

Your Civil Ceremony at South Queensferry Registration Office

We are delighted that you have chosen to have your ceremony at South Queensferry Registration Office.

We encourage you to make the ceremony personal to you both. This can be done by writing your own vows, enhancing the wording to your ceremony and having special music and/or readings.

We hope you will find this information useful in preparing for your special day.

Our ceremony room accommodates 40 guests.

We would suggest that your guests arrive no earlier than 15 minutes before the time your ceremony is due to start, any earlier than this and they may not be able to gain access to the building. The main parties should arrive no later than five minutes before the ceremony is due to start. Please do not arrive late as this could result in your ceremony having to be re-arranged.

When you have arrived please let a member of staff in the registration office know and they will show your guests where to wait.

Although the ceremony room is on ground level anyone with mobility problems should be made aware that there are four steps to the entrance of the building.

There are no designated parking spaces at our premises. Guests should allow time for parking as it can get very busy particularly in the summer months or when a cruise liner is berthed in the Forth.

Before the ceremony begins, the registrar will meet with you privately either together or separately (depending on the choice you have made for your entrance into the ceremony room).

The registrar will be happy to work with any photographer and musicians (including pipers) to ensure that everything runs smoothly. We would ask that they make themselves known to the registrar when they arrive. To ensure the dignity of the ceremony they must comply with the directions of the registrar at all times.

Photographers may take photographs during the ceremony, if you wish them to do so. There is normally a short period after the ceremony when they may take further photographs; however, it is important that they comply with any time restriction placed on them by the registrar.

Please do not throw confetti inside or outside the building and remember smoking is only permitted when you have left the premises completely.

To enable the registrar to be aware of the choices you have made, make sure that you complete and hand in your civil ceremony requirement form and any amendments to the wording of your ceremony in advance. Should you have any other requests or requirements that are not included in these forms a member of staff will be happy to discuss these with you.

Should you have any queries or questions regarding your ceremony please do not hesitate to contact the registration office on 0131 331 1590 or email sfc.southqueensferry@edinburgh.gov.uk

We hope you enjoy your day.