



Your
Kingston
LOVE STORY



Your Kingston

Your Choice

From a traditional marriage or civil partnership ceremony, with the option to include personalised enhancements, to a selection of ceremonies to celebrate you, unity, love and family, we are here to help you commemorate the important moments in your life.

Located in the centre of the Royal Borough of Kingston upon Thames, The Old Court House at Kingston Register Office has three beautiful rooms to choose from. Whether you're planning something small and intimate, or large and grand, we have the right space to hold your ceremony.

Across Kingston there are a number of licenced venues for you to choose from. If you're looking for an "under one roof" location for your day, their events teams are on hand to help you plan everything down to the finest detail.



Our team at the Register Office can guide you through every aspect of Your Ceremony, advice on the legal preliminaries, your ceremony choices and what will happen on the day. We are here to help make Your Love Story as unique as you are.



The Old Court House



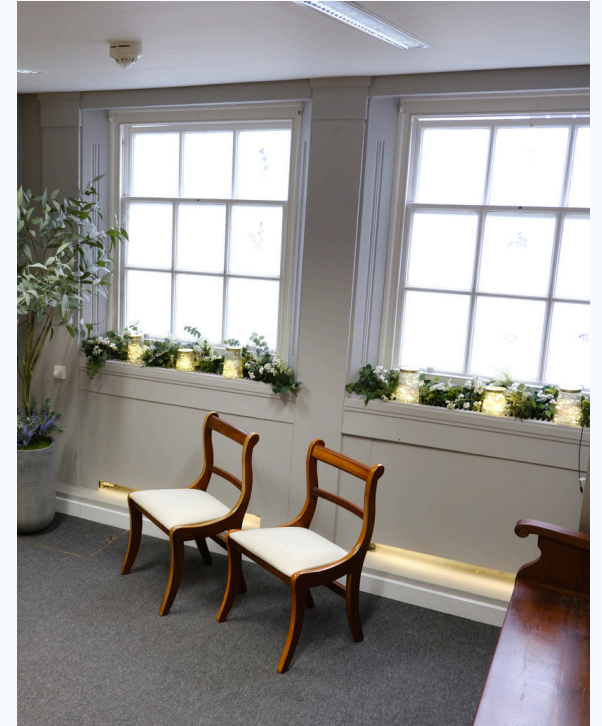
Room One

The largest of our rooms with seating for 70 guests. Cream chairs with elegant bows sit alongside original wood panelling. Sympathetically restored in 2015, this space still holds much of its original grandeur.



Room Two

We've brought the outside in with beautiful plants and foliage to create an indoor garden feel to the room. Creating a relaxed atmosphere for slightly smaller ceremonies. Room 2 seats 40 guests.



Room Three

Perfect for an intimate ceremony with those closest to you, room three is available to book Tuesday - Thursday. With seating for 8 guests, we're pleased to offer an affordable option for your celebration.

The Old Court House Ceremony Fees

	Room 1 70 Guests		Room 2 40 Guests		Room 3 8 Guests	
	Traditional	Enhanced	Traditional	Enhanced	Traditional	Enhanced
Monday - Thursday	£330	£380	£300	£350	£120	£170
Friday	£350	£400	£320	£370	-	-
Saturday	£410	£460	£380	£430	-	-



A non-refundable booking fee of £50 is payable at the time of booking. Each change to the date, time or venue after booking, will incur a £25 administration fee.

Marriage and Civil Partnership certificates are issued at a cost of £12.50 per copy.

You will receive a commemorative certificate for Naming, Vow Renewal, Commitment and Identity Ceremonies.

Venues in Kingston

Here you will find a selection of beautiful venues across Kingston that are licenced for weddings and civil partnerships.

Our registrars can attend these venues for other ceremonies such as vow renewals or naming ceremonies but non legal ceremonies can be held almost anywhere. Get in touch if there is somewhere you would love to have your celebration ceremony, it's likely possible!

Have you fallen in love with a venue for your marriage or civil partnership that isn't on our list? Our licencing team would be happy to talk to the venue, or we can discuss other ceremony options to help make your dream day come true.



Double Tree by Hilton

Celebrate your big day beside the banks of the River Thames. We have romantic venues for up to 260 guests, wedding coordinators who assist with every personalised detail, and packages for varying budgets. Choose our creative menus or bring your own caterers



0203 096 0099

lonkt_hotel@hilton.com



Glenmore House

Built in 1840, Glenmore House is a fine example of late Georgian architecture, situated adjacent to Claremont Garden. Offering value for money, with no compromise on quality.

The magnificent Elizabethan ballroom can accommodate wedding parties of up to 140 guests



0208 399 1415

info@glenmorehouse.co.uk



Langleys Restaurant

Langleys will tailor your special day to all your desires and expectations, with a dedicated team to take care of every detail. Our light and airy function room offers the perfect event space, some occasions in life are just so important that they demand to be celebrated in comfort and style.



0208 390 7564

info@langleysrestaurant.co.uk



Lovekyn Chapel

An elegant and bright space with excellent acoustics, it's one of the most popular venues in Kingston for civil ceremonies. The chapel can comfortably seat 60 people and the room features large stained glass windows, a magnificent vaulted ceiling and arched doorway.



 0208 546 5875
enquiries@kgs.org.uk



Ravens Ait Island

A wedding ceremony overlooking the Thames is a truly magical experience. The Thames Suite, Britannia Suite, Marquee and The Lawn are our licensed civil ceremony areas on the island, with plenty of natural lighting and stunning views of the River Thames and Home Park.



 0208 339 6960
events@ravensait.co.uk



Surbiton Sports Club

The separate function hall has a private patio area looking out onto the picturesque gardens, making it a perfect venue for weddings. A Hidden gem tucked away in Worcester Park.



 0208 337 3866
enquiries@surbitontown.info



Warren House

Celebrate your once-in-a-lifetime experience within a breath-taking Victorian Grade II listed manor house, with all your loved ones. Set amongst the peaceful and secluded Coombe Estate in Kingston. The 5 acres of grounds boast beautifully landscaped gardens and truly picturesque views



 0208 547 1777
events@warrenhouse.com

Venues in Kingston - Registrars Fees

	Traditional	Enhanced
Monday - Thursday	£480	£530
Friday	£540	£590
Saturday	£580	£630
Sunday Bank Holidays	£640	£690

Once you have chosen your venue, get in touch with us to confirm our registrar's availability to attend your ceremony.



A non-refundable booking fee of £50 is payable at the time of booking. Each change to the date, time or venue after booking, will incur a £25 administration fee.

Marriage and Civil Partnership certificates are issued at a cost of £12.50 per copy.

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Other Ceremonies



Commitment

A Commitment Ceremony is designed for adult couples who wish to celebrate and publicly declare their lifelong commitment to each other, without entering into a legal marriage or civil partnership. Personal promises, vows, exchange of rings, poems and readings can all be included in the ceremony. Ceremony enhancements may also be added to include a Sand Ceremony or Joining of Hands.



Vow Renewal

Vow renewals celebrate a marriage, a relationship and a life lived together. Often linked to big moments in a couple's journey, vow renewal ceremonies offer the opportunity to reaffirm the promises made to each other and to look ahead to a bright future. The ceremony itself can include music, readings, poetry and the exchange of rings or gifts. The children of the couple are often involved in the ceremony too.

Other Ceremonies



Naming

A naming ceremony is an occasion for parents, family and friends to pledge their love and commitment to a child. It is an opportunity to celebrate the birth of a new baby or to welcome an adoptive child or step-child into their new family. Chosen friends, grandparents and older siblings are able to make their promises to the child and you can choose poems or readings to enhance the ceremony.



Identity

Naming Ceremonies are not just for babies and children. They are a wonderful way to celebrate people of any age wanting to present themselves to those closest to them with a new name and a new identity. Friends and family can be included in the ceremony to pledge love and support, marking a very important transition in life and looking forward to a more comfortable, confident, authentic future.

Traditional or Enhanced

	Traditional	Enhanced
Book appointment with registrar to discuss/assist with ceremony	-	Optional
Digital Save the Date Cards and Ceremony Invitations	-	Optional
Interview with the registrar on the day of your ceremony	Compulsory	Compulsory
Welcome and introduction by the registrar	Included	Included
Entrance - you may enter together or separately.If you wish, a person of your choice can accompany you down the aisle.	Your choice of music played on our digital music system or venue's agreed system	Option to include live music
Giving Away	Optional	Optional
Reading	Optional	Optional
Declaratory vows - choose from 3 options	Compulsory	Compulsory
Contracting vows - choose from 3 options	Compulsory	Compulsory
Promises	Optional. Choose from our selection provided	Optional. Choose from our selection or write your own personal promise
Reading	Optional	Optional
Exchanging of rings	Optional. Standard accompanying words	Optional. Choose from a selection of words
Closing remarks by the registrar	Included	Included
Signing of the marriage schedule or civil partnership document	Compulsory. Your song choice will be played	Compulsory. Your song/live music to be played
Registrar's final words	Included	Included
Exit - followed by your guests	Your exit song to be played	Your exit song/live music to be played

Enhancements

Optional extras for Your Ceremony

Ceremony Discussion appointment

Picture this: a special 30-minute session with our team to chat about your upcoming ceremony. We'll help you navigate the ins and outs of the ceremony and iron out any doubts or questions you might have. Think of it as your go-to space to create the perfect ceremony flow. We recommend meeting with us roughly 2-4 weeks before the big day to get your ceremony mojo going.

Save the Date and Ceremony Invites

Our e-Save the Date Cards and Ceremony Invites are like a match made in heaven. Personalised to your big day and delivered straight to your inbox as a PDF. Your next move? Pop them over to your guests via email or go old school and get them printed however you like. It's your call!

Write your own promises

We've got a bunch of promises ready to go if you're looking for inspiration, but why not make them truly yours? Pen a paragraph or two about your unique love story, and we'll work together to weave it seamlessly into your ceremony. Remember, all content must be given the green light a week or two before the big day. Let's make it personal!

Add something extra to your exchange of rings

Our traditional option for the exchange of rings is beautiful, but with an enhanced ceremony, we give you the choice of different wording or, to make it truly personal, write your own words. If you're a family of three or more, why not include the little ones with a special gift exchange? It's the perfect way to make your union a family affair.



Save the Date & Invites



Things to know

Before the day of your ceremony

How to complete our Ceremony Choices

Once you have made a booking you will receive a confirmation email with a link to complete your ceremony choices online.

How to pay for your ceremony

The final balance is due six weeks before your ceremony. We'll send an email with a link to complete the payment online.

The interview before the ceremony

This is to confirm all your details are correct on the paperwork before it's signed, and to run through the ceremony and check for any last minute changes.

Something wrong on your certificate?

The registrar will ask you to check that all the details are correct before you sign.

It's important to check carefully, changes can easily be made before the ceremony. If you spot something that's wrong after you've signed, there is a legal procedure to apply for a correction with the General Register Office which costs £90.



How long does the ceremony last

Usually about 25 minutes. It depends on your ceremony choices.

Do I need a rehearsal of my ceremony?

We will personalise your ceremony with your choices, which include music, readings and personal promises. There is no need for a rehearsal.

Who can be a witness

Anyone over 16 who can speak and understand English. The register office cannot provide witnesses.

Contact Us to Book



registrars@kingston.gov.uk



0208 547 6196

To book your ceremony please email us with your preferred date(s) and time(s). We will check our availability and get back to you, usually the same working day but please allow up to three days during peak times. You can also call us on 0208 547 6196 for advice and to discuss your options.

You will find us on the lower ground floor of the historic Guildhall, which is located in the heart of Kingston and a stone's throw away from the River Thames. The Old Court House is steeped in history and boasts many ornate original features and impressive high ceilings. Get in touch to start Your Kingston Love Story.



yourkingstonlovestory

Kingston Register Office - Guildhall - High Street - Kingston upon Thames - KT1 1EU