

Approved Premises for Civil Ceremonies

Responsible Person's Checklist

(to assist with the management of ceremony arrangements)

Overleaf is a checklist which can be used by the civil ceremony Responsible Person to ensure that all necessary arrangements are in hand on the day of the ceremony.

Role of Responsible Person (RP)

The RP has a key role in ensuring the success of the ceremony and the venue's compliance with the licence conditions. There can be more than one Responsible person however a minimum of one must always be available on the day of the ceremony. The Ceremony Supervisor for your area can advise more fully on the role of the responsible person but general duties will include the following :-

- **ensure that the ceremony room is set up** and all other arrangements are finalised well before the ceremony is due to start. You will need to ensure a solid table with 2 chairs for the Registrars and 2 chairs adjacent to the table for the couple. Sufficient seating for all guests must also be provided. The room should be adequately ventilated/heated as appropriate and the music system should be set up, checked and ready to play.
- **ensure** an appropriate interview room has been set aside and adequately prepared in keeping with the occasion.
- **ensure** that all health and safety measures are being followed to cover indoor ceremonies and ceremonies taking place in outdoor structures.
- **ensure** that parking arrangements are in hand and 2 parking spaces have been coned off and clearly marked for the Ceremony Officers, as per licence condition.
- **be available** on the premises for a minimum of one hour prior to the ceremony, and present throughout the ceremony.
- **greet guests** on arrival and ensure guests have taken their places in the ceremony room at least 10 minutes prior to the ceremony.
- **prevent** guests from taking any food or drink into the room in which the ceremony is to be held and make sure all staff are aware
- **deal with any queries** on the day, any issues relating to the property or the safety and welfare of the guests and ceremony officers.
- **ceremonies in outdoor structures** may require more than one responsible person in attendance and this should be agreed with the Ceremony Supervisor. An alternative indoor space of the same capacity must be set up for a ceremony in case of inclement weather. The final decision on whether the ceremony can proceed out doors will be made by the attendant ceremony officers. You must abide by the occupancy figures on your licence which are for seated guests only unless otherwise stated.
- **changes to the Responsible Person** - the licence holder must notify the local authority of the name and position of the responsible person(s) at the time of the licence application and must notify the authority immediately upon the appointment of a new responsible person.
- **further guidance and advice** can be provided by the Ceremony Supervisor.

CORNWALL REGISTRATION SERVICE
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LEGAL NOTICE

- Is the legal notice displayed at the entrance to the building and also at any other agreed locations within the building, a minimum of 1 hour prior to the ceremony (not applicable for renewal of vows or naming ceremonies)

INTERVIEW ROOM

- Has an appropriate interview room been set aside and adequately prepared

CEREMONY ROOM

- Are the correct number of chairs laid out appropriately for guests and the couple
- Has a table and 2 chairs been prepared for the Ceremony Officers
- Is the ceremony table dressed/decorated for the ceremony

LIGHTING

- Is the lighting in the room adequate
Where lighting is naturally dim please provide a table lamp for the Registrar

MUSIC

- Is music equipment appropriate to the space, set up and music ready to play
- If live music is to be played has an area been set aside for this and is it ready for the musician/s to use/set up their instruments etc.

AMBIENT ENVIRONMENT

- Is the ambient temperature suitable (well ventilated/heated)

PARKING

- Have two parking spaces been provided for the Ceremony Officers and the area clearly marked off as per the terms of the licence agreement

CEREMONIES IN OUTDOOR STRUCTURES

NB: The final decision as to whether a ceremony can proceed outdoors in instances of inclement weather will be made by the attendant Ceremony Officers.

- Are the correct number of chairs laid out appropriately for guests and the couple
- Has a table and 2 chairs been prepared for the Ceremony Officers
- Is the ceremony table dressed/decorated for the ceremony