**Due to major building works taking place in and around the Woolwich Town Hall as an alternative to the ceremony room in the Town Hall (The Edwardian Room) we are currently offering the Old Library in Charlton House,** [**Charlton Road, Charlton SE7 8RE**](https://www.bing.com/ck/a?!&&p=ed5bc1df126b35857c4f9d750aebef7bf73dddeccfeae192718b9b4a61d4a1a4JmltdHM9MTczMDMzMjgwMA&ptn=3&ver=2&hsh=4&fclid=37d288b9-ff62-6e19-3f7e-9becfe3a6fb1&u=a1L21hcHM_Jm1lcGk9MTI3fn5Vbmtub3dufkFkZHJlc3NfTGluayZ0eT0xOCZxPUNoYXJsdG9uJTIwSG91c2Umc3M9eXBpZC5ZTjEwMjl4MTQ2OTM2MjgwMDkxNTg2NTc0ODUmcHBvaXM9NTEuNDgwNDc2Mzc5Mzk0NTNfMC4wMzcxODEwMDExNTY1Njg1M19DaGFybHRvbiUyMEhvdXNlX1lOMTAyOXgxNDY5MzYyODAwOTE1ODY1NzQ4NX4mY3A9NTEuNDgwNDc2fjAuMDM3MTgxJnY9MiZzVj0xJkZPUk09TVBTUlBM&ntb=1) **between December 16th 2024 and April 30th 2025**

The Town Hall will not be available for ceremonies from December 2024 – April 2025.

The diary for the rest of 2025 is not open yet.

Please note that your ceremony booking is made with and managed by Greenwich Registration Services not Charlton House; all enquiries regarding availability or your ceremony should be directed to [registrar@royalgreenwich.gov.uk](mailto:registrar@royalgreenwich.gov.uk) .

Your booking is for your ceremony to take place in the Old Library only and does not include use of or access to any other part of Charlton House.

**Please complete these Terms and Conditions only if you intend to book your ceremony to take place in the Old Library between December 2024 and April 2025**

**For all other ceremony bookings please complete our standard Terms and Conditions** [Registrars Terms and Conditions | Royal Borough of Greenwich](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.royalgreenwich.gov.uk%2Fdownloads%2Fdownload%2F1134%2Fregistrars_terms_and_conditions&data=05%7C02%7CClodagh.Wallace%40royalgreenwich.gov.uk%7C767b4127ae754534e7f308dcfccf62ba%7Ce632f2633f464111aa5cd54126f95105%7C1%7C0%7C638663214875269598%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=%2FwyxKHAFrxWsOZRdnWctY4brX2qOElrE7Mu2rFS9cGQ%3D&reserved=0)

Before you can marry or enter a civil partnership you must give Notice of your intention at your local Register Office (see information on link below). Notices are venue-specific therefore if your marriage or civil partnership cannot take place in the Old Library, Charlton House between December 2024 and April 2025 you will have to give Notice again for an alternative venue.

<https://www.royalgreenwich.gov.uk/info/200145/marriages_and_civil_partnerships/1245/give_notice_of_your_marriage_or_civil_partnership>

All Registrar ceremony booking fees are published on the Royal Borough of Greenwich website using the following link:

<https://www.royalgreenwich.gov.uk/info/200142/births_deaths_marriages_and_citizenship/1183/register_office_charges>

A full fee for ceremonies or booking fee for appointments is payable at the time of booking for all services.

If we are required to cancel or reschedule your appointment or ceremony we will refund ceremony costs in full.

If you are unable to attend your appointment or ceremony a rescheduling and / or cancellation fee is payable, please see details below

**Notice appointments including rescheduling and non-attendance**

Fees of £42/£57\* per person (\*dependent on immigration status), is chargeable to book a Notice appointment. Once you have attended your appointment, this will transfer towards the cost of the Notice.

The booking charge is not refundable if you do not attend your appointment without notifying us.

Subject to availability, appointments can be rescheduled on one occasion only, provided a minimum of 48 hours’ notice is given by telephone or email. The 48 hours is measured from receipt of your phone call or email received at Registrar@royalgreenwich.gov.uk. Any further changes will incur a £20 administration fee.

Our Terms and Conditions apply to all appointments and ceremonies, however it is not necessary to complete and return this form for a Notice appointment or a Birth registration appointment.

**Ceremonies**

***Rescheduling:***

All ceremonies can be rescheduled to a different date or time **between December 2024 and April 2025** subject to availability and a rescheduling charge. The charge is £50 for the first reschedule providing the change is at least 6 weeks (42 days) before the earliest ceremony date. Any additional changes or any within 41 days of the original booking will be charged at £100 each.

**If you are subject to immigration control or have been divorced in a country other than the UK you are strongly advised to wait to book your marriage / civil partnership until relevant Home Office / General Register Office clearances have been received as part of the Notice process. If you choose to proceed with booking your marriage / civil partnership prior to clearance being received, please take note of cancellation/rescheduling policies and fees in our Terms and Conditions. These policies will be applicable in all cases including where Home Office / General Register Office clearance has not been granted and the marriage / civil partnership cannot take place as booked.**

Once you **change** or **reschedule** a ceremony, you lose your rights to a refund later.

***Cancellations:***

More than 26 weeks: If a ceremony cancellation is received more than 26 weeks (182 days) before the original booking a £50 administration fee is payable.

Between 12 and 26 weeks: If a ceremony cancellation is received between 12 weeks (84 days) and 26 weeks (182 days) before the original booking, then 50% of the fee is payable.

Less than 12 weeks: If a ceremony cancellation is received less than 12 weeks (84 days) before the original booking the full fee is payable, and no refund will be made available.

All pre-paid certificates are chargeable only if printed, therefore you will receive a full refund for pre-paid certificates if you cancel your ceremony.

Requests to cancel or re-schedule a ceremony should be sent in writing to The Superintendent Registrar, Greenwich Register Office, Town Hall, Wellington Street, London, SE18 6PW or by email to [registrar@royalgreenwich.gov.uk](mailto:registrar@royalgreenwich.gov.uk)

You must include the full details of the appointment or ceremony booking including the date, time, venue, your full names, method of payment, receipt numbers and reference number.

**Non-attendance of Appointments or Ceremonies**

Failure to attend your appointment or ceremony will be considered a cancellation without sufficient notice therefore, no fees will be refunded.

**Lateness of Ceremonies**

Both parties and the minimum of two witnesses should be at the venue no later than 15 minutes prior to the allocated ceremony start time. Failure for all four persons to be in attendance by 30 minutes after the allocated ceremony time will occur a fee of £50 which will be taken on the day before the ceremony begins. Arrival at the venue more than 30 minutes after the allocated ceremony start time may result in the ceremony needing to be re-booked and will incur a re-scheduling fee.

**Weekend Chargeable Appointments**

Saturday Notice appointments will incur a £20 booking fee for single appointments (one person giving Notice) and £35 for double appointments (couple giving Notice together). This booking fee is non-refundable

**As Charlton House is a Grade I listed building we regret we cannot allow you the opportunity to throw any type of confetti, petals or rice etc before, during or after your ceremony as the custodians do not permit it anywhere in and around the House and the grounds.**

|  |  |  |
| --- | --- | --- |
| **In order to make an enquiry for a ceremony to take place in the Old Library, Charlton House please complete and return this form. Please ensure you indicate whether you are booking a marriage or civil partnership.**  **Please note that by signing this form you confirm that you have read and agree to**  **the Terms and Conditions** | | |
|  | **Partner 1** | **Partner 2** |
| **Surname (In capitals)** |  |  |
| **Forename (as shown on passport)** |  |  |
| **Signature** |  |  |
| **Date of Signature\*** | dd/mm/yyyy | dd/mm/yyyy |
| **Address** |  |  |
| **Contact Number for each partner** |  |  |
| **Email address for each partner** |  |  |
| **Country of previous divorce**  **(If applicable)** |  |  |
| **Nationality & Immigration Status** | Nationality:  Status: | Nationality:  Status: |
| **Notice Given?** | Y/N | Y/N |
| **Date / Place of Notice Appointment** | Date: dd/mm/yyyy  Place: | Date: dd/mm/yyyy  Place: |

|  |  |  |
| --- | --- | --- |
| **You must indicate whether you are booking a marriage or a civil partnership.**  **MARRIAGE**  Add details below | **You must indicate whether you are booking a marriage or a civil partnership.**  **CIVIL PARTNERSHIP**  Add details below | |
| **Preferred ceremony date\*** | |  |
| **Preferred ceremony time\*** | |  |
| **How many certificates do you require?** | |  |
| Additional comments: | |  |
| Office use only:  MAR: | |  |

**NOTE:** \*The Royal Borough of Greenwich Registrars team will endeavour to accommodate your preferred date however, please do not proceed with any other ceremony arrangements until you have received confirmation of your ceremony booking from us.