

 ${\it CIVIL\ WEDDINGS} \bullet {\it CIVIL\ PARTNERSHIPS} \bullet {\it RENEWAL\ OF\ VOWS} \bullet {\it NAMING} \bullet {\it CITIZENSHIP\ \&\ MORE}$

Cumbria Registration Service













Cumbria is a county of great natural beauty and offers a wide range of enchanting venues for your special day. So why not take your time in reading this guide and see what we have to offer before you make your decision?

...where?

There are a number of Registration Offices to choose from and over 140 Approved Venues, which include fairytale castles, romantic hotels, friendly country houses and museums.

There are many options available - you can choose a simple ceremony with just two witnesses, or have a large party at one of our Approved Venues or the Registration Office of your choice.

> This guide has been produced to provide information to help you plan your day and answer many of the questions commonly asked about all aspects of arranging the ceremony.

> Everyone's ceremony is special and we are here to help to make your day a very happy and enjoyable occasion for you, your family and your friends.

> I hope you enjoy reading our Ceremonies Guide and that you decide to choose Cumbria as the venue for your special day.

VM Grisen thwait e

Jim Grisenthwaite Manager, Cumbria Registration Service

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contents

your ceremony	six
your ceremony at a registration office	eight
your ceremony at an approved venue	ten
giving notice	eleven
civil partnership	sixteen
things to remember	seventeen
on the day	twenty one
countdown to the big day	twenty six
copy certificates & your passport	twenty seven
ceremonies abroad, in church or other religious building	thirty
registration offices & approved venues	thirty one
renewing your vows	thirty eight
naming ceremonies	forty two
citizenship ceremonies & change of name deeds	forty three
nationality checking service	forty seven
settlement checking service	forty eight
fees	fifty two

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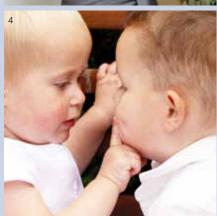


A SPECIAL CEREMONY AGAINST ABEAUTIFUL BACKDROP









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Cumbria has more than just lakes... there are a multitude of hidden treasures, amazing views, peace and tranquillity, outstanding food, friendly locals and unspoilt beaches.

Dig further and you will find the magic of the Eden Valley nestled in the North Pennines, dramatic coastal scenery at the Lake District Peninsulas. With tranquil towns and villages, many historic monuments, churches and castles, poetry and the birthplace of Wordsworth, and the historic Hadrian's Wall for you to explore.



To have your special ceremony against such a beautiful backdrop is a dream for any couple and in the midst of this natural beauty you can celebrate your big day in exactly the way you dreamed of. Many Approved Venues and hotels can host not just the ceremony, but also your reception and honeymoon.

your ceremony

Whether you chose a ceremony in a Registration Office or an Approved Venue, in Cumbria we can offer some of the best venues in the country.

With over 140 Approved Venues to choose from, including stately homes, historic buildings, first class hotels and Registration Offices which provide charming settings for civil weddings. Although ceremonies are not allowed to take place outdoors or in temporary or moveable structures such as marquees or boats, certain venues do have permanent constructions outdoors i.e. pergolas, gazebos etc. which are licensed. However it is possible to follow a statutory ceremony with a Renewal of Vows ceremony in the open air. Our staff will be happy to discuss any ideas that you have to make your ceremony unique to you.

Wherever, and however, you decide to celebrate your special day, from traditional and stylish to themed or more unusual, you will be guaranteed the ultimate venue and spectacular backdrop.

You can stay at large, luxurious hotels and cosy, family-run B&Bs to well equipped camping and caravan parks and self-catering cottages. Whatever your choice you can be sure of a warm welcome, great service and some of the most picturesque surroundings to be found anywhere.

Not only is Cumbria the perfect place for your wedding but also your honeymoon. Reflect on your big day surrounded by beautiful lakes and mountains. The perfect location to enjoy your first happy days of married life together, with memories that will last a lifetime.



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- 1, 8 www.pictureustudio.com
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Our Registration Offices are all different in character and capacity, and our Ceremonies Team know how to make your day really special, priding themselves on making each ceremony a unique experience to treasure. Please feel free to discuss any ideas of your own with the Ceremonies Team prior to the day.

In a civil ceremony there are certain words prescribed by law, which you must say, known as declaratory and contracting words. However, there are various ways of personalising your ceremony, such as additional vows which may be added after the contractual words have been spoken.





your ceremony at a registration office

You must provide two witnesses, who may be either friends or relatives. It is advisable that they should be over the age of 18, and are able to understand English as well as the significance of the ceremony they are witnessing. They will be asked to sign the marriage register or civil partnership schedule at the end of the ceremony.

Please note:

On this special day please help us and other couples who are holding a ceremony on the same day by arriving at the Registration Office a minimum of twenty minutes before the ceremony, as the Registration Service staff will often need to attend other ceremonies on the day.

Should the services of an interpreter be required, please contact the Ceremonies Team of the district where the marriage or civil partnership is to take place for advice.

Once a booking has been made, there would be an administration fee of £20 for any changes (or £25 if it is within 8 weeks of the ceremony). This fee is in addition to the standard fees payable to the Registrar, and couples must still give notice within 12 months of the ceremony in the usual way.

You can include music which is special to you as a couple or a piece of poetry may be read. Neither must be religious in nature.

A booklet containing a collection of verse and music is available at our Registration Offices (£4.50, includes postage and packing).



The most beautiful location for your Special Day



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Many of our Approved Venues are set amidst breathtaking landscapes and beautiful gardens in which to have your photographs taken. The ceremonies co-ordinator at an Approved Venue will be delighted to discuss various arrangements that can be made to make your day really special.

Ceremonies at Approved Venues follow a similar format to those in the Registration Offices. To arrange a ceremony at an Approved Venue you must first contact the premises of your choice to make provisional arrangements and check that they have availability. You must then contact the Ceremonies Team to ensure that a member of the Ceremonies Team is able to attend your ceremony on that date and time. Information about formal notice can be given to you at that time.







your ceremony at an approved venue

All civil ceremonies, either in a Registration Office or Approved Venue, are arranged through the Registration Service that is responsible for the area. However, it is the responsibility of the couple to book the Approved Venue.

A list of Approved Venues are listed in this brochure, and you could also visit our website at www.cumbria.gov.uk/registration

Current legislation allows you to book 12 months in advance. However, in Cumbria you may provisionally book your ceremony up to 24 months in advance for a non-refundable advanced booking fee of $\mathfrak{L}75$.

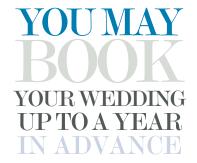
Once a booking has been made, there would be an administration fee of £20 for any changes (or £25 if it is within 8 weeks of the ceremony). This fee is in addition to the standard fees payable to the Registrar, and couples must still give notice within 12 months of the ceremony in the usual way.

All bookings are subject to the appropriate legal preliminaries being completed. A booking can only be made up to 24 months in advance.

In Cumbria ceremonies are conducted between the hours of 8.00am - 6.00pm and must be completed by 6.00pm.

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giving notice

Each couple must give notice. Giving notice, or notice of intent, means making a legal declaration that you are both free to marry each other or form a civil partnership and you will need to provide certain documents when doing so.

Although you may have a civil ceremony in any district within England and Wales, you must give notice to the Registrar in the district where you live. When you wish to give formal notice you will need to make an appointment at the appropriate office and it will take approximately half an hour to an hour to complete.

When you attend your appointment you and your partner will need to provide information such as proof of age, identity, nationality and evidence you are free to marry or form a civil partnership. You will need to provide two documents that prove your identity:

- your full birth certificate
- your passport or driving licence

You will also need to provide a document showing proof your current address, e.g. bank statement or utilities bill.

If either of you have been married before or entered into a civil partnership you will need documents to show your previous marriage or civil partnership has legally ended.

All documents must be originals. Photocopies cannot be accepted. Any foreign documents should be accompanied by a certified English translation.

If you wish to marry or form a civil partnership and you were born in the UK on or after 1st January 1983, and you have no passport, we will need to see evidence of the British nationality of one of your parents if they were married at the time of your birth – either a full birth certificate or passport is acceptable proof. If your parents were married and your mother was not British then we also need to see their marriage certificate. If your parents were not married at the time of your birth you must provide documents from your mother from whom your nationality would be taken.

If either of you are under 18, the Registrar will give you forms that must be completed by a parent or legal guardian. If you are in any doubt about the paperwork required, please contact a member of our Ceremonies Team for further advice.

Immigration control

If one or both of you is subject to immigration control, for example staying in the UK on a visa, then you will need to follow special procedures. You will need to give notice at a specially designated Registration Office, which in Cumbria is the Kendal Register Office.

For further information, you can contact the Kendal Register Office on 01539 713567.



Whilst you can book your ceremony more than a year in advance, your notice of intent can only be completed within one year of the date and no later than 17 days prior to the ceremony. Once the formal notice of intent has been completed, the document will be publicly displayed at the Registration Office for 15 clear days. This does not include the day you gave notice or the earliest day on which the ceremony can be held.

However, for administrative purposes we recommend you allow a minimum of 8 weeks. The minimum period between giving notice and getting married or forming a cvil partnership must be 17 clear days.

Both of you must both give notice and this must be done in person at the appropriate Registration Office. In general, notice must be given in the district where you live. If you both live in the same district a joint appointment should be made with your local office. If you live in separate districts, but still within England or Wales then you should make individual appointments with your local Registration Office, if possible around the same date.

You must be resident in the district where you give notice for the preceding eight days prior to the appointment and on the ninth day you will be free to give notice.

If you wish to have a ceremony in a district where you do not live, you will need to contact both the venue and the Registrar of that district to make arrangements, and agree the date and time of your ceremony. Once you have done this you can then give your notice to marry or form a cilvil partnership to the Registrar in the district where you live.

The Registrar will tell you when your marriage authority or schedule has been issued. If you are marrying in another district, you will need to take the certificate to the appropriate district before your wedding day, or have it delivered. If you are forming a civil partnership, the correct documentation should be completed and returned to the appropriate district before the date of the ceremony.



Please be aware that some special conditions may apply in the following cases:

- either party is not a British Citizen
- if the marriage is to take place outside of England or Wales
- or, if either party is resident outside of England or Wales.

If any of the above applies to you or your partner please contact one of our Registration Offices for further advice.

Also, if you wish to get married or form a civil partnership and either of you are seriously ill or has a life limiting condition, please contact the Ceremonies Team who will offer further advice and assistance.

Most importantly, please note that it is your responsibility to arrange the following:

- To book any Approved Venue and arrange the details of the day
- To ensure that the legal formalities are completed, and that you have obtained the necessary authorities (and delivered them to the Registrar) before your ceremony.



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RECOGNITION
OF THE RELATIONSHIP
FOR SAME SEX
COUPLES









^{1, 3, 5} www.inthepinkphotography.com

² www.pictureustudio.com

⁴ www.andreapickeringphotography.com

Civil partnerships are exclusively for same sex couples and gives them the same legal rights as married couples.

Any two people of the same sex can register a civil partnership on the condition they are not lawfully married or they are not already in a civil partnership, are over 18 years of age (or able to provide evidence of consent if 16 or 17), and are not closely related.

Any couple who wish to enter into a civil partnership will need to attend a local Registration Office in the district where they both live, to give notice of their intent to form the civil partnership.

civil partnership

When you attend your appointment you and your partner will also need to provide information such as proof of age, identity, nationality and evidence you are free to enter into a civil partnership. We will also need to see two documents that prove your identity - your full birth certificate, together with your passport or driving licence, as well as a document proving your current address such as a bank statement or utilities bill. If either of you have been through a form of marriage or partnership before you will need documents to show your last relationship has legally ended. i.e. dissolution of partnership, or divorce document or death certificate of previous partner is required.

Civil Partnerships can be formed in any Registration Office or Approved Venue, with or without celebrations in the form of readings, music and vows. There is no legal requirement to have any form of words or music.

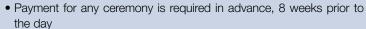
The law currently does not permit the registration of a civil partnership in a church or religious building. The building has to be approved by the local authority concerned.



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important things to remember

May we please respectfully remind you of the following:



- If the ceremony will take place within 8 weeks, full payment is required at the time of giving notice
- It is the responsibility of the couple to book, and confirm, dates and arrangements with Approved Venues, and to pay any fees due to the premises
- It is the couple's responsibility to ensure that the legal formalities and notices are complete and that you have obtained the necessary authorities (and delivered them to the Registrar) before your ceremony
- Any rights of copyright for music, readings, etc., permitted at the ceremony are a matter for you and the venue
- A booking cannot be made unless you are legally free to marry or form a civil partnership (i.e. divorced or granted a dissolution) and are in receipt of any papers to prove this
- Whilst every effort will be made to make sure your ceremony starts on time, you should appreciate that circumstances beyond the control of the Registration Service staff may occasionally cause delays. Unfortunately, the Registration Service cannot accept responsibility for any delays beyond its control
- It is very important that you and your guests arrive in good time, at least 20 minutes before the start of your ceremony. This will allow you to be interviewed before the ceremony and for your guests to be seated. The Registrar will see you privately, either together or separately, to check details and final arrangements. We make every effort to perform the ceremony at the time stated. As our staff may have other ceremonies after yours, any unnecessary delays may result in them having to leave to attend other ceremonies.

If you need to discuss any of these points or have any other questions, please contact the Ceremonies Team.





^{1, 3} www.pictureustudio.com

² www.davegreaves.co.uk

www.carolkershaw.co.uk

www.powderandpaint.com









Whatever the occasion, from extravagant Wedding celebrations, to intimate parties, Skitby will always aim to exceed your expectations.

With our reputation for exceptional food, service, enthusiasm, attention to detail and value for money, you'll be glad you came to Skitby.

Licensed for Civil Ceremonies

CALL US ON 01228 675 241 TO BOOK OR TO DISCUSS YOUR REQUIREMENTS

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A country retreat, a conversation piece. A welcome distraction from the everyday madness where time slows just a little. The ideal intimate venue for a ceremony, perfect for up to 50 guests. And for exclusive use, we can even accommodate up to 18 of you. The Knoll. Just heavenly. Call Jen on 015395 31347.



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A romantic and beautiful venue for your Lake District wedding The childhood home of poet William Wordsworth

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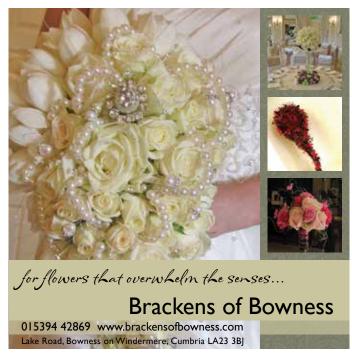
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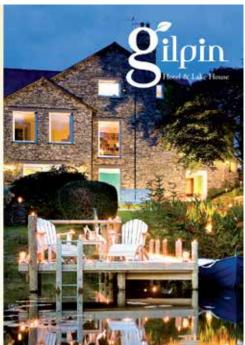
Gilpin Hotel & Lake House, Windermere 015394 88818 www.gilpinlodge.co.uk











on the day

flowers

All ceremony rooms at the Registration Offices are tastefully decorated. You may, however, wish to have or make your own floral arrangements.

music

Music systems and CD players are provided in all our Registration Offices with a selection of suitable music. Due to the variations in media format it is essential that we make sure that it is compatible with the Registration services equipment in advance of the ceremony. If, however, you have a favourite or meaningful piece you wish to have played, please discuss it before the day with the Ceremonies Team.

witnesses

In Cumbria, it is required that you are accompanied by at least two witnesses over 18 years of age at your ceremony. They may be relatives, friends or colleagues who must be able to speak and understand English and also the significance of the ceremony.

parking

The availability of parking varies at each Registration Office. For further information, please contact the Ceremonies Team. Most Approved Venues have ample parking.

photos

Official photographers are welcome to take photographs before and after the formal ceremony, however it is important that all ceremonies begin on time, without delays as a result of photographs being taken.

All photography, professional or otherwise, is by the permission of the presiding Ceremonies Officers and must be agreed prior to the start of the ceremony. You are allowed to photograph the couple as they enter, the exchanging of ring(s) and the first kiss. Flashguns may only be used with the consent of the Ceremonies Team.

video

Video recording is at the discretion of the Ceremonies Team. Only one video camera to be used and the person recording the event should remain in one position. Any cameras or video equipment must be battery operated only.

mobile phones

Your guests will be asked to ensure that their mobile phones or electrical devices are silent or turned off during the ceremony.

confetti

Confetti is a familiar part of any wedding, but please ask your guests not to throw confetti inside the building!

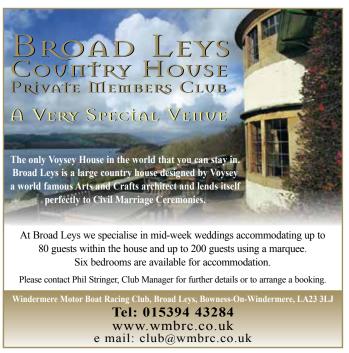
no smoking

Cumbria County Council has a no smoking policy on all its premises and this includes all Registration Offices, ceremony rooms, car parks and grounds

If you need to discuss any of these points or have any other questions, please contact the Ceremonies Team

















MACDONALD HOTELS & RESORTS







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EACH OF OUR HOTELS OFFER ITS OWN INDIVIDUAL CHARM AND CHARACTER, YOU'RE GUARANTEED A ROMANTIC BACKDROP TO YOUR DAY. WE ARE LICENSED FOR CIVIL CEREMONIES AND CAN CATER FOR THE INTIMATE TO THE GRAND, WITH PACKAGES TAILORED TO SUIT ALL BUDGETS.

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Whether it's an intimate wedding breakfast for 10 or a grand wedding breakfast for 80, the views over the lake along with the food and service and the dedicated planning, Macdonald Old England Hotel & Spa is the perfect choice for your special day.

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If it's a cosy and welcoming atmosphere that you want for your wedding day then look no further than the Swan Hotel. Intimate weddings for 10 or why not enjoy exclusive use of the hotel for 70? Beautiful gardens for those special photos and award-winning food.

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Swan Hotel, Keswick Road, Grasmere, Cumbria, LA22 9RF





- 1 www.adrianrandall.com
- 2 www.pictureustudio.com
- 3 www.carolkershaw.co.ul
- 4 www.bayvista.co.u
 - www.andreapickeringphotography.com

24 months

For a fee, make an advanced booking to guarantee the date you want.

12 months

- Book venue & reception
- Contact Registrar to check availability of staff on your chosen date
- Contact Registrar to arrange to give notice
- Set Budget.

countdown to the big day

9 months

- Book photographer/video, caterers, music, decoration of room/ tables
- Book your honeymoon
- Decide on best man, bridesmaids, page boys, ushers and start making guest list
- Plan your dress and your bridesmaids' dresses
- Think about menswear/hiring
- Check on insurance
- Confirm venue and pay deposit to secure booking.

6 months

- Arrange transport
- Begin thinking about your gift list
- Choose your florist and place order
- Book transport to and from the venue.

4 months

- Order your stationery
- Buy ring/rings
- Choose reception menu and order cake.

3 months

- Go over final honeymoon arrangements and check your passport is up to date
- Book overnight hotel if necessary
- Send out invitations/gift list
- Send lists of local accommodation to guests who may need it
- Buy attendants' presents
- Buy your going away outfit.

8 weeks

- Contact the Registration Service to pay the ceremony fees
- Chase up guests who have not replied
- Order travellers cheques/currency
- Give final guest list to caterers
- Arrange hen/stag night
- Book your hair appointment
- Check transport arrangements
- Return Ceremony Plan to Registration Office
- Ensure that any music is in a format compatible with the equipment in the Registration Office.

2 weeks

• Contact the Ceremonies Team to finalise arrangements for the day.

1 week

- Time the journey to make sure there are no unexpected delays
- Give your gown, bridesmaids' dresses etc. a final check for fit
- Ensure all hired clothes are collected in time
- Pack for your honeymoon.



copy certificates

Couples often require more than one copy of their marriage or civil partnership certificate, primarily for legal purposes.

If you do require extra certificates, they are available from the Registrar at a cost of $\mathfrak{L}4$ each. Please ensure you contact the Ceremonies Team in advance stating how many you require on the day. However, if at any time after your ceremony you require further copies of your certificate you can obtain these from the Registration Office in the district where your ceremony took place. You will be advised of the cost at the time.

your passport

Don't forget you may need to change your passport. Check with your travel agent or the country's consulate if you are travelling abroad for your honeymoon. You can change your passport details at any time up to three months before the ceremony, although you will not be able to use it, until your ceremony date.

For further information, contact www.passport.gov.uk

family history

With the current trend in family history research, we also offer copies of birth, death and marriage certificates for past events registered in Cumbria back to 1837. These can be obtained, for a fee, from the Cumbria Certificate Issue Centre in Carlisle.

Email cumbria.certificates@cumbria.gov.uk

Telephone 01228 221222

This new facility is the state of the art building where records are now stored in temperature controlled environment, thus preserving them for future generations.













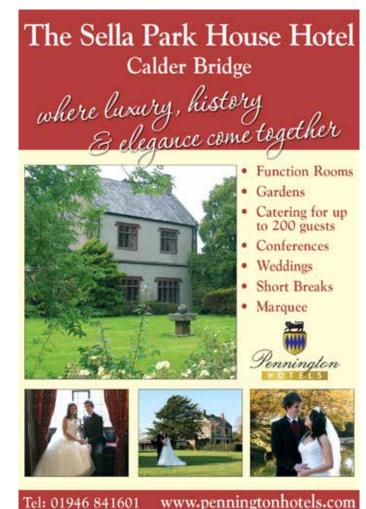


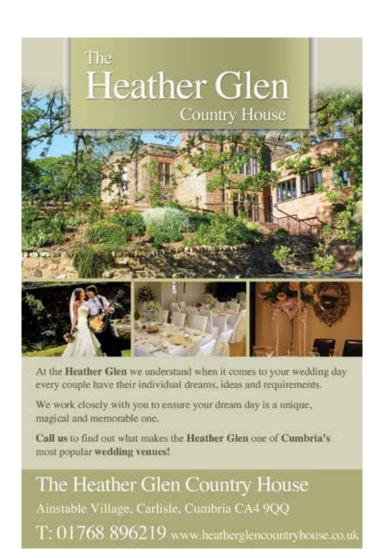


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ceremonies abroad, in church or other religious building

Marriage or Civil Partnership ceremonies abroad

The legislation may vary from country to country and we recommend that you consult the Ceremonies Team about any ceremony to be solemnised in a foreign country.

The Registration Service may be able to issue certain documentation or certificates to assist with the procedure abroad - please check with our Ceremonies Team.

If you have your ceremony abroad, it may be nice for you, your family and friends to celebrate with you by hosting a Renewal of Vows ceremony when you return. Our Ceremonies Team will be happy to discuss this with you.

Marriage in church

If you are planning to marry in a Church of England church (and generally you will only be able to do so if you live in the parish of that church) you must first discuss your marriage with the vicar.

If he or she is able to marry you they will be able to advise on the necessary legal requirements, the ceremony, timescales and the requirement for publishing Banns of the marriage, or for the issue of a Common Licence. There is not usually any need to involve the Registration Service.

If you are planning to marry in any other church or religious building (Non Church of England) you will need to consult the Church incumbent. Our staff may be able to offer advice.

If you wish to be married in a church in a different district to where you live, one of you must either live or worship there. The Registration Office will be able to advise you. If you are told that the services of a Registrar are required please contact the Ceremonies Team as soon as possible to ensure the date and time is available.



www.davegreaves.co.uk





Kendal & The South Lakes

Kendal - The Register Office County Offices, Kendal LA9 4RQ Email: kendal.registeroffice@cumbria.gov.uk

Opening Times: Monday to Friday 9.00am to 4.30pm

Ceremonies Team

Approved venues - Kendal area

Belmount Hall

015394 36373

Briery Wood Hotel

015394 33316

Broadoaks

Country House Hotel

015394 45566

Brockhole, The Lake District

Visitor Centre 015394 46601

Castle Green Hotel

01539 734000

Cragwood Country House

Hotel 015394 88177

Dallam Tower (Stately Home)

015395 63368

Damson Dene Hotel

015395 68676

Fayrer Garden House Hotel

015394 88195 Gilpin Lake House

015395 50080

Gossel Ridding

07810 091008 **Heaves Hotel**

015395 60396

Holbeck Ghyll

Country House Hotel

015394 32375 **Howe Hodge Pavilion**

015394 46164

Langdale Chase Hotel

015394 32201

Langdale Hotel

& Country Club

015394 37302

Linthwaite House Hotel 015394 88600

Low Wood Bay Resort,

Hotel & Marina 015394 33338

Merewood

Country House Hotel

015394 46484

Miller Howe Hotel

015394 42536 **New Dungeon Ghyll Hotel**

015394 37213

Rydal Mount 015394 33002

Sawrey Country House Hotel

015394 36387

Stonecross Manor Hotel

01539 733559

Storrs Hall

015394 47111 The Beech Hill Hotel

015394 42137

The Belsfield Hotel 015394 42448

The Burnside Hotel 015394 42211

The Daffodil Hotel

015394 35328

The Dale Lodge Hotel

015394 35300

The Knoll

Country House Hotel

015395 31347

The Old England Hotel

0844 879 9144

The Punch Bowl Inn 015395 68237

The Samling

015394 31922

The Swan Hotel

0844 879 9120

The Windermere Hydro Hotel 015394 44455

The Wordsworth Hotel

015394 35592

Underley Grange

015242 72669

Waterhead Hotel (Ambleside)

015394 32566

Windermere Manor Hotel

015394 45801

Windermere Motor Boat

Racing Club

015394 43284

Yewfield 015394 36765



North Lakes & Eden Valley

Penrith Registration Office

Town Hall. Penrith CA11 7QF

Email: penrith.registeroffice@cumbria.gov.uk

Opening Times:

Monday to Friday 9.00am to 12.30pm & 1.30pm to 4.30pm



Approved venues - Penrith area

Alston House Hotel 017684 382200 Appleby Manor

Country House Hotel 017683 51571

Augill Castle 017683 41937 Bank House

(Annexe of Sharrow Bay Country House Hotel)

017684 86301 **Bracken Bank Lodge** 01768 898241

Edenhall Country Hotel 01768 881454

Glenridding Hotel 017684 82228 **Greystoke Castle** 017684 80940

Hartside Top Café 01434 381036 Haweswater Hotel 01931 713235 Heather Glen

Country House Hotel 01768 896219

Knipe Hall 01931 715190

Leeming House Hotel 0844 879 9142

Lovelady Shield Country House Hotel 01434 381203

Morland Hall 01931 714715

North Lakes Hotel & Spa

01768 868111 **Old Water View** 017684 82175 **Rampsbeck**

Country House Hotel 017684 86442 Rheged

01768 868000

Roundthorn Country House

01768 863952

Shap Wells Hotel 01931 716628

Sharrow Bay

Country House Hotel 017684 86483

Stoneybeck Inn 01768 862369

The Decoy Lodge

The George Hotel 01768 862696

The Inn on the Lake 017684 82444

Tufton Arms Hotel 017683 51593

Westmorland Hotel 015396 24351



Approved venues - Carlisle area

Carlisle Racecourse

01228 522973 Carlisle United Football Club

01228 526237

Crown & Mitre Hotel

01228 525491

Crown Hotel 01228 561888

Cumbria Park Hotel

01228 522887 **Dalston Hall Hotel**

01228 710271

Farlam Hall Hotel

016977 46234

Gilsland Spa Hotel 016977 47203 Hallmark Carlisle 01228 531951

01228 531951 **Low House** 016974 72009

Morton Manor 01228 531105 Naworth Castle

01697 73229 **Skitby**

01228 675241

The Pinegrove Hotel 01228 524828

Tullie House Museum & Art Gallery

Approved venues - Wigton area

Greenhill Hotel 016973 43304 Overwater Hall Hotel 017687 76566 The Golf Hotel

016973 31438

01228 618704 **Warwick Hall** 01228 561546 **Willowbeck Lodge** 01228 513607

The Registration Office (The Council Chamber) in Penrith can accommodate 50 guests. We also have offices at Carlisle (The Ceremony Room, Lady Gilfords' House) which can accommodate 60 guests. Wigton (The Ceremony Room) can accommodate 60 guests.



Western Cumbria

Whitehaven Registration Office

College House, Flatt Walk, Whitehaven CA28 7RW Email: whitehaven.registeroffice@cumbria.gov.uk

Monday to Friday 9.00am to 12.30pm & 1.30pm to 4.30pm

Seacote Hotel

01946 822300

Sella Park House Hotel

TO ARRANGE A CEREMONY IN THIS AREA Ceremonies Team

Approved venues - Whitehaven area

Bower House Inn 019467 23244 Ennerdale **Country House Hotel** 01946 813907 **Grove Court Hotel** 01946 810503 Irton Hall 01946 726025 Low Wood Hall Hotel 019467 26100

01946 841601 The Bridge Inn 019467 26221 The Red Admiral 019467 25222 The Woolpack Inn 019467 23230 White Mare Moresby Hall **Country House Hotel** 01946 841246 01946 696317 **Muncaster Castle** 01229 717614



Approved venues - Cockermouth area

Armathwaite Hall Hotel 017687 76551 **Broughton Craggs Hotel** 01900 824400 **Camerton Hall** 01900 603099 **Castle Inn Hotel** 017687 76401 **Dale Head Hall Lakeside Hotel** 017687 72478 Ellenbank Hotel 01900 815233 **Graysonside Farm**

Guest House

01900 822351

Hunday Manor Hotel 01900 61798 **Keswick Country House** Hotel 017687 72020 Lodore Falls Hotel 017687 77285 **New House Farm** 0784 115 9818 The Helena Thompson Museum 01900 64040 The Scafell Hotel 017687 77208 The Skiddaw Hotel

017687 72071

The Trout Hotel 01900 823591 The Washington Central **Hotel** 01900 65772 Winder Hall Country House 01900 85107 **Wordworth House & Gardens** 01900 824805

The Registration Office (The Lowther Ceremony Room) in Whitehaven can accommodate 39 guests. We also have an office at Cockermouth (The Wordsworth Ceremony Room) which can accommodate 32 guests.







- www.bayvista.co.uk
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South West Cumbria

Ulverston Registration Office

The Town Hall, Ulverston LA12 7AR

 ${\bf Email: ulverston.register of fice@cumbria.gov.uk}$

Opening Times:

Monday to Friday 9.00am to 12.30pm & 1.30pm to 3.30pm

Ceremonies Team 01229 404171

Approved venues - Ulverston area

Brantwood

015394 41396

Cartmel Park Racecourse

015395 36340

Eden Lodge

Country House Hotel 01229 587067

Graythwaite Manor Hotel

015395 32001 **Lakeside Hotel**

015395 30001

Monk Coniston Hall

015394 41566

Newby Bridge Hotel 015395 31222

The Coppermines

Mountain Cottages

015394 41765 **The Grange Hotel**

015395 33666

The Netherwood Hotel 015395 32552

The Olde Mill

01229 869262

The Swan Hotel & Spa

015395 31681

The Waterhead Hotel 015394 41244

The Whitewater Hotel 015395 31133

Windermere Suite (Annexe of Lakeside Hotel)

015395 30001



Approved venues - Barrow area

Abbey House Hotel

01229 838282

Barrow-in-Furness Town Hall 01229 820000

Chequers Hotel & Restaurant

01229 462124

Clarence House Country Hotel

01229 462508

Duke of Edinburgh Hotel

01229 821039

Lisdoonie Hotel

01229 827312

The Registration Office (The Council Chamber) in Ulverston can accommodate 70 guests. We also have an office at Barrow (The Ceremony Room) which can accommodate 70 guests and in Millom, the Network Centre.







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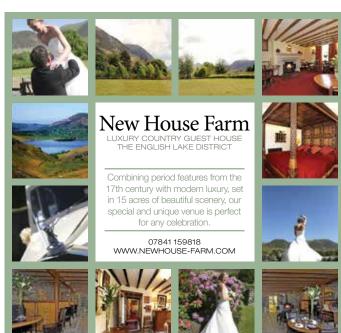
Stonecross Manor

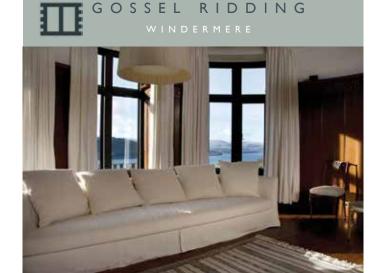
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e: reservations@beechhillhotel.co.uk
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- 4 www.bayvista.co.uk5 www.tireedawson.co.uk

renewing your vows

Renewal of civil partnership or marriage vows ceremonies are often associated with a special anniversary, such as tenth, twenty-fifth etc, but the ceremony is just as appropriate for couples at any stage of their relationship.

The ceremony is put together by you! Just as no two couples are the same, no two ceremonies to renew vows will ever be the same. Special people in your lives can take part in your ceremony; your children, guests who were at your ceremony and any friends and relatives.

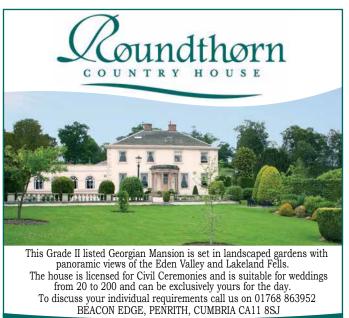
For example if you were married abroad, you can renew your marriage vows in a ceremony held for family and friends. You can also ask friends or relatives to witness the signing of the certificate of the event.

Registration Offices and Approved Venues which are licensed for civil marriages or civil partnerships are listed in this brochure. They provide excellent locations and meet current fire and safety regulations with public liability insurance. These premises are experienced at holding events and are also ideal for renewal ceremonies, however, there may be other options. If you are unsure of the suitability of a particular location please contact the Ceremonies Team.

Please Note:

Neither the renewal ceremony nor any other document issued following the ceremony has any legal status and are non-secular (no religious reference).









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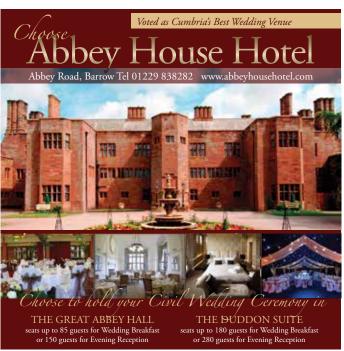
























naming ceremonies

- www.helenwhitaker.com
- www.tireedawson.co.uk
- 3 www.davegreaves.co.uk

Any parent can make the arrangements to hold a naming ceremony.

Whether married or not, or from different religious or cultural backgrounds, you can host a naming ceremony to celebrate with your family. Ceremonies can also be used to introduce adoptive children and stepchildren into a new relationship and form part of the family bonding with an extended family unit.

You may choose to hold it prior to or following your wedding or partnership ceremony.

A naming ceremony provides an opportunity to:

- Welcome the child or children into the family and wider community
- Announce the names that have been chosen, and maybe give the reasons behind the choice
- Make promises of commitment to nurture and support the child into adult life
- Choose other adults prepared to promise a special supportive relationship to the child or children
- Gather together close family and friends to celebrate the special occasion
- You may choose from a selection of poems and readings to enhance the ceremony and you can present your child with a special gift to mark the occasion.

Registration Offices and Approved Venues which are licensed for civil marriages or civil partnerships are listed in this brochure. They provide excellent locations and meet current fire and safety regulations with public liability insurance. These premises are experienced at holding events and are also ideal for naming ceremonies, however, there may be other options. If you are unsure of the suitability of a particular location please contact the Ceremonies Team.

Please Note:

Neither the naming ceremony nor any other document issued following the ceremony have any legal status.

The naming ceremonies offered are secular and do not contain religious references. Parents who wish to have a religious ceremony should contact their local church or religious community.



From 1st January 2004, anyone over the age of 18 who successfully applies to become a British Citizen must take part in a citizenship ceremony.

citizenship ceremonies



The aim of the citizenship ceremony is to enable applicants to gain a full understanding of the rights and responsibilities that come with the acquisition of British citizenship and also to ensure that they are properly welcomed into the community. It is intended to ensure that the acquisition of citizenship is not a purely bureaucratic process.

Cumbria Registration Service is responsible for organising ceremonies for successful applicants living in the County on behalf of the Home Office. A ceremony can be held at any point, but must be within three months of the Home office notification. The venue for a ceremony will be determined by where you live, but in Cumbria will usually be at the Registration Office in Carlisle, Barrow, Kendal or Whitehaven.

The ceremony begins with a welcoming speech (often by a local dignitary), and the applicants then swear or affirm an oath of allegiance to Her Majesty the Queen and give a pledge of loyalty to the United Kingdom before being presented with their citizenship certificates. The presentation of the certificate marks the point at which British citizenship is conferred.

For further information please contact our Citizenship Ceremonies Team on 01228 226116.

change of name deeds



More and more people are choosing to change their names. There are many different reasons for doing this, you may not like your old name or wish to emancipate yourself from an unhappy past or to create a stronger family unity. Cumbria Registration Service is now offering a Change of Name deed service which is an affordable option to consider. Across the UK people can change their names at any stage of their lives and can do so provided they do not intend to deceive or defraud.

If you wish for further details of this service please contact the register office in Kendal on 01539 713567.

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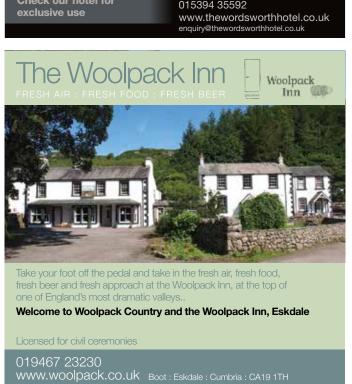


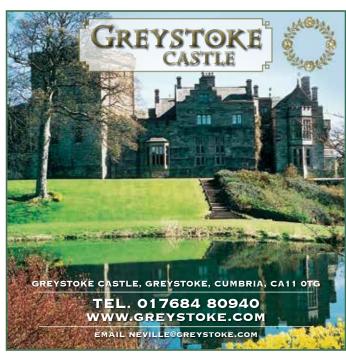




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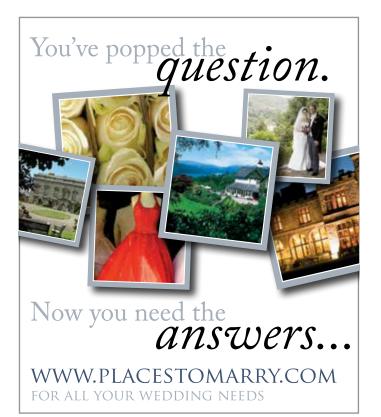






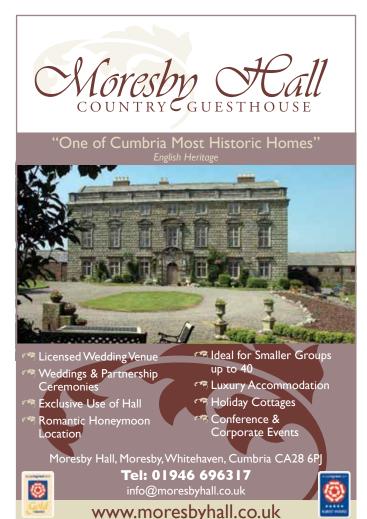








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What is the Nationality Checking Service?

The Nationality Checking Service (NCS) is a partnership between the Home Office Nationality Group and a number of local councils in England and Wales.

For a fee, the council will check that applications for British nationality are completed correctly and have been submitted with all the necessary supporting documents such as passports, certificates and proof of English proficiency. The completed applications will then be forwarded to the Home Office.

Applicants must satisfy 3 main criteria. They must:

- have an appropriate residential qualification dependent on the section of the Immigration Act under which they are applying.
- have been granted Indefinite Leave to Remain in the United Kingdom
- must have proficiency in English Language.

Using the service, you will be able to keep your passports and other important documents, rather than send them to the Home Office.

What happens when I use the Nationality Checking Service?

The checking service works on an appointment only basis. You need to book an appointment by contacting our Nationality Checking Service Team. When booking your appointment you will be asked for your Life in the UK test ID number to verify that the test has been taken and passed.

Will my application be processed more quickly if I use this service?

The Home Office deals with every application according to individual circumstances and factors. Completed and accurate applications will on average be processed more quickly than those that are incomplete, inaccurate or do not have the appropriate supporting documentation.

How do I apply to use the Settlement and

Application forms and advice can be obtained from our Nationality Checking Service team at the following locations:

Cumbria Registration Service

The Register Office, County Offices, Kendal LA9 4RQ

Tel. No: 01539 713567

Email: kendal.registeroffice@cumbria.gov.uk

OF

Cumbria Registration Service

The Registration Office, Lady Gillford's House, Petteril Bank Road, Carlisle CA1 3AJ

Tel: 01228 221122

Email: carlisle.registeroffice@cumbria.gov.uk

OF

Cumbria Registration Service

Barrow Registration Office, Nan Tait Centre. Abbey Road, Barrow in Furness LA14 1LG

Tel: 01229 407511

Email: barrow.registeroffice@cumbria.gov.uk

settlement checking service

What is the settlement checking service? - also known as indefinite leave to remain

The settlement checking service is a partnership between the UK Border Agency, and Cumbria County Council. The service allows customers to submit their SET (M) application for permission to settle permanently (also known as indefinite leave to remain) in the UK as a spouse or partner of a British citizen or settled person at a local authority register office.

The service will give you assurance that your application is complete and you have paid the correct fee. The service will allow you to keep your valuable documents. Your spouse or partner will be able to keep their passport or travel documents.

The UK Border Agency has found that the settlement checking service is generally faster than the normal postal application process. This is due to fewer applications being rejected due to incompleteness or missing documents.

Who can use the settlement checking service?

Migrants applying for permission to settle permanently (also known as indefinite leave to remain) in the UK using form SET (M) can use the service.

SET (M) applicants must already have been given permission to enter or remain in the UK as a spouse or partner of a British citizen or person settled in the UK and have completed or be within 28 days of completing 2 years in that category.

The settlement checking service is NOT available to nationals of countries in the European Economic Area (EEA) and Switzerland. Further advice about how to apply for residence is on the UK Border Agency website www.ukba.homeoffice.gov.uk/eucitizens or if you need further information, contact EEA Residency Enquiries on 0845 010 5200.

Nationality Checking service?

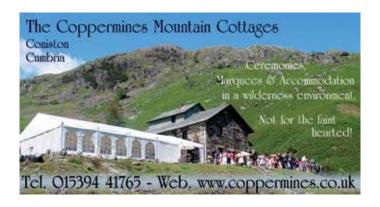
opening hours

The opening hours for the Nationality Checking Service team in Cumbria are: 9.00am to 4.30pm - Monday to Friday.

online

You can also download an application form from the Home Office website:

www.ind.homeoffice.gov.uk (follow the links for citizenship - checking service)











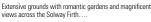












We are licensed for civil ceremonies and can cater for wedding parties of all sizes, up to 250 guests. With a reputation for delicious food and good service, our years of experience will make your special day unforgettable.























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www.carolkershaw.co.uk

Tees marriage & civil partnership

from April 2012 from April 2013

Each individual notice (per person)	£35	£35
Marriage & Partnership Certificate (per copy)	200	200
on the day of the ceremony	£4	£4
after the day	£7	£7
	LI	LI
Registration Office Ceremonies		
Band A (Carlisle, Kendal) Monday-Thursday	£45	£45
Friday	£45	£125
Saturday am	£100	
Saturday pm	£275	
Saturday all day		£275
Sunday & Bank Holiday	£350	£350
Band B (Barrow, Ulverston, Whitehaven, Penrith, Millom, Cockermouth, Wigton)	
Monday-Thursday	£45	£45
Friday	£45	£100
Saturday am	£100	2.00
Saturday pm	£275	
Saturday all day		£250
Sunday & Bank Holiday	£350	£295
Sunday & Bank Honday	2000	2233
A 114		
Ceremonies at an Approved Venue		
Monday-Thursday	£275	£280
Friday	£295	£300
Saturday	£375	£385
Sunday & Bank Holidays	£450	£450
Advanced Booking Fee (non refundable)		
Between 12 and 24 months prior to the date of the event	£75	£75
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Amondments to an eviction healting (non-refundable)		
Amendments to an existing booking (non refundable)		
Within 8 weeks of the date of the event	£25	£25
Over 8 weeks	£20	£20

other services

from April 2012 from April 2013

Renewal of Vows & Naming	Monday-Thursday	£175	£175
	Friday	£195	£195
	Saturday	£250	£250
	Sunday & Bank Holiday	£300	£300
Nationality Checking	Single application	£50	£60
_	Husband and Wife Application	£75	£100
	Family (2 children) Application	£90	£135
	Child Application	£20	£25
Settlement Checking (Indefinite Leave to Remain) Application		£100	£100
Change of Name by Deed Poll	Application	£50	£75
Copy Certificates (from the Certificate (Centre, Carlisle)		
	Individual copy	£12.50	£12.50
Addit	ional copies (order at the same time)	£10	£10
Priority service (in addition to the standard fee)		£20	£20
All Commemorative Certificates (per o	сору)	£7.50	£7.50

Refund of Ceremony Fees

Our refund policy on cancelled bookings is as follows:

• Ceremony cancelled 2 months prior to the date

· Less than 2 weeks to ceremony date

Full refund 50% refund Ceremony cancelled less than 2 months up to 2 weeks prior to the date No refund

For the purpose of refunds the cancellation date is deemed to be when written confirmation is received by the Ceremonies Team.

We welcome your views

Cumbria County Council is proud to be able to supply this information free of charge to anyone wishing to be married, form a civil partnership or celebrate with any of the ceremonies provided in the County.

If you have any views on the service we provide or this publication please contact us:

Cumbria County Council
Registration & Coroners Service
Adult & Local Services HQ
15 Portland Square
Carlisle
CA1 1QQ

Email: registrationservice@cumbria.gov.uk

For further information please visit our website: www.cumbria.gov.uk/registration

Approved venues wanted...

We are always looking for new and exciting venues to license as approved venues.

If you would like to know more about licensing your venue to host civil ceremonies please contact us using the details above.

How to advertise in this brochure...

Advertising within this brochure may be an effective way to promote your venue or services and improve your business. The brochure is published on behalf of Cumbria Registration Service by Crystal Publications. If you would like to include your venue or services within the next edition please contact Crystal Publications for further information and to discuss your requirements.

Contact Julie Morris at 01925 486445 or email: Julie.morris2@btconnect.com







The information in this brochure is accurate at the time of going to press, some details may/do change and we would always suggest that prior to finalising your plans you discuss your them with the appropriate ceremonies team, who will be pleased to advise you.

Whilst every care has been taken in compiling this publication, Cumbria County Council, and the Cumbria Registration Service, cannot accept any responsibility for any inaccuracies nor guarantee or endorse any of the services advertised. PUBLISHED BY CRYSTAL PUBLICATIONS 01925 486445 © 2012

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