

# Ceremony guest list V1.1

<b>Ceremony Venue and room</b>	
<b>Ceremony Date</b>	
<b>Ceremony Time</b>	
<b>Contact telephone number(s)</b>	
<b>Contact email address(s)</b>	

<b>Guest #</b>	<b>Name</b>	<b>Role e.g. bride, groom, witness, interpreter, guest, photographer</b>
1		
2		
3		
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20		

**Signatures and occupation (for marriages and civil partnerships please record name and what signatures mean)**

	Name	How you sign e.g. J Smith for <i>JSmith</i>	Job / Occupation
Bride / Groom / Civil Partner			
Bride / Groom / Civil Partner			
Witness 1			
Witness 2			
Detail adjustments needed for consideration below			

Please send to [registrars@haringey.gov.uk](mailto:registrars@haringey.gov.uk) once you have finalised your guest list and no later than the day before your ceremony. **People not on the guest list may not be allowed in.**

**Maximum numbers (includes all people in the room including the couple, witnesses, interpreters, photographers, wedding planners and guests)**

Earlham Room	7 people including the couple and witnesses
Woodside Room	14 people including the couple and witnesses
Other venues	Check with venue

Note that only the couple and a witness each are allowed into ceremonies before end of July 2020

### **Covid-19 Prevention**

**You or any of your party cannot enter George Meehan House** or another venue where registrars are attending if:

1. You or members of your party believe that they have Covid-19 or have been exposed to Covid-19 over the past two weeks? Key symptoms include:
  - a. a high temperature
  - b. a new, continuous cough
  - c. a loss of, or change to, your sense of smell or taste
2. You or members of your party believe that anyone in their household (not just family) or anybody you or they have been in close contact with have any of the symptoms of Covid-19? (see above)
3. You or members of your party are currently feeling unwell or are caring for somebody who is currently feeling unwell with an illness harmful to others
4. A medical professional has advised you or a member of your party to not attend an appointment or ceremony
5. You or members of your party are supposed to be in quarantine or in an area subject to local lockdown

**Please ensure that all members of your party are aware of the above and that you have contact details for any person attending an appointment or ceremony with you** in case you need to contact them about Covid-19 at a later stage

**Further information**

[www.haringey.gov.uk/registeroffice](http://www.haringey.gov.uk/registeroffice)