



EST 1857

Royal Borough  
Registrars

*Ceremonies*

in the Royal Borough of  
Windsor and Maidenhead

A REGAL VENUE FOR YOUR BIG DAY,  
TIE THE KNOT AT

THE  
**CASTLE**  
HOTEL



**AS ONE OF THE MOST TIME-HONOURED  
VENUES IN WINDSOR, AND HOME TO THE  
LARGEST BALLROOM, THERE IS NO BETTER  
PLACE TO CELEBRATE YOUR SPECIAL DAY  
THAN THE CASTLE HOTEL.**

Follow in the footsteps of royalty with a fairy-tale ceremony, an elegant wedding breakfast and a truly romantic reception. Our dedicated team of wedding planners will be in touch throughout your journey and will be on hand to make sure your personalised day is as unique as you are.

Visit us at [castlehotelwindsor.com/weddings](http://castlehotelwindsor.com/weddings)  
or contact us on [weddings@castlehotelwindsor.com](mailto:weddings@castlehotelwindsor.com)  
or **01753 851 577** to start your journey.



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# Congratulations!

*Congratulations on your forthcoming marriage, civil partnership or celebratory ceremony*

We hope this brochure contains all the information to help you take the next step in your plans towards the perfect day for you here in the beautiful and historic Royal Borough of Windsor and Maidenhead.

With beautiful countryside, thriving and bustling towns, picturesque riverside settings, and royal landmarks, the county of Berkshire offers an array of venues and ceremony types to suit all tastes, budgets, and options for you to have the occasion that suits you perfectly. Barns, civic building ceremony rooms, pubs, historic royal buildings, hotels, inns, country estates, riverside lawns, racecourses, walled gardens, marquees, wine bars...we've got it covered!

Whether you are looking for a tiny intimate ceremony, a more traditional event or a lively vibe with friends and family, we will be on hand from your first enquiry until you are holding your certificate in your hands. Our friendly team of highly trained registrars and celebrants are genuinely passionate about what we do and feel privileged to be part of this special time in your lives. We are here and happy to help



if you have a question, no matter what...no question is too small, or unimportant.

We hope the information here helps with your planning and guides you through the next steps in the process, but our [website](#) is also full of information about the stages towards your big day. Don't forget to take a look at our social media too...

We can't wait to celebrate with you! Andrea and Vivienne (Superintendent Registrars), and all the Registration Team...

The Register Office  
Town Hall  
St Ives Road  
Maidenhead  
SL6 1RF

Email: [ceremony.bookings@rbwm.gov.uk](mailto:ceremony.bookings@rbwm.gov.uk)  
Tel: 01628 796422

-  Royal Borough Registrars
-  royalboroughregistrars



# What type of ceremony is for you?

*We are here to help you celebrate your love, but you can do that in lots of different ways.*

A civil marriage or a civil partnership is available to all couples. It is also the only legal alternative to a religious marriage.

For a civil marriage or civil partnership to be legal, it must take place in any Register Office in England and Wales, or in a licensed venue, indoors or outdoors, and be conducted by a registrar from that district. As long as your ceremony includes the legally prescribed vows and no religious content, we welcome you personalising your ceremony as you wish, with personal vows, readings, poems, music or other individual elements.

With around 30 registrars in the Royal Borough, and history dating back to 1837, there is very little we can't help with when it comes to getting you married or civil partnered!

If you have already married but wish to celebrate the occasion with friends and family or prefer to celebrate your commitment but without the legal side, we also offer a range of non-legally binding ceremonies to suit you – a wedding celebration ceremony, a renewal of vows, or a commitment ceremony. Likewise, if you wish to celebrate in a venue that isn't licensed, we can lead your celebration ceremony, perhaps even combining it with a visit to the Register Office to tie the legal knot before.

### *Getting Married*

Whether your wedding is a huge celebration, a simple ceremony to put a seal on a long-term relationship, a legal marriage before you head abroad for a larger ceremony, or you are having a religious blessing later – we will make sure your ceremony suits you as a couple.

The first step is to decide where you want your marriage ceremony to take place. The Royal Borough of Windsor and Maidenhead has a Ceremony Room at the Register Office in the Town Hall in Maidenhead, plus many licensed venues to suit all styles and budgets. A list of all our licensed venues and links to their websites can be found at the back of this brochure, or on our [website](#).

If you are marrying in the Maidenhead Ceremony Room at the Register Office, the venue and the registrars can be booked together directly with us. If you decide on a licensed venue, please contact them directly to check their

availability, before contacting us to make a booking for the registrars to attend. If you are booking the [Guildhall](#), please contact their team directly to make a provisional booking, they will then let us know and we will contact you to make the booking for the registrars to attend.

We take bookings up the end of the next financial year and require full payment at the time of booking. We have several teams of registrars working, especially on popular days and times of the year, so will always do our best to accommodate your chosen date and time. Do of course get in touch with us as soon as possible for best availability. For our fees and our booking request form, please see our [website](#) or visit the [government website](#) for more information.

Before getting married, you will both be required to give notice of your intent to marry at your local register office and more information about this can be found in this brochure on page 13 and 14.



### *Forming a Civil Partnership*

For more information about whether a marriage or a civil partnership is for you, please see the information on the [government website](#).

Civil partnerships are available to opposite sex and same sex couples and offer a legal alternative to marriage.

You can choose to form your partnership in any way you choose – from a simple signing of the documents with two witnesses, to a larger scale celebration. Your first step is to decide where you would like your ceremony to take place. The same locations are available to those marrying and those forming a civil partnership. The Royal Borough of Windsor and Maidenhead has a Ceremony Room at the Register Office in the Town Hall in Maidenhead, plus many licensed venues to suit all styles and budgets. A list of all our licensed venues and links to their websites can be found at the back of this brochure, or on our [website](#).

If you choose to form your partnership in the Maidenhead Ceremony Room at the Register Office in the Town Hall, the venue and the registrars can be booked together directly with us. If you decide on a licensed venue, please contact them directly to check their availability, and then contact us to make a booking.





If you are considering holding your ceremony at [the Windsor Guildhall](#), please contact the Guildhall team directly to make a provisional booking. They will let us know and we will then get in touch with you to confirm our availability and arrange the registrars attendance.

We take bookings up the end of the next financial year and require full payment at the time of booking. We have several teams of registrars working, especially on popular days and times of the year, so will always do our best to accommodate your chosen date and time. For our fees and our booking request form, please see our [website](#).

Before forming your partnership, you will both be required to give notice of your intent to form a civil partnership at your local register office and more information about this can be found in this brochure on page 13 and 14 or go to the [government website](#) for more information.

While the perfect option for many couples, it is recommended that you ensure a civil partnership is right for you. In the UK the relationship between couples in a civil partnership is recognised legally in the same way as a married couple. However, if one of you is a foreign national or you plan to live abroad, the local laws of that country should be established to ensure your partnership will be recognised there. For opposite sex couples forming a civil partnership, there is not an option to change your partnership to a marriage at a future date.



Hannah McClune Photography



Photography by Abi Moore



Hannah McClune Photography



Hannah McClune Photography



Hannah McClune Photography



Ivy White Design



## Ceremonies at the Town Hall in Maidenhead

*Alongside the range of licensed venues in the Royal Borough, we offer marriage and civil partnership ceremonies seven days a week in the Maidenhead Ceremony Room at the Register Office at the Town Hall in Maidenhead.*

Your booking here includes the use of our ceremony room and the 2 registrars to lead and legalise your ceremony.

Are you looking for a very simple ceremony before your larger wedding celebration abroad? Do you want a traditional ceremony with up to 46 guests? Are you legalising a religious ceremony? Do you want to celebrate with us before you head to one of the famous fine dining establishments local to our Town Hall? No matter what your circumstances, we will look after you.

Our ceremony room is fully air-conditioned with lots of natural light, and easily accessible to those with mobility issues. We offer two dedicated parking spaces directly at our front door, and have car parks opposite our offices and in the town centre for your guests. We have a good quality Bluetooth speaker to connect to a playlist on a phone or other device, a sound system for CDs or USB sticks, or we can play a suitable choice of our music, if you have no specific preferences.

After your ceremony, you can lead out to our patio and garden area at the front of the well-known Town Hall for photographs, and if you wish, your guests are welcome to shower you with (biodegradable) confetti!



## Booking Your Registrars

*We are so excited to make your booking with you!  
We are here to guide you through the whole process.*



Photography by Abi Moore

### *How to make a booking*

Once you have chosen your venue and preferred date, please complete the booking form on our [website](#).

If you are unable to use or access the internet, please leave us a voicemail on 01628 796422 to advise us.

Once we receive your booking request, a registrar will call you back to make the booking with you. We will discuss the next steps with you, confirm our availability, make the booking, and take full payment in advance.

We will confirm the booking by email, sending a confirmation letter, and more information about what will happen next. Most importantly if you are marrying or forming a civil partnership we will advise you that the next step is to give legal notice – more information about this can be found on page 13 and 14.

Once your booking is in place, and the clock is ticking towards your big day, do get in touch with us at any time if we can help with anything.

## Giving Notice

*This is a legal preliminary required for most couples marrying or forming a civil partnership*

(If you are marrying in the Church of England and neither of you are foreign nationals your legal preliminaries will take place in the form of banns in the Church). All other couples are required to give notice in the Register Office in the district in which you live, regardless of where your wedding is taking place.

If you live within the Royal Borough of Windsor and Maidenhead, you can give notice at our Register Office in Maidenhead, or at our satellite office at Windsor library on certain days.

Please email us at [ceremony.bookings@rbwm.gov.uk](mailto:ceremony.bookings@rbwm.gov.uk) if you wish to book an appointment.

You must have confirmed your venue and the type of ceremony before giving notice as these cannot be changed once your documents are issued. Doing so would require a new notice appointment and further statutory fees.

There is a fee payable each, and within the Royal Borough this is taken at the time of booking. Notices can be given up to 12 months ahead of your ceremony. The documents you are required to present, specific to your own personal circumstances, will be discussed with you at the time of booking, but a guide to what you are likely to require is given below.

You must give notice in person and must have been resident in the UK for at least 7 full days prior to the appointment and have evidence to show this.

*If you are a UK or Irish citizen or EU citizens with settled status, or have a valid marriage or fiancé/fiancée visa:*

Notices must be given in your district of residence – if you live in separate districts, you will each give notice in your district of residence. Notices must be given at least 28 days in advance to allow for the legal waiting period to pass.

*If you or your partner are foreign nationals and do not have a marriage or fiancé/fiancée visa:*

Notices must be given together in the district of your residence. If you live separately, you can give notice in either of your districts of residence.

After you have given notice, the Home Office will consider your intent to marry/form a civil partnership and will decide if they need to investigate.

The legal waiting period will be either 28 or 70 days, as decided by the Home Office. Please allow plenty of time from the time of notice to your intended ceremony date for this reason.

## Notice documents

We will discuss your individual circumstances when you book a notice appointment but documents we may request to see are outlined below. Please note we will require sight of your original documents, as photocopies, even if certified, are not acceptable. All documents must be currently valid and in date.

### *Evidence of your name, date of birth and nationality:*

- Valid UK passport/valid Irish passport/valid EU passport with EUSS share code/other valid passport with your visa/evidence of your immigration status

### *If you do not hold a valid passport, you can provide:*

- If born before 1983, your full UK birth certificate showing parents' details, along with valid photo ID
- If born after 1st January 1983, your full UK birth certificate plus your mother's birth certificate (or father's if your parents are or were ever married to each other at the time of your birth)
- If born after 1st July 2006, your full UK birth certificate showing parents' details, plus evidence of either of your parent's UK nationality or settled status at the time of your birth

### *Evidence of your address:*

- Valid UK driving licence
- Most recent council tax bill
- Utility bill dated within the last 3 months
- Bank or building society statement dated in the last month
- If you are a temporary resident in our district, please discuss with us what you will be required to present
- Evidence of previous marital status (if applicable):
  - Your original decree absolute for a UK divorce (if applicable)
  - Death certificate of former spouse/partner

If you were divorced abroad, please ensure your documents are accurately translated (if not already in English) and be aware that these documents may need to be authorised by the Superintendent Registrar or the General Register Office. Please allow time for this and be aware an additional fee will apply

### *Evidence of any name change:*

- Certificate from a previous marriage/civil partnership
- Change of name document
- Current documents as above if you use more than one name legally







## On the day

*All you need to know about the  
running of your big day*



### *In the run-up:*

In advance of the ceremony, please complete your Ceremony Checklist sent at the time of booking. This helps us incorporate the vows you have chosen and helps you communicate other elements of the ceremony that are important to you too. We will pass this to the registrar who will be conducting your ceremony. If you are marrying at a licensed venue or at our Register Office over the weekend, then the registrar will call you to personally introduce themselves and have a chat about the day itself.

Please do remember that in the run up to the event, our team of registrars are available to answer any questions, to ensure your plans runs smoothly and soothe any nerves! You are in safe and expert hands with our experienced team, so we hope you can relax and enjoy this special part of your day.

### *Pre-ceremony interview:*

We will guide you through the whole process on the day...in advance of the ceremony we will see both of you, either together or individually as you choose,

privately away from your guests, to ask you to confirm the legal details and to offer you some last minute reassurance. We would ask you to be ready in good time, so that we do not have to compromise the content of your ceremony.

### *During the ceremony:*

We will guide you through the whole ceremony. During a marriage ceremony, we will ask you to repeat your legal contracting and declaratory vows after us, so there is no need to remember anything or feel too nervous. You can also choose an extra vow for the exchange of rings and/or write your own personal vows or promises. For a civil partnership, there are no legally prescribed vows but you can read aloud the legal statement, or include your own vows which can be read out or repeated after the registrar. You may also include personal vows if you choose. We welcome your own choices of music, poems, readings or other personal elements if you wish to include them. Likewise if you wish to keep things very simple, let us know and we will always work with your requests.

### *Readings/Poems/Songs:*

Readings are a wonderful way of personalising your ceremony and up to 3 can be incorporated into your ceremony if you choose. It can be very special to choose someone meaningful to you to present these.

We have a range of our team's favourite readings to share

with you [here](#), but there are a huge range of readings and poems available on the internet.

If not one of our suggestions, then please share your readings with us in advance, so we can confirm they are suitable (as long as they are not religious, then you can really go to town choosing anything that suits you and your ceremony), and to ensure we have a copy with us on the day, just in case.

### *Music:*

Music really adds to the atmosphere and can reflect your personalities perfectly. From a string quartet or a harp to your favourite rock tune, as long as it is not overtly religious in nature, anything goes as far as we are concerned!

### *Exchanging Rings:*

Many couples choose to exchange rings to seal the deal! It can be nice to include a loved family member, best man, friend, bridesmaid/page boy or friend to present these during the ceremony, but you can also have them with you, or on the table at the front during the ceremony.

### *Personal vows:*

If you wish to write your own vows and read/say them to each other, you are welcome to do so, and this can be a very special moment in your ceremony. We can present them to you to read at the right moment. If you don't wish to share them with each other before, then feel free to send them to us separately in advance.



Photography by Al Moore



Hannah McClune Photography



Hannah McClune Photography

### *Photography and Social Media:*

You are welcome to bring professional photographers and videographers to our ceremony room and our licensed venues. We know how important it is to capture the essence of your celebration. We will always do our best to work with them to ensure they get the best shots. Likewise, if you choose friends and family to take photographs, they are welcome to do so.

If you wish us to let your guests know you prefer them not to take pictures or post on social media, just let us know and we will nicely let them know at the start of the ceremony.

### *Witnesses:*

The minimum number of guests you can have with you is your 2 witnesses. For all ceremonies, please select 2 guests,

who must be over 16, able to understand English and have understood what has taken place. They do not require ID.

### *Certificates:*

On the day we will complete a commemorative certificate which you, your witnesses and the registrars sign alongside your legal documents. We will present this to you at the end of your ceremony.

We then register your marriage or civil partnership in our office, and your legal certificates will be posted to you within a few days of the ceremony. If you require additional certificates to those purchased at the time of booking, please email us in advance of the ceremony. Extra copies are always available after the event too.



### *Celebration Ceremonies*

A celebration ceremony does not hold legal status, but is a popular and symbolic way of celebrating your relationship or a recent marriage.

You might choose this type of ceremony for a variety of reasons. Perhaps you wish to celebrate your relationship publicly without a legal obligation. You may have had a small legal ceremony elsewhere or abroad and now wish to celebrate that with a larger gathering of friends and family. Perhaps the place you wish to celebrate isn't licensed. Whatever the reason, we are here to help you plan the occasion that works for you.

You can choose wherever in our Borough you want this to take place, including at your home - as long as the venue is suitable, our celebrants can attend and conduct the ceremony of your choice. No legal preliminaries are required, so you can time this event as soon as you choose. These can of course also be combined with a legal ceremony too if you so choose, on the same day or at a different time.

You can also personalise the ceremony as you wish and include traditional elements such as being escorted up the aisle, exchanging rings, sharing vows and including music and readings. If you choose you can sign your commemorative certificate along with witnesses and have this presented to you. We will chat through with you how you would like your special ceremony to be.

### *Renewal of Vows*

Your ceremony could be a celebration of a special milestone or anniversary in your relationship, or a celebration of overcoming a difficult time in your lives. Perhaps you didn't like the way you did it the first time and want to have the celebration of your dreams together! Whatever the reason, we can guide you through a wonderful celebration.

No legal preliminaries are required, so you can time this event as soon as you choose, and it can take place anywhere that works for you. This type of ceremony can also be personalised as you wish and include personal elements such as being escorted up the aisle, exchanging rings,

sharing vows and including vows and readings. If you choose you can sign your commemorative certificate along with witnesses and have this presented to you. We will work with you to make sure your continued commitment to each other is celebrated in the special way it deserves.

### *Outdoor Ceremonies*

The edge of a river, a wildflower meadow, a walled garden, an island estate in the middle of the river, the private grounds of a rustic barn - these are just some of the amazing outdoor locations you can legally marry or form a civil partnership in the Royal Borough.

Since 2022, it is now possible to marry outdoors anywhere in the grounds of a licensed venue. If the outdoor space you have dreamt of for your ceremony is not attached to a licensed venue, please see page 20 for information about our bespoke celebration ceremonies, which we could combine with a legal ceremony at another time.





### *Information about Religious Marriages*

If you are marrying in the Church of England, the usual process is to arrange this with the vicar and your legal preliminaries will take place in the form of your banns being read. You will only need to present yourselves at your local Register Office to give notice of your intent to marry if either of you is a foreign national and subject to immigration control. If you are marrying in any other Church or religious premises authorised for marriage, you will need to give notice of your intent to marry, in the same way as outlined on page 13 and 14.

If you have been married in a religious ceremony that does not hold legal status in the UK, please contact us to arrange a legal marriage ceremony. This can be as simple as you choose.

All Church and other legal religious marriages in our district are registered at our Register Office after the event has taken place. After this has happened, please email us at [ceremony.bookings@rbwm.gov.uk](mailto:ceremony.bookings@rbwm.gov.uk) for the link to order your marriage certificates, which we will post out to you.



### *Information about Marrying Abroad*

Unfortunately, we are not able to provide advice about the legal requirements of marriage in individual countries, as you would be marrying under local marriage law. More information can be found on the [government website](#).

If the country in which you intend to marry requires a Certificate of No Impediment and you are a resident of the Royal Borough, then please contact us for an appointment. This is available to UK citizens only.

If you have already married abroad, there is no facility or requirement to register your marriage in the UK. If you married following the local law of the country, and you would have been allowed to marry by law in the UK, then your marriage should be legally recognised in the UK. If you

have any doubts, then please seek legal advice. We would recommend you obtain an extra marriage certificate at the time of your marriage, as we will not be able to help you access a further copy.

Some couples decide they wish to celebrate their marriage in a ceremony abroad, but without the sometimes complex processes involved in having the legal ceremony there. In that case we would be delighted to arrange your legal marriage ceremony here with us, at the Register Office Ceremony Room, or at one of our licensed venues, and you are then free to celebrate as you wish abroad. In this scenario, your marriage would be registered in the UK. We can keep things very simple if you wish not to detract from your larger celebration following abroad.



### *Naming Ceremonies*

Celebrate your new addition with a naming ceremony, which is offered as a wonderful personal alternative to a baptism or christening. We welcome families with children of all ages, and could celebrate a new baby or older child, or a welcome much loved adopted child, or stepchild, or multiple children in the family.

Naming ceremonies require no legalities, so can take place anywhere in the Royal Borough, at our Register Office, one of our beautiful venues or anywhere you choose that is suitable, including at your home. If you choose to hold your event at a venue, please make sure they are available and then contact us to book your celebrant.

You can include promises, guide parents, grandparents, music, readings and presentation of gifts, a certificate signing or any elements you choose. We will work with you to ensure we deliver the perfect ceremony that is personalised for your family.



## Frequently Asked Questions

### *Can I get married in the Royal Borough if I don't live here?*

Lots of couples from across the UK and abroad choose to marry in this historic county. You can have a civil marriage wherever you choose in England or Wales, but you must both give notice in person of your intent to marry in the Register Office in the district where you live. If you live abroad but have been resident in the UK for at least 7 full days, then you can give notice.

### *Should I get married in a Church/religious building or have a civil ceremony?*

Civil marriage is offered as a legal alternative to a religious marriage. For that reason, we cannot include any religious elements or readings. We are happy to hand over to someone else before we depart e.g. a minister of religion at the end of the ceremony who can guide you through a blessing. We regularly attend venues where the couple are holding a large religious ceremony and can conduct your civil ceremony as part of the day.

### *Is a celebrant-led marriage legal?*

No, according to the marriage law of this country, a celebrant can only offer a celebratory ceremony which is not legally binding. You would additionally need to go through legal preliminaries and a legal marriage ceremony

in a Register Office or licensed venue at a separate time in order to be legally married.

If you choose us to marry you, you know you will be legally married there and then on the day!

### *How far ahead can I book the registrars?*

You can book our services for any date in the current and next financial year. Our fees and diaries for the following financial year are released at the end of March each year, and all the information around current fees and booking date range are kept updated on our website.

### *Where will we sign the legal documents and who can be witnesses?*

The signing takes place in the ceremony room or outdoor location you have chosen in front of your friends and family. Witnesses can be friends, relatives or anyone who is over 16, understands English and what marriage/civil partnership represents. They do not need to bring ID. They will sign the marriage or civil partnership schedule and the commemorative certificate, and photographs can be taken during the signing if you wish.

### *I had a simple marriage abroad for legal reasons but now wish to celebrate with friends and family here in the UK*

We can offer a celebration ceremony. This is not legally binding and cannot contain the legal marriage vows, but we have a range of alternative suggested vows, or you can write your own. Otherwise, you can celebrate as you choose, with bridesmaids, exchanging rings, being walked down the aisle – plenty of ways to make it really special!

### *We need to change the date of our ceremony – is that possible?*

We understand that circumstances can change. When you book, we will discuss the terms and conditions with you and send them to you in your confirmation email. You can bring your ceremony forward (assuming you have given notice already) or postpone for up to year from the original ceremony date. There will be an administrative charge for the rebooking, plus any small increase or refund in the fees paid depending on whether you move to a date attracting a higher or lower price.

When you give notice, your documents are valid for a year, so if your new date is beyond the date you gave notice then you may need to give notice again.

### *Can we have drinks before or during the ceremony?*

Food and drink cannot be consumed in the ceremony room/ area for an hour before or during the ceremony. Of course, a drinks reception away from the ceremony room is fine and in the ceremony a glass of water to soothe a nervous dry mouth is totally fine!

### *What is the difference between a civil partnership and a same sex marriage?*

In the UK civil partnership was originally introduced as an alternative to same sex marriage. Now marriage is available to all couples, and more recently civil partnership has also been made available to opposite sex couples. So, the choice of marriage and civil partnership is available to all couples. There can be confusion between a civil marriage and a civil partnership – civil marriage is a non-religious legal marriage conducted by a registrar. A civil partnership is a legal alternative to this. Please see the information on the [government website](#).

Please note if you are same sex couple in a civil partnership this can be changed to be a marriage if you so choose. This is because for some couples they did not have the option of marriage at the time they formed their partnership. This is therefore not an option for opposite sex couples, who must dissolve their partnership if they wish to be married.

*Can I change the name in my passport to my new married name before my wedding/honeymoon?*

You can apply for a passport in your partner's surname from 3 months ahead of the ceremony, as long as you have already given notice. The new passport will be dated from the date of the ceremony and will be rescinded if the marriage or civil partnership does not take place. The form can be found on the [government website](#).

If you are marrying here with us at the Royal Borough, we are happy to complete this for you, but would ask that you send the completed form with your sections completed, and a stamped addressed envelope for us to return it to you. We will do this as soon as we receive it.

*Why are my parents' details included on the marriage documents and certificates?*

Parents appear in the online register and the certificates for ancestry reasons.

The law changed in 2021 to modernise the registration process. Previously only fathers could appear in the register. That has been changed to include mothers, step-parents (if they are or have been married to the birth/adoptive parent), and same-sex parents. Deceased parents can of course also be included. If you choose not to have a parent included for your own reasons, we will totally respect that.

*I want to change my name after marriage – how does that work?*

Your marriage or civil partnership will be contracted using your current legal names and these are then shown on your marriage/civil partnership certificate.

There is no requirement for either party to change their names afterwards or make an immediate decision – this is a personal decision for you both.

Your certificate is the evidence of your entitlement to use either name, or to double-barrel your names. There is no specific moment when the name changes, so you can do this in your own time e.g. when your passport expires. If you are changing to an option that is not one of your surnames, you would need to do this by deed poll.



Hannah McClune Photography

*What if I am nervous or emotional on the day and forget my words?*

Please don't worry about a thing – nerves and excitement can play a part in your big day, but we are here to guide you through it. No need to remember a thing – just simply repeat your vows after the registrar, who will say them in bite-sized chunks...so you can relax and enjoy your special moment. We will also make sure we have tissues and encourage you to take your time if you need to compose yourself, or we can say it again, it's not a problem at all.

*Do I need to bring anything on the day?*

No, just yourselves! Neither you or your witnesses require any ID. You have shown that when you gave notice, and we will have all the paperwork with us.

*How long does the ceremony usually last?*

From the moment you enter to the time the signing is completed is usually around 30 minutes, depending on the elements you include. And then – signed, sealed, delivered!



Hannah McClune Photography



## Venue Listing Guide

*Please find below an up-to-date list of our licensed venues and links to their websites. Please contact them directly to establish their availability and to confirm a provisional date before contacting us to book.*



## Royal Borough Licensed Venues

### Venues in Windsor

#### *The Castle Hotel*

W: [www.castlehotelwindsor.com](http://www.castlehotelwindsor.com)  
E: [enquiries@castlehotelwindsor.com](mailto:enquiries@castlehotelwindsor.com)  
T: 01753 851577

#### *Macdonald Windsor Hotel*

W: [www.macdonaldhotels.co.uk](http://www.macdonaldhotels.co.uk)  
E: [salesmgr.windsor@macdonald-hotels.co.uk](mailto:salesmgr.windsor@macdonald-hotels.co.uk)  
T: 0344 879 9000

#### *Oakley Court*

W: [www.oakleycourt.co.uk](http://www.oakleycourt.co.uk)  
E: [weddings@oakleycourt.co.uk](mailto:weddings@oakleycourt.co.uk)  
T: 01753 609988

#### *Windsor Guildhall*

W: [www.rbwm.gov.uk](http://www.rbwm.gov.uk)  
E: [guildhall@rbwm.gov.uk](mailto:guildhall@rbwm.gov.uk)

#### *Windsor Racecourse*

W: [www.windsor-racecourse.co.uk](http://www.windsor-racecourse.co.uk)  
E: [events@windsor-racecourse.co.uk](mailto:events@windsor-racecourse.co.uk)  
T: 01753 498400

#### *Sir Christopher Wren Hotel & Spa*

W: [sirchristopherwren.co.uk](http://sirchristopherwren.co.uk)  
E: [wrens@sarova.com](mailto:wrens@sarova.com)  
T: 01753 442400





## Venues in Maidenhead

### *Fredricks*

W: [www.fredricks-hotel.co.uk](http://www.fredricks-hotel.co.uk)

E: [reservations@fredricks-hotel.com](mailto:reservations@fredricks-hotel.com)

T: 01628 581 000

### *Lillibrooke Manor*

W: [lillibrookemanor.co.uk](http://lillibrookemanor.co.uk)

E: [info@lillibrookemanor.co.uk](mailto:info@lillibrookemanor.co.uk)

T: 01628 906040

### *Norden Farm Centre for the Arts*

W: [norden.farm](http://norden.farm)

E: [venuehire@nordenfarm.org](mailto:venuehire@nordenfarm.org)

T: 01628 682558

## Venues in Bray

### *Monkey Island Estate*

W: [www.monkeyislandestate.co.uk](http://www.monkeyislandestate.co.uk)

E: [enquiries@monkeyislandestate.co.uk](mailto:enquiries@monkeyislandestate.co.uk)

T: 01628 623400

### *Waterside Inn*

W: [www.waterside-inn.co.uk](http://www.waterside-inn.co.uk)

E: [office@waterside-inn.co.uk](mailto:office@waterside-inn.co.uk)

T: 01628 620691

### *Riverside Marquee*

W: [riversidemarquee.co.uk](http://riversidemarquee.co.uk)

E: [reception@weirbank.co.uk](mailto:reception@weirbank.co.uk)

T: 01628 762700



## Venues in Hurley

### *Monks' Barn*

W: [hurleyriversidepark.co.uk](http://hurleyriversidepark.co.uk)

E: [info@hurleyriversidepark.co.uk](mailto:info@hurleyriversidepark.co.uk)

T: 01628 823501

### *Hurley House Hotel*

W: [hurleyhouse.co.uk](http://hurleyhouse.co.uk)

E: [hello@hurleyhouse.co.uk](mailto:hello@hurleyhouse.co.uk)

T: 01628 568500

### *The Olde Bell*

W: [www.theoldebell.co.uk](http://www.theoldebell.co.uk)

E: [weddings@coachinginn.co.uk](mailto:weddings@coachinginn.co.uk)

T: 01628 969790

## Venues in Bisham/Marlow

### *Bisham Abbey*

W: [www.bishamabbeynsc.co.uk](http://www.bishamabbeynsc.co.uk)

E: [bookings.bisham@serco.com](mailto:bookings.bisham@serco.com)

T: 01628 476911

### *Compleat Angler*

W: [www.macdonaldhotels.co.uk/compleat-angler](http://www.macdonaldhotels.co.uk/compleat-angler)

venue/weddings

E: [conference@macdonald-hotels.co.uk](mailto:conference@macdonald-hotels.co.uk)

T: 0344 879 9192



## Venues in Ascot

### *Ascot Racecourse*

W: [www.ascot.com](http://www.ascot.com)

E: [conferenceandevents@ascot.co.uk](mailto:conferenceandevents@ascot.co.uk)

T: 03443 463611

### *Coworth Park*

W: [www.dorchestercollection.com](http://www.dorchestercollection.com)

E: [info.TDL@dorchestercollection.com](mailto:info.TDL@dorchestercollection.com)

T: 01344 838160

### *Royal Berkshire*

W: [www.exclusive.co.uk/royal-berkshire](http://www.exclusive.co.uk/royal-berkshire)

E: [royalberkshireweddings@exclusive.co.uk](mailto:royalberkshireweddings@exclusive.co.uk)

T: 01344 623322

### *Macdonald Berystede Hotel*

W: [www.macdonaldhotels.co.uk/berystede](http://www.macdonaldhotels.co.uk/berystede)

E: [specialevents.berystede@macdonald-hotels.co.uk](mailto:specialevents.berystede@macdonald-hotels.co.uk)

T: 0344 879 9104

## Venues in Datchet

### *Ditton Manor*

W: [www.dittonmanor.com](http://www.dittonmanor.com)

E: [sales@dittonmanor.com](mailto:sales@dittonmanor.com)

T: 01753 255 444



## Venues in Eton

### *Gilbey's*

W: [www.gilbeygroup.com](http://www.gilbeygroup.com)

E: [eton@gilbeygroup.com](mailto:eton@gilbeygroup.com)

T: 01753 854921

## Venues in Cookham Dean

### *Sanctum on the Green*

W: [www.sanctumonthegreenhotel.com](http://www.sanctumonthegreenhotel.com)

E: [hotelmanager@karmasanctumonthegreen.com](mailto:hotelmanager@karmasanctumonthegreen.com)

T: 01628 482638

## Venues in Cookham

### *CIM Moor Hall*

W: [moorhall.cim.co.uk](http://moorhall.cim.co.uk)

E: [events@cim.co.uk](mailto:events@cim.co.uk)

T: 01628 427244

## Venues in Old Windsor

### *Beaumont Estate*

W: [www.devere.co.uk/beaumont-estate](http://www.devere.co.uk/beaumont-estate)

E: [beaumontweddings@devere.com](mailto:beaumontweddings@devere.com)

T: 01753 640000



Photography by Abi Moore



## Windsor Guildhall

### *Iconic, ceremony venue*

Located near Windsor Castle in Berkshire, The Windsor Guildhall is a stunning private hire venue ideal for weddings and civil partnerships. We were the chosen wedding venue of Their Majesties King Charles III and Queen Camilla in 2005. Sir Elton John and David Furnish opted to host their civil partnership ceremony here on the first day the ceremonies became legal in England and Wales. You and your guests will feel like royalty in this unique venue.

The Council Chamber ceremony room is available for hire for 60 minutes for a standard ceremony or you can choose to extend your stay for photographs, a drinks reception for up to 100 guests or a wedding breakfast for up to 80 guests, choosing from a range of local caterers to suit your tastes. The ceremony room has plenty of natural

daylight and is surrounded by royal portraits from the last five centuries. The space is lit by glittering chandeliers from the Royal Collection Trust on behalf of the monarch. We host events all year round and you'll find plenty of incredible photo opportunities within the building and sheltered outdoor spaces so that you won't be at the mercy of the British weather on your special day.

The Guildhall is a popular choice for those opting for a small, intimate ceremony with their nearest and dearest as well as those looking to accommodate larger guest parties. Our central Windsor location gives many options to combine your ceremony with other local hotels, restaurants, or even a river cruise on the River Thames.

Email: [guildhall@rbwm.gov.uk](mailto:guildhall@rbwm.gov.uk)

Instagram: [@windsorguildhall](https://www.instagram.com/windsorguildhall)

Website: [www.rbwm.gov.uk/leisure-and-culture/windsor-guildhall/getting-married-windsor-guildhall](http://www.rbwm.gov.uk/leisure-and-culture/windsor-guildhall/getting-married-windsor-guildhall)



Photography by Abi Moore

## Hurley House

### *Exquisite, boutique hotel*

An award-winning boutique hotel with 10 exquisitely decorated en-suite bedrooms, an elegant restaurant, a private dining room, beautifully appointed terraces, and a spectacular Garden Pavilion.

Our Garden Pavilion is perfect for weddings and special events for up to 160 guests.

Hurley House Hotel is a fully licensed wedding venue and can play host to your main event, cater for your wedding reception/breakfast, and offer 10 ensuite bedrooms for you and your guests.

So, whether you take the whole house, or hire the Garden Pavilion, we relish the opportunity to design your wedding, just as you have always imagined it to be.

Having won the Condé Nast Johansen's awards for excellence 2019 and 2021 for the "Best Small and Exclusive Property in the UK and Ireland" (finalist for the same award in 2023), you can rest assured you are in good hands.

[www.hurleyhouse.co.uk](http://www.hurleyhouse.co.uk)

[hello@hurleyhouse.co.uk](mailto:hello@hurleyhouse.co.uk)

01628 568 500





## Coworth Park

### *Licensed for Civil Ceremonies*

Celebrate your wedding surrounded by 240 acres of picturesque parkland, in rural Berkshire, just 45 minutes from central London. Coworth Park offers the ultimate in bespoke weddings in the English countryside, catering from small intimate gatherings to lavish receptions for up to 100 guests.

Choose from four well-appointed banqueting suites for your ceremony and reception. In the Mansion House, the Oval and Garden Rooms provide spacious venues, with natural daylight and private terraces. The Oak Room with its elegant interiors and striking copper sculptures is ideal for intimate gatherings. Set apart from the Mansion House and surrounded by picturesque parkland, the castle-like charm of The Tower House features a balcony offering captivating views over the lake.

For a stunning backdrop to your wedding photos, wander through the gardens to the scenic lime grove and sunken gardens.

Coworth Park is a fully licenced venue both inside and out. Part of The Dorchester Collection, this luxury country house hotel has 70 rooms and suites and a luxury spa with an indoor pool, which is perfect for pre-wedding pampering. Coworth Park also offers bespoke wedding packages, from tasting menus to create your very own exclusive breakfast, to complimentary accommodation on your wedding night. Everything is arranged to suit your requirements and with their dedicated events team on hand, Coworth Park promises you and your guests an unforgettable wedding day. For the most lavish of celebrations Coworth Park is available to hire out in its entirety with marquee options for parties of up to 250 guests.

[dorchestercollection.com](http://dorchestercollection.com) | 01344 876600  
[groupandeventsales.CPA@dorchestercollection.com](mailto:groupandeventsales.CPA@dorchestercollection.com)



Helen Gawte Photography



Helen Gawte Photography



Hannah McElune Photography

## The Royal Berkshire

### *Country house, luxury venue*

Royal Berkshire is a country house situated in the outskirts of Ascot, offering the perfect backdrop for your wedding day. Within 15 acres of landscaped lawns, this Queen Anne mansion offers a beautiful walled garden where outdoor ceremonies can take place, with a private and 'secret garden' feel. The large lawn is ideal for giant garden games and the terrace allows for your guests to take a seat and soak up the sunshine with a drink or two. A walk around our grounds reveals lots of amazing photo opportunities with our beautiful flora and a traditional pond. Our elegant rooms suit both small intimate weddings and a larger family affair, with a reception size of up to 150 guests. Our key room, The Berkshire Suite, is bright and spacious with plenty of natural light, easy

access out onto the terrace and can also be split into two separate rooms which are perfect for a ceremony, wedding breakfast and evening reception.

Royal Berkshire offers a total of 66 bedrooms for your guests to retire after all the celebrations, with a charming suite overlooking the gardens for the newlyweds. We offer delicious dining options for any guests that may want to arrive the night before, from sandwiches to steaks in the FORK restaurant and traditional afternoon tea in The Polo Bar.

With a variety of packages and bespoke offerings to choose from, our wedding co-ordinator will be there every step of the way.

[www.exclusive.co.uk/royal-berkshire](http://www.exclusive.co.uk/royal-berkshire)  
01344 929 413  
[royalberkshireweddings@exclusive.co.uk](mailto:royalberkshireweddings@exclusive.co.uk)



DM Photography



### The Berystede Hotel & Spa *Luxurious & rural venue*

Make your dream a reality. Combine the ambience of a luxurious rural retreat, with the sensual pleasures of an indulgent spa and you have The Berystede Hotel & Spa.

A beautiful wedding venue all year round. Licensed for civil ceremonies and wedding receptions. Our Windsor & Eton Suite is suitable for up to 220 guests and our Library Suite for up to 22 guests.



01506 815146  
specialevents.berystede@macdonald-hotels.co.uk



### MACDONALD WINDSOR HOTEL *Boutique townhouse venue*

Our stunning wedding venue in Windsor is located in the heart of the town, overlooking the magical backdrop of Windsor Castle. Our charming boutique townhouse hotel and reception venue sits just across from the famous Windsor Guildhall, perfectly placed to enjoy romantic horse-drawn carriage rides along the Long Walk and Great Park for stunning photographs.

01753 483112  
www.macdonaldhotels.co.uk/windsor



### Photography by Abi Moore

#### *Relaxed & natural photography*

A photographer for couples that want to relax and enjoy their day, trusting that every moment is being captured. With a calm and unobtrusive approach, Abi tells the story of your day with emotive and natural images.

Abi will give you photos that bring back all the memories, make you go ‘wow’, laugh out loud or cry with joy.

For your peace of mind, Abi has a decade of experience as a wedding photographer and is fully trained, qualified (CrGPP) and award-winning. Abi is based in Windsor and is a recommended photographer at many



venues within the Royal Borough. All wedding photography collections are fully inclusive of downloadable digital images as well as a beautiful set of prints or an album to tell the story of your day. Abi offers wedding photography packages from one hour upwards, so whether you’re planning an intimate day with a handful of friends or a bigger celebration with a hundred guests, there will be a package to suit you.

“The photos are beautiful. You truly captured the day and we can’t wait to pick our favourites (which may prove difficult as there are so many!). Your relaxed and natural style was exactly what we wanted and we couldn’t be happier with the choice we made.” Jess & Adam

07968 620 835  
abi@photographybyabimoore.com  
photographybyabimoore.com





**Ivy White**  
*Luxury stationery & design*

Ivy White is a multi-award winning luxury stationery & design studio offering a wide collection of distinctive and stylish designs that are all fully customisable, as well as a bespoke service for those looking for that next level of detail. From invitations to your on the day stationery, all elements can be personalised to reflect your style and wedding.

[www.ivywhite.co.uk](http://www.ivywhite.co.uk)  
[hello@ivywhite.co.uk](mailto:hello@ivywhite.co.uk)  
07732113683



**Hannah McClune Photography**  
*Fine art photography*

The team have a light, airy, luminous photography style. Their fine art wedding photography is full of emotion. The beautiful details, teamed with the love, laughter and joy of the day.

With over twelve years experience the team are regularly featured in wedding magazines and Hannah is a judge for industry awards.

[www.hannahmcclunephotography.com](http://www.hannahmcclunephotography.com)  
[hello@hannahmcclunephotography.com](mailto:hello@hannahmcclunephotography.com)



**Leanne Jaye**  
*Bridal hair specialist*

I'm a highly-skilled professional hair stylist, based in Berkshire, with over 21 years' experience gained within a top 5-star salon. My passion and talent has always been bridal hair and up-dos, creating fabulous styles for weddings and special occasions. I love meeting people, working with you and your make-up artist to create your desired look.

[www.leannejaye.co.uk](http://www.leannejaye.co.uk)  
[info@leannejaye.co.uk](mailto:info@leannejaye.co.uk)  
07979 784566



**Monks' Barn**  
*Picturesque, luxury barn*

Monks' Barn is a Grade II\* listed medieval barn in the picturesque village of Hurley, near to the River Thames. Licensed for up to 150 guests, you can create your own special day by using your own choice of caterer, florist and furnishings. The barn also offer a unique outdoor space for your guests to enjoy your wedding both inside and outside.

[www.monksbarn.co.uk](http://www.monksbarn.co.uk)  
01628 823501



**Berkshire's Big Red Bus Co.**  
*Memorable & fun*

Get the fun started even before you say "I do" by delivering your guests to the ceremony in a big, red, double decker, heritage Routemaster bus. This icon of Great British style looks fab in your photos and everyone loves the memorable ride to the reception.

[www.bigredbus.company](http://www.bigredbus.company)  
[bookings@bigredbus.company](mailto:bookings@bigredbus.company)



## Photogica Photography

*Bespoke Wedding photography*

Photogica is owned and run by Master Photographer Maria Scavetta LMPA LBIPP LRPS, whose relaxed and capable manner ensures every client feels at ease. Maria treats every Wedding with a 5\* bespoke photography service which is tailored to the client's personal wedding requirements.

www.photogica.com  
maria@photogica.com | 07949 956439



## Rosie Scott

*Bridal Hair & Make Up*

Rosie has been enhancing the natural beauty of brides for over 20 years. Specialising in luxury bridal Hair Styling and Make Up, Rosie has an extensive portfolio and much experience in delighting brides and their bridal parties with her signature natural glam look and calming professional nature.

www.rosiescottmakeup.com  
07775 644467  
Instagram @rosiescotthairandmakeup

Kerry B Knight Photography



## Devine Weddings *Flowers & Events*

Devine Weddings specialise in the creation of stunning wedding flowers including bespoke bouquets, table centrepieces and decoration. We work closely with brides and grooms to ensure the flowers and special touches fulfil every expectation.

We also offer the luxury of organising your entire event from start to finish, including venue hire and catering, right through to arranging your wedding night stay, all with our renowned Devine sparkle and bespoke detailing.

01628 533314  
High Street, Cookham, SL6 9SQ



## Ceremonies in the Royal Borough of Windsor and Maidenhead



### *The Register Office*

Town Hall, St Ives Road  
Maidenhead SL6 1RF

Phone: 01628 796422  
Email: (all ceremony and notice related services)  
[ceremony.bookings@rbwm.gov.uk](mailto:ceremony.bookings@rbwm.gov.uk)

Email: (other registration services): [registrar@rbwm.gov.uk](mailto:registrar@rbwm.gov.uk)

### *Socials*

-  Royal Borough Registrars
-  royalboroughregistrars