Morden Park House

We are delighted to welcome you to Morden Park House on your very special day.

Your Civil Partnership is a day you will want to remember with pleasure. Everyone is different and we want to provide the ceremony that is special to you. We look forward to meeting you and helping to make you feel relaxed and comfortable during the time you spend with us.

If you would like to meet the Registrar who will be conducting your ceremony please telephone/e-mail this office to arrange an appointment.

Telephone 0208 274 5777
E-mail register.office@merton.gov.uk

If you have both given your notices at this Register Office, your ‘authorities,’ once issued, will be held here on file. If your notices were given at another Register Office, you should deliver the authorities to us as soon as possible after their issue.

YOUR CIVIL PARTNERSHIP CANNOT TAKE PLACE WITHOUT THESE DOCUMENTS
IMPORTANT INFORMATION ABOUT YOUR CEREMONY

Room Capacity
- Sheridan Room: maximum 30 guests (all seated)
- Lord Nelson Room: maximum 40 guests (all seated)
- Ewart Room: maximum 100 guests (all seated)

PLEASE DO NOT INVITE MORE GUESTS TO ATTEND YOUR CEREMONY THAN THE CAPACITY OF THE ROOM YOU HAVE BOOKED.

≈

Fees
Fees must be paid 2 months before your ceremony day. Payment may be made by cash, cheque (payable to ‘London Borough of Merton’) or credit/debit card. You can pay the fee by telephone if using a credit/debit card.

Each marriage certificate purchased on the day will cost £4.00. Please ensure you bring the exact money.

≈

Time
You must arrive 15 minutes before your ceremony is due to begin. It is a legal requirement that you are both interviewed to confirm the information to be entered in the marriage register. Your guests also need to arrive in plenty of time.

We regret that if you are delayed for any reason it may be necessary to omit your chosen enhancements or even postpone your wedding to another day.
**Interpreter**

*If the services of an Interpreter were needed to complete your ‘notice’ you must provide an Interpreter for your ceremony, who will also be required to be a witness.*

≈

**Parking**

*Parking is available in the ‘Pay and Display’ car park, (Free after 1pm on Saturday and all day Sunday).*

*The ceremonial car only is invited to park outside the main entrance of the House. Please use the intercom at the barrier to gain entry.*

*There is limited parking at the side of the House for disabled guests. Please use the intercom at the barrier to gain entry.*

≈

**Special Requirements**

*If there are any special requirements for either yourselves or your guests please discuss with the office BEFORE your ceremony to enable us to accommodate these needs if we can.*

≈
Framework for your ceremony

Entrance

Welcome
The ceremony will begin with a short introduction by the Superintendent Registrar who will welcome you both and your guests.

Formal Procedures (spoken by the Superintendent Registrar)
‘This place in which we are all met has been duly sanctioned according to law for the celebration of Civil Partnerships…’

Exchange of rings (optional)

Extra vows (optional)
These can be chosen from our list attached or be written by yourself.

Pronouncement
The Superintendent Registrar will pronounce you Partners for life.

Formal signing of the Schedule
You will both be invited to sign the Schedule, followed by your two witnesses.
Photographic Opportunity
Formal photographs may be taken by your official Photographer or nominated guest.

≈

Closing Words
The Superintendent Registrar will bring the ceremony to a close.

≈

Exit
Your Choices/Enhancements

Interview
The interview is held in private. You may be interviewed together or separately.

≈

Entrance
One partner may enter separately, escorted by the person of their choice or you may enter together.

≈

Music
You are welcome to bring your own music for the ceremony. You may wish to have several pieces. I.E. Entrance music, music whilst signing of the Register is being completed and finally a piece of music for the couple to leave by.

All music must be non-religious and provided either on CD, Ipod, or performed by live musicians with non-electrical instruments.

We can provide music, but have a limited selection of CDs.

≈

Readings
You may like one/two of your guests to read a piece of poetry/prose. We have files of non-religious readings for you to look through or you can provide your own. You must obtain approval from the Superintendent Registrar BEFORE your ceremony if you are providing your own readings.

All readings must be non-religious
Exchanging of Rings
It is traditional to give and receive a ring or rings during the ceremony. There is however, no legal requirement to do so. We have a ring cushion for your use or you may like to provide your own. Although it is traditional for a guest to come forward with the rings.

≈

Own Vows
You may choose your own vows from the list provided in this pack or you may wish to write your own. Vows must be non-religious and approved by the Superintendent Registrar BEFORE your ceremony.

≈

Signing of the Schedule
You will need two responsible people to witness your ceremony and to sign the Schedule after you have both signed. They must be able to both speak and understand English and have witnessed the whole ceremony.

≈

Photographs and Videoing
We are happy for up to two guests OR your photographer to take discreet photographs during the ceremony. You may video the ceremony provided the video camera is battery operated. There will be an opportunity to ‘pose’ for formal photographs after the signing of the Register. You and your partner may have some photographs on the stairs while your guests make their way outside for group photographs. Should either of you choose to return to the courtyard for additional photographs following your ceremony, please be aware there may be others arriving, and that the courtyard is locked once the last party of the day have arrived.

≈

Confetti
Confetti is allowed OUTSIDE the building and can be purchased from Reception.

≈

You are welcome to discuss any enhancements to your ceremony during your appointment with the Registrar or by e-mail/letter.
Additional Vows (optional)

1) All that I am and all that I have, I promise to you for the rest of my life.
2) All that I am, I give to you, all that I have, I share with you. This is my promise to you today and for the rest of my life.
3) With my body I honour you, all that I am I give to you and all that I have I share with you. This is my promise to you from the depth of my heart, for all my life.
4) I will love you, comfort you, honour and protect you and remain true to you for the rest of my life.
5) I promise to be loving, faithful and loyal in our married life together.
6) I promise to live together in love and harmony, to cherish and care for you, whatever the future may hold.
7) I promise that I shall love thee, be faithful to thee, cherish, support and respect thee as long as we both shall live.
8) I look forward to sharing my life with you, as we journey through marriage together. I promise to cherish, love and care for you always.
9) I promise to care for you, to remain true to you, to be your friend and above all to respect and love you always.
10) I promise to love you and care for you through fortune and misfortune and to be your friend always and forever.
11) I promise to care for you, to remain true to you and to respect and love you always.
12) I promise to cherish and care for you, to live with you in loving harmony, whatever the future may bring.
**CUSTOMISING YOUR CEREMONY**

You can use this form to tell us about any enhancements to your ceremony. After telling us your names and details of your booking please circle or write your choices and return this form to us either at your appointment with the Registrar or by post/fax/e-mail at least one week before your ceremony.

Name of each partner………………………………………….
Preferred Names……………………………………………….
Date of ceremony……………………………..Time………………
Daytime contact numbers…………………………………………
Room booked………………………………………………….
Number of Guests…………………………………………….
*(Please check the capacity of the room you have booked)*

Pre-ceremony interview: Together/Separately
Partners to make entrance with…………………………….
OR guests to join Partners in the ceremony room
Number of Bridesmaids/Page Boys……………………

**Music:** We are providing the following music on CD/Ipod/Live Music –
For the entrance ..................................................
For the signing of the Register.................................
For the exit ....................................................
OR we would like you to provide light classical music/no music
NO MUSIC

**Reading:** We have chosen the following readings from your list
OR our own readings, attached for your approval.
First reading: Title..............................................
Read by.........................................................
Second reading: Title............................................
Read by.........................................................

OR We do not want any readings

**Vows:** We have chosen vow no’.............................
We have written our own vows, attached for your approval.
OR we do not want any additional vows.

**Rings:** We will have one/two/no rings
The will be: on your cushion/on our cushion/presented by………..

**Our two witnesses** will be:..........................&.............
DIRECTIONS TO MORDEN PARK HOUSE

Take Northern line to Morden. Cross over the road and either catch a bus (No 80.93 or 154) to Chalgrove Avenue or turn right and walk along the A24 for approximately 20 minutes to South Thames College. Take right turn immediately before the college buildings. Morden Park House is located at the end of this lane in the park.

By Rail (Thameslink)

Use Morden South Station, approximately 40 minutes from Blackfriars. South Thames College is almost opposite the station. See above.

By Road

From M25

From the M25 (Junction 9) take the A24 signposted to Epsom and travel north in the direction of Morden. Approximately 8 miles further on you will pass a sign 'Welcome to Morden' followed by a stretch of parkland on the left. Traffic lights are at the top of the hill with a lay-by on the left. South Thames College buildings are on the left beyond the lay-by. At the set of traffic lights immediately past these buildings turn left. Signs to the Register Office and Morden Swimming Pool are visible at this junction. Proceed to the end of the lane. Morden Park House will be visible and a pay and display car park is on the right.

From Central London

Travel through Wandsworth or Wimbledon until the A24 is reached. Follow the directions to M25 and Dorking. Ignore signs to Morden Hall Park as this is a completely different building. Follow A24, pass under the railway bridge and turn right immediately prior to South Thames College.

A member of the team will be pleased to assist if you cannot locate us. Please telephone 0208 274 5777.