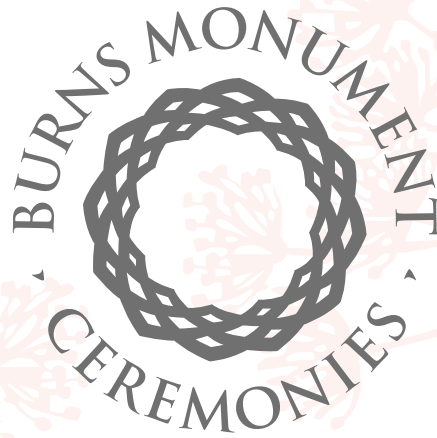


CIVIL CEREMONIES



LET US CREATE
YOUR PERFECT DAY,
UNIQUE TO YOU
IN EVERY WAY



CONGRATULATIONS

We are delighted that you have chosen East Ayrshire for your ceremony. This brochure illustrates the range of services and options available to you and we are sure you will find everything you need to make your day extra special.

If you choose a Civil Ceremony, you are opting to have something that is unique and personal to you. You will have freedom of choice on how you wish your special day to be from the traditional to the modern and we will be happy to discuss the options with you. Whatever your choices, we will make every effort to ensure you have a special and memorable day.

The fee quoted is inclusive of meeting the Registrar or Assistant Registrar to plan your personal ceremony, legal requirements and Marriage/Civil Partnership certificate. There are no hidden extras. Marriage/Civil Partnership schedule collection and return is all part of our unique service.

For full information on arranging your ceremony and registering your marriage or civil partnership, please contact the Burns Monument Centre, Kay Park, Kilmarnock where our experienced Registration staff will be delighted to assist you.

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ARRANGING YOUR CEREMONY

Your Civil Ceremony may be held in the Robert Burns Suite in the Burns Monument Centre, Kay Park, Kilmarnock or at any venue agreed between the couple, Registration Services Manager and venue owner.

When you have decided on a date and venue for your ceremony, please contact the Burns Monument Centre to check availability. You can secure your choice of date and time by paying a non-refundable advance booking fee.

Registration staff will be happy to assist in the planning of your ceremony. Whether you choose a simple intimate ceremony or a large, grander event, our staff are here to develop and provide tailor-made ceremonies to meet your personal requirements.



THE CEREMONY

A Civil Ceremony is a statement of commitment to your new life together, creating your own ideas and setting your own expectations for each other – a ceremony as unique and individual as you are.

Your ceremony will be conducted by an authorised Registrar/ Assistant Registrar who will hold the Certificate of Proficiency in the Law and Practice of Registration. Our team are highly trained with a wealth of experience and expertise in conducting Civil Ceremonies. From the minute you book your ceremony we will guide you through the full process leading to the day itself, ensuring that you can have your day the way you want it.

A member of staff will be assigned to your ceremony and will contact you as a means of introduction and to discuss your arrangements. We offer a pre-ceremony meeting which allows couples and the Registrar/Assistant Registrar to build up a relationship, plan your ceremony and discuss arrangements for the day itself.

There are certain declarations that you must make (for Civil Marriages only), but you may wish to add your own choice of words to these.

You may also wish to involve family or friends in your ceremony by having them read poetry or readings for you.

We have a huge choice of licensed music to choose from for your ceremony. The Registrar/Assistant Registrar will work with you to put your perfect playlist together.



CEREMONY ENHANCEMENTS

You may also wish to enhance your ceremony by incorporating any of the following suggestions, making your day more personal and individual.

Sand Ceremony

This ceremony requires the couple to provide two containers of coloured sand – one for each of them.

The two containers of sand are then poured into a third larger container at different points in the ceremony, each symbolising a different aspect of the couple, their relationship and their families. The sand then forms a pattern in the container, which is kept by the couple as a keepsake of their day.

What you will need:

- Two containers of sand, a different colour in each.
- One large container capable of holding the sand from the two smaller containers.



Handfasting Ceremony

Handfasting is an ancient Celtic/Medieval custom, especially common in Ireland and Scotland, in which a couple came together at the start of their relationship to declare of their own free will that they intended to marry.

While facing each other, the couple will join hands while a cloth is tied around their hands in a knot. This is where the term "tie the knot" came from. Couples often choose to use a cloth made of a particular clan tartan or a specific colour of cloth symbolising something important to them.

What you will need:

- A cloth or ribbon suitable for handfasting.
- Two pieces of ribbon for the double handfasting.



Guest Declarations

Ask your guests to join in the declarations. The Registrar/ Assistant Registrar can offer suggestions for these.

Quaich Ceremony

The Quaich was a two-handled loving cup used during the wedding feast from which the couple took their first communion together as a married couple. They also used the Quaich at the reception for their first toast together.

Symbolic of the sharing between the couple, it is an ancient vessel used by two families or clans to celebrate a bond, with each leader partaking of the offered drink.

What you will need:

- A Quaich (sometimes the couple have this engraved with their names and date of marriage).
- Preferred drink to fill the Quaich.



Oathing Stone Ceremony

The Oathing Stone is an old Scottish tradition where the couple place their hands upon a stone while saying their wedding declarations. Taken from the ancient Celtic custom of "setting an oath in stone", inclusion of the Oathing Stone Ceremony in the declarations can be deeply moving.

During the declarations, the couple hold the Oathing Stone together in their hands. It is believed that holding the stone during the declarations in turn casts or sets them in stone.

What you will need:

- A stone suitable for use as an Oathing Stone.
- Prepare the stone and have it engraved if desired.

Including Children in a Ceremony

You may like to involve children in your ceremony in some of the following ways:

- Have them bring the rings forward
- Have them do a reading/poem/song
- Tie the knot for a handfasting ceremony
- Give the child(ren) a ring or gift as a welcome to the new family unit
- Have them hold the stone in an Oathing Stone Ceremony.

Unity Candle Ceremony

The lighting of a Unity Candle is a relatively recent addition to the traditional ceremony. It symbolises the joining of the two families and two individuals becoming one in commitment.

The Unity Candle Ceremony uses two taper candles with a large pillar candle (called the Unity Candle) in the centre. At the beginning of the ceremony, a representative from each family (usually the mothers of the couple) light the two taper candles. Later in the ceremony, the couple use the two taper candles to light the large pillar (Unity) Candle together.

What you will need:

- Two taper candles
- 1 larger pillar candle (Unity Candle)

Remembering Absent Loved Ones

There are many ways you may like to remember loved one(s) on your day. You might wish to ask your Registrar/Assistant Registrar to mention loved one(s) in your ceremony.

However you may also wish to include one of the following acts of remembrance:

- The lighting of a Memorial Candle in memory of an individual or a group of individuals.
- A table of remembrance with a photograph of your loved one(s) – you can also include a Memorial Candle here.
- Have a friend or family member do a reading or small speech in memory of the person/people.
- Include a favourite song of your loved one(s) within your ceremony music.

There are various ways of enhancing your ceremony and making it personal to you. Please discuss any thoughts or suggestions with your Registrar/Assistant Registrar who will be happy to incorporate these into your bespoke ceremony.

LIVE STREAM YOUR CEREMONY

Through our AV provider, Vivedia, the Burns Monument Centre has a bespoke audio-visual service which allows couples to make their big day even more special by allowing their guests to join remotely via a live stream.

Ceremonies can be watched again for a further 28 days, giving couples the option to relive every moment of their special day. Downloadable copies and physical keepsake copies of the service recording are also available so that couples can remember their big day forever. Couples will also have the opportunity to include a photo tribute or slideshow during their ceremony.

• Single photo tribute	£25.00
• Slideshow photo tribute	£50.00
• Live webcast, 28 days on demand, downloadable copy	£70.00
• Keepsake copy on DVD or USB	£80.00
• Video book	£120.00

PHOTOGRAPHY AND VIDEO RECORDING

Photography and video recording is allowed at the discretion of the Registrar.

Neither East Ayrshire Council nor the Registrar/Assistant Registrar will accept responsibility for any damage or loss to equipment or accessories, or damage caused to the video recording at the Burns Monument Centre.

REQUIREMENTS FOR MARRIAGE/ CIVIL PARTNERSHIP

Uniquely placed to assist, our experienced Registration staff will advise on individual statutory requirements, which can vary considerably depending on nationality, country of residence and any previous marriages/civil partnerships. We will guide you through the legal preliminaries and check and process all submitted documentation.

Approximately eight to ten weeks prior to your marriage or civil partnership, both parties should complete Marriage Notice/Civil Partnership Forms (Form M10/CP10). These forms must be submitted along with birth certificates and any other relevant documents and fees to Burns Monument Centre, Kay Park, Kilmarnock.



NAMING CEREMONY

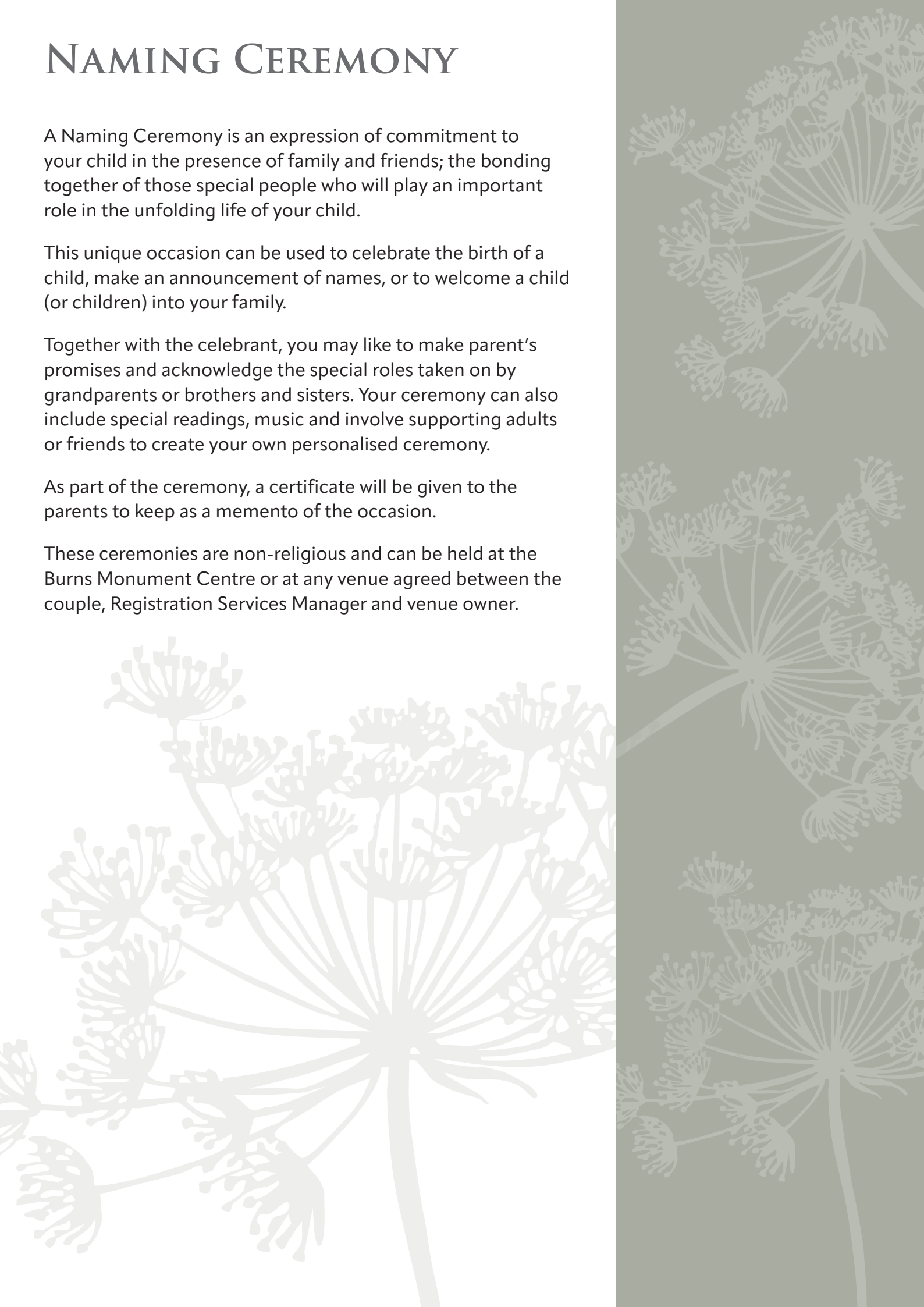
A Naming Ceremony is an expression of commitment to your child in the presence of family and friends; the bonding together of those special people who will play an important role in the unfolding life of your child.

This unique occasion can be used to celebrate the birth of a child, make an announcement of names, or to welcome a child (or children) into your family.

Together with the celebrant, you may like to make parent's promises and acknowledge the special roles taken on by grandparents or brothers and sisters. Your ceremony can also include special readings, music and involve supporting adults or friends to create your own personalised ceremony.

As part of the ceremony, a certificate will be given to the parents to keep as a memento of the occasion.

These ceremonies are non-religious and can be held at the Burns Monument Centre or at any venue agreed between the couple, Registration Services Manager and venue owner.



RENEWAL OF VOWS

Any married couple or registered civil partners can arrange a renewal of vows ceremony.

The ceremony can be held to recapture your wedding day, mark a special anniversary, or provide an opportunity for couples who have had a ceremony abroad to share their celebration with family and friends at home.

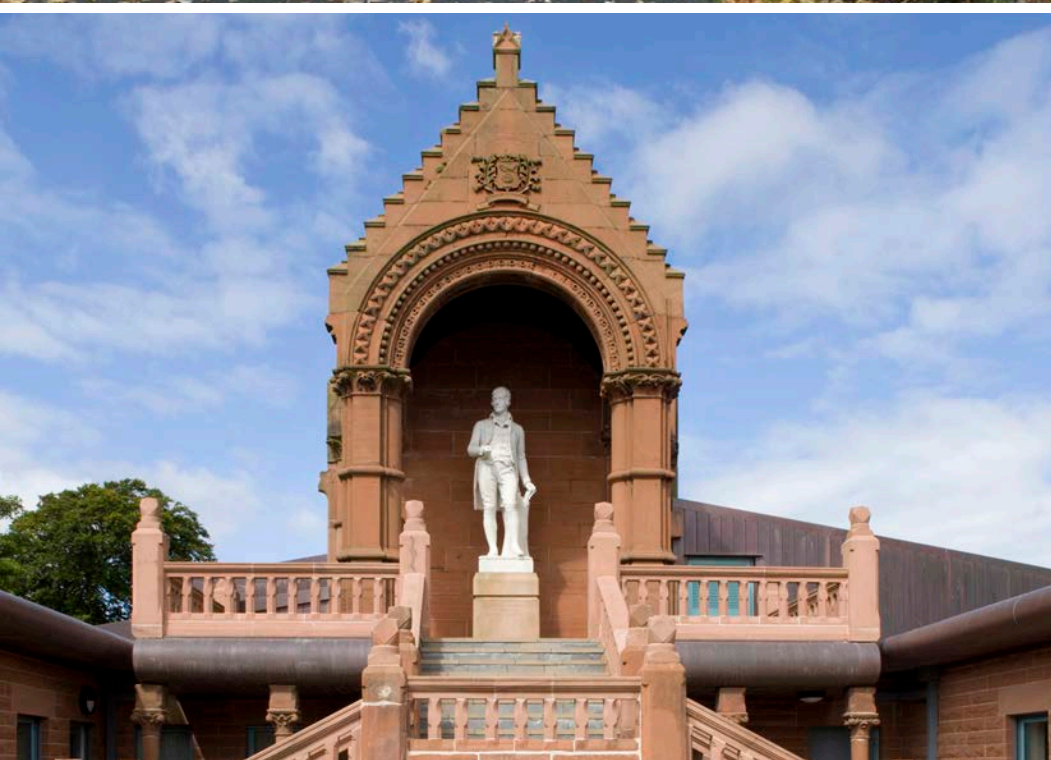
Together with the celebrant, you can include special readings, selected music, the rededication of rings or giving of new rings, creating a day to remember and a wonderful celebration for your family and friends.

These ceremonies are non-religious and can be held at the Burns Monument Centre or at any venue agreed between the couple, Registration Services Manager and venue owner.

OUR MARRIAGE SUITE



THE BURNS MONUMENT CENTRE



Set in the beautiful surroundings of Kay Park, the Burns Monument Centre provides the perfect venue for your ceremony.

The unique paved courtyard with the famous statue of Robert Burns is a perfect backdrop for photographs. Our Robert Burns Suite can accommodate up to 84 guests for your special day, and the Jean Armour and Gavin Hamilton rooms allow our couples to have a private moment before their ceremony.

The Burns Monument Centre, Kay Park, Kilmarnock, KA3 7RU.

Mon - Thurs: 9.00am - 4.45pm Fri: 9.00am - 3.45pm.

CIVIL MARRIAGE/ CIVIL PARTNERSHIP FEES

For ceremonies at the Burns Monument Centre

Without guests (couple and two witnesses)

Monday - Thursday	£155.00
Friday	£155.00
Weekend and Public Holidays	£480.00

With guests

Monday - Thursday	£335.00
Friday	£340.00
Weekend and Public Holidays	£480.00

For ceremonies at a venue of your choice *Hotel, castle etc.*

Monday - Thursday	£430.00
Friday	£485.00
Weekend and Public Holidays	£525.00

All fees above are inclusive of the Registrar tailoring and conducting your bespoke ceremony, taking responsibility for bringing the schedule to your ceremony and returning it afterwards, and all legal paperwork.

PLEASE NOTE: there will be a £20 admin fee for a change of date for a ceremony.

Religious or Belief Ceremony

Fees paid to the Registrar in respect of paperwork for any Religious/Belief Ceremonies (a ceremony conducted by a Minister, Humanist, Celebrant etc):

Marriage Notices:	£45 each	£90.00
Marriage Certificate		£10.00
Total		£100.00

For further information on Naming Ceremony fees or Renewal of Vows fees please contact the Burns Monument Centre on 01563 554460 or email registrar@east-ayrshire.gov.uk

WEDDING CHECKLIST

Months before	
Book your venue for wedding/reception/meal	
Book Registrar to conduct your ceremony	
Dress/bridesmaids outfits	
Groom/Groomsmen outfits	
Wedding rings	
Photographer/Videographer	
Band or DJ	
Save the Date/Invitations (draw up your guest list)	
Wedding cake	
Flowers	
Hairdresser/Makeup artist	
Transport (wedding cars, buses etc)	
Book wedding night/honeymoon	
*Marriage Notice Forms (M10s) must be submitted within 3 months of the date of marriage and not less than 29 days prior to the wedding.	
Getting nearer!	
Send out invitations	
Table plan/place names/favours	
Hairdresser/Makeup trials	
Meet with Registrar to personalise/enhance your ceremony	
Meet wedding co-ordinator to finalise wedding/reception/meal	
Nails	
Write speeches	
Pick up rings/wedding gifts for bridesmaids/groomsmen	
Collect dresses/groom's outfit	
Pack case for wedding night/honeymoon	
Your big day! Enjoy!	





Burns Monument Centre, Kay Park, Kilmarnock, KA3 7RU

Telephone: 01563 554460

Email: registrar@east-ayrshire.gov.uk

www.east-ayrshire.gov.uk

Find us on Facebook at: Burns Monument Ceremonies

