. The Register Office is unable to predict the demand on any particular day, so bookings are taken on a first come, first served basis. Preference is given to those who attend the office in person, then to callers by phone.

There are a limited amount of time-slots offered for ceremonies depending on the day of the week and they are as follows:

<b>Monday to Friday*:</b>	<b>12pm, 1pm, 2pm, 3pm</b>
<b>Saturday, Sunday, Bank Holidays*:</b>	<b>12pm, 1pm, 2pm, 3pm, 4pm</b>

*\*We are also able to offer a 10am or 11am slot if you are following your ceremony with a cultural / religious blessing. These times depend on other ceremonies that may have already been booked. Please advise the registrar at the time of the booking.*

**PLEASE NOTE:** Registration Staff do not conduct ceremonies on Good Friday, Easter Sunday, Christmas Day, Boxing Day or New Years day.

2) Once you have found a suitable time with the Register Office, you will need to make a reservation and/or booking. This process takes about 10-15 minutes and non-refundable fees are charged as follows:

- If you first contact us between one and two years prior to the date of your ceremony, you will be able to reserve a timeslot for your ceremony on payment of a reservation fee of £50. You will then be asked to reconfirm your booking by the date stated on your reservation letter by contacting the office again and paying a further £50 booking fee.
- If you first contact us under one year prior to the ceremony date, you will be able to make a full booking straight away by paying a booking fee of £100. There is no reconfirmation process required.

3) Once you have booked your ceremony, you will be issued with a provisional booking form. This will contain details about giving your notice of intention to marry or to form a civil partnership, which the Register Office will explain to you at the time. You will be asked to give your notice within two months of booking your ceremony. Once you have given your notice your booking will be secured.

A ceremony pack will also be provided, which includes our terms and conditions, cancellation policy, and how to pay the balance of your fees, which will be due eight weeks prior to your ceremony. The pack contains a checklist for you to complete in order for the Registrar to adapt their ceremony with your chosen legal vows, and any personal vows and readings you may wish to add. It also gives information regarding what to do on the day for you and your guests.

# Contacting the Leatherhead Register Office:

The Register Office  
The Mansion  
70 Church Street  
Leatherhead  
Surrey  
KT22 8DP

Phone - Ceremony Office: **01372 832806**

Phone - General Enquiries: **0300 200 1002**

Website: **www.surreycc.gov.uk**

Email: **registration.leatherhead@surreycc.gov.uk**

Opening Times: Monday, Tuesday, Thursday, Friday 9.00-4.30, Wednesday 9.30-4.30

## Fees for Ceremonies At Surrey Licensed Venues:

For a ceremony taking place between **1<sup>st</sup> April 2011 – 31<sup>st</sup> March 2012**

Day	Non-refundable reservation / booking fee	Balance of fees	Total fee, inclusive of two certificates	+ Notice of Marriage / Civil Partnership fee (Statutory)
<b>Monday to Thursday</b>	£100	£257	<b>£357</b>	<b>£33.50 per person</b>
<b>Friday &amp; Saturday</b>	£100	£297	<b>£397</b>	<b>£33.50 per person</b>
<b>Sunday &amp; Bank Holidays</b>	£100	£367	<b>£467</b>	<b>£33.50 per person</b>

For a ceremony taking place between **1<sup>st</sup> April 2012 – 31<sup>st</sup> March 2013**

Day	Non-refundable reservation / booking fee	Balance of fees	Total fee, inclusive of two certificates	+ Notice of Marriage / Civil Partnership fee (Statutory)
<b>Monday to Thursday</b>	£100	£267	<b>£367</b>	<b>£33.50 per person</b>
<b>Friday &amp; Saturday</b>	£100	£307	<b>£407</b>	<b>£33.50 per person</b>
<b>Sunday &amp; Bank Holidays</b>	£100	£377	<b>£477</b>	<b>£33.50 per person</b>

For a ceremony taking place between **1<sup>st</sup> April 2013 – 31<sup>st</sup> March 2014**

Day	Non-refundable reservation / booking fee	Balance of fees	Total fee, inclusive of two certificates	+ Notice of Marriage / Civil Partnership fee (Statutory)
<b>Monday to Thursday</b>	£100	£287	<b>£387</b>	<b>£33.50 per person</b>
<b>Friday &amp; Saturday</b>	£100	£327	<b>£427</b>	<b>£33.50 per person</b>
<b>Sunday &amp; Bank Holidays</b>	£100	£397	<b>£497</b>	<b>£33.50 per person</b>

### PLEASE NOTE

- There will be an administration charge of **£20** for any amendment of date, time or venue after initial booking.
- The Notice fee is a statutory fee and is additional to the ceremony fees. The Notice fee may be subject to increase at the beginning of each year.