

Ceremonies at Liverpool Town Hall during COVID-19 restrictions

In order to protect all parties, guests and staff, there will be a number of restrictions in place on your ceremony day to comply with government guidelines.

Liverpool City Council's requirement is that 2m social distancing will be observed. As the registrars will not be wearing face coverings or any other form of PPE, the 1m+ guidelines will not apply to ceremonies.

Hygiene

You will all be asked to use hand sanitiser as you enter both the building and ceremony room, and to confirm that you are not showing any symptoms of COVID-19 or have not been in contact with anyone who has symptoms. Anyone showing symptoms or having contact with anyone who has will be refused entry

All guests must wait in the designated waiting area until they are invited into the ceremony room.

If guests are wearing flowers, please make sure they have them before entering the room. Unnecessary bags or presents should not be brought into the ceremony room.

Ceremony

The pre-ceremony interview will take place outside of the ceremony room.

Entrance into the ceremony room; either party may make an entrance into the room after all guests are seated, but they cannot be accompanied by anyone else.

Exchange of rings will be allowed. The rings will be placed in a sanitised dish prior to the ceremony starting and can only be handled by the couple.

Short readings will be allowed, providing the reader remains in their allocated seat.

Candle lighting ceremonies are not allowed.

Children's promises will be allowed, but the children must remain in their seats as the promises are made to them.

Photographs during the proceedings will be allowed providing guests remain in their allocated seats.

Only **one** photographer will be allowed into the room and must remain static during the ceremony. No photographs will be permitted during signing the register.

Once the ceremony has concluded and all guests have proceeded to exit the building, only then can photographs be taken of solely the bride and groom.

All members of the ceremony party must maintain 2m social distancing at all times, including whilst in the ceremony room.

In order to comply with government Track and Trace, we ask you to provide a list all those attending your ceremony which we will keep on file for 21 days after your ceremony. You must complete the details below and return this form before your ceremony day. Only people on the list will be permitted entrance. Children/babies are included in the numbers below and cannot be admitted.

TRACK AND TRACE CONTACT INFORMATION

Date of ceremony:		Time:	Office use only Confirm COVID free & contact free
Venue: Liverpool Town Hall			
	Full names	Contact details	
Bride			
Groom			
Photographer			
Guest 1			
Guest 2			
Guest 3			
Guest 4			
Guest 5			
Guest 6			
Guest 7			
Guest 8			
Guest 9			
Guest 10			
Guest 11			
Guest 12			
Guest 13			
Guest 14			
Guest 15			
Guest 16			
Guest 17			
Guest 18			
Guest 19			
Guest 20			
Guest 21			
Guest 22			
Guest 23			
Guest 24			