Ealing Register Office Ceremonies Guide

The essential guide to planning your ceremony
Welcome to Ealing Register Office

We are delighted that you have chosen to have your ceremony at Ealing Register Office.

Ealing Register Office is located in Ealing Town Hall, on the New Broadway, Ealing, W5.

Ealing Town Hall is a listed building built by Charles Jones, the borough surveyor at that time. It was built in the Gothic revival style in 1887 and opened by the Prince of Wales who later became King Edward VII, in 1888.

The ceremonies suite has been elegantly refurbished and pleasantly decorated with fresh flowers. It makes a perfect setting for your ceremony.

There are many restaurants and public houses in Ealing in which to celebrate. There are also several halls within the Town Hall, which can be hired for receptions.

This brochure is here to help ensure that your special day runs as smoothly as possible and is a happy and memorable occasion.

It tells you:
- All about the ceremony suite and its facilities
- What you will need to do prior to your ceremony
- What will happen on the day of your ceremony

If there is anything else you wish to know, we will be pleased to help.

Choices of ceremony

It's your day so we want you to have the ceremony of your choice – either a simple affair with just two witnesses and no frills, or a more traditional ceremony with the best man, bridesmaids, guests, music, readings, video and photographs.

If the bride wishes to make her entrance into the ceremony room after the guests are seated, you will need to notify us at least one week before the ceremony by filling in the choice form at the back of this brochure. Unfortunately we are unable to guarantee to accommodate any requests made after this time as we do need sufficient notice to ensure that your day runs smoothly.

The bride may be escorted by the groom or her father, or as part of the bridal party. Whatever your preferences, we will be happy to discuss the arrangements with you.
The ceremony suite
The elegant ceremony suite, which has seating for up to 40 guests with room for a further 30 standing and the attractive waiting room are both on the first floor of the town hall.

The town hall is fully accessible, including disabled access, using the main entrance which also has a ramp. The lift to the ceremony suite can be found almost opposite the doors to the east entrance.

The ceremony suite has a loop system fitted for hearing impaired visitors. The rooms are always pleasantly decorated with fresh flowers.

There are toilets, a disabled toilet and also baby changing facilities opposite the ceremony suite.

Ceremony appointment time
It is important that you arrive at the Register Office fifteen minutes before the time shown on your ceremony document. Please allow for possible traffic delays and parking. You may also need time for pre-ceremony photographs.

Although we make every effort to accommodate late arrivals, your ceremony may have to be postponed if you or your guests are late, as we cannot disrupt plans made for other parties. You should do your best to ensure everyone arrives on time.

Witnesses
It is important that you provide two witnesses that speak and understand English. They can be family members, friends or even two strangers from off the street. However without witnesses your ceremony cannot take place. Your witnesses do not have to be British nor do they need to provide identification. Registration officers cannot witness ceremonies; therefore, if you do not provide two witnesses of your own, the ceremony cannot take place.

On arrival
You, your witnesses and your guests should assemble in the ceremony waiting room.

Before the ceremony can begin the law requires that the couple will be interviewed privately by the Registrar to check that all the details for their registration are correct.

If the couple do not wish to see each other before the ceremony we can arrange to interview them in separate rooms. Please let us know before the day of the ceremony so we can make the necessary arrangements.

When these formalities have been completed, your witnesses and guests will be invited to join you and the ceremony will begin.
The marriage ceremony

There is no need to be nervous about the ceremony. The Superintendent Registrar is there to help guide you through all you have to say and do. You do not need to have memorised your declarations, but we do advise that you have read through them at least once so that you are familiar with the words. All you will need to do is to repeat them after the Superintendent Registrar has said them.

If either of you is unable to speak or understand English, you will need to bring an interpreter with you. He or she could be a family member or a friend. You will be asked to repeat the words used in the ceremony in English. Afterwards, the interpreter will be asked to sign the register as one of your witnesses.

Once everyone is seated, the Superintendent Registrar will say a few words of welcome. During the ceremony you will be asked to make two sets of declarations. You have to make these by law to become husband and wife. In the first declaration you will state that you are free in law to marry and in the second declaration you will take your partner as husband or wife.

You become legally married once both parties have completed both sets of declarations.

You may choose the exact wording you would like to make for the declarations from the three choices on page 10 of this brochure. You may wish to make your civil ceremony more personal by writing your own vows, which are more meaningful to you both.
Unfortunately you are unable to amend or change the declarations required by law. In addition you could choose a favourite piece of verse or prose to be read at the ceremony by either of you or a relative or friend. However you must bear in mind that nothing religious can be used during a civil ceremony. The giving and exchanging of rings may take place if desired but is not compulsory.

The Superintendent Registrar will then add the closing words and the Registrar will complete the registration of your ceremony.

It is important that both of you check the register entry carefully. If all the information in the entry is correct then the Registrar will invite you to sign the entry. Your witnesses must also sign. The bride signs in the name by which she was known before the ceremony.

Finally, both the Superintendent Registrar and the Registrar will sign the entry and the Registrar will produce your marriage certificate.

The ceremony, including the preliminary discussions with the Registrar, will last about 20 minutes.
The civil partnership ceremony

There is no need to be nervous about the ceremony. The Civil Partnership Registrar is there to help guide you through all you have to say and do.

If either of you is unable to speak or understand English, you will need to bring an interpreter with you. He or she could be a family member or a friend. Afterwards, the interpreter will be asked to sign the schedule as one of your witnesses.

You may choose to either just sign the schedule which formalises your union before your two witnesses and the Civil Partnership Registrar, or you could opt to have a ceremony which will allow you to declare your commitment to one another before your family and friends. You can personalise your ceremony by choosing your own music, readings and promises although we will not be able to use anything that is religious. You will be required to sign the official schedule before two witnesses and the Civil Partnership Registrar.

Your witnesses can be parents, relatives or friends but they must be able to understand the English language and be of an appropriate age. Registration officers cannot witness civil partnerships, therefore, if you do not provide witnesses of your own the ceremony cannot take place.

Please complete the form at the back of the brochure so that we can make the necessary arrangements. The giving and exchanging of rings may take place if desired.
The legal formalities

If you are a British or EEA national, you must personally attend at the Register Office in the district where you live and give notice to the Superintendent Registrar. No one else can do this for you. Both of you must have lived in a registration district in England and Wales for at least nine days immediately before giving notice at the Register Office. After giving notice, you must wait a further fifteen clear days before the ceremony can take place.

In Ealing, we operate an appointment system for giving notice. For an appointment please ring 020 8825 7272.

If you intend to have a civil ceremony in England or Wales a notice is valid for twelve months from the date on which it is given. You can book a ceremony more than twelve months in advance but you are only able to give your notice within the twelve months preceding your date of marriage / civil partnership. You may also have a ceremony in a Register Office outside your district of residence. It is essential that the notice be given to the Superintendent Registrar in the district of your residence as soon as possible.

Documents

When you give the legal notice, you will need to give proof of your identity and nationality. Passports are the primary documentation required although in some instances we may be able to accept other documents. Our staff will be happy to tell you what we can accept. We also need proof of your address.

If either of you has been married or formed a civil partnership before, either in this country or abroad, you will need to show proof of your dissolution bearing the court’s original stamp. If you are a female and you provide a decree absolute in your married name, we will need to see the link to your previous name if you have gone back to using it, i.e. a marriage certificate.

If either of you is a widow or widower we will need to see a certified copy of the death certificate from the registration authority of the borough where your partner died.

If any of these documents are in a foreign language you will need to provide a translation in English. This can be translated by a friend or family member but it must be word for word and be made by an individual who is not a party to the marriage / civil partnership.

If either of you is under 18, your parent(s) will need to complete a parental consent form to prove that your parents or guardian agree to the marriage. If your parents are divorced we may also need to see the court order that gives custody to one of them. The Superintendent Registrar will give you advice on this matter.

If you have changed your name by deed poll or a change of name deed, we will need to see the document. If either party is not a British or EEA national please telephone 020 8825 7272 for advice.

If you are not able to provide any of the above documents, the Superintendent Registrar will explain what documents may be acceptable.
Essential notes

Music
We can play the secular music of your choice while you sign the register. Please bring the music on a CD on the day of the ceremony.

Photographs
Taking photographs during the ceremony is permitted at the discretion of the Superintendent Registrar. If you wish to take photographs you should appoint one designated photographer so that there is not too much of a distraction for the officiating Registrar. Please note that we do not provide an official photographer for your ceremony. Parties wishing to hire a professional photographer should make their own arrangements.

Video recording is allowed during and after the ceremony but please check with the Superintendent Registrar first. All video recorders must have their own power source.

As well as taking photographs in the ceremony suite, the front of the town hall is a perfect location for your video and photographs with its imposing entrance at the top of a flight of stairs – perfect for those group photographs as you can stagger your guests and get everyone in the picture.

Inside the town hall there is a magnificent marble staircase also ideal for photographs. The town hall is only a few minutes walk from Walpole Park, which is an idyllic setting for all your photographs and video recording. With its lake and landscaped gardens it is the perfect place to take your photographs.

Also in Walpole Park, a short walk away, is Pitzhanger Manor, again a beautiful background to your photographs.

Car parking
During the week the closest car park is Springbridge car park. There are also parking meters in Longfield Avenue, the road adjacent to the town hall. There is a small turning at the front of the town hall near the secondary steps, where a bridal car can drop off the bride but this is a drop off point only.

Fees
Please note that all fees for your ceremony must be paid at least a week prior to the ceremony, otherwise your ceremony may have to be postponed. We accept cash (correct money please) cheque with a cheque guarantee card or by debit/credit card.

If you are arranging your ceremony well in advance please note that the fees may be subject to an increase so please check beforehand. This fee includes the cost of one marriage certificate.

Further copies of your certificate can be obtained from the Register Office at any stage on payment of the appropriate fee.

To make a provisional booking you will need to pay a deposit. This can be transferred if there is a change of date but will not be refunded if the ceremony is cancelled.

Confetti
Confetti is a familiar part of any ceremony, but please help us to keep the Register Office tidy and attractive by asking your guests to wait until you are outside the building before throwing the confetti. In preference to paper confetti, we recommend you use environmentally friendly, dried or fresh rose petals.
No smoking
For the comfort and convenience of others, smoking is not permitted anywhere inside the town hall.

Mobile phones
Please switch off all mobile phones before entering the ceremony suite.

Avoiding disasters
Occasionally things may not run as smoothly as we might all wish. Below are a few of the more familiar hiccups, which you might want to take steps to avoid.

Get me to the Register Office on time
Time keeping is essential on the day, especially when caterers, car hire firms and photographers are involved. We always try to begin every ceremony on time. We ask you and your guests to arrive approximately 15 minutes before the start of the ceremony so that people have plenty of time to greet guests and take photographs. Please make allowance for possible traffic delays, and also for parking your car. Please make sure your guests all know when they are expected. If you are late for your ceremony and there are ceremonies after yours, we may have to postpone your ceremony to another day.

April showers
The British weather can spring plenty of surprises; therefore it is a good idea to make plans just in case the skies decide to open. These might include providing lots of umbrellas and letting your guests know where they can go for photographs if it rains. We do have an ornate marble staircase in the town hall, which can be used for photographs if the weather is wet. However we would ask you to be considerate and not spend too much time using these for photographs so that the next marriage party could use them as well.

If you don’t tell us, we won’t know
Please hand in your choice form as soon as possible so that we can ensure you have the perfect ceremony (you can always contact us again if you wish to make changes). All changes and amendments to your ceremony must be made at least 7 days prior to your ceremony. Unfortunately we cannot guarantee to accommodate any amendments made after this time as the Superintendent Registrar will need time to plan the ceremony and incorporate your wishes.

Please do not hesitate to ask us of anything you are unsure about, we will be delighted to help. Our satisfaction comes from the knowledge that we have played an integral part in creating your perfect day.

Cancellations
If for any reason it becomes necessary to postpone or cancel your ceremony, please notify the Superintendent Registrar either in person or in writing as soon as possible. We are unable to accept cancellations via the telephone for security reasons.
Further advice

We will be pleased to offer further advice or information should you have any queries between now and your ceremony day.

Call the Register Office on 020 8825 7272 Monday to Friday between 9.00am and 4.00pm.

Points to remember

• This guide is for general information only and is not a full statement of the law.
• Please telephone on 020 8825 7272 for further information about getting married or having a civil partnership.
• Book well in advance to secure the time and date you want. A notice is valid for one year.
• You will need an appointment to give notice and you should book this by telephone.
• Please make sure you have the right documents when you attend. If you are in any doubt, please telephone and discuss with a registrar.

Declaratory and contracting words

Declaratory words

1) I do solemnly declare that I know not of any lawful impediment why I, AB, may not be joined in matrimony to CD.

Or

2) I declare that I know of no legal reason why I, AB, may not be joined in marriage to CD.

Or

3) By replying “I am” to the question “are you, AB free lawfully to marry CD?”

Contracting words

4) I call upon these persons here present to witness that I, AB, do take thee, CD, to be my lawful wedded wife/husband.

Or

5) I, AB, take you, CD to be my wedded wife/husband.

Or

6) I, AB, take thee, CD to be my wedded wife/husband.
Eleven

Boston Manor Hotel

Boston Manor Hotel’s banqueting suite is the perfect venue for weddings, pre-wedding functions, birthday parties, corporate events and any other special occasions.

The banqueting suite is fully air-conditioned and has a built-in audio system including a dance floor and a self-service bar.

They can cater for 150 seated guests and their experienced chef from the famous Monty’s Ushas Nepalese restaurant (a recent addition to the hotel) creates exquisite cuisine for all occasions. Alternatively there is the option to use an outside catering company, if so desired.

The hotel also offers a number of great facilities, en-suite rooms, a restaurant and a large car park with free parking for hotel guests.

Boston Manor Hotel
146-152 Boston Road, Hanwell, Ealing, London W7 2HJ.

Tel: 020 8566 1534
Email: info@bostonmanor.com
Web: www.bostonmanor.com

Ealing Golf Club
(Licensed for Civil Ceremonies)

Ealing Golf Club is a classic venue with a wonderful atmosphere and romantic country setting – ideal for a London wedding with that little something different!

The club caters for both civil ceremonies and for wedding receptions. Ceremonies are held in the Randolph Room, adjacent to the main Dining Hall. All guests have access to the patio and garden, enjoying panoramic views of the golf course.

The Dining Hall seats up to 120 for the reception. A private bar and permanent dance floor transform the Hall into a club venue for the evening celebrations.

There is free car parking for guests, excellent access for disabled visitors and hotel accommodation is available directly opposite the club.

Ealing Golf Club
Perivale Lane, Greenford UB6 8TS

Tel: 020 8997 0937
Email: info@ealinggolfclub.co.uk
Web: www.ealinggolfclub.co.uk

Val Kelly
Jazz and Soul

The Val Kelly Jazz and Soul Duo, Trio or Quartet are ideal if you wish to create a cool and sophisticated atmosphere during your cocktail and/or wedding breakfast.

On request the Val Kelly Quintet option also offers a choice of 60s to present dance music guaranteed to set your dance floor on fire. It has been the highlight of many evening wedding parties in London and abroad.

This songstress who supported Cleo Lane for 8 weeks and was given the accolade of ‘...the modern day Nina Simone’... (Guardian) is one of London’s finest female vocalists.

Be prepared for the Wow factor!

Tel: 07930 415 185
Email: jazz@aliveband.co.uk
Web: www.jazzband.ukhot.com
Trailfinders Sports Club
(Licensed for Civil Ceremonies)

Trailfinders Sports Club has an unrivalled location in West Ealing, London. Set in 18 acres of landscaped Sports Grounds it boasts the Centenary Clubhouse completed in 2000 and the Olympic Pavilion completed in 2008. Both buildings have modern state of the art facilities but each offers its own unique atmosphere, the Centenary Clubhouse has a modern feel while the new Olympic Pavilion was designed to echo the Victorian Style of its predecessor.

At Trailfinders Sports Club they will tailor their service to your specific requirements to ensure that you have the perfect day. No event is too large or too small; they can accommodate a small intimate gathering or large wedding in a marquee.

Their events team has over 20 years of experience in event organisation and they take great pride in tailoring everything to your complete satisfaction. Their highly professional in-house catering team can create delicious menus to suit every budget from barbecues to banquets, with a comprehensive wine list for you to choose from.

On the day, they can provide the bride and groom with a private changing room and bathroom. There is also ample free car parking for any wedding guests and they can even provide 2 x 17 seat minibuses to provide transfers to Ealing Broadway station.

If you need any assistance organising your big day, Trailfinders Sports Club would be delighted to arrange any of the following services on your behalf: bands and discos, fireworks, flowers and table decorations, marquees and car and taxi services.

Trailfinders Sports Club
Vallis Way, West Ealing,
London W13 0DD.
Tel: 020 8998 7928
Fax: 020 8998 8106
Email: enquiries@tfsc.co.uk

Sallieann Davis – Event Manager / Wedding Co-ordinator
Email: sallie@tfsc.co.uk
Web: www.tfsc.co.uk
Karen Brooke Photography
Karen discretely captures all the great moments of your wedding / civil partnership ceremony using a relaxed and flattering photographic style. She will work to your brief to capture fresh and beautiful images without the need to spend hours posing.

Your photographs will be a combination of reportage and beautifully posed colour and black & white images. Price packages start from as little as £500.

Karen Brooke Photography,
90 Cowper Road, Hanwell W7 1EJ.
Mob: 07958 693320
Email: karen.brooke@virgin.net
Web: www.brookephotography.co.uk

Karen Brooke Photography
Karen Brooke Photography
Karen Brooke Photography

Stems
Stems loves a wedding, as every one is as different as every bride and groom. Working with the happy couple from the first conversation until the big day, when all their dreams come true. Whether it is a small garden party or a grand wedding Stems is happy to assist.

Stems,
111 Pitshanger Lane,
Ealing, London W5 1RH.
Tel: 020 8566 8498
Email: info@stemsflowergallery.co.uk
Web: www.stemsflowergallery.co.uk

Peony Flowers
Peony Flowers pride themselves on their friendly and professional service. From their Ealing based studio they create beautiful bespoke wedding flowers to suit all tastes and budgets. With over ten years experience you can feel confident that your wedding flowers are in safe hands. After all, your big day is their speciality.

Peony Flowers,
3 Dorset Road, Ealing, London W5 4HU.
Consultation by appointment
Tel: 07855 049 996
Email: info@peonyflowers.co.uk
Web: www.peonyflowers.co.uk

Wedding Make Up and Hair
By Pam Wrigley
Believe it or not… Your wedding dress is just an accessory. You are the main feature of the day.

Pam will make sure you feel confident and gorgeous with beautiful hair and make-up… natural, glamorous or somewhere in between.

Creating beautiful wedding make up and hair in London and the Home Counties.

Pam Wrigley – Make up Artist and Hair Stylist
T: 020 8742 1994
M: 07720 300 062
E: pam@weddingmakeupandhair.com
W: www.weddingmakeupandhair.com

Peony Flowers Stems
The Fox and Goose Hotel

"Your Ultimate Wedding Venue"

Offering a Private Function Room and Restaurant which seats up to 100 guests, as well as 73 ensuite bedrooms including a Honeymoon Suite. The hotel also has a wonderful garden and patio area. Large free car park.

Please call The Manager on 020 8998 5864 to discuss your requirements

The Fox and Goose Hotel
Hanger Lane, Ealing, London W5 1DP
Tel: 020 8998 5864
Email: foxandgoosehotel@fullers.co.uk
Web: www.foxandgoosehotel.com

The Bridge Hotel Greenford
(Licensed for Civil Ceremonies)

The Bridge Hotel is an ideal wedding venue, with the ability to accommodate all of your needs for your special day with the benefit of 68 en-suite bedrooms. All wedding guests wishing to stay the night can benefit from discounted room rates and complimentary parking.

The Westminster suite is fully air conditioned and offers an integral bar with a late licence. Offering a maximum capacity of 100 guests for a Wedding Breakfast or 120 guests for a finger buffet.

The Bridge Hotel,
Western Avenue, Greenford, Middlesex UB6 8ST.
Tel: 020 8566 6246
Email: bridgehotel@youngs.co.uk
Web: www.thebridgehotel.com
Hanwell’s of London

Hanwell’s are delighted to offer a specialist Chauffeur driven Wedding Service. Established over 10 years, offering an extensive range of Modern Rolls Royce and Bentley Motor cars for your special day. All the drivers are fully experienced and uniformed. Rates start from only £149.00 including vat.

Hanwell’s of London,
86 – 88 Uxbridge Road,
The Broadway, Hanwell,
London W7 3SU.

Tel: 020 7436 2070
Email: enquiries@hanwells.com
Web: www.hanwells.com
Other Ceremonies

These can take place at the Register Office or an Approved Venue and you do not have to live within the borough to have any of these ceremonies.

Naming Ceremonies

A tailor-made celebration to welcome your baby or child into your family and to publicly express your love and commitment.

This is an opportunity to celebrate the birth of a new baby or welcome an adopted child or step-child into a new relationship. Why not ask friends and family to take a special role in your child’s life by making these promises with you? The ceremony can include the presentation of a gift.

Naming ceremonies are ‘non-religious’ and carry no legal status. There is no age limit and the ceremony can be for one child or a whole family!

Please remember that any music or readings should be of a non-religious nature. Our team is dedicated to tailoring your celebration to reflect your own personal wishes and ensure that you not only have a day to remember but one that you feel is truly yours.

Renewal of vows

A ceremony for any couple who have already contracted a marriage or civil partnership and wish to celebrate and renew their vows in a unique and personal way.

This is an individual celebration for a special anniversary or perhaps to celebrate with people who were unable to be with you on the day (e.g. if you married abroad) or to reaffirm your commitment to each other, regardless of the length of time you have been together or the place the original ceremony occurred.

There is a standard ceremony which you can enhance to reflect your own personal wishes through readings, choice of music, re-dedication of existing rings or exchange of gifts thus ensuring you have a truly unique occasion. As when you originally married or formed a civil partnership, any music, readings or vows should be of a non-religious nature. However, there is plenty of choice and it is the readings, poems and music that make each ceremony unique.

Everyone is different and our team have a wealth of experience to assist you to ensure your celebration is perfect.

Changes to your Passport

There are so many things to organise when you are getting married that you may forget to notify the passport authorities if you are changing your name. Some countries might not accept a passport that has not been amended even if you take your marriage certificate with you. Check with your travel agent or the country’s consulate, if in doubt.

You can change your passport details at any time up to three months before the wedding, although you will not be able to use your passport until the actual day of your wedding.

To do this, you will need to apply to the Passport Office for a new standard UK passport. Alternatively, the Passport Office will amend your existing passport to show your future married name.

Application forms are available at post offices and you will need to complete a PD2 form as well. Once you have given Notice of Marriage, the forms can be filled in by the Superintendent Registrar who will be conducting your ceremony.

This should then be sent to the Passport Office, together with the application for a passport or amendment to your passport. A section of the form will be retained by the Register Office and will be sent back to IPS if the ceremony is postponed or does not take place.

If you are going abroad on honeymoon, remember to book any travel tickets in the name you will have in your passport at the time of travelling.

For further information, go to: www.passport.gov.uk.
Responsibilities

The following check list should be used by the respective persons in planning your wedding. Take copies for each of them and retain a master copy for yourself. Ask to see their copies from time to time to keep track of progress and update your own copy.

Bride’s Mother
- Arrange printing of invitations
- Send invitations
- Order wedding cake
- Order wines
- Hire photographer
- Book florist for ceremony and reception
- Order cake boxes
- Arrange display of presents
- Contact local newspaper for announcement
- Arrange entertainment for the evening
- Hire video company

Bridegroom
- Give notice, or arrange Banns
- Arrange ceremony
- Choose best man
- Hire morning dress
- Order flowers for bride, bridesmaids and mothers
- Arrange travel for honeymoon
- Arrange for cars, to and from the ceremony/
  Register Office/venue
- Prepare response to ‘The Bride and Bridegroom’ toast
- Propose toast to ‘The Bridesmaids’
- Choose gifts for the bridesmaids

Bride
- Give notice, or arrange Banns
- Choose bridesmaids
- Select dresses for bridesmaids and yourself
- Book hair appointment
- List wedding presents preferred

Bride’s Father
- Double check transport arrangements
- Order morning dress
- Respond to toast to ‘The Parents’

Best Man
- Look after rings
- Organise transport seating
- Reply to ‘The Bridesmaids’ toast
- Propose toast to the ‘The Parents’
- Return the bridegroom’s and your morning dress

Bridesmaid
- Choose clothes with the bride
- Help the bride dress
- Chief bridesmaid takes charge of bride’s bouquet during the ceremony
- Serve portions of cake at the reception if required

Planning your wedding on a Budget

First, you just need to think differently, after all, who wants to end up in more debt than necessary? During the initial stages of planning there are always big budget considerations. You may have had some quotes in already and seen your budget creeping up and out of your price bracket, so here are some tips to significantly reduce your budget.

Cut your numbers
Sit down together and work out who’s going to be missed? At the top of the list of cheap wedding tips, is cutting your numbers. It’s possible to shave up to £100 per guest off. So, be ruthless and think whom you’re inviting – you could save thousands.

Prioritise what is important
To make sure you’re not over budget, sit down together and prioritise what is important and what’s not. Go through your wedding budget planner and consider whether it is really needed.

Choose a weekday
Most couples get married on the weekend placing high demand on venues. With high demand comes high prices. A great way to significantly drop your costs is to have your wedding on a weekday. You could save about 30% on the services in your budget!

Reconsider your venue
Perhaps the stunning, country hotel is simply too much or the hire of the stately home is just too much over your wedding budget? It’s easy to find free or low-cost venues, which can easily provide a personal, special and unique touch to your wedding day.

Catering
The food and drink is one of the largest costs at a wedding and some easy changes can make a huge difference. Many couples these days have a three course sit down meal which is often followed later in the evening by a buffet. An alternative could be afternoon tea, champagne and canapés, only providing one meal, having a sit down buffet instead of a fully catered evening meal or even catering yourself – all these will seriously help to reduce your costs.
## Wedding Budget Planner

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<td>£</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>£</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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<td>£</td>
</tr>
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</table>
Ealing Register Office
Ealing Town Hall
New Broadway
W5 2BY

Tel: 020 8825 7272
Email: registrars@ealing.gov.uk
Web: www.ealing.gov.uk
Office hours: Mon-Fri, 9am-4pm.