

**APPENDIX 1**

*APPLICATION FORM (Must be accompanied by the Declaration of the Responsible Person at the proposed venue (See Appendix 4)*

**Name, address and contact details (phone, email) of applicants**

1.	2.

**Name, address, contact details of proprietor or operator of the venue**

3.	

**Description of the nature of the venue,(e.g. hotel, country house, civic building) and the primary and other uses to which it is put.**

4.
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**Name, contact details, occupation, seniority and position of responsible person for the event.**

5.	

6. Date of Marriage Ceremony	
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7. While every reasonable effort will be made to perform civil marriages on the appointed day, the HSE accepts no liability for any loss, inconvenience or expense arising from inability to fulfill bookings for reasons of force majeure or due to circumstances outside our control

*Civil Registration Service – Southern Area  
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## ***REQUIREMENTS FOR THE GRANT OF APPROVAL***

1. Having regard to their primary use, situation, construction and state of repair, the ceremony room and the venue in which it is situated must, in the opinion of the Registrar, be a seemly and dignified venue for the solemnization of marriages. The primary use of a venue would render it unsuitable if that use could demean proceedings or bring them into disrepute.
2. The ceremony room must have adequate capacity to accommodate, comfortably seated, the numbers attending the ceremony.
3. Section 51(2) (c) of the Civil Registration Act, 2004 provides that a registered solemniser shall not solemnise a marriage unless the venue where the solemnisation occurs is open to the public. Only venues that allow unrestricted public access without charge will be considered for approval, subject to normal security and health and safety considerations.
4. The venue in which the ceremony room is situated must conform to all the requirements of any venue open to the public in respect of planning permission, certificate of fire safety, and must meet all relevant health and safety requirements.
5. The ceremony room and the venue in which it is situated must have adequate public liability insurance cover.
6. The ceremony room must be accessible to all, in particular to persons with disabilities.
7. The venue must have no recent or continuing connection with any religion, religious practice or religious persuasion which would be incompatible with the use of the venue for the solemnization of civil marriages.
8. The place in which marriage may be solemnized must be a fixed structure that is clearly identifiable by description and location as a distinct part of a venue.
9. The requirement that the marriage be solemnized in a fixed structure that is open to the public precludes marriages being solemnized in the open air, a tent, marquee or other temporary structure, or a private dwelling.

APPENDIX 4

***DECLARATION OF RESPONSIBLE PERSON AT VENUE WHERE CIVIL MARRIAGE IS INTENDED TO BE SOLEMNISED (Must be accompanied by the Application Form See Appendix 1 and venue details Appendix 5).***

“I (name) \_\_\_\_\_

of (address) \_\_\_\_\_

\_\_\_\_\_

declare that I am aware that [name and address of couple] \_\_\_\_\_

\_\_\_\_\_

intend to apply for grant of approval of [name of venue] \_\_\_\_\_ as a venue for the solemnisation of their civil marriage.

In particular, I declare that;

- a. I am the proprietor/manager/ \_\_\_\_\_ (other-please specify) of the venue named in the above-mentioned application;
- b. the venue that is the subject of the application is fully accessible to the public without charge or restriction and has a seating capacity to meet the needs of all attending persons in comfort;
- c. the venue is covered by public liability and other appropriate insurance and a current fire certificate;
- d. the venue is maintained to a high standard of décor, repair, furnishing and cleanliness, meets all health and safety requirements and is a seemly and dignified venue for the solemnization of marriages;
- e. the ceremony room and the venue in which it is situated have no recent or continuing connection with any religion, religious practice or religious persuasion which would be incompatible with the use of the venue for the solemnization of civil marriages.
- f. while every reasonable effort will be made to perform civil marriage ceremonies on the appointed day, the HSE accepts no liability for any loss, inconvenience or expense arising from inability to fulfill bookings for reasons of force majeure or due to circumstances outside our control.

I declare that, if approval is granted, I will undertake to ensure that all conditions attached to the grant of approval are met and, to this end, I will ensure that a responsible person shall be available at the venue for a minimum of one hour prior to the marriage ceremony and throughout the ceremony.

I declare that I undertake that all requests made by a Superintendent Registrar, Registrar or any other authorised officer to ensure compliance with the requirements and conditions for approval will be met and I understand that failure to ensure compliance will result in withholding of approval. I undertake to inform all interested parties of any change in the venue that might impact upon grant of approval.

I declare that I accept that the Health Service Executive, the Minister for Health and Children, the Minister for Social and Family Affairs, the Registrar-General or any of their officers or employees will not be liable for any cost, expense, loss or charge incurred by me in preparing, maintaining or operating a venue for the purpose of solemnisation of civil marriages.

I declare that I accept that any arrangements that may be made concerning payments to me as an approved venue, in respect of facilities provided at the venue for the solemnisation of a civil marriage, will be regarded as a contract between the owners or operators of the approved venue and the person or persons who booked the facilities and that the Health Service Executive, the Minister for Health and Children, the Minister for Social and Family Affairs, the Registrar General or any of their officers or employees will have no responsibility or liability for any such arrangements and will have no function in the resolution of any dispute concerning any such arrangements. I accept that solemnisation of civil marriage is subject to the availability of a Registrar to officiate at a particular time and date and such availability cannot be guaranteed by the Health Service Executive.

Signed: \_\_\_\_\_  
Proprietor / General Manager

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Occupation: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX 5

### Venue details

<b>Name of Venue</b>	
<b>Address</b>	
<b>Nature of business carried on at venue (e.g. Hotel)</b>	
<b>Name of Ceremony room (suite or area name, if any)</b>	
<b>Location of room within premises</b>	
<b>Ceremony room has seating capacity for (X) persons</b>	
<b>Parking reserved for Registrar at location (give details)</b>	
<b>Contact details</b>	