

# The Pilgrims Rest Wedding Ceremonies

We are delighted to be able to welcome you into The Pilgrims Rest for your wedding ceremony! We have conducted a full risk assessment (available on request) to ensure the safety of our staff, visitors, couples and their guests to the building. Please find below some helpful information for you to read through before the ceremony. There is also some important Health and Safety information regarding the building. Please read through all of the following and let us on your contact form that you agree to the terms of the venue before the big day.

**Please ensure you have read these terms and understand them before agreeing to your ceremony.**

- Anyone presenting symptoms of the virus, or who has been in contact/ living with someone who has tested positive, must not attend the ceremony and advise the venue.
- Those shielding are advised to take precautions they deem necessary. Streaming/Zoom/video call ceremonies are encouraged for those especially at risk.
- Those with children are asked to have any infants on their laps, children must remain seated for the duration of the ceremony.
- **Guests will be required to wear a face covering for the duration of their time in the venue. Children under 11 and those with specific medical conditions are exempt.**
- **The Pilgrims Rest staff reserve the right to ask anyone not adhering to current guidelines to leave the premises.**

## **Before the ceremony**

- Please send over a list of all attendees group into their households for us to put together a seating plan, please include details of who will be your witnesses and of any children attending. Use brackets (W) for witnesses and (C) for children.
- Prior to your arrival at the venue you will be asked to fill out a contact form to aid NHS Test and Trace, although we already have your details please fill this out and ensure you have agreed to the terms of this document.
- We ask that you arrive 30 minutes before the ceremony time and call the oncall staff member to notify them that they have arrived. The staff member will collect you from the door and escort you to the bar area where you will wait for the registrars to call you for your remote interview.
- Guests will be asked to arrive 30 minutes prior to the ceremony in order for us to have everyone seated for a prompt start to the ceremony. The Pilgrims Rest staff member will summon each guest into the building by household group.
- Each person attending will have an assigned seat, they are unable to be changed on the day so please do let us know if anyone has any special requirements. For guests who are unstable or will need back support we are able to provide a chair rather than a bench, please do encourage

your guests to include this in our special requirements box on the contact information form.

- **Guests will be required to wear a face covering for the duration of their time in the venue.**
- Please call us on 07552873448 if you have any concerns prior to the ceremony.

### **When attending the ceremony**

- The Pilgrims Rest staff members will adhere to the 2 meter physical distancing rules and have no physical contact with you, including but not exclusive to handshakes.
- Please do not enter the building until asked to by a staff member.
- The Pilgrims Rest staff member will summon you into the building and show you to the bar, once you are in the bar area your guests will be brought in and shown where they will sit.
- You will be asked to use hand sanitizer before entering the building. (Provided by the venue)
- We ask that guests don't bring any additional family members with them to the venue. Each person must be specifically invited by the couple.
- Children must be seated on their parents lap or remain seated next to them throughout the ceremony. They must not get up from their seat and walk around.
- We ask that you and all guests avoid touching objects & surfaces for the duration of your time in the building.
- All doors in the building will be left or propped open to ensure as little physical contact as possible is used to move around the venue. The dressing rooms will be off limits.
- The toilet facilities will be available before and after the ceremony, we ask that guests do not use them throughout the ceremony to allow for 2 meter social distancing.
- We ask that guests use the hand sanitizer provided before and after using the toilet facilities.
- Please note that, in line with Government guidelines, only the legal minimum required for a marriage or civil partnership to be valid will be allowed. This means that we cannot accommodate couples being escorted into the room, music, readings, additional vows or ring words in the ceremony.
- You will be asked to stand between the two flower arrangements at the front of The Great Hall to allow guests & the registrars space to socially distance.
- Please ensure your rings are nearby to where you are standing so you are able to retrieve them without compromising your distance with guests. Guests need to remain seated therefore they cannot bring rings to the front of the room. Hand sanitizer will be provided before you put your rings on.
- The registrars will leave the room to complete the register, once they have completed this The Pilgrims Rest staff member will collect the two of you and your witnesses and take you through to the bar where you will complete the register.

### **After the ceremony**

- Guests will be asked to please remain seated until a member of staff from the venue asks them to leave the building.

- We will ask that guests keep their face coverings while leaving the venue, these can be removed once they are outside again.
- The Pilgrims Rest staff member will request guests move row by row to allow for social distancing to take place.
- When leaving the building we ask that you use the hand sanitizer provided again.
- **The couple or their guests are required to inform us if they begin showing symptoms and/or test positive for Coronavirus after the ceremony. They must inform The Pilgrims Rest as soon as possible to allow our staff to contact the NHS Test and Trace service, self isolate and for the venue to have a deep clean.**

## **Health & Safety**

- The Pilgrims Rest is a 600 year old building, we ask that all guests are mindful of the low doorways, uneven floor boards and any trip hazards.
- Please note that due to the grade listing we do not have disabled toilet facilities onsite.

**Please confirm via your contact form that you are happy with the above terms and we would be delighted to welcome you into the building.**

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