



FIFE

Ceremony Guide





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Stewarts Resort, Cameron, St Andrews, Fife, KY16 8PE

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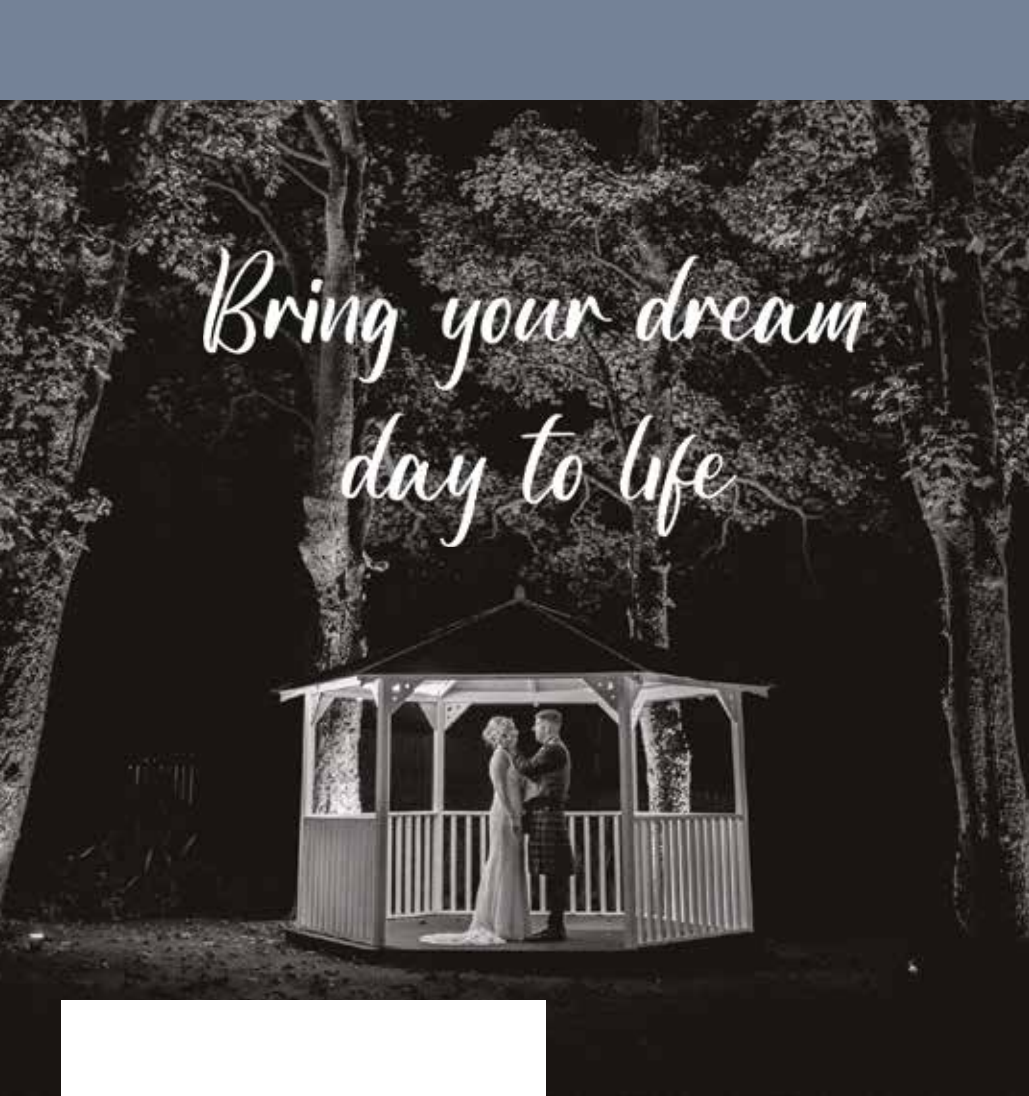
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We welcome you to visit and meet with our Wedding Coordinator, who will be delighted to advise you of our current packages. To arrange an appointment call us on

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CAPACITY

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ADV402633



FIFE

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Published by: My Business Client Ltd
Martinique House, Hampshire Road, Bordon,
Hampshire GU35 0HJ
Tel: 01420 477080
Email: sales@mybusinessclient.com
Web: www.mybusinessclient.com

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WELCOME



Your marriage or civil partnership is a special occasion. Choosing the perfect setting to celebrate your relationship is important and we are delighted that you are considering making your lifelong commitment in Fife.

Nestled between the Rivers Forth and Tay, the picturesque Kingdom of Fife is a truly captivating part of Scotland. Surrounded by rolling hills, breathtaking countryside, and a dramatic coastline, our county is home to many historic towns and charming villages.

Let us perform your unique personalised civil ceremony at your chosen venue. You can have your ceremony at many beautiful venues throughout Fife and all our ceremonies are conducted by our friendly and professional Registrars. Civil ceremonies can take place in a variety of venues ranging from historic buildings, fairytale castles, elegant mansion houses, to our own council venues. In addition, you can also request a setting of your own choice, for example in your own home or garden, on the beach or a place that holds special memories for you.

Fife Registration Service is delivered by a team of dedicated, experienced professionals who are committed to helping you create a day that's perfect in every way.

Within these pages, you'll discover details about the wide range of ceremonies we offer. Whatever your preferences or personal style, we'll work closely with you to ensure your celebration is one to remember.



WHY SHOULD I CHOOSE *a Registrar from Fife?*

In Fife, we believe the journey to your big day should be exciting and enjoyable, not overwhelming. Our team of friendly, experienced Registrars are here to make things simple. We'll guide you through the legal steps and deliver a ceremony that's personal, meaningful, and uniquely yours.

Unlike religious, belief or humanist ceremonies, there's no need to collect or return your marriage or civil partnership schedule. We take care of everything as part of our service, giving you one less thing to worry about.

Ceremonies can be expensive, but choosing a Registrar means clear, competitive pricing with no surprise charges. Our fees include everything: legal paperwork, a bespoke ceremony, travel, and your official marriage/civil partnership certificate.

Our Registrars bring years of experience and a personal touch to every ceremony. Each new team member is fully trained and authorised by the Registrar General before conducting ceremonies on their own. You can trust us to make your wedding day unforgettable for all the right reasons.

Nervous about speaking in front of a crowd? Don't worry, our Registrars have your back. We'll be right there with you, guiding you through every moment so you feel confident and relaxed. No need to memorise lines or stress about what to say, we'll make sure you're fully supported from start to finish.

Your ceremony, your way. Whether you want something short and sweet or longer and more detailed, we'll help you shape a ceremony that reflects your personality and love story. You can chat through ideas with your Registrar beforehand to make sure everything feels just right.

Our motto says it all: "It's your day, so we do it your way." We're here to help you create a celebration that's truly unforgettable for you and your guests.



*"It's your day,
so we do it
your way."*





THE CEREMONY



Your ceremony should feel like you. Once you've chosen your perfect location, we're here to help you create a celebration that reflects your relationship and your style.

Every couple is unique, and your ceremony should be too. Whether you want to personalise your vows or include special touches like handfasting or unity candles, we'll work with you to bring your vision to life.

You're welcome to write parts of the ceremony yourself or chat with your Registrar about the options available. We'll do everything we can to make your ideas a reality.

Friends and family can play a special role in your ceremony. You might include readings, invite someone to share a personal story, or simply have them stand with you as part of your day.

Music adds a beautiful layer to your ceremony. Whether it's recorded or live, we're happy to include your chosen pieces. Many couples select music for the arrival of guests, the entrance, the signing of the schedule, and the final walk out.

Meet your Registrar. If you'd like to meet the person conducting your ceremony, just get in touch with the registration office. We'll do our best to arrange it.



CEREMONY ENHANCEMENTS

Handfasting – Is an ancient Celtic custom. The tradition involves the couple facing each other, joining hands, whilst a scarf or ribbon is tied around their hands to form a knot. This is where the term ‘tie the knot’ comes from. Couples often choose a family tartan or a special colour of cloth to make it more personal to them.

Memory Candle (not allowed in Fife Council venues)– The act of lighting a candle during a ceremony in honor of those who have passed. This is a centuries old tradition that allows us to express what we cannot communicate with words.

Sand Ceremony – A Sand Ceremony is a beautiful and symbolic ritual often chosen by couples who are blending their families. During the ceremony, each family member pours sand, typically in different colours into a single vessel, creating a vibrant and unique pattern. This visual representation signifies the coming together of individuals into one united family.

Oathing Stone – Steeped in Scottish roots, couples place their hands upon a stone while saying their wedding vows. Taken from the ancient Celtic custom of ‘setting an oath in stone’. Inclusion of the oathing stone ceremony into the vows can be deeply meaningful and dates back before wedding rings could be forged from metal.



This is where the term 'tie the knot' comes from..



Quaich – The Quaich is a traditional Scottish drinking vessel, rich in symbolism and history. It is a Scottish tradition symbolising trust, unity, and the blending of two lives and families. During the ritual, the couple shares a drink of their choice, a blend of two drinks to represent their union. It's a simple yet powerful gesture that reflects the couple's commitment to sharing all that life brings.

Unity Candle (not allowed in Fife Council venues)– The Unity Candle is a traditional wedding ritual that symbolises the joining of two individuals, and often their families, into one unified partnership.

During the ceremony, the couple each takes a lit candle and together they light a larger central candle. This act represents the merging of their lives into one shared future, while the individual candles may remain lit to show that each person retains their own identity within the union. It's a touching visual metaphor for love, partnership, and the balance between individuality and togetherness.



OUR ROOMS



Kirkcaldy

Kirkcaldy Registration Office:

Town House, Wemyssfield Kirkcaldy KY1 1XW

Tel. 03451 55 00 77 E: fife.registrars@fife.gov.uk

Kirkcaldy, one of Scotland's most historic burghs, affectionately known as the "Lang Toun" (Scots for "long town"), has roots that stretch back before the 11th century. Civil ceremonies here are held in the Town House, Kirkcaldy, a beautiful and historic building ideally located near both bus and train stations for ease of access.

The venue offers two distinct ceremony spaces. The marriage room is bright, elegant, and full of charm, with ornate details that create a romantic atmosphere. For those seeking a more traditional setting, the council Chambers provide a grand and stately backdrop, rich in character and history. Both rooms are further enhanced by exquisite floral arrangements, adding a touch of natural beauty to your special day.

You have the option of two ceremony rooms:

- The marriage room accommodates up to 40 guests, perfect for sharing your day with family and friends.
- The chambers a more spacious and traditional room can accommodate up to 90 guests, making it ideal for larger celebrations.



Dunfermline

Dunfermline Registration Office:

City Chambers, Kirkgate, Dunfermline KY12 7ND

Tel. 03451 55 00 77 E: fife.registrars@fife.gov.uk

Dunfermline Registration Office is beautifully situated within the historic City Chambers, a magnificent 19th-century building showcasing stunning French Gothic architecture and intricate decorative carvings. This charming and romantic setting features welcoming log fires, grand landings, and an ornate staircase that leads to a selection of elegant rooms, each thoughtfully designed to accommodate your needs on your special day.

The City Chambers, closely situated to The Abbey and Pittencrieff Park is located within the historic and cultural heart of Dunfermline.

You have the option of two ceremony rooms:

- A grand ceremony room that accommodates up to 60 guests, perfect for sharing your day with family and friends.
- A more intimate space designed for a party of four, ideal for couples seeking a quiet, personal celebration.



Cupar

Cupar Registration Office:

County Buildings, St Catherine Street, Cupar KY15 4TA

Tel. 03451 55 00 77 E: fife.registrars@fife.gov.uk

The Royal Burgh of Cupar, nestled in the heart of Fife, boasts a rich and illustrious history. Granted Royal Burgh status in 1328, Cupar was once Fife's bustling market centre and the seat of justice during the Middle Ages. Today, echoes of its vibrant past remain, particularly in its enduring market heritage. Tranquil green spaces such as The Cart Haugh, along the banks of the River Eden, and the Douglas Bader Gardens offer peaceful spots to enjoy the town's natural beauty.

Centrally located and easily accessible, Cupar invites you to explore its historic streets and buildings. The County Buildings, home to the Registrar's Office, were once the Tontine Hotel, a former coaching inn steeped in character. Within, County Hall offers a truly magnificent setting for your ceremony. Richly decorated and adorned with three spectacular chandeliers, the room accommodates up to 70 guests and is located on the first floor. Beautiful floral arrangements, thoughtfully provided by the Registrar, further enhance the space.



St Andrews Burgh Chambers

Burgh Chambers: Queens Gardens, St Andrews KY16 9TA

Tel. 03451 55 00 77 E: fife.registrars@fife.gov.uk

Please note: All enquiries and bookings for ceremonies at the Burgh Chambers in St Andrews are managed by the Cupar Registration Office.

St Andrews, a beautiful and historic town on the East Coast of Fife, holds a special place in Scotland's story. Home to the world-renowned University of St Andrews, the third oldest university in the English-speaking world. This charming town has been a centre of learning and culture for centuries. From 908, it served as the seat of an archbishop and remained Scotland's ecclesiastical capital until the Reformation. Visitors can still explore the majestic ruins of St Andrews Cathedral, founded in 1160 and once the largest in Scotland.

Internationally celebrated as the "home of golf", St Andrews is also known for the prestigious Royal and Ancient Golf Club, founded in 1754, along with several other world-class courses offering breathtaking views of the town and coastline.

Civil ceremonies in St Andrews are held in the Burgh Chambers, a stunning mid-19th-century building located in Queens Gardens, right in the heart of the town. Rich in character and history, the venue is ornately decorated and features portraits of former provosts, creating a truly exquisite setting for your special day. The ceremony room, located on the first floor, accommodates around 60 guests and is beautifully enhanced with striking floral arrangements provided by the Registrar.



Glenrothes

Glenrothes Registration Office:

Fife House West, North Street, Glenrothes KY7 5LT

Tel. 03451 55 00 77 E: fife.registrars@fife.gov.uk

Glenrothes, a modern town ideally located just off the A92 between Edinburgh and Dundee, is surrounded by villages rich in history, most notably Falkland, famed for its royal connections to the Stuart dynasty. The area offers a wide range of hotels and restaurants, making it a convenient and well-equipped location for wedding celebrations, receptions, and overnight stays.

Civil ceremonies in Glenrothes take place within Fife House, centrally located in the heart of the town. The ceremony room is modern, bright, and spacious, tastefully decorated to create a warm and welcoming atmosphere. It comfortably accommodates up to 40 seated guests and is beautifully enhanced with floral arrangements provided by the Registrar, making it a truly lovely setting for your special day.





LEGAL PAPERWORK

When getting married or civilly partnered in Scotland, there are a few legal steps you need to take, no matter who is conducting your ceremony.

Whether you're choosing a Registrar, a religious, belief or humanist celebrant, legal paperwork must be completed through the local registration office where your ceremony will take place.

Both parties must submit either a marriage notice form (M10) or a civil partnership notice form (CP10). These forms are available from our website www.fife.gov.uk/ceremonies or can be picked up at your local registration office.

Timing is important, so make sure you contact the Registrar well in advance, around 10-12 weeks, to avoid any last-minute issues.

If you're having a civil ceremony with a Registrar, your Registrar will guide you through the documents you need to provide. The Registrar will bring the schedule to the ceremony and return it afterwards back to the registration office to be registered.

Legal fees are included in the cost of your ceremony. You can find the most up-to-date information on fees and required documents on our website www.fife.gov.uk/ceremonies



If you're having a religious, belief or humanist ceremony, you must collect your marriage or civil partnership schedule in person the week of your ceremony. Either party can do this. After the ceremony, the signed schedule must be returned to the Registrar's office within three working days. Please note that fees are applicable and payable to the Registrar at the time of submitting your paperwork (please see link to our website above).

FREQUENTLY ASKED QUESTIONS

I have given my notice of marriage/civil partnership, will I be contacted when my schedule is ready to collect?

If you are having a Registrar conduct your ceremony there will be no requirement to do this as the Registrar will bring the schedule on the day. However, if you are having a religious, belief or humanist ceremony, then the couple are required to collect this in person (within 7 days of ceremony taking place and by appointment only).

What time should the wedding party/guests arrive for a ceremony?

If your marriage/civil partnership ceremony is at a registration office your guests should arrive around fifteen minutes prior to your ceremony starting. If you are arriving separately and you do not wish to see each other before the ceremony, please feel free to discuss with your Registrar about suitable arrangements and times. If your marriage/civil partnership ceremony is at a venue of your choice the Registrar will be there around thirty minutes prior to your ceremony beginning.

What is the role of a witness?

Witnesses are required to observe you make your verbal contract of marriage/civil partnership, and to sign the marriage/civil partnership schedule. Therefore, they need to be present throughout the ceremony. Witnesses need to speak and understand English, and should be 16 years of age or over. You will only require 2 witnesses. They do not need to bring ID on the day. You may need to supply your own witnesses as Fife Council may not be able to provide them for your ceremony, you can discuss this with the Registrar prior to the ceremony.

I am having my wedding in Fife, but I live abroad. Do I still need to give notice in person?

No, you do not need to give notice in person. We can accept your paperwork by email, however, all original documents must be seen in person, prior to the ceremony taking place.

Can I request a specific Registrar? Can I meet them before the day of the ceremony?

Registrars are allocated ceremonies, based on their availability. We will try to accommodate any requests for a specific Registrar where possible. If you wish to meet with your Registrar prior to the day, we will endeavour to arrange this for you, depending on their availability. If we are not able to



arrange for you to meet them, then do not worry as they will be in touch via email and telephone in the weeks leading up to the ceremony to go over the finer details and answer any questions that you have.

When will I receive my marriage/civil partnership certificate?

You will receive your certificate by post after your ceremony. If you have requested additional copies of your certificate, this can be arranged.

Can I personalise the ceremony or write my own vows?

Yes you can personalise your ceremony and write your own vows. You can also include poems, readings, enhancements and music of your choice. There are legal declarations that you must make to each other, which must be included in the ceremony.

Do we have to exchange rings?

Your Registrar will check with you beforehand if you are exchanging rings during the ceremony. If you choose not to exchange rings, please be assured this does not affect the validity of your marriage.



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Visit us in St Andrews where our fantastic jewellery consultants will help you find the perfect wedding ring and jewellery. We can assist you in exploring styles, metals and gemstones to match your personal taste and budget, ensuring you find a special piece for your big day.



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