



MARRIAGE INFORMATION

Venues

Argyll And Bute Registrars #abplace2wed

Legal Preliminaries to All Marriages

No marriage ceremony (civil or religious) can take place in Scotland without the couple completing the legal preliminaries. The forms, documents and fees must be lodged with the Registrar in the district where the marriage is to take place, 28 clear days before the date of marriage.

All couples are advised to make contact with the Registrar at the earliest opportunity.

Civil or Religious/Other Belief?

The local Registrar can advise the couple on planning their marriage whether they choose a civil, religious or other belief ceremony.

Civil Ceremony

In Scotland only a Registrar conducting a civil ceremony can bring the marriage schedule to the venue on the day of the wedding, one less stress for the couple. Our registrars are professional, experienced and will create a personal unique ceremony, they will make arrangements to discuss a couples special requirements prior to the wedding day.

Religious/Other Belief Ceremony

Please ask the couple to contact us as soon as possible and we will provide information and guidance on completing the essential legal preliminaries.

It should be noted that if the couple choose a religious or other belief ceremony they will have to attend the Registration Office in person to collect their Marriage Schedule during the week of their wedding.

Booking of Civil Marriages

Civil Marriages must be discussed with the Registrar before confirming the date with the venue to ensure the availability of the Registrar. During the discussion with the registrar a suitable time for the ceremony can be arranged.

The ceremony cannot be guaranteed until a definite booking has been made, and a deposit paid to secure the booking.



Venues

All proposed venues for ceremonies require to be assessed by Registration staff in advance with a Location Assessment completed for all new venues and a copy of the Public Liability insurance for the venues should be provided to the Registrars annually.

Existing designated venues may be reviewed periodically to ensure they meet the required standard.

COVID19

Under current COVID-19 regulations the venue is responsible for collecting the contact information of all in attendance at any marriage ceremony including suppliers and staff not employed by the venue to assist with any possible linked outbreaks.





The Ceremony

Usually, the Registrar will already have discussed the arrangements for the day with the couple. If they have not met in person, the Registrar will wish to meet both the Bride and Groom, before the ceremony starts – part of the legal preliminaries.

The Registrar will usually arrive about 20-30 minutes before the expected start time.

Ceremony Location

Where the ceremony is to take place in a room with a licensed bar this should be closed for the duration of the ceremony, with no alcohol being served until the ceremony has concluded.

Guests must also be advised that they cannot take their drinks to the ceremony room.

If a ceremony is to be held outdoors then an indoor alternative should be made available in the case of inclement weather.

The Manager or a responsible person must be available at the venue at the time of the ceremony to oversee the proceedings.

What We Will Do

Marriage Guidance

We will be available to provide guidance to you on holding ceremonies and to your customers on their ceremonies, over the phone, by email and via our social media pages. Where possible a face to face visit can also be requested.

Marriage Website

Once we have conducted our Location Assessment for new venues we will give you the opportunity to be listed on our dedicated marriage website free of charge where prospective couples will be able to view pictures of your venue and your contact information. We also work with a supplier to produce a marriage brochure bi-annually in which you can buy advertising.

Social Media

We will follow the venue's pages on Facebook and Instagram where available and share posts that you tag us in using #abregistrars or #abplace2wed to increase the number of people seeing your posts.

We will also tag you in our posts on our social media pages from weddings conducted at your venue.

Wedding Fayres

We will endeavour to have Registration staff available to attend any Wedding Fayres held at your venue and also help to promote them on our social media Pages.

How To Reach Us

Phone: 01546 605 521

Email: registrationenquiries@argyll-bute.gov.uk

Website: www.argyll-bute.gov.uk/marriage/

@abregistrars

