



# Bramley

a special place to celebrate

Weddings

Civil Partnerships

Naming Ceremonies

Renewal of Vows



# Bromley Registration and Citizenship Services

Bromley Register Office is on the Civic Centre site, which includes the hidden gem of the old Bishop's Palace, built in 1775 for the Bishop of Rochester.

The beautiful grounds are perfect for photographs of your special occasion, and are available for all ceremonies booked at the Civic Centre.

At the Civic Centre we offer a choice of rooms for your ceremony, catering from a simple ceremony with just a few guests to a larger party of over 130.

The Civic Centre has excellent public transport links by bus and train, and there is a large multi storey car park in Stockwell Close, next to the Civic Centre.

The registrars also conduct ceremonies at sixteen other licensed venues throughout the borough (see page 9). The venues offer a range of facilities, options and prices to suit all tastes and budgets, from grand to intimate.

Holding a ceremony and reception at a licensed venue will mean that the ceremony, reception, entertainment and family events can normally all take place at the one venue. With no travelling from one place to another, couples can relax and enjoy their special day with their friends and family.

## Ceremonies available:

### Marriage and Civil Partnership ceremonies: page 16

Your unique ceremony can take place in the Civic Centre or at one of our licensed venues in Bromley.

### Civil Partnership conversion: page 17

Celebrate the conversion of your civil partnership with friends and family.

### Naming ceremonies: page 19

Naming ceremonies are for babies, a family of children or for children from previous relationships. The children are welcomed into the family and given promises of help and support from parents, grandparents and other supporting adults.

### Renewal of vows: page 20

Couples who have married abroad can use this ceremony to celebrate with family and friends who were unable to attend. It is also used to celebrate wedding anniversaries or to mark the passing of a difficult time in a marriage.



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# *Old Palace*

Ceremonies at Bromley Civic Centre



We are able to offer a stunning choice of rooms for your special ceremony on week days, weekends and bank holidays.

The Palace was built in 1775 for the Bishop of Rochester. Since then the original Georgian building has had several additions including a colonnaded veranda running the length of the south side of the building.

The beautiful grounds include a large lawn area with mature trees, shrubs and rose bushes to the rear of the Palace, plus a lake with birds and other wildlife. The Civic Centre grounds provide a peaceful haven from the hustle and bustle of everyday life, and are a perfect location for photographs to remind you of your special occasion.

From the gravelled courtyard you step into the Entrance Hallway, which contains a striking wood-panelled staircase and is decorated with carvings over the entrance. All overlooking the grounds, there is a suite of rooms, including the main Function Room, which seats 45 guests and the Chairman's Room for smaller ceremonies. After the ceremony, parties can go into the grounds via the French windows onto the colonnade. Please note that after the ceremony there is no re-access to the Old Palace suite, and the grounds are accessed from the French windows via steps and a grassy bank.

Photographs can be taken in the gravelled courtyard, on the staircase in the entrance hallway of the Palace, as well as in the two ceremony rooms and grounds. The interior locations are in areas not usually available to the public.

Video tours of the Old Palace Rooms can be seen on our website [www.bromley.gov.uk/gethitched](http://www.bromley.gov.uk/gethitched)



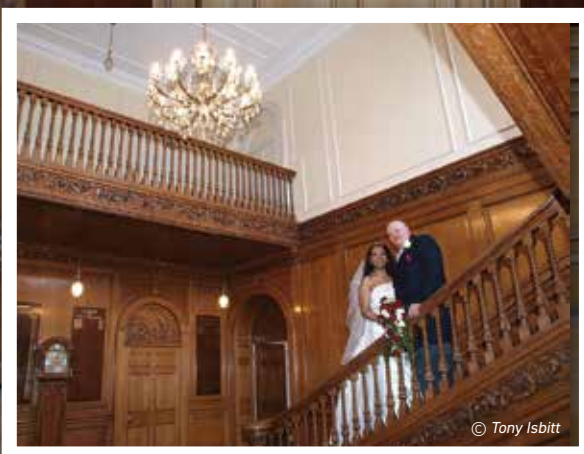
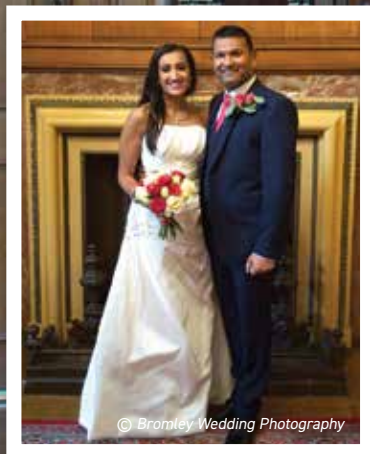
All bookings will be subject to availability, further details can be obtained from our website [www.bromley.gov.uk/gethitched](http://www.bromley.gov.uk/gethitched), by calling 0300 303 8667 or emailing [registrars@bromley.gov.uk](mailto:registrars@bromley.gov.uk)





## Old Palace Wood Panelled Entrance Hall

You will enter the Old Palace from the gravelled driveway, through the wood panelled entrance hall and staircase. Not normally open to the public, you may have photographs taken in these striking surroundings before your main ceremony in your chosen room.





# Choice of rooms at the Civic Centre

A variety of rooms are available at Bromley Civic Centre for your ceremony. Each room offers different facilities and you are sure to find an option that meets your individual taste and budget.

All of our ceremony rooms, except the Register Office, are on the ground floor with easy access. If you have any particular needs, please mention this to us so that we can make suitable arrangements.

The Civic Centre grounds are available for every ceremony.



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© Bromley Wedding Photography

## The Function Room

Located in the historic Old Palace, the Function Room is available seven days a week and can accommodate 45 guests. The Function Room overlooks the grounds and the lake, which can be accessed via French doors leading on to the covered colonnade.

Video tours of the ceremony rooms can be seen on our website [www.bromley.gov.uk/gethitched](http://www.bromley.gov.uk/gethitched)





© Bromley Wedding Photography



© Bromley Wedding Photography

## Rose Room

For parties of up to 45 guests, your ceremony can take place in the Rose Room. This provides air-conditioned accommodation in a delightful setting, and is available seven days a week.



## The Chairman's Room

Located in the historic Old Palace, the Chairman's Room is available seven days a week and can accommodate 20 guests. Ceremonies are conducted around the imposing circular table, against the backdrop of the grounds, which can be accessed via French doors leading on to the covered colonnade.







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## Garden Room

If you wish to have a ceremony on a Friday afternoon, Saturday or Sunday and would like to invite a large number of guests, we can offer you the Garden Room. This is large and airy, with views of the grounds, and seats up to 130 guests. Also available on Bank Holidays.



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Video tours of the ceremony rooms can be seen on our website [www.bromley.gov.uk/gethitched](http://www.bromley.gov.uk/gethitched)





# Approved Venues in Bromley

- 1 Bromley Civic Centre
- 2 Bromley Court Hotel
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- 5 Club Langley
- 6 Don Giovanni
- 7 Kevington Hall
- 8 Oakley House
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- 10 Shampan
- 11 The Bickley
- 12 The Bull's Head Hotel
- 13 The County Ground, Beckenham
- 14 The Manor at Bickley
- 15 The Warren
- 16 Wickham Court







### Bromley Court Hotel

Bromley Hill, Bromley BR1 4JD  
020 8461 8608 or 020 8461 8610  
banqueting@bromleycourthotel.co.uk  
www.bromleycourthotel.co.uk

Bromley's Local Wedding Venue. We pride ourselves on having excellent facilities, service, catering and a great choice of inclusive wedding packages, your day is special to us:

- Four air conditioned beautiful Reception Suites, catering from 20 persons up to 180 at a seated reception
- Licensed for Civil Marriage and Partnership ceremonies
- Professional, friendly staff to deal with all your requirements or questions
- Three fantastic all inclusive Wedding catering packages
- Excellent catering and professional staff to look after you through your wedding day
- Beautiful, extensive, colourful landscaped gardens for your special photographs
- 117 en suite air conditioned bedrooms for you, your family and friends to celebrate your special day
- On site free car parking
- Leisure facilities of Gymnasium with running, cycle, cross trainer machines and two weight stations and steam room.



### Brown and Green Life

Crystal Palace Park, Thicket Road, SE20 8DS  
brownandgreen@outlook.com  
www.brownandgreencafe.com

Brown and Green Life is a unique wedding venue set amongst the trees and dinosaurs within Crystal Palace Park. With its cavernous 9m vaulted ceiling, stunning balcony overlooking Crystal Palace lake and its own private treehouse-style bar, this is a venue guaranteed to make any wedding day feel like one in a million.

We cannot wait to meet with you and start planning for your special day...

Please email us your enquiry or for checking booking availability.



### Chislehurst Golf Club

Camden Place, Camden Park Road, Chislehurst BR7 5HJ  
020 8467 2782  
eventsorganiser@chislehurstgolfclub.co.uk  
www.chislehurstgolfclub.co.uk

Camden Place is a unique location for your special day. The mansion is set well back from the road in 70 acres of beautiful grounds.

We have a selection of rooms ensuring you have just the right level of intimacy that you desire for your big day. The high ceilings, period fireplaces and architectural details are representative of its fine Georgian heritage.

For a celebration of such significance, you need a venue where you can be confident that everything will run smoothly, not only on the day but in the hectic period beforehand. We have a professional team who will be dedicated to ensure you receive the highest level of service and care, with a warm and flexible approach.

As a registered Civil Marriage Ceremony venue, you can enjoy the convenience of holding both ceremony and reception within one stunning location.





### **Club Langley**

2 Hawksbrook Lane, Beckenham BR3 3SR  
0208 658 6623 or 0208 650 2406  
info@clublangley.co.uk  
www.clublangley.co.uk

The perfect venue for your wedding ceremony, reception or any family celebration.

You can enjoy the convenience of holding your ceremony and reception all in one venue. Our stunning Garden Room can hold up to 80+ guests for your ceremony, with our banqueting hall holding up to 180 for dining and up to 300+ for an evening celebration.

For more intimate ceremonies our Function Bar can hold up to 50 guests for dining and up to 100 for an evening reception.

Our dedicated and experienced function coordinators will be happy to help you through every aspect of your special event.



### **Don Giovanni**

57-59 Homesdale Road, Bromley BR2 9LB  
0208 460 5454  
info@dongiovannirestaurant.co.uk

Celebrate with loved ones in our ideal boutique venue – the perfect setting for an intimate and private wedding at any time of the year.

Fully licensed to perform Civil Weddings and Civil Partnerships, our charming orangery accommodates up to 36 guests for a seated ceremony followed by a wedding breakfast of either a seated meal or informal buffet. Evening wedding parties can also be arranged for larger numbers.

Don Giovanni is a family run business with over 40 year's experience. Our friendly and efficient staff welcome you with their attentive service together with exquisite authentic Italian Cuisine. We are passionate about making your special day an occasion to remember with attention to every detail. Whether a daytime service, or candle lit twilight ceremony, we believe in offering a unique wedding experience, understanding that every occasion is different, which is why we tailor the event to meet your individual requirements. Wedding packages are available to suit all budget and discounts are available for midweek bookings. For further details or to arrange a viewing (by appointment only) please contact 0208 4605454 or email info@dongiovannirestaurant.co.uk



### **Kevington Hall**

Crockenhill Road, Orpington, Kent BR5 4EP  
01689 836214  
enquiries@kevingtonhall.com  
www.kevingtonhall.com

Set within a 150 acre private estate, Kevington Hall is the perfect setting for a wedding on the London/Kent border.

Whilst continuing as a private home, Kevington Hall offers a limited number of weddings each year in a stunning exclusive setting.

Kevington Hall is an imposing Eighteenth Century building with fabulous spaces that can be tailored for each individual wedding.

From intimate weddings or a marquee for up to 450 guests – Kevington Hall is a creative and extraordinary venue where originality and creativity mix with the historic setting.





### **Oakley House**

Bromley Common, Bromley, Kent BR2 8HA  
020-8462-9292  
info@oakleyhouse.co.uk  
www.oakleyhouse.co.uk

Oakley House is licensed for Civil Ceremonies and stands out from other venues as we can hold from 80 to 350+ guests for your choice of reception only or ceremony & Reception.

The venue is an ideal location for your special day, with your wedding being the only wedding taking place.

In our idyllic garden sits our beautiful licensed gazebo that complements our spacious banqueting suite, giving you the option to hold your ceremony either inside or outside (weather permitting). Situated just 2 miles outside of Bromley on the A21 at Bromley Common, Oakley House is a characteristic 18th century manor house set in its own beautiful surroundings, and is steeped in history.

Our fully experienced in house catering team can cater for all your needs. Depending on availability we allow external caterers to use our venue (subject to conditions).

This beautiful Manor House also has car parking spaces for 200 cars.



### **Ripley Arts Centre**

24 Sundridge Avenue, Bromley BR1 2PX  
020 8464 5816  
enquiries@bromleyarts.com  
www.bromleyarts.com

This charming Victorian property, built in 1899 was enhanced in 1925 by the addition of a Georgian Style Music Room, based on a similar room at Hampton Court Palace; here our visitors can enjoy their occasion in unique and elegant surroundings.

Ripley Arts Centre hosts Weddings and Civil Ceremonies from Monday to Sunday accommodating up to 76 guests for the ceremony. We also hire our premises and kitchen facilities for Receptions for a maximum number of 120 guests.

It is the aim of our friendly and professional staff to provide special memories to last forever!



### **Shampang**

The Spinning Wheel, Grays Road, Westerham TN16 2HX  
01959 572622  
info@shampangroup.com  
www.shampangroup.com

Every wedding is unique and your wedding day is much more than just a ceremony; it is a harmonious event that you will cherish for the rest of your life; how these exceptionally beautiful moments are planned, accomplished and where, will make all the difference to you and your loved ones.

Shampang has an excellent reputation for hosting and arranging truly outstanding wedding ceremonies and receptions; located on the outskirts of the historic and scenic town of Westerham, Kent, Shampang is an impressively spacious venue which is marked by a miniature, period thatched cottage in its grounds and an eye-catching garden aside which together creates a beautiful backdrop where you can have photos taken to capture the true spirit of your wedding. There are ample parking spaces available.

With a team of wedding and event planners on site, we will oversee every aspect of making your dream a reality and will help create a day that leaves you stress-free, giving you the opportunity to focus on what really matters on your big day – spending time with your loved ones.





### **The Bickley**

Chislehurst Road, Chislehurst, Kent BR7 5NP  
0208 468 7613  
[bickley@youngs.co.uk](mailto:bickley@youngs.co.uk)

Situated at the heart of Chislehurst, the newly refurbished Bickley is the perfect setting for your wedding celebrations and civil ceremony.

With a range of areas available for private hire, including the open plan mezzanine or lower restaurant with private basement bar, The Bickley also offers the option of exclusive full venue hire for larger parties.

Catering for receptions of all sizes and with a diverse and imaginative menu to match any occasion, it's the perfect place to create the wedding day of your dreams.

From intimate gatherings to lavish affairs of up to 500 guests, we offer a range of wedding packages that can be tailored made to suit your day.

Contact our dedicated wedding planner now to find out more about getting married at The Bickley and discover how we can add that extra sparkle to your day.



### **The Bull's Head Hotel**

Royal Parade, Chislehurst BR7 6NR  
020 8467 1727  
[bullshead@youngs.co.uk](mailto:bullshead@youngs.co.uk)  
[www.thebullsheadhotel.co.uk](http://www.thebullsheadhotel.co.uk)

The Bull's Head Hotel is set in the picturesque village of Chislehurst and whether you are travelling for business or pleasure you can be assured of a warm welcome. An 18th Century, Grade II listed former coaching inn, The Bull's Head provides 15 beautifully appointed bedrooms including our new boutique rooms, and our romantic bridal suite. With an emphasis on style and comfort, our rooms combine modern amenities with period charm. Tastefully refurbished but still retaining original features. The Bull's Head is the perfect venue for a special get together, romantic break or celebration. Our stunning private event room, and courtyard bar and garden can accommodate from as few as 20 to 180 people. With ease we can cater for events such as wedding ceremonies and receptions, family celebrations, christenings, private parties and after funeral gatherings. The convenient, easily accessible location of the hotel, just 25 minutes from London Bridge by train, makes it the ideal venue for your business gathering too. Our dedicated events team, headed by Jayne, our experienced Events Manager, will be happy to assist you with the planning and hosting of your special occasion. Join us at the Bull's Head and be assured of our undivided attention to ensure your special event is a truly memorable one.



### **The County Ground, Beckenham**

Beckenham, Worsley Bridge Road, Beckenham BR3 1DR  
020 8650 8444  
[sales-countygroundbeckenham@centerplate.co.uk](mailto:sales-countygroundbeckenham@centerplate.co.uk)  
[www.thecountygroundevents.co.uk](http://www.thecountygroundevents.co.uk)

The County Cricket Ground, Beckenham is a unique venue with function rooms that are ideal for all types of weddings and special celebrations. We provide a professional service with a personal touch and offer full catering and bar facilities. We have a choice of menus and refreshments for you to choose from and are able to accommodate any size of gathering of up to 200 guests in one of our rooms which all have stunning views across the ground. There are good transport links and parking for 250 cars. As no 2 weddings are the same, our experienced team are happy to arrange bespoke menus and tailor make your day to suit your requirements.

We look forward to welcoming to our ground and assisting you in planning your special day.





### **The Manor at Bickley**

Thornet Wood Road, Bickley, Kent BR1 2LW  
020 3598 9900  
[info@themanoradbickley.co.uk](mailto:info@themanoradbickley.co.uk)  
[www.themanoradbickley.co.uk](http://www.themanoradbickley.co.uk)

The Manor at Bickley is an independent family run venue with total flexibility, ensuring you have the wedding day of your dreams. We promise you a celebration that you will remember forever.

We have various function suites and are able accommodate parties of 20 to 490 guests.

Set within 6 acres of beautiful gardens, The Manor at Bickley offers an elegant venue for your wedding. Our complete devotion to making your day an unforgettable one makes The Manor the ideal choice for you and your guests. Our dedicated team are on-hand to offer you an entirely personal and professional approach, allowing you to enjoy the most memorable of occasions.

For further information on availability and prices please visit us at [www.themanoradbickley.co.uk](http://www.themanoradbickley.co.uk) or call us on 020 3598 9900.

We look forward to hearing from you.



### **The Warren**

Metropolitan Police Sports Club, Croydon Road, Hayes, Bromley BR2 7AL  
020 8462 1266  
[enquiries@mpthewarren.com](mailto:enquiries@mpthewarren.com)

Standing majestically in 22 acres, The Warren is a welcoming oasis of calm moments from the buzz of South East London.

Fully licensed to hold weddings, civil ceremonies and receptions in four different venues we can accommodate from 20 to 200 guests for the ceremony and sit down meal to a maximum of 300 evening guests.

The Warren's expert staff can skilfully adapt the individual function suites to make a small gathering feel personal and focused; a large event both inclusive and impressive.

The delicious new menu is just one of the many elements emphasising The Warren's ambition – to innovate and inspire...

Combining sophistication with simplicity to offer clients exactly what they need to host the perfect event.



### **Wickham Court**

Wickham Court School, Layhams Road, West Wickham, Kent BR4 9HW  
020 8776 2002  
[www.wickhamcourtevents.co.uk](http://www.wickhamcourtevents.co.uk)  
[events@wickhamcourtevents.co.uk](mailto:events@wickhamcourtevents.co.uk)

Resembling a small castle, Wickham Court, a Grade I listed building has stood for an impressive 550 years. Nestled on the top of a secluded hillside we are superbly located to host your weddings and events.

With the exclusive use of the historic manor house and the choice of two function rooms, there is also the opportunity to hire a marquee for use within the picturesque garden for up to 400 guests. Additionally, we are licenced to hold marriage and civil partnership ceremonies within our ground floor rooms as well as in the gazebo located in the secluded 5½ acre garden, making Wickham Court extremely versatile and able to suit any style of wedding or event.

With our experienced, dedicated staff and trusted suppliers we can help you plan an exciting and magical event. Wickham Court, with its period charm can be transformed from a school into a romantic and impressive venue and is undoubtedly one of Kent's hidden gems.

Why not visit and see for yourself and be part of our history?

# How do I book my ceremony?

**As soon as you have picked a date for your special day, the next step is to contact us to make the booking.**

If you know the answers to the following questions, you are ready to pick up the phone and book your ceremony with us!

- 1 what type of ceremony do you want?
- 2 what room do you like?
- 3 what is your preferred date? (plus an alternative)
- 4 what are the names and addresses of you and your partner, plus daytime phone numbers and emails?
- 5 how many guests will you have?

We will do our best to make sure you can have your ceremony on your chosen date. If this is not possible, we will find a date that will be just as good! To secure your booking, we need a £100 booking fee which is non-refundable. Your booking will be confirmed in writing.

Please remember that if English is not your first language it is important that you bring an interpreter so that you fully understand the ceremony and are able to make the declarations.

## **How do I book my ceremony in a Bromley-approved venue?**

Your ceremony can take place at a number of amazing venues within the London Borough of Bromley. The difficult bit will be picking which one! Details of our venues can be found on our website and in this brochure.

Once you have picked a venue, give them a call to make a provisional booking. The venue will then contact us to arrange for registrars to attend your ceremony. You will receive a letter from the venue to confirm your booking.

Please note there will be charges to pay for the venue plus fees for the registrars to attend your ceremony.

## **How can I add personal touches to my special day?**

There are numerous ways to add a personal touch and to make yours a ceremony to remember. Have a think about what music you would like to be played, if you would like a relative or friend to do a reading, and if you want to add personalised vows alongside the legal declarations and contract.

Complete the check-list to give details of the personal touches you want. If desired, you can have a meeting with a registrar to discuss your plans – there is a charge for this.

Please remember any music, readings or vows must not contain religious words or have any religious connection. Although the registrar has the right to refuse any additional material, feel free to make your own suggestions for your special day!

## **Paying for your ceremony**

Please pay in full at least six weeks before your ceremony. If your ceremony is less than four weeks away, you must pay in full as you book.

If your ceremony is at an approved venue, we charge a fee for the attendance of two registrars.

If your ceremony is at the Civic Centre, you pay a combined fee for the room and the registrars. The ceremony fee includes one certificate.



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# Marriages and civil partnerships: The legal formalities

What legal things do I need to do before I tie the knot? With the ceremony booked, it is time for both of you to attend your local register office or a designated register office\* to give notice of your intention to marry or enter into a civil partnership. This applies to all civil ceremonies and most religious ceremonies (other than a Church of England ceremony where you may have banns called).



What is a notice of marriage or civil partnership? It is a legal statement about your intention to marry or enter into a civil partnership. It shows your personal details, and those of your partner, and the name of the venue or church where your ceremony will take place. You should both attend to give your notice unless you live in different areas in which case you each go to your local register office in the district to which you pay your Council Tax. You will each need to have resided in the relevant district for at least 7 days before giving notice. Notice can be given up to 12 calendar months before the date of your ceremony and there is a fee for giving notice which is non-refundable. You will need an appointment to give notice of marriage in Bromley which you should book online or over the phone. During the appointment you will be asked for the following information in relation to you and your partner: name, date of birth, address, marital status and occupation. If English is not your first language, and you may have difficulty understanding the process of giving notice or answering questions, you will need to bring an interpreter with you.



28 clear days after giving your notice, and if all is in order, an authority will be issued in the district where your ceremony is taking place to allow you to marry or enter into a civil partnership.

The notice period is 28 days and couples subject to immigration control may have their notice period extended to 70 days. It is therefore important to complete legal preliminaries, at your local register office or a designated register office, as soon as possible, to allow plenty of time before the ceremony is due to take place.



## Documents check-list

During your notice appointment the registrar will need to see the following documents:-

### Proof of ID and nationality

Current passport, full birth certificate or EU ID card

### Evidence of any change of name

Deed poll document or name change deed

### Consent form from your parent or guardian

If you are under 18 years of age

### Proof of address

Council tax bill, driving licence or utility bill dated within 3 months of the appointment and a bank statement dated within 1 month.

### Previous marriage/civil partnership

Decree absolute/annulment or a dissolution certificate. If a previous marriage/civil partnership ended in death, then you must provide the death certificate of your late spouse together with your marriage/partnership certificate.

Original or certified copies of documents are needed. Photocopies are not acceptable. The fee for each notice is £35 (correct at time of going to print). Registrars have a legal duty to report any marriage or civil partnership that they suspect has been arranged for the sole purpose of evading immigration controls.

\* If either of you are not British or European Union citizens you will need to give notice at a designated register office. Please contact your local register office for information. Fees will vary according to your immigration status.

### The marriage ceremony

Your ceremony will begin with a warm welcome and introduction by the registrar. Next, you and your partner will be asked, in turn, to repeat the required legal declarations (which we break down into small easy chunks) and rings may be exchanged. The registrar will state that the parties have made the declarations required by law and are now married!

Then comes the signing of the formal document by both parties and your witnesses.

You will then be presented with your marriage certificate and your guests will be given the opportunity to take a few photos.

### Civil partnership registration and ceremony

Many couples choose to accompany their civil partnership registration with a celebratory ceremony, although not legally required. This can take place at any of our licensed venues in Bromley including any of our rooms on the Civic Centre site. The registrar will give an introduction and welcome you and your guests. You have the choice to exchange rings as a symbol of your commitment, and also have the opportunity to personalise your ceremony by making personal declarations to each other and having readings of poetry or prose by one of your guests. The formal signing of your partnership will require you to have two witnesses, after which you will be given the opportunity for photographs of your happy day. The legal partnership certificate will be sent to you a few days after your ceremony.

### Civil partnership conversion

If same sex couples have previously been through a civil partnership they can convert their civil partnership into a marriage (if they wish to do so).

There are two ways to convert a civil partnership into a marriage

- a simple administrative process called a 'standard conversion'
- a two stage process where the conversion is followed by a ceremony



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© Tony Isbitt



© Bromley Wedding Photography





# Making your ceremony special

**We want to make your day as special and personal as possible and will try to accommodate any requests in addition to the legal requirements.**

## **Your entrance**

If you are holding your ceremony in the Old Palace, the Rose Room, Garden Room or a licensed venue you can choose to enter the ceremony room together or separately, and if separately one or both of you may wish to be escorted by a relative or friend.

## **Vows, readings and music**

Traditional, modern or simple – choose the vows or promises that mean the most to you. The ceremony may be enhanced by making additional vows and commitments to each other. You may ask a friend or relative to say a few words of poetry or prose.

Music systems are available for Civic Centre ceremonies with a selection of suitable music to choose from. However, you are welcome to provide your own selection of music either 'live' or recorded, if you have a favourite or meaningful piece of music you wish to have played.

It is important, however, to bear in mind that all ceremonies must be solemn and dignified occasions. Any extra words or music that you choose should not be religious. The registrar will be happy to discuss the suitability of your chosen reading or music with you, but has the right to refuse your suggestions. When deciding on personal touches please remember most ceremonies last only 20 minutes, and the registrar needs to approve all additions at least six weeks before.

## **Flowers**

All our ceremony rooms at the Civic Centre are tastefully decorated with silk flowers. You may wish to add your own floral arrangements and bring them along on the day.

## **Videos and photographs to record your ceremony**

You will probably want photographs and/or video recordings to capture your ceremony!

Whenever music is performed or recorded, the law requires that permission must be obtained in advance from the copyright holder. When a ceremony that includes music is filmed or video-recorded, the person making the recording must get a licence before the ceremony. When you book, we can tell you more about this.

The registrar will discuss with you on the day your wishes regarding photographs of your ceremony. When a ceremony is in progress in the Old Palace, photographs may not be taken in the colonnade.



© Linsey Salter



© Tony Isbitt



© Viva La Foto



© Linsey Salter

## Arranging your marriage in a church or other religious building

If you are getting married in a religious building, other than a Church of England Church, it is still necessary to give formal notice of your marriage to the registrar in the district where you live. (If either of you are not British or European Union citizens you will need to give notice at a designated register office. Please contact your local register office for information.)

If the religious building is outside both of your districts of residence you will only be able to marry there if it is your usual place of worship, or if there is no building of your religion any nearer.

The religious building will usually have a person (known as an "authorised person") appointed to register your marriage, so there is no need for a registrar to attend. You will need to have details of this authorised person when you come to give notice. If there is no authorised person a registrar from the building's district must be booked to attend the wedding.

If you intend to marry in a church belonging to the Church of England, you should contact your local parish church to obtain details of the requirements for marriage.

## Naming ceremonies in Bromley

**Most parents want to celebrate the birth of their baby with some kind of naming ceremony, but with our multi-faith society the option of a religious ceremony is not always possible. We are able to provide a naming ceremony to celebrate the birth of a child or children. Our ceremonies are suitable for babies, young children and older children. They offer an opportunity to share with your family and friends your hopes for your child's future and to allow them to offer help and support with the child's development.**

Baby Naming ceremonies fit many different personal circumstances – introducing adopted children to their new families, respecting the needs of a mixed faith marriage, giving families the opportunity to celebrate the birth of a child in a totally individual and personal ceremony.

Every naming ceremony can include the following elements:

- introduction and welcome
- naming of the child or children
- promises by parents and supporting adults
- readings
- closing words

The following elements may also be added to the ceremony:

- reasons for choosing names
- parents vows to each other
- hopes for the future
- promises by grandparents

The options that are available to you ensure that each naming ceremony is unique to your child and situation, making it a special ceremony that will be remembered for many years to come.



### *Rob and Angela's story*

*What made you decide on a naming ceremony and where you would have it?*

We wanted to mark Teddy's birth within a traditional setting.

*What was most important for you with regard to the ceremony?*

Definitely the involvement of friends (the supporting adults) and family. The registrar was very warm and friendly, which added to the ceremony.

*What are your particular memories of the day?*

How it was moving, emotional and also fun. The Registrar made the ceremony feel intimate and personal to us as a family.

*Anything else you think is important?*

It was a very touching day and something for us to remember and look back on as a family.

### *Mark & Stephanie's story*

"We decided to have all of our children officially Named at Bromley Civic Centre, on 3 separate occasions, as we wanted to mark their birth in a traditional setting without any religious involvement and this seemed the perfect place. It was a chance to gather all our family and friends and celebrate in beautiful surroundings with an official ceremony. The Registrar on the day was amazing and personalised the service perfectly making it intimate and personal to us and our family. We also asked our daughter to read a poem which was special to us. All three naming days we will look back on with fond and happy memories."





# Renewal of vows in Bromley



## *Anthony and Maria's story*

"Living in Spain the Renewal of Vows Ceremony allowed us to do the legal marriage paperwork here in Spain and yet celebrate the ceremony in Bromley, before heading up to London. We had a close group of friends and family that joined us for the wedding and the day was made very memorable by the wonderful words offered by our celebrant and the beautiful grounds where we took the official wedding photos. We were able to choose several songs, both in English and Spanish, for both sides of the family and share poems and readings in both languages too. We were both made to feel very welcome and I'd recommend the venue to anyone."

### **The purpose of a renewal of vows ceremony**

These ceremonies are for any couple that are married or have been through a civil partnership registration and would like to celebrate or renew their vows before their family and friends in a unique and personal way.

Couples may wish to renew their vows in front of family and friends following an intimate ceremony abroad. These ceremonies are also appropriate for couples who may have been through some difficult times together, but now would like to celebrate their renewed commitment to each other.

### **The renewal of vows ceremony**

**Every renewal of vows ceremony can include the following elements:**

- introduction and welcome
- renewal of vows
- re-dedication of existing rings or exchanging new rings
- readings
- closing words

The options that are available to you ensure that the ceremony you choose is a unique and special occasion, which will be remembered by all who attend for many years to come.



## *Dennis and Maureen's story*

"Our recent marriage was the second time around for both of us and when we decided to get married we chose Valentine's Day, 14th February, the time being 2:30pm in the Rose Room at Bromley Register Office, joined by our children, our close family and a number of friends. We had such a beautiful Wedding Day. Our 9 years together have been fantastic but also marred due to sad and difficult times in the family but we have remained a very strong couple. To show our continued commitment to each other and our family, we decided to renew our wedding vows on Valentine's Day in the Rose Room. The renewal ceremony was perfect with our children, their partners and a couple of friends in attendance. We will fondly remember it (and our Wedding Day) for many years to come especially as we were able to renew our vows on the same date, at the same time and in the same room as our Wedding."

# Citizenship Ceremonies

Since 2004, Bromley Register Office has been welcoming new British citizens into the local community via citizenship ceremonies.

Such ceremonies give added significance to attaining citizenship and provide an occasion at which the applicant, their family and close friends can celebrate an extremely important life event.

Individual ceremonies take place in our Bluebell or Rose Rooms. They are a private celebration and allow new citizens to invite their family and friends up to a maximum of 45 guests. The date and time of these ceremonies are more flexible for those in a hurry to become British! Such ceremonies incur an additional fee.



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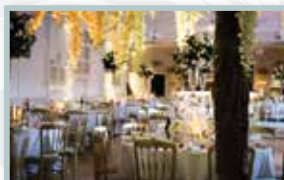




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The 18th Century Bull's Head Hotel is in an exclusive part of Chislehurst, centrally located for accessibility, and with its own private garden and car park. Our function rooms can accommodate from 20 to 180 people and make an ideal venue for marriage and civil partnership ceremonies and receptions, family celebrations, parties and corporate events.

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# Location of Bromley Registration and Citizenship Services

Please note that once couples and their guests have left the ceremony rooms there is no re-access to the rooms, and following photographs parties should leave the grounds via the path at the side of the Council Chamber.

The grounds are a short walk from the Rose and Bluebell Rooms – guests with mobility problems may require assistance.

The grounds consist of an extensive lawned area and the lake – there are no paths, and in autumn and winter it can be muddy! Children need to be supervised as there is no guard around the lake.

Access to the grounds from the Old Palace rooms is via French windows, and there are steps down to the lawn – guests with mobility problems may require assistance.



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# Bromley

a special place to celebrate

If you require any advice or help, please contact us on  
**0300 303 8667, 8:30am to 5pm Monday to Friday**  
and we will be pleased to help.

We aim to offer you a professional service and to share in the happiness of your ceremony.

If you feel we have not given you this service then we would like to know. Please write to:

**Superintendent Registrar, Registration Department, Civic Centre, Stockwell Close, Bromley BR1 3UH**

[www.bromley.gov.uk/gethitched](http://www.bromley.gov.uk/gethitched)

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