# Outdoor ceremonies agreement form

Please fill in this form, print and sign by both partners, then:

* scan or clearly photograph the form and email to [registration@essex.gov.uk](mailto:registration@essex.gov.uk), **or**
* post to Ceremonies Team, Essex County Council, Seax House, Victoria Road South, Chelmsford, CM1 1QH.

If we do not receive your completed agreement form ten weeks before the ceremony, your ceremony will take place inside.

## Couple contact details

**Partner 1’s full name:** Partner 1’s full name

**Partner 2’s full name:** Partner 2’s full name

**Couple’s telephone number:** Couple’s telephone number

**Couple’s email address:** Couple’s email address

## Ceremony details

**Ceremony venue:** Ceremony venue

**Address of venue:** Address of venue

**Ceremony day of the week:** Choose a day of the week

**Ceremony date:** Ceremony day of monthCeremony month Ceremony year

**Ceremony time:** Ceremony time Ceremony time am or pm

On the day of our ceremony if the weather, or any other circumstance makes an outside ceremony unsuitable, our ceremony will be held in:

**Name of ceremony room:** Name of ceremony room

**Maximum capacity of ceremony room:** Maximum capacity of ceremony room

The room must be licensed for the number of guests you wish to accommodate.

The decision on where the ceremony will be held is made by the registration staff after discussion with the couple and venue. The registration staff’s decision is final.

## Agreement

We agree that the final decision on where the ceremony takes place is the responsibility of the registration staff in attendance. We agree that if our ceremony cannot take place outside for any reason we will happily proceed in the named room.

**Partner 1 signature:**

**Partner 2 signature:**