

Guidance for those who wish to marry at Gatton Manor

The following guidance notes have been provided by the Register Office. Please note that it is only possible to make a booking 12 months prior to the date of your proposed wedding (eg if you are intending to marry on 10 September 2010 you will only be able to apply on or after 10 September 2009). We are advised that for summer weddings particularly between Easter to October demand is high and couples do start queuing to make their booking very early on the morning of the appropriate date. **Good Luck!**

1. As soon as you have made provisional arrangements for your marriage at Gatton Manor premises you should contact the superintendent registrar for the district which are situated at:

Register Office - The Mansion
 70 Church Street
 Leatherhead
 Surrey
 KT22 8DB

The main contact number is 0845 6009009; this is the call centre for Surrey County Council so you may prefer to call Leatherhead Registry Office direct. The telephone no is 01372 832806; this is a very busy number so you may be asked to leave a message – please leave your mobile phone no as well as your home telephone no.

2. You will need to make an advance booking with the superintendent registrar for his/her attendance at your proposed marriage as soon as a booking can be accepted (twelve months prior to the date of your wedding). The initial booking fee of £100.00 is required with the balance due 2 months prior to the marriage. **Please note that a marriage can only take place in the presence of the superintendent registrar and a registrar and any arrangements for the use of premises depend entirely on their availability.**
3. If either of you live outside the 'wedding' district, you will also have to give notice of marriage to the superintendent registrar(s) in each of the district(s) in which you both live. This notice must be given in person by both the bride and groom within a month of the wedding ceremony booking. The notice will be valid for twelve months. Within 16 days of giving this notice, you will each be able to collect the authority and deliver it to Leatherhead Registry office either in person or by recorded delivery. **Please note that without these documents the ceremony cannot go ahead.**
4. Please note that only a civil, non-religious ceremony can be permitted by the superintendent registrar. Any music, reading words or performance which forms any part of the ceremony must be agreed in advance with the superintendent registrar who will be attending the ceremony.
5. Any rights of copyright for music, readings etc permitted at the ceremony are a matter for a couple and the holder of the approval.