

MKCONFERENCING

Wedding Information Pack

Milton Keynes Christian Centre

MKCC | Strudwick Drive | Oldbrook | Milton Keynes | MK6 2TG
T: 01908553063 E: conferencing@mkcc.org.uk

Information For Marriage Applicants

Congratulations on taking your first steps towards marriage.

1. Please read the following information carefully.
2. Complete the enclosed wedding application form and return it to Milton Keynes Christian Centre Conferencing Department.
3. After receiving your wedding application, we will check the date requested is available and contact you to confirm this. We will also arrange a meeting with you to discuss the details of your special day.
4. Book your notice appointment at the General Registrar Office to carry out the legal formalities at least 12 weeks before your big day. (Please read the enclosed sheet titled Legal Matters for further information). To make an appointment you can call 01908372101.
5. A wedding certificate will be issued to you by the General Registry Office, this certificate authorises your marriage to take place at Milton Keynes Christian Centre until the expiry date that is clearly stated. Your wedding certificate should then be handed to an 'authorised person' at Milton Keynes Christian Centre where it will be kept securely until the day of your wedding.
6. Book a meeting with conferencing department and officiating minister.

This meeting will:

- Clarify what is your reason for wanting to be married in Church.
- Ensure all details on your application form are correct.
- Deal with any issues or matters that may arise.
- Ensure the registry office is contacted to register your intention of marriage.
- Provide opportunity to talk through the details of the Wedding Day (Venue, Procedures, Order Of Service, Number Of Guests, Car Parking, Photographs etc.).
- Give you the option of a pre-marriage course and to learn from other helpful resources

Preparing for your ceremony

For your wedding ceremony you will need to consider the following

Witnesses

You will need to ask two people who may be friends or relatives to witness your ceremony. They should be over the age of 16 and must be able to understand the ceremony. They will watch the ceremony and sign the register.

Music

Milton Keynes Christian Centre does not provide musicians and singers, however, will allow external bands to perform with an MKCC sound technician booked in conjunction with this request. All technical requirements must be provided **14 days prior** to the wedding. Please see the fee page for further details.

If music is required for the Brides Entry and Bridal Party exit a CD is acceptable but MP3 is preferable. All music must be provided **7 days prior** to the wedding and a MKCC sound technician will need to be booked in conjunction with this request. Please see the fee page for further details.

Media

Media projection onto our built in screens is available upon request. For the projection of slide shows and song words an MKCC Media Technician will need to be booked in conjunction with this request. All media items must be provided **7 days prior** to the wedding. Please see our fee page for further details regarding the media technician. We recommend that all Presentation Slides & Images should be set at a 16:9 resolution.

Public Address System

An MKCC sound engineer will be required to operate and set up the system. Please see the fee page for further details.

Stewards/Ushers

It is your responsibility to appoint stewards/ushers for the day of your wedding to welcome your guests, giving them an order of service and showing them to their seats. Please ensure stewards/ushers arrive at least 30 mins before the service to become familiar with the facilities and to understand their role.

Involvement of nominated family member(s) or friend(s) in the service

Readings / Prayers / Poems / Creative Arts Performances / Video Presentations are all possible during the service. PA requirements and stage layout will need to be discussed and agreed at least **7 days prior** to the wedding.

Communion

If you are Christians, you can ask to take communion together as husband and wife as part of the ceremony.

Photography and Video

- Official photographers and video operators should speak to the officiating minister on arrival at MKCC on the day of the wedding.
- Please note that if you are videoing your wedding service that you will need a copyright licence for any music being recorded and used.
- In order for videoing to go ahead on the day we will need to see a copy of this licence **7 days prior** to the wedding to ensure that all legal elements are adhered to.

Catering

- Any catering is to be by agreement only. Milton Keynes Christian Centre can offer catering facilities.

Rehearsal

- The venue fee includes a 2 hour slot for a rehearsal. This will need to be booked and agreed with the Conferencing Department.

Car Parking

- On a Saturday there are 104 car parking spaces at Milton Keynes Christian Centre. No parking is allowed on Strudwick Drive or surrounding streets on Oldbrook. During the week the number of spaces available is reduced to 70.
- If your wedding party is over 100 delegates a parking fee of £150 will apply. This will cover the cost of manning the car park and arranging further car parking at Milton Keynes College. Milton Keynes College is a 5 minute walk down the redway or alternatively, a shuttle bus service can be hired to transport your guests to the venue. We can give you the contact number to book this service.

Decoration

- Seating- All seating arrangements must be discussed and agreed **14 days prior** to the wedding. MKCC will arrange the seating as agreed. Additional charges may be incurred dependant on the seating style.
- MKCC does not decorate the venue and it is your responsibility to setup and pack away any decorations. All decorations must be communicated and agreed at least **14 days prior** to the wedding. A 1 hour slot before and after the wedding will be allowed for this to take place.

The Venue on your wedding day

- Milton Keynes Christian Centre will be open one hour prior to the ceremony.
- There is to be no confetti on site at MKCC
- All guests are required to refrain from smoking in the premises.
- All toilets are clearly signed

Legal matters on your wedding day

On your arrival at Milton Keynes Christian Centre, both the Groom and the Bride will be greeted by the Minister and Authorised Person to officiate weddings and a brief meeting is required before the ceremony takes place. It is essential to ensure that all the information on the certificates is correct. You will be asked to confirm the information given on your notices, including your natural step or adopted fathers full names and occupations. These details will be recorded in the register, certificates and schedules. We will be happy to answer any last minute questions at this time.

During the ceremony you will sign the registers. At this time the Authorised Person will ask you to confirm your signature and is required to write this clearly in pencil at the binding side of your wedding entry.

Fees

Venue Hire

Room Name	MKCC Member	Non MKCC Member
The Main Auditorium	£350.00	£600.00
Discovery Suite 1	£250.00	£400.00
Discovery Suite 2	£175.00	£300.00
The Ridley Suite	£175.00	£300.00
The Foyer	£175.00	£300.00

These rates include:

- 3 hour Room Hire. (Additional time may be added subject to availability and further charges)
- 2 hour slot for rehearsal.
- Opening/closing of the buildings.
- Cleaning.
- The use of the foyer as a gathering area, toilets and car park.

In addition to the above, the following charges apply (where applicable):

Appointed Person (Legal Fee): £70.00

Minister: £70.00

Car Parking Team: £150 (weddings above 100 guests)

Public Address System & Operator: £75.00

Big Screen Projection & Operator: £75.00

***Late Fee:** We appreciate that it is your Wedding Day. However, do bear in mind that the Minister, Appointed Person, staff and cleaners have other commitments. Therefore, any lateness beyond **30 minutes** of the stipulated start of the service will incur a **£100 fee every 30 minutes after**.

APPLICATION FOR A MARRIAGE AT MILTON KEYNES CHRISTIAN CENTRE

Information Required	Man	Woman
Full Name:		
Date of Birth:		
Marital Status: (please circle)	Bachelor Widower Divorcee	Spinster Widow Divorcee
Occupation:		
Home Address:		
Home Telephone Number:		
Mobile Number:		
Email Address:		
Nationality:		
Father's full name:		
Father's occupation:		
Wedding Date required:		
Wedding Time required:		
Names of two witnesses: (Required by law)	1.	
	2.	

I hereby certify that to the best of my belief the answers to these questions are correct:

Signed _____ Date _____

Signed _____ Date _____

Office Use Only

Venue date confirmed Yes / No

Officiating Minister _____

Authorised Person _____

Appointment date _____

Wedding Certificate received date _____

Fee Due _____

Paid _____

Received by _____

Date _____

Legal Matters

Before you marry in a Register Office or approved venue in England and Wales there are legal formalities to complete. This is called a notice and is a legal statement that must be given individually by each of you and ideally you would attend together. (INFO: When people plan to marry in the Church of England or Church in Wales you do this by Banns or Common Licence).

You must each give notice of marriage at the Register Office in the district where you live. You must both have lived in the district for seven days before you give notice.

You can get married in other districts; however, you need to make a provisional booking with the venue before making an appointment to give notice. If you live in different districts you will need to individually make separate appointments to give notice in good time.

You must then wait at least 16 days before the marriage can take place (if you give notice on the 1st July the ceremony may take place on or after the 17th July).

Giving notice is a legal declaration that you can both legally marry and you will need to provide certain documents.

You will be asked for the following:

- Full names and addresses
- Date of Birth
- If either of you have ever been through any form of marriage previously in this or any other country
- Your occupations, nationalities, whether you are related to each other by blood, marriage, surrogacy, adoption or civil partnership
- Proof of age, identity and nationality plus evidence that you are free to marry or form a civil partnership. This is normally passport,

full birth certificate, driving license and a recent utility bill.

You will be required to show the following:

- If one of you is subject to immigration control you will need to follow special procedures
- If either of you have been married or in a civil partnership before we need to see original documents to show this was legally ended.
- If either of you is a widow or widower we will need to see a certified copy of your partner's death certificate from the registration authorities of the country where your partner died
- If either of you is under 18 years of age we will need to see proof that your parents or guardian agree to the marriage. If your parents are divorced we may also need to see the court order that gives custody to one of them.
- All documents must be originals and not photocopies. If any of your original documents are in another language you will need to provide a certified translation

Finally, you will both be asked to sign this legal declaration and it will be sent to the Register Office dealing with your ceremony.

To make an appointment to give notice ring us on 01908 372101 press option 2. We recommend you do this minimum of 12 weeks before your big day. There is a fee payable for this service.

Contact Address

The Register Office
Bracknell House
Aylesbury Street
Bletchley
Milton Keynes
MK2 2BE

Some appointments are held at:

Milton Keynes Council
Civic Offices
1 Saxon Gate
Central Milton Keynes
MK9 3EJ

The opening hours are 9.30am to 4.30pm Monday to Friday. Our Civic office opens at 9am. Please make an appointment to see the Registrar by telephoning during office hours.

Please be advised, the Register Office & phone lines will not open until 10:30am on the third Thursday of each month.

Although every effort is made to accommodate those arriving at the Register Office without an appointment, our office is extremely busy and we would strongly recommend that, to avoid disappointment, you make an appointment to see any of our Registrars.

Access - Being a listed building we have no lift to the upper floor available, where we conduct various appointments. If you require an appointment to be conducted on the ground floor, please let the receptionist know when booking your appointment.