

Kingsway Function Rooms

*A special celebration package
especially for you
on your special day*

Kingsway Function Rooms hold a five star rating with the Food Standards Agency and your exquisite catering will be provided by Sugar & Spice Catering

Celebration Package includes:-

**Three course wedding breakfast for 50
Drinks package for 50
Finger buffet for 100
White linen table cloths
£2100**

**Celebration Package Plus includes:-
As above plus
Resident local DJ**

**Chair covers for wedding breakfast
Bottle of champagne for bride and groom
£2500**

Kingsway Function Rooms, Kingsway, Widnes WA8 7QH Telephone:- 0151 424 4982
e-mail :- enquiries@kingswayfunctionrooms.co.uk

Kingsway Function Rooms

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Civil ceremonies information

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Booking the Registrar

After making a provisional arrangement for a marriage to take place at Kingsway Function Rooms, you should contact the Superintendent Registrar at Runcorn Register Office. Registrars will attend marriages from 10.00am to 4.00pm Monday - Saturday Sunday and Bank Holidays 11am to 1pm, subject to availability.

It is possible to book Registrars up to 12 months in advance and you are advised to contact the Register Office as soon as possible.

Notice of Marriage

Although it is not necessary for you to reside in the district where you intend to marry, you are required to give legal notice of your intention to marry and this has to be given personally to your local Superintendent Registrar.

Notice of marriage, which is valid for 12 months, must be given by Superintendent Registrars Certificate.

Both parties must have lived in a registration district in England or Wales for at least seven days immediately before giving notice at the Register Office. If you both live in the same district, you should attend your local register office together if possible, to give your notices of marriage. If you live in different registration districts, then each of you will need to give notice separately in your own area.

After giving notice you must wait a further 15 clear days before the marriage can take place. For example, if notice is given on 1 May, the marriage may take place on or after 17 May.

Kingsway Function Rooms

Superintendent Registrar details:

Andrew T Lucas
Halton Registration Service,
Runcorn Town Hall,
Heath Road,
Runcorn. WA7 5TN

Telephone number:- 0151 907 8307 or 0151 511 7711

Email: registeroffice@halton.gov.uk Web site: www.halton.gov.uk/registration

The Marriage Ceremony

The content of the marriage ceremony must be approved in advance by the Superintendent Registrar who will be attending on the day. Please note that, by law, only a civil ceremony will be permitted; any music, reading, words or performance which form part of the ceremony must be of a secular nature. The Superintendent Registrar will be happy to offer advice and guidance to you, should you wish to personalise or enhance your marriage ceremony.

Civil Registration Fees

Registration fees are stated below. The fee for the attendance of the Registrars on the day of the marriage will normally be payable at least eight weeks in advance of the marriage ceremony. The fee includes the attendance of the Registrar plus one marriage certificate.

Please Note: No alcoholic drinks are permitted before the ceremony.

Fees for 2014 / 2015

Non-returnable Reservation Fee £50.00
Notice of ceremony per person £35.00
Monday to Thursday £345.00
Fridays £365
Saturdays £415
Sundays between 11am - 1pm £485.00
Bank holidays between 11am - 1pm £585.00
Charge for extra marriage certificate;
£7.00 in an open Register
£10.00 in a closed Register

Fees for 2014 / 2015

Non-returnable Reservation Fee £52.00
Notice of ceremony per person £35.00
Monday to Thursday £350.00
Fridays £375
Saturdays £425
Sundays between 11am - 1pm £495.00
Bank holidays between 11am - 1pm £600.00
Charge for extra marriage certificate;
£7.00 in an open Register
£10.00 in a closed Register