Special Occasions

Marriages • Partnerships • Renewal of Vows
Naming Ceremonies

www.enfield.gov.uk
Weddings & Parties at FORTY HALL & ESTATE

‘Fine architecture, idyllic landscape, unique style’

Choose our memorable venue for your special day with over 15 flexible and stunning spaces accommodating 15 – 230 guests.

The Hall & The Banqueting Suite cater for ceremonies, dinners and receptions – all delivered by a team with over 30 years’ experience.

Fine dining offered by Richmond Catering.

Tel Forty Hall – fine rooms and historic grandeur: 020 8363 8196
Tel The Banqueting Suite – catering and beautiful coach house: 020 8363 4774

www.fortyhallestate.co.uk
Contents

7 Location, location, location…
   The Admiral’s Suite
   Other Approved Venues

9 Where to start
   Booking
   Giving Notice

11 Documents you need to bring

13 Weddings

15 Weddings abroad

17 Changes to your passport

19 Civil Partnership

21 Making your ceremony special
   Music
   Poetry and Readings

29 Other Ceremonies Available
   Renewal of Marriage Vows
   Welcome to the world

33 Licensed Venues in Enfield

34 Where to Find Us
   Our contact details
Location, location, location

THE ADMIRAL'S SUITE

A beautiful location is a must for your special day, and Enfield Register Office is the perfect setting. The elegant Georgian Building is set back from Gentleman's Row in its own attractive grounds, with a sweeping entrance allowing you to arrive in style. It is part of a leafy and historic conservation area at the heart of Enfield Town.

Ceremonies take place in the airy, elegantly proportioned Admiral's Suite which boasts fresh flowers and tasteful decor. There is also a sound system to play music as guests arrive and during the signing of the register or schedule. Named after the building's most famous resident Admiral Sir Edward Thornborough (1754-1834), the Admiral's Suite seats 40 guests and has some standing room. French windows open onto a pretty courtyard at the rear of the building, ideal for confetti shots. At the front the banks of the New River provide you with a perfect photo opportunity, with the river and the birdlife as a romantic backdrop.

OTHER APPROVED VENUES

You can hold your ceremony at any venue licensed for marriages and civil partnerships. For more details of the approved venues in Enfield go to our website www.enfield.gov.uk/registrars
Where to Start

BOOKING

You may provisionally book your ceremony at the Admiral’s Suite up to two years in advance, enabling you to start planning your big day. You are legally required to give notice once you are within a year of your ceremony date. Please contact the office to book a notice or check availability of ceremony dates. Contact details can be found on page 48.

GIVING NOTICE

For couples planning to marry in the Church of England, or the Church in Wales you should arrange to see your local Vicar in order for Banns to be read in Church.

If you wish to be married or form a civil partnership anywhere other than the Church of England or the Church in Wales, you are legally required to first give your notice of your intention.

If you are both British or E.E.A nationals you must give notice, in person, at your local register office. Those subject to immigration control should contact the office for further information. You need to be resident in the district for at least seven nights before giving notice. The notice is then displayed for 15 clear days after which an authority for marriage, or a civil partnership schedule is issued. The authority or schedule is valid for one year from the date of notice, and only valid for use in the venue stated. Therefore you should know where you are having your ceremony before giving notice. If you are getting married at a church outside your registration district, and it is not your usual place of worship please contact us for advice.

If your marriage ceremony is to take place outside the district, or in a church you will need to return to the office to collect your authorities. These must be delivered to the Minister, Authorised Person or Superintendent Registrar who will conduct the ceremony. On your marriage cannot go ahead.
Documents you Need to Bring for Notice

IDENTIFICATION & PROOF OF NATIONALITY:
• Valid passport; or
• Full British Birth Certificate with one photo ID

EVIDENCE OF CHANGE OF NAME
• Deed Poll or
• Statutory Declaration

FOR PROOF OF ADDRESS:
• Driving licence; or
• Bank / Credit card statement; or
• Benefit book; or
• Council Tax bill; or
• NHS medical card / letter

EVIDENCE OF END OF PREVIOUS MARRIAGE OR CIVIL PARTNERSHIP:
• Decree Absolute for marriage; or
• Civil Partnership dissolution or nullity; or
• Death certificate for late spouse / civil partner

IF UNDER 18 YEARS OLD: CONSENT FORMS
• Signed by both parents or guardians; or
• Signed by the court if subject to court order

THE FEE
Check online via www.enfield.gov.uk/registrars

FOR THOSE SUBJECT TO IMMIGRATION CONTROL:
• Marriage Visa
• Fiancé(e) Visa
• Indefinite leave to remain stamp

(This is only a guideline, please check with the Register Office)
Weddings

Whether you prefer a simple ceremony or a more extravagant affair, we want this to be a memorable day for you both. We appreciate that everyone has their own preference, which is why we offer both simple and enhanced ceremonies allowing you to enjoy your wedding day! Since 29th March 2014 we also conduct same sex marriage.

SIMPLE CEREMONIES

Simple ceremonies on Mondays, Tuesdays and Wednesdays are held at thirty-minute intervals. We offer music from our selection and room for up to forty guests. We ask you both to arrive at least 15 minutes before your ceremony time for your pre-marriage interview so that the registrar can check your details before the ceremony begins. Your guests are then invited to join you in the Admirals Suite for your ceremony. There is also the opportunity for photographs.

ENHANCED CEREMONIES

Our enhanced ceremonies on a Friday or Saturday at The Admiral’s Suite are tailor-made to suit you. Held at hourly intervals they allow time for the bride to be given away and a more personalised celebration, with your choice of vows, music and readings. It also allows more time for photographs. Saturday weddings also have the added extra of parking for guests. Please note that this is subject to availability.

Enhanced ceremonies, held at the Admiral’s Suite or any approved venue, all include a marriage co-ordination, where a member of our team will be happy to discuss the finer details of your ceremony. This will give you the opportunity to bring in your readings and music to ensure everything runs smoothly on the day. See pages 23-27 for suggested readings and music.

Please contact us about six weeks before your wedding day to arrange an appointment for co-ordination.

Photograph courtesy of Peter Dyer
Weddings Abroad

If you wish to marry abroad according to the laws of that country, you must ensure that you find out and follow the regulations. Most countries will need to see certain documents; contact the Embassy for the country of your marriage for further details.

In some cases you will be asked for a Certificate of No Impediment. This can be obtained by giving notice at your local Register Office and you must give 15 clear days notice (or 21 clear days if your fiancé(e) is a foreign national) before your certificate can be issued. There are minimum residency requirements which can vary between 7 nights and three weeks. Please check this with us when booking your appointment.

There is no expiry date printed on these certificates, therefore you should contact the embassy to check validity, as this may vary depending on the country.

If you are getting married abroad please refer to the General Register office website: www.gov.uk/marriage-abroad
Changes to your Passport

If you wish to change your name on your passport for use immediately after your marriage or civil partnership, the Passport Office will either issue a new standard UK passport which will be valid from the date of your ceremony or, alternatively, will amend your existing passport to show your future name. Neither of these will be issued more than three months before the ceremony.

Application forms can be obtained from the Post Office. Once your notice has been given and your ceremony booked, the form can be filled in by the applicant and the Minister of Religion or Superintendent Registrar who is to celebrate the marriage. The form should then be sent to the passport office together with the application for a passport or amendment to the passport. Please remember that once your passport has been changed, you will only be able to travel in the name stated on your passport.

If you are going abroad on your honeymoon remember to book air tickets etc in the name you will have in your passport at the time of travelling.
Civil Partnerships

Whatever form of celebration you decide for your civil partnership – a simple signing with just your two witnesses, or a unique ceremony with friends and family – we will do all we can to make your day special. We appreciate that everyone has their own preference which is why we offer different options. No matter what you decide, you can be assured that we will give your ceremony the importance it deserves.

CIVIL PARTNERSHIP SIGNING

For couples who prefer something low key this private signing is a perfect choice. The signing takes place at Gentleman’s Row in front of two witnesses and the Civil Partnership Registrar.

CIVIL PARTNERSHIP CEREMONY

The ceremonies are held on Mondays, Tuesdays and Wednesdays at thirty-minute intervals. Up to forty guests can share in the special occasion and we offer music from our selection. You both need to arrive at least 15 minutes before your appointment time so that the registrar can check your details before the ceremony begins. Your guests are then invited to join you in the Admiral’s Suite for your ceremony. There is also a photographic opportunity at the end of the ceremony.

ENHANCED CIVIL PARTNERSHIP CEREMONIES

Our enhanced ceremonies on a Friday or Saturday at the Admiral’s Suite give you the opportunity to make the ceremony style fit around your own personality. Held at hourly intervals they allow time for the couple to be given away and a more personalised celebration, with your own choice of music and readings. See pages 23-27 for suggested readings and music. It also allows more time for photographs. Saturday ceremonies also have the added extra of parking for guests. Please note that parking is subject to availability.

Enhanced ceremonies also include a civil partnership co-ordination, where a member of our team will be happy to discuss the finer details of your ceremony. You can bring in your readings and music to ensure everything runs smoothly on the day.
Making your Ceremony Special

If you have chosen an Enhanced Ceremony at an Approved Venue or with us at the Admiral’s Suite here are some tips on how to make your ceremony special. You will need to contact us six weeks before your special day to arrange a ceremony co-ordination. We encourage you to enhance your ceremony with music and readings as this helps to make it a truly personal occasion. We offer a selection of readings and music in this brochure to give you some ideas but it is your input that makes the difference! Remember you have chosen a Civil Ceremony so anything you choose should not contain any religious content.

We suggest you choose some music for whilst guests are assembling (about twenty minutes); a short piece for the entrance of the bride or couple; music during the signing of the register to last about five minutes; and finally the happy couple’s exit music where you can play something that is special to you both.

Whilst we keep a selection of music, we suggest you bring your own CD’s. Any CD’s you have recorded yourself should be taken to the wedding venue to make sure they will play satisfactorily on the system to be used on the day. If you wish to have live music, please check with your marriage venue beforehand to ensure that the appropriate space is available.

Poetry and readings offer your guests an opportunity to participate in your special day, and feel included in the ceremony. It could be a father’s tribute as from “Captain Corelli’s Mandolin”, children reciting the “Owl and the Pussycat”, friends reading a poem of love and romance or telling the guests in their own words their feelings on the importance of the occasion. A nice way to end a ceremony is with a well-wishing reading such as the “Apache Indian Blessing”.

Photograph courtesy of Orysia Chomenka
Music

SOME TRADITIONAL MUSIC SUGGESTIONS
Wagner          Here Comes The Bride From Lohengrin
Mendelssohn    The Wedding March
Pachelbel       Canon
Bach            Air on G String
Delibes         The Love Duet from Lakme
Clarke          The Trumpet Voluntary
Vivaldi         Spring from the Four Seasons
Handel          Hornpipe from the Water Music
Verdi           Grand March from Aida
Handel          The Arrival of the Queen of Sheba

AND FOR SOMETHING MORE MODERN
Brian Adams     Everthing I Do,I Do it For You
Elton John      Your Song
The Carpenters  We’ve Only just Begun
Boyzone         No Matter What
Roberta Flack   Tonight I Celebrate My Love
Hot Chocolate   It Started With a Kiss
Percy Sledge    When a Man Loves a Woman
Wet, Wet, Wet    Love is All Around
Elvis Presley   Can’t Help Falling In Love
Van Morrison    Have I Told You Lately
Brian McKnight  Back at One
Love is temporary madness, it erupts like volcanoes and then subsides. And when it subsides you have to make a decision. You have to work out whether your roots have so entwined together that it is inconceivable that you should ever part. Because this is what love is. Love is not breathlessness, it is not excitement it is not the promulgation of eternal passion. That is just being ‘in love’ which any fool can do. Love itself is what is left over when being in love has burned away, and this is both an art and a fortunate accident. Your mother and I had it, we had roots that grew towards each other underground and when all the pretty blossom had fallen from our branches we found that we were one tree not two.

An extract from Captain Corelli Mandolin by Louis de Bernieres

A PARENT’S TRIBUTE

Today seemed a lifetime away, now suddenly it’s here
How did it happen so quickly, this wedding drawing near?
How can I sound so happy on this very special day,
When in such a very short time I’ll give my daughter away.
I wish I could grasp a moment and make the clock stand still
So I could let my heart catch up, but I know it never will
All the worries of being a parent, most of the battles won
But no-one ever warned me about the day the job is done.
Yet there is another side, where my heart is not so sad
When I look into my daughter’s eyes, I feel so joyful and glad
For I know that I was privileged when this child was lent to me
To love and care for and nurture, so she would grow to be
This lovely, bright young woman, today – a beautiful bride
And as always I and there, with love, at my daughter’s side.
THE WONDERS OF TODAY
If you can always be as close
And as happy as today
Yet be secure enough to grow
And change along the way
If you can keep for you alone
You love as man and wife
Yet find the time to share your joy
With others in your life
If you can be as one, and walk
Through marriage hand in hand.
Yet still support the goals and dreams
That each of you have planned
If you can dare to always go
Your separate ways, together;
Then all the wonders of today
Will stay with you, forever.

ORDINARY MORNING
It felt like an ordinary morning
It began an ordinary way
And then, without warning
Ordinary morning
Became an extraordinary day.

Hadn’t the slightest sort of inklin –
No-one said love was on its way –
And then within a twinkling
Without the smallest inkling
It became an extraordinary day.

For there you were
And the whole world stood still.
There you were,
I loved you then and I always will
At first, an ordinary morning,
Began in an ordinary way,
And then my heart was beating
At this ordinary meeting
And we both knew
This was not an ordinary day.

Joyce Grenfell

HOW DO I LOVE THEE
How do I love thee? Let me count the ways
I love thee to the depth and breadth and height
My soul can reach, when feeling out of sight
For the end of Being and ideal Grace
I love thee to the level of everyday’s
Most quite need, by sun and candlelight
I love thee freely, as men strive for Right;
I love thee purely, as they turn from Praise
I love thee with the passion put to use
In my old griefs, and with my childhood’s faith
I live thee with love I seemed to lose
With my lost Saints – I love with the breath,
Smiles, tears of all my life and if God chance
I shall but love thee better after death

Elizabeth Barrett Browning

May the sun bring you new energy by day
May the moon softly restore you by night,
May the rain wash away your worries and
The breeze blow new strength into your being,
And all the days of your life may you walk gently
Through the world and know its beauty.
Now you will feel no more rain, for each will
Shelter the other
Now you will feel no cold, for each will warm
the other
Now there are two persons, but there is only
One life before you.
Go now to your life together and may your days
Be good and long upon the earth
From an American Indian Ceremony (Apache)

YES I’LL MARRY YOU MY DEAR
Yes I’ll marry you, my dear
And here’s the reason why
So I can push you out of bed
When the baby starts to cry
And if we hear a knocking
And it’s creepy and it’s late,
I hand you the torch you see,
And you investigate,
Yes I’ll marry you, my dear;
You may not apprehend it,
But when the tumble-drier goes,
It’s you that has to mend it,
And if a drunkard fondles me,
You have to face the neighbour,
And it’s you that has to whack him.

Pam Ayres

MARRIAGE IS
Marriage is all about giving and taking
And forgiving and forsaking
Kissing and loving and pushing and showing
Caring and sharing and screaming and swearing
About being together whatever the weather
About being driven to the end of your tether
About sweetness and kindness
And wisdom – blindness.
It’s about being strong when you’re feeling quite weak
It’s about saying nothing when you’re dying to speak
It’s about being wrong, when you know you are right
It’s about giving in, before there’s a fight.
It’s about you two living as cheaply as one
(You can give us a call if you know how it’s done!)
Never heeding advice that was always well meant
Never counting the cost until it’s all spent.
And for you two today it’s about to begin
And for all that the two of you had to put in
Some days filled with joy, and some days with sadness
Too late you’ll discover that marriage is madness
Renewal of Vows

Renewal of marriage vows is a delightful ceremony offering an opportunity for couples to re-affirm the vows they made when marrying, whether celebrating a major wedding anniversary, the end of a troubled period in their lives, a marriage abroad or just because...

The celebrant will lead you through the planning of the ceremony which will be tailored to your needs, and music and readings of your choice can also be included. The ceremony is greatly enhanced by your input and can be made very moving by involving your friends and relatives who were present on the day of your marriage either by reading or reminiscences.

Renewal of vows is now a very popular way of celebrating marriage held abroad as this can be a focal point for a party or gathering of family and friends not able to be at the original ceremony. It is an opportunity for the bride to show off her wedding day finery but we will be just as pleased to see her if she comes in casually dressed as married in some South Sea island.

Photograph courtesy of Peter Dyer
Welcome to the World

More than just a naming ceremony, a Welcome to the World Ceremony is a chance to share with your family and friends your hopes for your child's future. For newborn and older children alike, this ceremony is an opportunity for parents to celebrate their child and make promises of love and support for the future.

For those who have children by previous relationships, this ceremony is a perfect way to introduce children into their extended families and circle of friends. It is also a way to express commitment to an adopted child, welcoming him or her into their new home and assuring them of a caring and loving future.

A Welcome to the World Ceremony is a special occasion where everyone can feel involved and allows some of those closest to you to act as mentors for your children throughout their young lives.

To arrange a Welcome to the World Ceremony which may be held in The Admiral’s Suite, or at any approved venue, telephone 020 8379 1000. One of our qualified celebrants will be pleased to help you arrange the ceremony to include your choice of words, reading and music. For more detailed information, please refer to our website www.enfield.gov.uk/registrars
Licensed Venues in Enfield

There are many beautiful venues in Enfield in which civil ceremonies may be held and most can be followed by a reception party on the premises. These venues are located in all parts of the Borough and offer packages to suit parties of all sizes. The ceremonies can be tailored to your taste with the addition of your favourite music, poetry and readings, which can be arranged with the celebrant at a meeting prior to your marriage. Please visit our website www.enfield.gov.uk/registrars for the details of the approved venues.

Marriages, Civil Partnership, Renewal of Vows and Welcome to the World ceremonies may all be held at these venues. For further details telephone 020 8379 1000

ADMIRAL SUITE
Gentleman’s Row, Enfield EN2 6PS

Ceremonies take place in the elegantly proportioned Admiral’s Suite, which has been tastefully decorated to accommodate 40 guests seated, with some standing room.
Where to Find Us

OUR ADDRESS IS:
Enfield Register Office
1 Gentleman’s Row
Enfield
EN2 6PS
(Sat nav post code EN2 6QQ)
Tel: 020 8379 1000

OPENING HOURS:
Monday - Friday
9.00am – 4.30pm

NEAREST TRAIN STATIONS:
Enfield Town, Enfield Chase

NEAREST UNDERGROUND:
Oakwood

BY CAR
Junction 24 off the M25. Take the A1005 to the Ridgeway. Turn left onto Windmill Hill.
Gentleman’s Row is on the left at the bottom of Windmill Hill.

Or
Take the A10 to Enfield. Turn into Southbury Road towards Enfield Town (A110). Follow the
one way system around Enfield Town Centre. You are advised to park in one of the car parks in
Enfield Town.

PARKING:
On weekdays we have parking available for two cars per ceremony. Guests should use the
public car parks shown on the map. On Saturdays, the front car park is available for use for a
limited amount of cars.