



## **Guidelines for your Ceremony at Home**

We are delighted that you wish to hold your ceremony in your home or garden. In order to assist us in making the ceremony run smoothly and to avoid any disturbances on the day, the following guidelines apply:

### **Arrival and introduction of guests**

Please note that it is not the responsibility of the Celebrant to welcome guests. Please introduce the Celebrant to those guests who will be taking part in the ceremony. If there are a lot of guests expected, it may be appropriate to appoint ushers.

### **Outside ceremonies**

There must be suitable room inside your home for the ceremony to be held comfortably, if bad weather prevents an outside ceremony.

Please Note:

The Celebrant will make the decision whether to move the ceremony indoors and his/her decision is final. They will take into account the position of the guests in inclement weather, even if the Celebrant and the family/couple themselves are under cover.

The celebrant has the right not to conduct the ceremony if these guidelines are not adhered to and in such a case the Celebrant has the right to refuse to conduct the ceremony and leave the premises. In such instances there is no refund available to the client.

There must be enough chairs placed on an even surface for all guests to be seated, and table to hold water for the Celebrant, gifts and paperwork. Please provide paperweights for paperwork.

### **Layout**

The Celebrant will review the garden/room layout and discuss this with you. The layout needs to be complete when the Celebrant arrives, which is approximately 30 minutes before the ceremony is due to take place. Celebrants are not responsible for moving furniture. If disabled guests are attending, do consider wheelchair access.

### **Maximum number of guests**

The Celebrant will advise you of the maximum number of guests that can be accommodated to ensure a successful ceremony.

The maximum number will be dictated by the number of guests that the **inside room** can hold, as bad weather may mean the ceremony has to be held indoors. Other guests can of course arrive after the actual ceremony.



### **Behaviour of guests**

Please be aware that in the case of inappropriate behaviour on your part or on the part of guests, then the Celebrant has the right to terminate or refuse to conduct the ceremony and no refund will apply. Alcohol should not be served until after the ceremony.

### **Animals**

If you have domestic animals that could interfere with the ceremony, please ensure that they are shut away.

### **Noise**

Outside ceremonies are subject to all manner of external noise disturbances such as lawn mowers, neighbours, aircraft, and animals. Please consider whether noise is likely to disturb the ceremony and decide whether it may be more appropriate to hold the actual ceremony indoors so everyone can hear.

### **Hot weather**

This can be as problematic as poor weather! Babies in particular burn easily. Please consider the comfort of guests and whether shade is available.

### **Insurance**

Please ensure that your domestic insurance policy covers third party liability for any visitors to your home.

### **Children**

Small children can find listening to a ceremony difficult! If there are to be large numbers of small children attending, you may find it useful to ask someone to take care of any children who do not want to sit throughout the whole ceremony.

### **Lateness of guests**

The Celebrant will be as helpful as possible if guests that are taking part in the ceremony are late, but, due to time constraints it will be at the discretion of the Celebrant on the day how long the ceremony can be delayed. Celebrants will not normally be able to delay the ceremony for more than 30 minutes at the most.

### **Health and Safety Issues**

Entrances and exits to and from the ceremony area should be clear and safe to use.

Constructions in gardens, such as marquees and gazebos should be well erected, safe and secure.

Outside electrical equipment, e.g. lights and sound equipment, must be safe and there should be no trailing wires or cables. Tape and purpose-made cable covers should be used and cables kept well away from walkway areas.

Garden ponds should be considered as a potential hazard for young children and children's access to ponds restricted.