Civil Partnerships in Westminster

City of Westminster
THE REGISTER OFFICE
Deciding to commit to a Civil Partnership is a big step for anyone. In our case, it was complicated by the fact that we were both elected politicians and therefore in the public eye. We knew that the announcement of our partnership would not go unnoticed although it never occurred to us that we would eventually be splashed over the front page of the London Evening Standard.

Anyway, taking the first step by contacting Alison Cathcart, the Superintendent Registrar was a little nerve-wracking. We needn’t have worried. Alison immediately made us feel at ease, understood our need for initial confidentiality and explained the whole process patiently and clearly.

It was the start of a process in which we always felt supported. We were offered suggestions to help write our own ceremony and the final product represented our own choices of vows, poetry and music.

And on the day itself, Alison and her colleague Katherine were on hand to guide us at every critical moment and presided over a highly emotional but extremely professional event.

We had a wonderful day. We chose The Ritz Hotel, one of the many venues registered for civil partnerships in Westminster.

We shall never forget our civil partnership day and we will always be grateful to the Westminster Registrars team for their friendly, helpful and professional approach which made the day so special.

Councillor Sir Simon Milton
Leader, Westminster City Council
July 2007

Councillor Robert Davis DL
Cabinet Member, Westminster City Council
July 2007
Your Civil Partnership Registration in Westminster

The registration of your civil partnership is a special occasion for everyone involved and we are delighted that you are thinking of choosing, or have chosen to register your partnership in Westminster.

This booklet will guide you through the proceedings that are required before and on the day itself. By reading it carefully, you will save yourself time in the days before your registration. If you require further information or clarification of your arrangements please do not hesitate to contact us at the Westminster Register Office.

Our role is to ensure that your civil partnership registration is carried out both in accordance with your wishes and with the law. You may want a discreet simple registration carried out with minimum fuss, or you may want a more formal affair, including a lavish ceremony. Whatever the case we want to make your day run smoothly, so that you can enjoy the experience with your families, friends and each other.

Alison Cathcart
Superintendent Registrar
What is civil partnership?

Civil partnership gives same-sex couples the opportunity to pledge their love and commitment to each other. It also gives couples the same rights as married couples in a wide range of legal matters; in areas like tax, social security, inheritance and workplace benefits.

You may register a civil partnership in a register office, such as the Westminster Register Office, or at an approved venue of your choice in England or Wales. Call the Westminster Register Office, or look at the website for an up to date list of approved venues in Westminster.

This booklet will guide you through some of the procedures you will need to follow including:

- setting the date
- legal preparations; giving your Notices of Intention and the documents you will need
- choosing a venue in Westminster
- personalising your ceremony
- registering your civil partnership
- immigration rules

Setting the date

Setting the date is easy, simply call the Westminster Register Office for advice and to provisionally book a date. Your civil ceremony can take place between the hours of 8am – 6pm any day of the year excluding Christmas Day, Boxing Day and New Year’s Day.

Notice of Intention

Before you can register your civil partnership, both of you must give your notice of intention at a register office(s). The notice of intention is a legal statement for which there are several guidelines you must follow. If you are not a UK citizen, please see page 12 for guidance.

Your notice will be valid for one year, and you must wait at least sixteen days before your civil partnership can take place.

Before you give your notice…

If you have decided to register your civil partnership in Westminster, please contact the Westminster Register Office to make a provisional booking to secure your preferred date and time.

Where you give your Notice of Intention depends on where you live, not where you are planning your civil partnership. If you or your partner live in different registration boroughs, you must give notice at your respective register offices. Westminster Register Office can advise you about where to give your Notice of Intention.

You can give notice at your local register office after you have lived for seven consecutive days at one address and your partner has done the same, at the same time, at his or her address. It does not matter if you move to a different address after the notices have been given.

Notices must be given, in person, by each of the parties involved in the civil partnership. Relatives or friends cannot give notices on your behalf.

Please be aware that if you decide to change the venue for your civil partnership after you have given notice, you will need to begin the process again and give fresh notice for the new venue. Further fees will be charged for the new notice(s) and there will be no refund of the notice fee(s) for the earlier notice(s).
Documents you’ll need

In all cases, original documents are required, as photocopies are not acceptable.

Proof of Identity
A current full passport is preferred. If you do not have a passport, we will accept other proof like a birth certificate, along with a supporting document such as a full driving licence, medical card, or a rent or council tax document.

Certificate of Approval (COA)
You will need a COA if you live in the UK but do not have indefinite leave to remain. Please see page 10, for more information.

Visa
If you are not a UK national, you may need an appropriate visa, or entry clearance in your passport. Please see page 10.

Special Circumstances
If you are divorced, or you have dissolution of a civil partnership, we need to see a court-stamped copy of the Decree Absolute. If your divorce or dissolution was granted abroad, we will need to see the original document, and an English translation.

If you are a widow or widower, we need to see a certified copy of your former spouse’s death certificate from the registration authorities of the country where the death occurred. The marriage certificate relating to that former marriage may also be required in certain cases.

If you are under 18, we need to see proof that your parents or guardians agree to the civil partnership. If your parents are divorced, we may also need to see the court order that gives custody to one or other parent.
Choosing a venue

You may hold your civil ceremony at the Old Marylebone Town Hall or at an approved venue in Westminster. This section describes different rooms and choices available to you.

Choosing a room at the Old Marylebone Town Hall

Westminster’s ceremony rooms are situated in The Old Marylebone Town Hall, Westminster Council House on Marylebone Road, between Gloucester Place and Marylebone Library. This proud building is easy to recognise with its ten columns along the front and the stone lions that flank its famous steps up to the front door.

There are three elegant ceremony rooms at the Old Town Hall, each a different size and with distinctive decor to suit your requirements.

A popular choice for a weekday registration is the Yellow Room. With a seating capacity of 20, this ceremony room is ideal for small and more intimate registrations. It is decorated in corn gold and cream with a blue carpet and gold upholstered seating. If you have chosen to have a ceremony to accompany your registration, it will be conducted informally in front of the elegant fireplace.

The Blue Room is decorated with cream and lilac panelled walls, blue carpet and 30 blue upholstered seats. The layout of seating is formal with elegantly draped windows that lend plenty of light, and the room is set off with arrangements of fresh flowers.

You and your guests can assemble before the registration in the Lord Mayor’s retiring room, adjoining the Blue Room. Decorated in delicate shades of green and cream, the focal point is the beautiful marble fireplace – an ideal backdrop for photographs. The armchairs by the fireplace add to the welcoming atmosphere of this room, and discreetly tucked in one corner is a full length mirror for those last minute checks to see if button holes are pinned correctly, ties are straight or lipstick hasn’t worn off.
The Reception Room is the largest of the ceremony rooms, ideal for larger ceremonies. The décor is luxurious: a wonderful ceiling with elaborate fretwork and cornicing, heavy blue velvet drapes and blue carpet which complement the impressive wood panelling. There is seating for up to 70 people or up to 100 standing.

With its long aisle and elegant décor, the Purple Room offers couples a traditional and stylish setting for their ceremony. With seating for up to 80 guests, this large room is decorated with lilac panelled walls, purple carpet and corn-coloured upholstered chairs. Purple silk drapes with gold trimming adorn the windows, while the impressive art deco style luminares cast a beautiful light across the room. Hanging above one of the two original and beautifully restored fireplaces is an impressive watercolour and ink drawing of the building by its architect Sir Edwin Cooper. Fresh flower arrangements add a touch of colour and provide a lovely backdrop for photographs.

All ceremony rooms are located on the first floor of the building, which can be reached by a lift or by the grand marble staircase. On Saturdays the reception desk is removed and the stairs become a magnificent through-way to the next floor and provide an excellent space for group photographs.

Choosing an approved venue
You may choose to have your registration and ceremony conducted at one of Westminster’s many approved venues. These venues hold licences that allow them to perform marriages and civil partnerships. Please call the Westminster Register Office, or look at the website for an up to date list of approved venues in Westminster.
Personalising your registration with a ceremony

You may wish to have a simple registration without a ceremony, but you can also choose and develop your own ceremony. The Register Office has several suggested ceremonies that you may wish to use, or edit.

You may add pieces of poetry or prose to the ceremony, or choose to have a short musical interlude, either played on our CD system or live. String quartets, jazz musicians, Scottish pipers and lots more have all featured at ceremonies at the Old Town Hall. Please consult our staff at the Westminster Register Office for advice; we will be happy to suggest the most appropriate timings for additions to your ceremony.

If you wish to choose one of our suggested ceremonies we will need to know in advance. Please let us have copies of all readings and titles of music to be played in advance of the day. If you re-write or edit any parts of the ceremony please let us have a freshly typed copy in advance so that we can check its content before the ceremony. You will find the address, telephone number, fax number and e-mail address on the pocket at the back of this brochure.

Please be aware that due to legal restrictions, your ceremony content cannot be religious or have a religious connection.
On the day

Please arrive with your witnesses and guests ten to fifteen minutes before the appointed time of the registration. Arriving late could result in the postponement of your registration to a later time or day, so other ceremonies that may be taking place are not disrupted.

You will need two witnesses. They should be over the age of sixteen and able to speak and understand English. Please note, Westminster City Council staff are not permitted to act as witnesses.

Please report to the reception when you arrive for your Civil Partnership registration, and refrain from entering your chosen ceremony room until invited to do so by the Registrar. Reception staff will direct you to your waiting room.

Immediately before the registration, the Registrar will meet with you in private. This is to ensure that we have all your correct details and to confirm your choice of ceremony. Please see page 10 for advice about ceremonies, and personalising your registration.

You will also be asked to provide details of your parents’ full names, surnames and occupations when you meet the Registrar. The balance of the fee and additional copies of the certificate will have to be paid for, if they have not already been paid in advance. The Registrar will be pleased to answer any queries you may have regarding the registration/ceremony and will make sure you are happy to proceed. Once the formalities with the Registrar have been completed your guests will be invited to join you in the ceremony room.

If you have chosen to have a ceremony along with the registration, the Superintendent Registrar will then be called upon to conduct the ceremony, otherwise a Registrar will lead the registration.

A simple registration will begin with words of welcome and then you may choose to repeat the following words:

I declare that I know of no legal reason why we may not register as each other’s civil partner. I understand that on signing this document we will be forming a civil partnership with each other.

Then the couple and their witnesses sign the schedule.

On leaving the Town Hall your guests may throw confetti outside the building, and enjoy your photographs. Please ensure your guests do not throw confetti inside the Town Hall, or rice inside or outside the building because it is particularly dangerous on the marble and stone steps.
Immigration rules for registering a civil partnership

If you are a UK National please follow the guidelines on page 6.

If you have settled status in the UK, such as indefinite leave to enter or remain, you must both give your Notice of Intention together, at the same time. You can give notice at any designated register office, such as Westminster Register Office.

If you live in the UK, but don’t have settled status, you will need to apply for a Certificate of Approval (COA) from the Home Office. To qualify for a COA, you must normally have been granted ‘leave to enter’ or ‘leave to remain’ for more than six months in the UK. Three months of that leave must still remain. If you don’t qualify for a COA, you will need to return to the country in which you are normally resident and apply for a visa expressly for the purpose of registering a civil partnership in the UK.

If you are applying for a COA, please allow between three and thirteen weeks for your application to be processed. Once issued, the COA is valid for three months, or until your leave to enter or remain expires, if this is less. You must give your Notice of Intention to register a civil partnership whilst the COA is valid.

You will then have a year to register your civil partnership. You must surrender your COA to the Superintendent Registrar when you give your notice.

For further information regarding immigration status please call the Home Office on 0870 606 7766 or visit www.ind.homeoffice.gov.uk. You can get a COA application form from this website, or by calling 0870 241 0645.

If you are not from a country in the European Economic Area (EEA), you need to apply for a visa, or entry clearance, expressly for the purpose of forming a civil partnership in the UK, and before entering the UK. Then you can give your Notice of Intention as described on page 6.

You should apply for your visa or entry clearance at a British Embassy, Consulate or High Commission in the country where you are normally resident.

The following are countries in the EEA:
- Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Hungary, Iceland, Irish Republic, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovenia, Slovak Republic, Spain, Sweden, Switzerland.

Giving your Notice of Intention. You and your partner will be required to give Notice of Intention to register a civil partnership together at a designated register office in England or Wales, such as Westminster Register Office.

You will qualify to give notice after you have lived for seven consecutive days in England or Wales in the district in which you will give your Notice of Intention. If your partner is also coming from abroad, the residence period and notice giving should take place at exactly the same time. You may return home and come back for the registration at a later date once the notices have been given.

Please call, or email the Westminster Register Office well in advance of your preferred date of registration, to enable us to calculate the residence period and notice period for you.
The Lansdowne Club
(Licensed for Civil Ceremonies)

Located in the heart of Mayfair (just off Berkeley Square), the Lansdowne Club offers an elegant and private location for your memorable day.

The Robert Adam designed Drawing Room can accommodate up to 70 people and provides a gracious setting for your ceremony.

There is direct access to the adjacent landscaped courtyard.

The Lansdowne Club, 9 Fitzmaurice Place, London W1J 5JD.
Tel: 020 7318 6117
Fax: 020 7318 6124
Email: weddings@lansdowneclub.com
Web: www.lansdowneclub.com

sketch
(Licensed for Civil Ceremonies)

sketch was conceived by French master chef Pierre Gagnaire and restaurateur Mourad Mazouz and has garnered unprecedented media attention for its myriad of food, drink and entertainment styles since its opening in December 2002.

Pierre Gagnaire’s culinary genius has inspired the menus throughout, with the Lecture Room & Library – the fine dining restaurant at sketch – being awarded its first Michelin star in January 2005.

The Lecture Room & Library Restaurant is licensed to hold civil partnerships. With the capacity for an intimate ceremony for up to 75 guests, it is a sophisticated, exclusive and luxurious space.

The ceremony can then be followed by a champagne reception and dinner in one of the many rooms; The Glade is available for private dining for up to 50 and The Gallery is available for up to 150.

sketch also offers a full event planning service including custom-made cakes and flowers and it can be exclusively hired on a Sunday.

sketch, 9 Conduit Street, Mayfair, London W1S 2XG.
Tel: 0870 770 6516
Email: dominieb@sketch.uk.com
Web: www.sketch.uk.com
The Arts Club
(Licensed for Civil Ceremonies)

The art of a fabulous ceremony is to hold it in a stunning Georgian house, in the centre of fashionable Mayfair. This is what the Arts Club offers. In addition, it has a superbly elegant Drawing Room, a spacious Dining Room and its own intimate garden. Up to 250 people can be accommodated at any one time.

You will also find the most delectable food, a carefully selected wine list and some of the friendliest and most efficient service in London.

Call Brian Clivaz for a private tour and visit the website www.theartsclub.co.uk

The Arts Club, 40 Dover Street, Mayfair, London W1S 4NP.

belowzero restaurant + lounge and ABSOLUT ICEBAR LONDON
(Licensed for Civil Ceremonies)

belowzero restaurant + lounge and ABSOLUT ICEBAR is the only venue in London to allow Civil Ceremonies in temperatures of minus 5 degrees.

This versatile venue located on Heddon Street in the heart of Mayfair can cater for bespoke civil ceremonies and receptions for up to 270 guests. Raise your toast in an ice glass in a room made entirely from the purest ice.

After the ceremony, warm up in the intimate atmosphere of the adjoining belowzero restaurant + lounge with its sensuous surroundings, built in the old wine vaults of the Country's Kings and Queens.

Experience exquisite food by award-winning chef Dimitry Rode, who has devised a luscious canapé menu which includes such delights as Seared foie gras with clove pear chutney, Oscietra caviar on sweet potato blinis with crème fraiche and Rare roast reindeer fillet with red current preserve.

Let Bar Manager, Fabrizio D’Eposito use his mixology skills to create some dreamy cocktails such as the White Chocolate Martini – ABSOLUT VANILIA served in a cocoa dusted Martini glass.

Any form of entertainment can be organized by their amazingly resourceful events team who are always on hand to make sure your day goes off with only one hitch – yours!

For further information, please contact the events team on 020 7478 8917 or events@belowzerolondon.com

Mandarin Oriental Hyde Park
(Licensed for Civil Ceremonies)

Boasting an unrivalled location with Royal parkland on one side and the sophistication of Knightsbridge on the other, Mandarin Oriental Hyde Park represents one of the finest addresses in London.

From your arrival through the only private Royal entrance on Hyde Park, to the exquisite food and Mandarin Oriental's legendary service, you can rest assured that your special day will be a truly memorable occasion.

Mandarin Oriental Hyde Park, 66 Knightsbridge, London SW1X 7LA.
Tel: 020 7235 2000
Email: molon-events@mohg.com
Web: www.mandarinoriental.com
The Royal Society of Arts
(Licensed for Civil Ceremonies)

Whether you seek the inspiring grandeur of the Great Room or the intimacy of a candlelit ceremony in the Vaults, the RSA can offer a truly memorable setting for your special day.

The Royal Society of Arts, 8 John Adam Street, London WC2N 6EZ.
Tel: 020 7451 6815
Web: www.theRSA.org/weddings/CP

Century Club
(Licensed for Civil Ceremonies)

Century prides itself on its contemporary decor, accomplished staff and a renowned tailor made approach to weddings and civil partnerships. It is not hard to see why this exclusive private members club is fast becoming the most sought after wedding venue in London.

Boasting four stylish floors that overlook the luscious greenery of St Anne’s Church in Soho, Century is bursting with stylish detailing that makes for stunning photo opportunities.

Experienced wedding co-ordinators are on hand to ensure you have the very finest florists, photographers and DJs at your disposal and their experienced head chef will help you create an exquisite unique menu. With a guaranteed personal service for every couple you won’t find any other venue so wonderfully accommodating.

The famed Rose Langton Rooms hold space for up to 50 people for the service and 200 for the reception and with its elegant and modern design it is the perfect setting for your special day.

Century Club, 61-63 Shaftesbury Avenue, London W1D 6LG.
Tel: 020 7534 3080 Fax: 020 7534 3090
Email: wedding@centuryclub.co.uk
The Lanesborough
(Licensed for Civil Ceremonies)

Overlooking Hyde Park in prestigious Knightsbridge, The Lanesborough captures the gracious style and hospitality of an early nineteenth century residence. World class cuisine, superb service and elegant surroundings are the basis upon which you would celebrate your special day.

The Lanesborough specialises in tailor-made receptions and is licensed for civil partnerships. There are six uniquely designed private rooms, the largest accommodating 120 guests, offering the perfect setting for an utterly stylish event. The smaller private rooms are ideal for the more intimate occasion.

Throughout the day all eventualities and considerations will be attended to by those who genuinely care that you are celebrating the most important day of your life.

For your idyllic day, please contact the Private Dining Director at The Lanesborough for further details.

The Lanesborough, Hyde Park Corner, London, SW1X 7TA.
Tel: 020 7259 5599
Email: info@lanesborough.com
Web: www.lanesborough.com

Brown’s Hotel
(Licensed for Civil Ceremonies)

The ultimate location for a London civil partnership, Brown’s Hotel is superbly located in the heart of Mayfair. The famous landmark hotel can accommodate up to 120 guests for a cocktail reception and 70 seated guests for lunch or dinner. Begin your honeymoon in true comfort in one of the recently refurbished suites.

With a licence for civil ceremonies the six beautiful private rooms provide an elegant and relaxing atmosphere allowing the attentive team to ensure your special day is truly memorable.

Contact the Events Department for further information.

Brown’s Hotel, Albermarle Street, Mayfair, London W1S 4BP.
Tel: 0207 518 4163  Fax: 0207 518 4064
Web: www.roccofortehotels.com
The RS Hispaniola  
(Licensed for Civil Ceremonies)

Situated opposite to the London Eye, RS Hispaniola is the perfect venue to host your Special Day.

RS Hispaniola is a ship permanently moored next to Embankment Tube Station.

Their experienced Event Manager will tailor-make your day to your specific requirements.

The upper deck and the board room are ideal for small intimate occasions (10-25) and they can also provide for larger parties on their main deck according to your choice (100).

Go onboard and enjoy amazing scenery, an original venue, devoted staff and delicious food!!

For further information, please contact their Event Manager, Tali Chester.
Tel: 020 7839 3011  
Fax: 020 7321 0547

The Groucho Club  
(Licensed for Civil Ceremonies)

Situated in the heart of Soho, the legendary Groucho Club is the perfect place for a memorable and unique day.

The elegant Dining Room with glass roof and the contemporary Soho Bar beautifully combine traditional with modern.

Offering varied and seasonal menus that cater to all requirements, simple cocktail and canapé receptions, intimate or grand parties with dancing and music, their dedicated events team will help to make your day an individual and unforgettable experience.

You and your guests may also wish to take advantage of the 19 bedrooms available at the Club.

For details contact the Events team on:
Tel: 020 7432 6339  
Email: privatereceptions@thegrouchoclub.com  
Web: www.thegrouchoclub.com

Chandos House  
(Licensed for Civil Ceremonies)

Chandos House, magnificently restored, is one of the finest examples of 18th century London town house architecture and can be found in a quiet spot just near Cavendish Square. This famous Robert Adam property is available for both Civil Partnership ceremonies and receptions.

The first floor Duke of Chandos room, with its elegant furnishings, makes a wonderful setting for ceremonies of up to 60. Receptions of up to 120 guests can be accommodated.

Other grand rooms in this unique building including a walled terrace are available for hire, together with the 18 en-suite beautifully decorated bedrooms.

For more information or to arrange a viewing:
Tel: 020 7290 2951  
Email: info.chandos@rsm.ac.uk  
Web: www.chandoshouse.co.uk  
Royal Society of Medicine, Chandos House, 2 Queen Anne Street, London W1G 9LQ.
The Landmark London
(Licensed for Civil Ceremonies)

The luxurious Landmark London is the closest five-star hotel to Westminster Register Office, perfectly situated just a short stroll along Marylebone Road. A selection of beautiful private banqueting suites can cater for up to 360 for a dinner dance, with stunning décor only limited by your imagination! The cosy Cellars Bar is a great place for an informal drinks reception, whilst the stunning Winter Garden Restaurant, at the heart of the 8-storey glass atrium can host up to 12 for an intimate celebration. The newly launched Landmark Spa is also available for pampering and relaxation before and after the big day.

Please contact the banqueting department on:
Tel: 020 7631 8000
Fax: 020 7631 8086
The Landmark London Hotel, 222 Marylebone Road, London NW1 6JQ.
Web: www.landmarklondon.co.uk

The Dorchester
(Licensed for Civil Ceremonies)

The Dorchester with its prime location overlooking Hyde Park, unique spacious rooms and creative, dedicated staff is the perfect venue for your special day.

The eight individual private rooms range from the elegant Ballroom to the Wedgwood style Orchid Room. An array of bedrooms and suites all individually designed exude pure comfort and luxury.

The Dorchester’s Spa and Charles Worthington hair salon is ideal for big day consultations and hair & make-up requirements on the day.

Your personal banqueting manager will tailor make your special day with you. Whatever your requirements, experience and fastidious attention to detail ensures the most perfect day.

For further information, please contact
The Banqueting Department on 020 7629 8888
The Dorchester, Park Lane, London W1K 1QA.
Email: banqueting@thedorchester.com
Web: www.thedorchester.com
Grosvenor House
(Licensed for Civil Ceremonies)

Synonymous with luxury and elegance, Grosvenor House, based in London’s exclusive Mayfair, is a perfect choice for civil partnerships and celebrations.

The Ballroom, recently restored to its original splendour, is the perfect setting for a civil partnership ceremony or private party for up to 450 guests. The Great Room, is one of Europe’s largest and most impressive Ballrooms and capable of seating up to 2,000 guests.

Alternatively, Grosvenor House is able to offer a selection of unique and individually designed private suites, large or small, classical or traditional to suit your own style, perfect for the more intimate ceremony and reception.

For more information please contact Helen McIntosh, Sales Manager Weddings & Special Occasions on 020 7399 8577 or helen.mcintosh@marriotthotels.com

The Institute of Contemporary Arts (ICA)
(Licensed for Civil Ceremonies)

Just minutes from Trafalgar Square are the ICA’s elegant Nash and Brandon rooms. These spaces hold up to 75 guests for ceremonies and dinners and 150 for evening receptions.

The Nash room features three balconies, perfect for sipping champagne whilst taking in the views of Big Ben and the London Eye.

From contemporary sleek to vintage chic, the rooms are simple and effortlessly stylish in their own right. The ICA’s service-orientated events team offer the passion and flexibility to create a personalised day just for you.

For details or to arrange a visit please contact the Events Team: ICA, The Mall, London SW1Y 5AH.
Tel: 020 7766 1413/32
Email: events@ica.org.uk
Web: www.ica.org.uk

Mint Leaf
(Licensed for Civil Ceremonies)

Universally recognised as one of London’s most stylish and contemporary restaurants Mint Leaf is both a romantic and original venue in which to have your ceremony. Located in the heart of London’s West End Mint Leaf is an oasis of style, sophistication and tranquility.

Their dedicated events team will work with you contributing friendly professional advice whenever needed to ensure that you have a wonderfully special day.

With exceptional modern Indian cuisine and a stunning interior design, a truly unforgettable day awaits you at Mint Leaf.

For further information please contact the Events Department: Mint Leaf, Suffolk Place, Haymarket, London, SW1Y 4HX.
Tel: 020 7930 9020
Fax: 020 7930 6205
Email:
The Chesterfield Mayfair Hotel
(Licensed for Civil Ceremonies)

The Chesterfield Hotel, in the heart of Mayfair, is the perfect location for your civil partnership ceremony and reception.

This deluxe hotel provides quality surroundings with personal and friendly service. The elegant rooms can cater for 10-100 guests. Your dedicated Event Manager helps plan every detail with the philosophy that “no request is too large, no detail too small”. The hotel offers a complimentary suite on confirmation of your reception and special accommodation rates for your guests.

For more information or to arrange a viewing please call Mandy or Nyandia on 020 7514 5604.

The Chesterfield Mayfair Hotel, 35 Charles Street, London, W1D 6EB.

Café de Paris
(Licensed for Civil Ceremonies)

Café de Paris is undoubtedly the most indulgent, opulent and stunning venue in which to celebrate your civil partnership. Every inch of this Grade II listed building oozes glamour and this makes for the most theatrical backdrop to your special day. Since 1924, Café de Paris has been synonymous with style and many of the original features including the breathtaking sweeping staircase, the glittering chandelier and the original ballroom floor are all still maintained. You will be following in the footsteps of Princess Margaret, Marlene Dietrich, Orson Welles and Vivien Leigh to name but four iconic figures who have all celebrated in style at Café de Paris.

You are assured complete exclusivity of the venue for your special day and their expert team will ensure that you and up to 220 seated or 715 standing guests will be looked after perfectly.

Café de Paris 4 Coventry Street London W1D 6BL.
Tel 020 7734 7700
Email: andrew@cafedeparis.com
City Inn Contemporary Hotels
(Licensed for Civil Ceremonies)

Whether you want to hold your civil partnership or host your reception at this striking hotel their experienced team can create a bespoke event that will make your day perfect. City Inn is an award-winning contemporary hotel in the heart of Westminster with stylish gallery rooms overlooking Art Street that can cater for contemporary ceremonies up to 200 guests.

For the ultimate in romance, their Sky Lounge on the 14th floor with panoramic views across London creates the perfect Romeo and Juliet setting and is ideal for unique photographic memories. Extend the celebrations and invite your guests to stay in any of their 460 guest rooms and luxury suites. Enjoy a specially prepared wedding breakfast with a range of menus designed exclusively by the Executive Chef.

For your unique event at City Inn, please contact their dedicated team on: 020 7932 4604 or email: westminster.events@cityinn.com

City Inn Westminster, 30 John Islip Street, London SW1P 4DD.

Café Royal
(Licensed for Civil Ceremonies)

London’s prestigious Café Royal is the perfect venue to celebrate your civil ceremony. With a choice of reception rooms, from the intimacy of the Tudor Rooms to the spacious Empire Napoleon Suite. Personal planners consult closely with you on every last detail, from flowers and entertainment to room layout, seating arrangements, menus and accommodation. They put the finishing touches to a day you’ll never forget.

For further information please contact Café Royal, 68 Regent Street, London W1B 5EL.
Tel: 020 7025 7152
Email:

Café Royal

Browns Courtrooms
(Licensed for Civil Ceremonies)

Situated in the heart of London’s West End, Browns Courtrooms occupies the Grade II listed, former Westminster Law Courts in St. Martin’s Lane.

Built in 1908, the Courtrooms have been spectacularly converted into private function rooms complete with magnificent sweeping staircases, chandeliered ceilings and original judicial features, making the elegant Courtrooms the perfect setting for your civil partnership.

Their events team can help create your dream civil partnership, from the ceremony right through to the reception.

For further information please contact the Events Department on:
Tel: 020 7395 6091
Email: browncourtrooms@mbplc.com
Web: www.browns-restaurants.com
**Le Méridien Piccadilly**  
(Licensed for Civil Ceremonies)

Le Méridien Piccadilly makes the ideal venue for your civil partnership, both the ceremony and the reception. They can host everything from intimate celebrations to grand gatherings, while a team of professionals consults closely with you on everything from seating arrangements to flowers and entertainment. It all ensures an unforgettable day.

For further information please contact  
Le Méridien Piccadilly,  
21 Piccadilly, London W1J 0BH.  
Tel: 020 7025 7152  
Email: Piccadilly.sales@lemeridien.com

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**Haymarket Hotel & The Soho Hotel**  
(The Soho Hotel Licensed for Civil Ceremonies, Haymarket Hotel application pending)

For something truly different, elegant and memorable, The Soho Hotel and the newly opened Haymarket Hotel in London’s West End are perfect for wedding ceremonies and receptions as well as for luxury guest accommodation. The Soho Hotel has a civil ceremonies license and the Haymarket’s license is under application. Each hotel is designed in a contemporary English style and offers a wide range of uniquely designed private event rooms accommodating anything from a small intimate party for 20 to a spectacular celebration for 500.

The Soho Hotel, 4 Richmond Mews,  
London W1D 3DH.  
Haymarket Hotel, 1 Suffolk Place,  
London SW1Y 4BP.
Civil Partnership Pho2ography

Jonathon specialises in civil partnership photography and in capturing the essence of union. As a gay man himself he appreciates all that your civil partnership stands for. A civil partnership heralds a distinctive celebration that is both respectable and avant-garde.

Jon will help you to portray your partnership by capturing its spirit with a live-reportage format of your event as it unfolds creating lasting images of you both. In a sense, this dramatisation will also become your reality so every moment of planning is an investment in your future together. Jon delivers his art with a wealth of talent, enthusiasm and heart.

Mob: 07779 896 338
Email: jon@pho2ography.com
Web: www.pho2ography.com

William Clarke Flowers

One of the West End’s finest floral designers, William Clarke has dressed most of London’s premiere venues.

Whether your taste is simple but sophisticated or big and blousy, their team of friendly, experienced designers will help you turn your dreams into a reality.

At William Clarke Flowers they tailor their service to suit your needs and budget, advising you and your partner on the most appropriate flowers and designs for your big day.

If you are looking for a unique service for a unique day then contact them to discuss your requirements.

William Clarke Flowers, 26 Seymour Place, London W1H 7NN.
Tel: 020 7402 3399
Email: william@williamclarkeflowers.com
Web: www.williamclarkeflowers.com

WeddingRingMaker

Visit www.weddingringmaker.co.uk for limited edition, matching and complementary rings in platinum and 18ct white, yellow and rose gold, or any combination of these metals.

All rings can be customised and stone set using ethically sourced gemstones.

The range is designed by fully qualified jewellery designers and the pieces are made especially for you to the highest standard. All the designers and craftsmen are based in the UK.

Design is the difference.

WeddingRingMaker
Tel: 020 7730 6667 or 0141 229 1486
Web: www.weddingringmaker.co.uk
Email: info@weddingringmaker.co.uk
**Cameo Photography**

As the recommended photographer at London’s most exclusive hotels, Cameo’s ability to provide you with beautiful photographs that capture the spirit and fun of your day sets them apart from the crowd.

Cameo offers a first class level of service, one that is truly focused on you and your needs. You set the agenda for your day and Cameo will work around it ensuring that their service reflects your own unique requirements and communicates your own individuality. Their style is innovative, unobtrusive and spontaneous.

From the intimate to most elaborate wedding, Cameo will capture not just the key events but also many of those cherished little moments that you miss as you enjoy your day.

Tel: 020 8446 4477  
Email: valerie@cameophoto.co.uk  
Website: www.cameophoto.co.uk

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**John Lewis Gift List**

Make your wish list come true

So you’ve made the decision and set the date. Whether you’re planning a traditional white wedding or a civil partnership, now is the fun part - selecting your gifts.

Opening a Gift List at John Lewis is easy and the service is free. You can register in person, by calling 020 7629 5535 or online at www.johnlewisgiftlist.com

John Lewis Oxford Street, 300 Oxford Street, London W1A 1EX.  
Tel: 020 7629 5535

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**The Wedding Ring Shop**

You’re special, you’re partner is special so let The Wedding Ring Shop help you design a truly unique pair of commitment rings as a symbol of your love.

Open 7 days a week, visit The Wedding Ring Shop for unrivalled advice from their team of experts.

The Wedding Ring Shop, 97 Hatton Garden, London, EC1N 8NX.
Getting to the Town Hall and parking

The nearest tube stations are Baker Street and Marylebone (also a main-line station). Paddington Station is five minutes by car.

Wheelchair access

There is separate side access into the building for wheelchair users. This is on the Marylebone Library side of the building. A stair lift takes wheelchairs up from the street to ground floor level from where the ceremony rooms can be accessed by the main lift near the main door and reception. The stair lift and main lift are not able to accommodate large powered wheelchairs, but there is a collapsible wheelchair available if required. Where possible, please let us know in advance if you require wheelchair access.
The closest blue badge disabled parking bay to Westminster Council House is in Upper Montagu Street. The bay is situated to the side of Marylebone Library near the junction of Upper Montagu Street and Marylebone Road.